

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 – Full Opening September 2020</b>						
School:	All Saints Academy	Address:	Honicknowle, Plymouth, PL53NE				
Person(s) / Group at risk:	Staff, pupils, visitors and contractors						
Risk Assessment carried out by:	Lee Sargeant (Headteacher)	Date:	09/10/20	Approved by:	SLT	Date:	09/09/20
	Lacey Tombs (H&S Lead)	Date:	09/10/20	Approved by:	Governing body	Date:	09/09/20

<p>Regional rules came into effect on 30<sup>th</sup> December 2020 placing all areas in one of 4 tiers. You must follow the guidance for your current tier.          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>Current Tier:  <b>Tier 3: Very High Alert</b></p>
<p>This is a model risk assessment and <b>MUST be adapted to reflect the significant hazards and control measures present in your site</b> to allow the safe return of pupils and staff to your school. This is a live document and it must be continuously reviewed alongside the latest Covid-19 government guidance. It must also be read alongside existing risk assessments and health and safety arrangements for your school.</p> <p>Return to school risk assessment – based on the principles and guidance contained within DfE Guidance, latest: Guidance for Full Opening: Link: <a href="http://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools">www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</a> When conducting the risk assessment, it is important that the school adopts a considered collaborative approach in line with DfE Guidance.</p> <p>It is a legal requirement that schools should revisit and update their risk assessments (building on the learning to date and the practices they have already developed), to consider the additional risks and control measures. This risk assessment is generic, and each school is responsible for reviewing and amending to ensure it is applicable to their setting and the latest government guidance <b>and must consult with their staff regarding the risks and control measures being implemented.</b></p> <p>The control measures listed <b>are prompts</b> and will not necessarily reflect those in all establishments and you <b>MUST</b> adapt it by adding (or removing) <b>and outlining in detail the control measures as appropriate to your establishment.</b></p>	

No.	Significant hazard / risk	Normal control measures	Any additional measures in place?	Further action? Yes / No
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If you need help to complete this risk assessment, please refer to HS47 (Risk Assessment Arrangements) or telephone the Devon Health & Safety Service on 01392 382027.

**Suspected or confirmed cases of COVID-19** must be reported to the local **Public Health England (PHE) Health Protection team on 0300 303 8162 (press Option 1, Option 1)**. This will enable you to discuss the outbreak control measures that are needed and the information to be communicated to others. You should also email the school priority alert mailbox ([educate.schoolspriorityalerts-mailbox@devon.gov.uk](mailto:educate.schoolspriorityalerts-mailbox@devon.gov.uk)) to ensure the DCC Education team also know promptly.

### **PLYMOUTH SCHOOLS**

Please see updated guidance from PHE SW HPT: Guidance for Childcare and Educational Settings in the management of COVID-19 Flowchart. Changes in place for September are:

- There is no longer a need to routinely report individual suspected cases to Public Health England South West Health Protection Team (PHE SW HPT)
- There is still a need to report suspected cases to PHE SW HPT in the following scenarios:
  - The symptomatic person has been admitted to Hospital
  - The possible case REFUSES testing
  - There are a cluster of possible cases/unexpected increase in absenteeism
  - The possible case has DEFINITE link to a confirmed case
- The Flowchart has been changed to reflect the need to now self-isolate for 10 days in line with updated guidance.

Local reporting to Plymouth City Council

- You no longer need to report individual cases to Plymouth City Council.
- Inform Plymouth City Council if you are reporting to PHE SW HPT any suspected cases in line with the scenarios noted above
- Contact PCC if you have any concerns or queries regarding COVID-19 for additional advice and support
- Report any suspected cases in line with scenarios noted above using this email address: [childrensservicesresponse@plymouth.gov.uk](mailto:childrensservicesresponse@plymouth.gov.uk)
- If you have any concerns or queries regarding COVID-19 contact PCC on the email above.
- As with the PHE flow chart continue to report to PCC any confirmed cases or outbreaks in your setting using the [childrensservicesresponse@plymouth.gov.uk](mailto:childrensservicesresponse@plymouth.gov.uk) email address

Note: timely local reporting will enable swift local response and support.

No.	Significant hazard / risk	Normal control measures	Additional measures in place	Further action?
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				Yes / No
1	<b>Social distancing and reducing risk of transmission</b>			
	<b>Definition of a close contact</b>	<p>When completing your risk assessment, it is important that your mitigations control measures in all aspects of the school day, considers PHE definition of 'close contact'. The following definition of 'close contact':</p> <p>Manage confirmed cases of coronavirus (COVID-19) amongst the school community. (Close contact means):</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> <li>• travelling in a small vehicle, like a car, with an infected person</li> </ul> <p>Focusing on obtaining mitigations they reduce close contact, will reduce staff and pupil absences when there are cases within the school.</p>		
1.1	Entrance and egress to school site causing large groups of people inside school grounds compromising social distancing	<p>Stagger drop-off and collection times avoiding any changes to pupils that arrive at school on school transport where possible.</p> <p>Provide information to parents.</p> <p>If possible, only one parent to attend.</p> <p>Use alternative drop off locations and utilise all entrance routes where possible.</p> <p>One way system to be put in place where possible.</p> <p>All reminded to keep to the left when moving around the school.</p> <p>Have a process for safely removing and disposing of / storing face coverings when pupils and staff who use them arrive at school.</p> <p>Communicate this process clearly to them, following the recommendations in the government guidance <a href="#">Staying safe outside of</a></p>		

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		<p><a href="#">your home: face coverings</a> and <a href="#">Guidance for Full Opening</a>. Pupils must be instructed to wash their hands, on arrival.</p> <p>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.</p> <p>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/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> which sets out that they must self-isolate for at least 10 days 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 10 days from when the symptomatic person first had symptoms.</p>		
1.2	Parents gathering at school gate not social distancing	<p>Plan parents' drop-off and pick-up protocols that minimise adult to adult contact.</p> <p>Make clear to parents 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).</p> <p>No stay and play sessions / reading with children sessions are planned.</p>		
1.3	Overcrowding in classrooms and corridors.	<p>Children are to be grouped into consistent groups with contact between groups avoided (see Curriculum section below).</p> <p>Desks should be forward facing and spaced as far apart as possible and arranged so that face to face seating is avoided.</p> <p>Set out classrooms where possible to ensure access to outside space and their age appropriate equipment and resources, whilst preventing mixing with other groups.</p> <p>Removal of some furniture may be required to enable this.</p> <p>Reduce movement around the school using timetabling and appropriate selection of classroom or other learning environments.</p>	<p>Re-usable masks distributed to all students on Monday 9<sup>th</sup> November. Disposable masks available where students have forgotten their masks.</p> <p>Lanyards distributed to identify students unable to wear a mask for medical reasons.</p>	

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		<p>Stagger assembly groups</p> <p>All staff, students and visitors will be supported in their wishes to wear face coverings wherever possible. Schools will mandate the use of face masks in accordance with latest government guidance  <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></p> <p>Where individuals are wearing a face mask they must provide their own and follow disposal measures as laid out by the school. Reusable masks must be kept on their person or inside their bag at all times.</p> <p>Where face coverings are detrimental to the needs of the staff or students, the school leadership team will work closely with individuals to find a resolution to help them feel comfortable and safe.</p> <p>In schools where pupils in year 7 and above are educated, face coverings should be worn by adults and pupils when moving around the premises, outside of classrooms, such as in corridors and communal areas where social distancing cannot easily be maintained. Some individuals are exempt from wearing face coverings and adults and pupils should be sensitive to those needs.</p> <p>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 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>		

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1.4	Risk of transmission within EYFS settings	Updated Guidance for EYFS (2 July 2020) to be followed. <a href="https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures/coronavirus-covid-19-early-years-and-childcare-closures">https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures/coronavirus-covid-19-early-years-and-childcare-closures</a> removes keeping children in small consistent groups within settings, but still minimising mixing where possible taking into consideration increased risk factor to staff.		
1.5	Groups mixing during breaks and lunchtime compromising social distancing.	Staggered break times and ensure appropriate supervision is in place. Use different playground locations where possible Staggered lunchtimes & in set groups with handwashing Tables kept apart. Or lunches delivered to classrooms. Ensuring everyone keeps further apart than normal. Cleaning of tables between uses by different groups.		
1.6	Groups mixing during extra-curricular provision	Carefully consider 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. Holiday club guidance suggests delivering sessions outside where possible As with physical activity during the school day, contact sports should not take place and recommendations set out in <a href="#">Protective measures for out-of-school settings during the coronavirus (COVID-19) outbreak should also be taken into consideration.</a>		
1.7	Wraparound provision: Groups mixing during extra-curricular provision	Schools should work to continue breakfast and after-school provision, where possible, in line with the latest guidance. <a href="https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak">https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak</a> and <a href="https://www.gov.uk/government/publications/schools-and-childcare-settings-return-in-january-2021">https://www.gov.uk/government/publications/schools-and-childcare-settings-return-in-january-2021</a>		

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		<p>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.</p>		
1.8	<p>Spread of virus due to increased numbers of people within the building.</p>	<p>Inform parents that if their child needs to be accompanied to school only one parent should attend  Active engagement with NHS Test and Trace  Children will be grouped together  Contact between groups limited so far as possible  Forward facing desks where practical and possible  Staff maintaining distance from others as much as possible  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. Do not attend if symptomatic. If symptoms commence on site, isolate, inform leadership and leave. Unless caring for a student in which case PPE required, 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. Regular cleaning of settings has been increased with additional cleaning support from (Devon Norse / Sodexo / the in-house team / Cormac). Cleaning time allocation amended to enable a more thorough clean in the areas of the building that are in use. In addition, antibacterial spray, gloves, aprons and goggles / visors are provided where required.</li> </ol>		

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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 reasonable practicable. Staff will move around the school and maintain distancing so far as reasonably practicable.</p>		
1.9	Staff	<p>Staff should maintain Public health guidance of 2m wherever possible. 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>The priority is always to try to maintain 2m social distancing, but where this cannot be achieved, regular hand washing/cleaning and good respiratory hygiene are also important for both staff and pupils.</p> <p>Government guidance should 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>		
<b>2</b>	<b>Premises related matters</b>			
2.1	Visitors and deliveries	<p>Visits and deliveries to be arranged for quiet times or outside school hours wherever possible. Signing in system and lanyard use to be reviewed. Signing in screen to be cleaned regularly and hand sanitiser provided.</p>		
2.2	Changes to building use being safe for pupils & staff – e.g. storage, one-way systems, floor tape.	<p>Review whole school risk assessment (RA22 or equivalent), to ensure control measures remain suitable and in place.</p> <p>Update risk assessments to include any changes that have been necessary (e.g. handwashing, one-way systems, allocation of specific classrooms) and this must include curriculum risk assessments where necessary.</p> <p>Consider how the layout will enable access to outdoor space and the equipment necessary for teaching the year groups.</p>		

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		<p>Consider how changes will impact on arrangements such as safe fire evacuation routes (see below). Carry out a premises safety check. Follow up work to be reported to the Premises Manager and action taken to resolve.</p>		
2.3	First Aid procedures, Reduced numbers of first aiders and Paediatric first aider.	<p>Review First Aid risk assessment (RA22 or equivalent). Rota systems in place to ensure adequate numbers of first aid and PFA trained staff. Communication of first aid arrangements during daily briefings. PPE within first aid supplies</p>		
2.4	Fire Procedures	<p>Review the fire risk assessment taking into consideration any changes made to the layout, and the impact this may have on fire evacuation and escape routes, and any increased risks of having significant amounts of high-alcohol-content hand sanitiser on the premises and compliance with its safe storage requirements. Ensure that testing and monitoring regimes are in place for fire detection and alarm systems, fire extinguishers and that any interim arrangements (such as doors propped open where necessary to reduce hand contact), are managed so that they do not compromise fire protection (and security) measures. Review where required fire evacuation routes and assembly points to ensure that social distancing guidelines are being met. Ensure any PEEPs are still suitable and staff are aware of contents Fire drills to continue as normal</p>		
2.5	Water hygiene – management of legionella	<p>Review the water hygiene management plan. Ensure that agreed regimes for flushing and monitoring of temperatures have been maintained throughout any period of closure / partial opening.</p>		

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		Where regimes have not been maintained ensure that cleaning and disinfection has taken place prior to reoccupation as per government guidance <a href="#">Managing School Premises during the Covid-19 outbreak</a> . Hot water system heated to full temperature, and hot and cold systems flushed through, and temperatures monitored and recorded as standard.		
2.6	Using and monitoring new practices to reduce risk of Covid-19 transmission	Training of all staff via briefing prior to start – to include contents of this RA, alternative layouts and any changes to fire evacuation routes, use of PPE, and location of designated room for suspected cases. Explaining to children about the use of face coverings – to support children with adhering to social distancing. Headteachers and school leaders must monitor arrangements and make remedial actions where needed. Ensure there are opportunities for all employees to raise concerns / make suggestions.		
2.7	Management of premises related risks e.g. asbestos, delayed statutory testing (LOLER)	Communication arrangements to ensure that requirements and controls are understood by responsible persons (e.g. signing in processes for contractors). If equipment is not within statutory test periods (e.g. lifts and hoists) then it should be taken out of use until the inspection and test can be completed.		
2.8	Staff rooms and offices to comply with social distancing and safe working practice	Numbers of people reduced at one time to allow social distancing – chairs removed/placed apart. Avoiding unnecessary gatherings. Where possible reduce the use of communal / shared facilities such as tea and coffee facilities and encourage staff to bring their own food and utensils. Enhanced cleaning regimes as per below.		
2.9	Ventilation to reduce spread	Open windows and prop doors open, where safe to do so (bearing in mind fire safety, security and safeguarding).		

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		<p>Where mechanical ventilation is present, recirculatory systems should be adjusted to full fresh air. If mechanical ventilation systems cannot be adjusted to full fresh air systems should be operated as normal.</p> <p>Ventilation to chemical stores should remain operational. LEV systems in secondary school workshops and specialist rooms, which are used to remove dust and other particles from the air as part of practical making and finishing processes will remain in use when required.</p> <p>Further information can be found here:  <a href="https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm?utm_source=govdelivery&amp;utm_medium=email&amp;utm_campaign=coronavirus&amp;utm_term=guide-1&amp;utm_content=aircon-4-dec">https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm?utm_source=govdelivery&amp;utm_medium=email&amp;utm_campaign=coronavirus&amp;utm_term=guide-1&amp;utm_content=aircon-4-dec</a></p>		
2.10	Management of waste	<p>Ensure bins for tissues are emptied throughout the day.</p> <p>Follow <a href="#">Guidance on disposal of PPE waste</a> (such as used fluid resistant masks) and <a href="#">Government guidance on disposal of waste</a>, including waste such as wipes and cloths generated by additional cleaning and disposable face coverings where for instance they have been worn for the journey to school. You must make sure that these items are disposed of properly rather than going into recycling bins.</p>		
2.11	Management of incoming goods	<p>Follow measures in place at the school regarding supplies coming into and out of the school, which takes into consideration SD and hygiene measures. E.g. drop-off point – one person controls the process etc.</p> <p>Reduce paper based correspondence as far as possible.</p> <p>Where possible send all messages electronically</p> <p>Internal messages to be passed electronically or by telephone</p> <p>Where post needs to be sent, this should be handled by one individual to minimise contact</p> <p>Incoming post – stringent hand washing should take place where post cannot wait 72 hours before opening.</p>		

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2.12	School owned outdoor play equipment	<p>Promote good hygiene and social distancing using signage and other methods of comms (community noticeboards, school newsletters) to set out: maximum numbers to enable SD, encouraging parents to clean children's hands before and after play, disposal of all rubbish.</p> <p>Consider limiting numbers (e.g. taking out swings), using time limits, one ways systems around pieces of equipment, cleaning regimes if applicable for high traffic touch points such as slides, monkey bars and climbing frames / walls, playhouses and huts, crawl through tunnels and tube slides, exercise equipment, gates, benches and picnic tables, refuse areas and bins.</p> <p>Encourage effective sanitation by users, parents etc.</p> <p>Consult guidance on <a href="#">Managing Outdoor Playgrounds</a> for equipment also used by the community.</p> <p>When used by the school, it must be appropriately cleaned between groups of children and only used by one group at a time.</p>		
2.13	Contractors on-site whilst school is in operation	<p>Ongoing works and scheduled inspections for schools (e.g. estates related) have been designated as essential work by the government and so are set to continue.</p> <p>Before contractors come onto site the following should be in place:</p> <p>An assessment has been carried out to see if any additional control measures are required to keep staff, pupils and contractors safe.</p> <p>Assurances have been sought from the contractors that all staff attending the setting will be in good health (symptom-free) and that contractors have procedures in place to ensure effective social distancing is maintained at all times.</p> <p>Temperature checks are carried out on arrival and before entering the school building.</p> <p>Alternative arrangements have been considered such as using a different entrance for contractors and organising classes so that contractors and staff/pupils are kept apart.</p>		

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		<p>Social distancing is being maintained throughout any such works and where this is not possible arrangements are reviewed.</p> <p>In addition to arrangements for COVID-19, 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>		
2.14	Hiring out premises	<p>Schools should ensure they are considering carefully how to hire out to external bodies or organisations, such as external coaches or after-school or holiday clubs or activities. Such arrangements can only operate within their wider protective measures and should also have regard to any other relevant government guidance. For example, where opening up school leisure facilities for external use, ensuring they do so in line with government guidance on <a href="#">working safely during coronavirus (COVID-19) for providers of grassroots sport and gym or leisure facilities</a>.</p> <p>Schools and hirers to be aware that changes may be required at short notice depending on local covid alert levels</p> <p><a href="https://www.gov.uk/guidance/local-covid-alert-levels-what-you-need-to-know">https://www.gov.uk/guidance/local-covid-alert-levels-what-you-need-to-know</a></p>		
<b>3</b>	<b>Cleaning and reducing contamination</b>			
3.1	Contaminated surfaces spreading virus.	<p>Classroom based resources such as sports, art and science equipment can be used and shared within the bubble.</p> <p>Such resources should 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>Follow government <a href="#">guidance for working in education and childcare</a> if someone becomes ill with suspected COVID-19 at the setting.</p>		

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		Follow guidance on <a href="#">Cleaning and decontamination of non-health care settings</a> .		
3.2	Shared resources and equipment increasing spread	Prevent the sharing of stationery and other equipment where possible Suitable procedures in place for managing access to items of 'heavy use' such a photocopiers to maintain social distancing. Enhanced cleaning regimes. Limit items being brought in from home or taken home from school and store when returned for 72 hours if it cannot be cleaned Limit handling of pupil work by staff where possible, submit work online in preference to paper and books		
3.3	Cleaning staff and hygiene contractor's capacity - providing additional requirements	Discuss with cleaning contractors or staff the additional cleaning requirements and agree additional hours to allow for this. Ensure cleaning products being used are suitable and that adequate supplies of cleaning materials are available. See <a href="#">Safe working in education and childcare</a> for guidance on PPE and guidance on <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> Put in place an enhanced cleaning schedule and establish more frequent cleaning of shared areas or those used by different groups. Additional guidance on cleaning of non-health care settings is to be published by Public Health England by the end of the summer term. Review COSHH risk assessments where there is any change in products		
3.4	Sufficient handwashing facilities for staff and pupils	Where a sink is not nearby, provide supervised access to hand sanitiser in classrooms and other learning environments. Plan in regular access to facilities throughout the day. Provide additional sinks where possible. Ensure enough hand wash and sanitiser stations are available based on what you have learned from usage to date.		
3.5	Additional time for all to carry	Frequent hand cleaning as part of normal routine. Stagger regular access to handwashing facilities through the day. Build routines into behaviour expectations and school culture.		

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	out handwashing			
3.6	Handwashing practice with children	Review the guidance on hand cleaning and introduce handwashing songs for younger children. Ensure that help is available for children and young people who have trouble cleaning their hands independently. See guidance and resources available at <a href="#">e Bug</a> . Consider risks around ingestion of sanitiser and where this is a risk substitute for skin friendly sanitiser wipes for young children / those with complex needs.		
3.7	Good respiratory hygiene	Promote 'catch it, bin it, kill it' ensuring that enough tissues and bins are available. Support should be provided for young children and those with complex needs, particularly where children spit / use saliva. In such cases this should be considered within the pupil's individual risk assessment.		
3.8	Sufficient supplies of soap and cleaning products	Discuss with suppliers and contractors to ensure sufficient supplies and deliveries. Use regular detergents and bleach. Review COSHH assessments (RA05) and implement additional controls required where there has been any change in products. Each classroom provided with gloves and disinfectant spray in case a pupil or staff member coughs or sneezes on a piece of equipment or furniture.		
3.9	Toilets being overcrowded	Limit the number of children or young people who use the toilet facilities at one time. Visiting the toilet one after the other if necessary. Different groups don't need to be allocated their own toilet blocks, but toilets will need to be cleaned regularly and pupils must be encouraged to clean their hands thoroughly after using the toilet.		
3.10	Dedicated spaces	Dedicated space to be arranged should anyone require a space for breast feeding. Are to be cleaned thoroughly between uses.		
<b>4</b>	<b>Staff related issues</b>			

No.	Significant hazard / risk	Normal control measures	Any additional measures in place?	Further action? Yes / No
4.1	Staff access and egress to site and buildings	<p>Staff will arrive and leave the building in their normal way. It is all staff responsibility to adhere to distancing measures wherever possible. The majority of staff travel by car, cycle or walk. 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 their mask appropriately.</p> <p>Staff must wash their hands when they arrive</p>		
4.2	Staff measures to reduce contact and transmission Covid-19. New variant of the Covid-19 virus. It is also noted that the new variant may present an increased risk amongst children and young people who present as - asymptomatic.	<p>The following section of the 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></p> <p><b>Where this cannot be met, then the school must record why and what other control measures they will adopt.</b></p> <p>All teachers and other staff can operate across different classes and year groups in order to facilitate the delivery of the school timetable. Where staff need to move between classes and year groups, they should try and keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults and should avoid close face to face contact and minimise time spent within 1 metre of anyone. Similarly, it will not be possible when working with many pupils who have complex needs or who need close contact care. These pupils' educational and care support should be provided as normal.</p> <p>When considering the return of non-teaching staff school leaders should recognise the wider government policy that staff who can work from home should do so and apply this where feasible (e.g. in administrative roles).</p>	Any section of the guidance that cannot be met <b>MUST</b> be recorded with reasons why <b>AND</b> what control measures will be adopted.	

No.	Significant hazard / risk	Normal control measures	Any additional measures in place?	Further action? Yes / No
		<p><b>Focusing on control measures that reduce close contact, will reduce the number of staff and pupils required to self-isolate when there are cases within the school.</b></p> <p><i>PHE have identified issues that have arisen in IMTs in schools and some adjustments are being made by schools as a result. There may be difficult to implement due to disruption to learning or operational issues. But schools are also identifying that actually having positive cases and seeing the impact on numbers being sent home to self-isolate (staff and pupils) will also affect learning and operational issues.</i></p> <p><i>Mitigating measures that will reduce the number of close contacts between individuals and therefore numbers required to self-isolate as the result of a positive case in the school:</i></p> <ul style="list-style-type: none"> <li>▪ <i>Reducing bubble sizes,</i></li> <li>▪ <i>reducing face to face meetings (move to video calling if appropriate),</i></li> <li>▪ <i>reducing or eliminating the number of staff and pupils mixing across year groups/ classes at lunch, breaks, staff rooms etc.</i></li> <li>▪ <i>reducing or eliminating the movement around the school of pupils and teaching staff,</i></li> <li>▪ <i>reducing or eliminating the movement across bubbles of pupils and teaching staff,</i></li> <li>▪ <i>no car sharing between staff to school</i></li> <li>▪ <i>keeping to the 2m distancing (for teachers especially) if at all possible</i></li> </ul> <p><i>Other measures that will reduce the spread of the virus in the school – face coverings, thorough regular cleaning regimes throughout the day (of</i></p>		

No.	Significant hazard / risk	Normal control measures	Any additional measures in place?	Further action? Yes / No
		<p><i>hands and of hard surfaces/ high use touch points), catch it bin it kill it messages.</i></p> <p>IT Technicians provide IT support remotely and within teaching and office spaces. The ticketing service desk has been promoted to ensure issues are resolved remotely wherever possible. Posters are displayed on IT offices to minimise access. Where it is not possible to resolve an issue remotely, separate drop off and collection points for devices are in place. Items are sanitised before and after repairs are made. Where the technician needs to attend a location within the school, the work will be carried out when the room is empty wherever possible. They will wear face coverings while outside of their office and will request staff and students maintain distancing while in a room. They will maintain good hygiene using hand washing and sanitation products and maintain stringent social distancing.</p>		
4.3	Managing supply teachers, visitors, contractors and other temporary visiting staff.	<p>Supply teachers, peripatetic teachers and/or other temporary staff can move between schools.</p> <p>They should ensure they minimise contact and maintain as much distance as possible from other staff.</p> <p>Specialists, therapists, clinicians and other support staff for pupils with SEND should provide interventions as usual.</p> <p>Schools should consider how to manage other visitors to the site, such as contractors, catering staff and deliveries, as well as cleaning staff and site staff who may be working throughout the school and across different groups / sites. This will require close cooperation between both schools and the other relevant employers. Schools should have discussions with key contractors about the school's control measures and ways of working as part of planning for the autumn term and ensure site guidance on physical distancing and hygiene is explained to visitors on or before arrival. Where visits can happen outside of school hours, they should. A record should be kept of all visitors.</p>		

No.	Significant hazard / risk	Normal control measures	Any additional measures in place?	Further action? Yes / No
		It is important that staff who are managing supply teachers, visitors, contractors and other temporary visiting staff are conversant with SD and hygiene protocols within the school.		
4.4	Insufficient staff capacity to deal with increased numbers of pupils - Shortage of teachers to maintain staff to pupil ratios	<p>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.</p> <p>Careful planning of the year groups/classes should be undertaken based on staff availability.</p> <p>Supply teachers and other peripatetic staff can 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></p> <p>Where there are not sufficient staff to cover staff absences, the critical incident plan / school emergency plans will be followed to condense the school or curriculum, or, enact partial or full school closure.</p>		
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 to 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, seek GP or occupational health advice.</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/ESoXeZkAQyLlupPG5VVG6yQB2iEFDD4pgkko5qBbtOSEkw?e=040Qiy">https://devoncc.sharepoint.com/:w:/s/PublicDocs/Education/ESoXeZkAQyLlupPG5VVG6yQB2iEFDD4pgkko5qBbtOSEkw?e=040Qiy</a></p> <p>Further advice is available from HR if required.</p>		

No.	Significant hazard / risk	Normal control measures	Any additional measures in place?	Further action? Yes / No
4.6	Staff understanding of new changes – safe practice at work & in classroom. Teaching in a safe environment	Talk to staff about the plans (for example, safety measures, timetable changes and staggered arrival and departure times), including discussing whether training would be helpful.		
4.7	Accessing testing arrangements are clear for all staff	Guidance about testing, including the NHS ‘Test and Trace’ service, is available via this link <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>		
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 child, young person or other learner becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home a face mask should be worn by the supervising adult if a distance of 2 meters cannot be maintained.</p> <p>If contact with the child or young person is necessary, then gloves, an apron and a face mask should be worn by the supervising adult.</p> <p>If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn</p> <p>Ensuring that fluid resistant face masks are available for all schools and that a supply is maintained.</p> <p><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>		
4.9	Assessment of all staff,	All staff can continue to attend school in Tier 1 - 3 local restriction areas. In Tier 4, staff who have been advised to shield as they are clinically		

No.	Significant hazard / risk	Normal control measures	Any additional measures in place?	Further action? Yes / No
	including high risk staff with vulnerable / shielding family member, underlying health conditions or other risk factors	<p>extremely vulnerable should work from home in accordance with the government guidance.</p> <p>The government guidance remains that staff should work from home where possible.</p> <p>A risk assessment should be undertaken with clinically extremely vulnerable and clinically vulnerable staff returning to the school, especially where they are returning to the school.</p> <p>A risk assessment should also be undertaken (or reviewed/updated if one was previously undertaken) with staff who may be anxious about returning to school and/or due to the increased numbers.</p> <p>The 'Risk assessment for all staff including vulnerable groups' can be used to aid and record this assessment - <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>Managers Guide to Supporting BAME or other vulnerable colleagues: will follow guidance and undertake a risk assessment with 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>Pregnancy: The Expectant Mother risk assessment has been amended to include Covid 19 and should 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> <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 4: stay at home where this has been advised by the Chief Medical Officer, and only for a limited period</p>		

No.	Significant hazard / risk	Normal control measures	Any additional measures in place?	Further action? Yes / No
		<p>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> 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>		
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>Adequate training / briefing on use and safe disposal  Follow guidance on putting on and taking off standard PPE  <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> and above guidance on use in education settings.</p>		
4.12	Staff member becoming	<p>A staff member should let the leadership team know and go home. Where that person needs to use the bathroom before they go home, they should use a separate bathroom if possible. The bathroom must be</p>		

No.	Significant hazard / risk	Normal control measures	Any additional measures in place?	Further action? Yes / No
	unwell with Covid 19	<p>cleaned and disinfected before being used by anyone else. Everyone must wash their hands after any contact with someone who is unwell. 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.</p> <p>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.</p> <p>Managers should complete a COVID notification form sending this to HR, this will provide relevant information including potential contacts to inform track and trace, as well as test results.</p> <p>The employee will be instructed to get an essential worker test without delay.</p> <p>Where the employee is symptomatic but feels well, the employee may work from home whilst isolating in accordance with the Government Guidance. The employment may 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	<p><b>PLYMOUTH SCHOOLS</b> Dealing with suspected and confirmed case/ cases and outbreak.</p>	<p>If you have any infection control concerns or questions, please call the South West Health Protection Team on 0300 303 8162. If the matter is not urgent you can also email <a href="mailto:swhpt@phe.gov.uk">swhpt@phe.gov.uk</a>. Plymouth City Council can also be contacted by emailing: <a href="mailto:childrenservicesresponse@plymouth.gov.uk">childrenservicesresponse@plymouth.gov.uk</a></p> <p>There is no longer a need to routinely report individual suspected cases to Public Health England South West Health Protection Team (PHE SW HPT)</p> <p>There is still a need to report suspected cases to PHE SW HPT in the following scenarios:</p> <ul style="list-style-type: none"> <li>o The symptomatic person has been admitted to Hospital</li> </ul>		

No.	Significant hazard / risk	Normal control measures	Any additional measures in place?	Further action? Yes / No
		<p>o The possible case REFUSES testing</p> <p>o There are a cluster of possible cases/unexpected increase in absenteeism</p> <p>o The possible case has DEFINITE link to a confirmed case</p> <p>Follow the updated PHE SW HPT flowchart, which has been changed to reflect the need to now self-isolate for 10 days in line with updated guidance.</p> <p>If a child or staff member in your education setting becomes symptomatic, you should advise them to access testing through the normal channels.</p> <p>However, in exceptional circumstances when you do not think a child or staff member would be able to access testing by these routes, you should consider using one of the school provided home test kits to improve the chances that the individual will get tested. See the DfE guidance on test kits for schools.</p> <p>School should up-date the <b>Schools Emergency Plan</b> to incorporate the above links.</p> <p><b>Manage confirmed cases of coronavirus (COVID-19) amongst the school community. (Close contact means):</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> <li>• travelling in a small vehicle, like a car, with an infected person</li> </ul> <p><a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#soc">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#soc</a></p>		

No.	Significant hazard / risk	Normal control measures	Any additional measures in place?	Further action? Yes / No
4.14	Lateral Flow testing (Secondary Schools)	<i>Guidance on the coronavirus (COVID-19) testing programme for secondary schools and colleges</i> DfE have created a schools and colleges document sharing platform for asymptomatic testing. This area contains additional information to support schools and college staff in preparing and operating LFT.		
<b>5</b>	<b>Pupil related issues</b>			
5.1	Vulnerable groups who are clinically, extremely vulnerable.	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.  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 a record of, and monitor engagement with this activity but this does not need to be formally recorded in the attendance register.		
5.2	Distressed children	Measures are in place where children are distressed.		
5.3	Children with EHCP and pupils who attend dual settings	A risk assessment should be completed before attendance. For dual settings work through the system of controls collaboratively, enabling any risks identified to be addressed and allowing the joint delivery of a broad and balanced curriculum for the child		
5.4	Pupils unable to follow guidance	Some pupils will need additional support to follow these measures. Insert measures here or attach additional document.		
5.5	Pupils equipment	Pupils to limit the amount of equipment they bring into school each day, to essentials		

No.	Significant hazard / risk	Normal control measures	Any additional measures in place?	Further action? Yes / No
		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.		
5.6	Member of a class becoming unwell with COVID-19	<p>If a child is awaiting collection, they will be moved to a room where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required.</p> <p>Ideally, a window should be opened for ventilation.</p> <p>If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people.</p> <p>Allocate a suitable room for this purpose and communicate intentions to staff.</p> <p>Ensure suitable PPE (including fluid resistant face mask) is available at this location.</p> <p>Where that person needs to use the bathroom they should use a separate bathroom if possible. The bathroom must be cleaned and disinfected before being used by anyone else.</p> <p>Everyone must wash their hands after any contact with someone who is unwell. 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.</p>		
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. Uniform policies may be temporarily reviewed in light of colder weather where necessary.		
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.		
5.9	Wrap around care	Wrap around care (is / is not) provided. Parents, carers and staff will be made aware.		

No.	Significant hazard / risk	Normal control measures	Any additional measures in place?	Further action? Yes / No
<b>6</b>	<b>Transport</b>			
6.1	Travel to school and provision of safe school transport:	<p>Consider school transport arrangements and where possible encourage parents and children and young people to walk or cycle to school where possible.</p> <p>Liaise with School Transport Team where further consideration needs to be given to taxi and escort services.</p>		
6.2	Dedicated school transport, including statutory provision	<p><a href="#">transport-to-school-and-other-places-of-education-autumn-term-2020</a></p> <p>Although there is no requirement for students to sit with the group of students or “bubble” with which they are educated, students should sit in year groups as far as possible when travelling – this will be in ascending year groups front to back (youngest students at the front of the vehicle). Schools may even wish to draw up seating arrangements on vehicles. Consider how you are going to “police” any seating arrangements as this is not the driver’s responsibility – their role is to focus on driving the vehicle safely. Any arrangements will require clear communication between schools and families/students, and school staff should initially be on hand at the end of each day to assist the students.</p> <p>Where possible, transport operators will aim to keep windows on home to school transport open to increase ventilation; or use air conditioning. Ensure organised queuing/boarding and distancing within vehicles if possible.</p> <p>Ensure organised queuing/boarding and distancing within vehicles if possible.</p> <p>Consider the use of face coverings for children over the age of 11, where appropriate.</p> <p>For example, if they are likely to come into very close contact with people outside of their group or who they do not normally meet.</p> <p>Consider the use of hand sanitiser upon boarding and/or disembarking.</p>		

No.	Significant hazard / risk	Normal control measures	Any additional measures in place?	Further action? Yes / No
		Waiting for the DfE who will shortly publish new guidance to local authorities on providing dedicated school transport.		
6.3	Wider public transport	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. You should also wear a face covering in other enclosed spaces where it is difficult to maintain social distancing. Staff must dispose of their mask appropriately, using school processes for disposing of masks. Staff must wash their hands when they arrive.		
6.4	School Transport arrangements support changes to school times	Liaising with the School Transport Team before change are made. Communicate with families / students. Follow 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>		
6.5	Face coverings and PPE	It is now the law that people age 11 and over must wear a face covering on public and school transport. However, TWT, supported by PHE, recommend that people aged 11 and over wear a face covering when travelling on dedicated school transport from the start of the autumn term. However, there are some exemptions: <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> Face coverings should not be worn by those who may not be able to handle them as directed (for example, young students, or those with special educational needs or disabilities) as it may inadvertently increase the risk of transmission. Drivers may wear face coverings if they wish to, although guidance indicates that PPE is not normally needed on home to school transport.		

No.	Significant hazard / risk	Normal control measures	Any additional measures in place?	Further action? Yes / No
		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.		
6.6	Loading for vehicles above nine passenger seats	Transport Co-ordination Service will work with operators, schools and parents to manage arrangements for organised queueing and boarding. Students should be asked to 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 one by one in an orderly manner. They should hold their bus pass so it is visible to the driver (and produce for closer examination if requested). Seats alongside or immediately to rear of the driver may be out of use and if so, would be clearly marked as "out of use" by the operator.		
6.7	Good practice & personal care	ALL students will be expected to abide by the DCC / PCC Code of Conduct. Students, drivers and escorts should clean their hands, before boarding home to school transport and when arriving at school or home. It should not normally be necessary for students to clean their hands during the journey. Coughs/sneezes – students/parents to be given guidance on good management of coughs and sneezes, in line with the "catch it, bin it, kill it" approach – this will be reinforced in schools. Students should be encouraged to carry tissues on home to school transport. These will need to be disposed of in a covered bin. Where it is not possible to have a bin on board, schools should have a suitable disposal process on arrival.		
6.8	Carriage of passengers with symptoms	Parents must be advised that students MUST NOT board home to school transport, if they or a member of their household has symptoms of coronavirus. Any child, young person or other learner who starts displaying coronavirus symptoms while at their setting should be sent home immediately. They must not travel on home to school transport. The school should contact the parent or carer who should make arrangements for the child or young person's journey home. In		

No.	Significant hazard / risk	Normal control measures	Any additional measures in place?	Further action? Yes / No
		<p>exceptional circumstances, where this is not possible, and where a symptomatic child or young person or other passenger needs to be transported to their home, you must contact the Transport Coordination Service at DCC / PCC. Transport Coordination Service will work with Public Health colleagues to manage any virus outbreak. Students, drivers and passenger assistants who have been in contact with someone that has developed symptoms whilst at school or on home to school transport do not need to go home to self-isolate unless;</p> <ul style="list-style-type: none"> <li>• they develop symptoms themselves (in which case, they should arrange a test) or</li> <li>• the symptomatic person subsequently tests positive (see below) or</li> <li>• if they have been requested to do so by NHS Test and Trace.</li> </ul>		
<b>7</b>	<b>Curriculum considerations</b>			
7.1	Planned return to normal curriculum in all subjects by Summer Term 2021	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.		
7.2	Suspension of some subjects for some pupils in exceptional circumstances.	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. They should also have a coherent plan for returning to their normal curriculum for all pupils by the summer term 2021.		
7.3	Music activities	Schools should note that there may be an additional risk of infection in environments where you or others are singing, chanting, playing wind or brass instruments or shouting and also in drama and dance activities. This applies even if individuals are at a distance.		

No.	Significant hazard / risk	Normal control measures	Any additional measures in place?	Further action? Yes / No
		<p>Schools should consider how to reduce the risk, particularly when pupils are playing instruments or singing in small groups such as in music lessons by, for example, physical distancing and playing outside wherever possible, limiting group sizes 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 should not take place in larger groups such as school choirs and ensembles, or school assemblies.</p> <p>Schools should also consider <a href="#">Guidance for Music, Dance and Drama</a> as well as <a href="#">Guidance for the Performing Arts</a></p>		
7.4	Physical activity in schools	<p>PE, sport and physical activity provided by schools to their own pupils under their systems of control can continue. This includes sports clubs or activities before or after school, in addition to their regular PE lessons. Pupils should be kept in consistent groups, sports equipment thoroughly cleaned between each use by different individual groups, and contact sports avoided.</p> <p>Outdoor sports should be prioritised where possible, and large indoor spaces used where it is not, maximising natural ventilation flows (through opening windows and doors or using air conditioning systems wherever possible), distancing between pupils and paying scrupulous attention to cleaning and hygiene. This is particularly important in a sports setting because of the way in which people breathe during exercise. External facilities can also be used in line with government guidance for the use of, and travel to and from, those facilities.</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>Schools should refer to the following advice:</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>		

No.	Significant hazard / risk	Normal control measures	Any additional measures in place?	Further action? Yes / No
		<p>In tiers 1-3 Schools are able to work with external coaches, clubs and organisations for curricular and extra-curricular activities where they are satisfied that this is safe to do so.</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. Schools must only provide team sports listed on the <a href="#">return to recreational team sport framework</a>. Competition between different schools should not take place, in line with the wider restrictions on grassroots sport.</p> <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>Schools should consider carefully how such arrangements can operate within their wider protective measures.</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> <p>In tier 4 schools can continue to hold PE lessons in line with the latest guidance, including those that involve activities related to team sports (i.e. practising techniques).</p>		
7.5	Practical science, art and D&T lessons	<p>Guidance from CLEAPSS should be followed when planning practical lessons, using resources from i.e. the following <a href="#">website</a>: <a href="https://www.cleapss.org.uk/">https://www.cleapss.org.uk/</a> <a href="http://science.cleapss.org.uk/Whats-New/Guides/">http://science.cleapss.org.uk/Whats-New/Guides/</a> <a href="http://dt.cleapss.org.uk/Resources/Whats-New/Administration/">http://dt.cleapss.org.uk/Resources/Whats-New/Administration/</a> and for primaries <a href="#">Practical activities in a bubble</a>.</p> <p>Schools must ensure that they stay up to date with the latest guidance in these specialist areas.</p>		

No.	Significant hazard / risk	Normal control measures	Any additional measures in place?	Further action? Yes / No
7.5	Educational visits	<p>All educational visits should 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>For additional information check with EVOLVE guidance on website.</p>		
7.6	Groups of children mixing resulting in risk of more widespread transmission	<p>Children should be grouped into consistent groups that do not mix to enable track and trace and self-isolation where necessary. Maintaining distinct groups or ‘bubbles’ that do not mix makes it quicker and easier in the event of a positive case to identify those who may need to self-isolate and keep that number as small as possible.</p> <p>Groups should be as small as possible whilst providing the full range of curriculum subjects and for primary this is likely to be up to the size of a year group. When using larger groups the other measures from the system of controls become even more important, to minimise transmission risks and to minimise the numbers of pupils and staff who may need to self-isolate.</p> <p>Whatever the size of the group, they should be kept apart from other groups where possible and older children should be encouraged to keep their distance within groups.</p> <p>Schools with the capability to do it should take steps to limit interaction, sharing of rooms and social spaces between groups as much as possible. It is accepted that the youngest children cannot socially distance from each other or staff.</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 and with more than one group should be avoided</p>		
7.7	Remote education	<p>School leaders will develop a contingency plan in accordance with the remote education expectations section set out in Part 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.</p>		

No.	Significant hazard / risk	Normal control measures	Any additional measures in place?	Further action? Yes / No
		<p>Further information can be found here:  <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>Keeping children safe in education provides information on what schools should be doing to help protect their pupils on line.  <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> <p>Updates to policies, safeguarding policy and any training and guidance to be listed in additional measures where appropriate.</p> <p>Publish remote education offer on the website from January 2021. A template is available in this link: <a href="#">Actions for schools during the coronavirus outbreak</a></p>		
7.8	Educational visits	<p>All educational visits should 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>For additional information check with EVOLVE guidance on website.</p>		
<b>8</b>	<b>Provision of food</b>			
8.1	Food prepared on premises is compliant with Covid - 19 health and hygiene guidance	<p>School kitchens must comply with the <a href="#">Guidance for food businesses on coronavirus (COVID-19)</a></p>		
8.2	Catering staff are operating in	<p>Catering staff 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></p>		

No.	Significant hazard / risk	Normal control measures	Any additional measures in place?	Further action? Yes / No
	a safe environment			
<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	Tell parents, carers or any visitors, such as suppliers, not to enter the education or childcare setting if they are displaying any symptoms of coronavirus. Inform all visitors, suppliers, and contractors that only pre-arranged calls will be allowed on site. Publish a site telephone number in case of immediate access required.		
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		
9.3	Communications to parents and staff	Regular communications		
9.4	Pupils and families anxious about return	Support in place to address concerns and communications with parents on measures in place to reduce anxiety. Clear messaging 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	Tell parents 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		

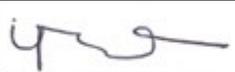
No.	Significant hazard / risk	Normal control measures	Any additional measures in place?	Further action? Yes / No
	to anxiety and stress.			
9.6	Confirmed case in school	Where there is a confirmed case: Engage with the NHS Test and Trace process Manage confirmed cases of coronavirus (Covid 19) amongst the school community Contain any outbreak by following local health protection team advice		
<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.		
<b>11</b>	<b>Rapid, asymptomatic testing</b>			
11.1	Lack of knowledge of processes	Government led training to be undertaken by all necessary staff Procedures to be put in place and signed when understood by staff Signs and notices in place to indicate location and queue / progress through the testing area See Rapid, asymptomatic testing risk assessment for further information		
11.2	Poor cleaning standard	All areas cleaned and disinfected after each session See Rapid, asymptomatic testing risk assessment for further information		
11.3	PPE use, waste and test use and	PPE to be worn, training to be undertaken and disposal to be in line with government guidance		

No.	Significant hazard / risk	Normal control measures	Any additional measures in place?	Further action? Yes / No
	waste removal not in place	Hazardous waste removal to be put in place as per government requirements See Rapid, asymptomatic testing risk assessment for further information		
11.4	Testing Location	A designated location for testing will be identified in accordance with the government guidance. See Rapid, asymptomatic testing risk assessment for further information		

Further action required				
Section of RA	Additional Actions / Control measures required	Person responsible	Deadline date:	Date action completed
1.3	Face coverings			
Walk the floor	Health and Safety Lead to check RA is being followed in practise	H&S Lead		
Staff signature	Ensure all staff have read and understood the RA  Upload document onto Hays Training Package or distribute using school communications	Headteacher		
Exam arrangements	Review guidance regarding exams, change of dates, any additional papers. Arrange and consider exam timetables, facilities and staffing for changes to exams and results dates.	Headteachers and exam officers		
Contingency plan for exams	Consider and plan for exams taken during local tiered measures, consider and plan for exams where invigilators may be isolating, consider and plan for other potential major issues.	Headteacher		
4.4 Staff absence	Schools to review their their emergency plans to ensure they have a plan should staff absences increase to an	Headteacher		

No.	Significant hazard / risk	Normal control measures	Any additional measures in place?	Further action? Yes / No
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	unsafe point. Review condensing plans across the school and curriculum to feed into the critical plan.			
Positive case	Schools to check and review their communications systems to ensure they can effectively work remotely (i.e. access to SIMS) to ensure prompt communication with pupils, parents and staff in the event of a positive case and isolation requirements.	Headteacher		
Communications	Schools to work with Marketing and Communications Manager to create templates to proactively respond to any outbreak.	Headteacher		

Headteacher	Name:	Lee Sargeant	Signed:		Date:	09/10/20
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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
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 5.0	Weekly	06/10/20	VS / BH	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&S Lead to ensure staff undertake this module by the deadline they set.
V.6	Weekly			7.7 – Remote education added
				1.4 – EYFS date removed from document as updated
				2.14 – Hiring premises
				4.4 - Staffing
				6.2 - Transport

No.	Significant hazard / risk	Normal control measures	Any additional measures in place?	Further action? Yes / No
				7.1 - Exams
V.7	Fortnightly	19/10/20		4.9 Clinically extremely vulnerable guidance added
V.8	Fortnightly	05/11/20		1.3 - Face coverings
				1.7 – Wrap around care updated
				2.13 – Contractor information
				4.2 – Staff measures updated
				4.9 – CEV – staff
				5.1 – CEV – pupils
				5.7 – Uniform updated
				6.5 – Requirement to wear masks on School Transport
V.9	Fortnightly	16/11/20		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.10	Fortnightly	30/11/12		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.11	Fortnightly	14/12/20		1.1 – Updated link for reduced isolation period
				1.7 – Wraparound care – removed essential restrictions
				2.9 – Ventilation update from HSE included for further reference
				3.3 – Cleaning staff – updated guidance link
				7.5 – Practical science, D&T and arts – updated links
V.12	Fortnightly			Front page: Tier update
				1 – Close contact definition
				1.7 – Guidance for return in January added
				4.2 - Staffing
				4.9 – Staffing in tiers
				4.13 – Close contact definition added (from DCC) & updated flowchart

No.	Significant hazard / risk	Normal control measures	Any additional measures in place?	Further action? Yes / No
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				4.14 – Lateral flow
				7.4 – Physical activity updates
				7.7 – Remote education requirement for Jan 2021
				7.8 – Educational visits renumbered
				11.0 – Rapid, asymptomatic testing included
				Walk the floor – H&S lead to agree date to take place in addition to fortnightly RA review.

**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)	12/10/20	Review undertaken:	09/10/20	By:	LTO/KP	Any action required?	<p>No further action required at this stage. A review was completed following confirmed Covid case and extra precautionary measures implemented –</p> <ul style="list-style-type: none"> <li>• For meetings, ensure that 2 metre+ social distancing is maintained and <b>wear masks/visors</b>. This is not optional. There is a supply of masks and visors available in the finance office, should you not have your own.</li> <li>• For morning briefings from now on, masks/visors must be worn.</li> <li>• Use big spaces/well ventilated (e.g. open faculty areas for department meetings, not classrooms).</li> </ul>
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No.	Significant hazard / risk	Normal control measures				Any additional measures in place?	Further action? Yes / No
							<ul style="list-style-type: none"> <li>For CPD from now on, please wear masks. These will be available on entry should you not have your own.</li> <li>Avoid meeting in small offices/staff bases with more than 2 people. Stick to open areas for more than 2 people.</li> <li>Students advised to wear masks in communal areas and whilst moving around school.</li> </ul>
Review due: (w/c)	09/11/20	Review undertaken:	09/11/20	By:	LTO/KP	Any action required?	RA updated Reusable masks purchased for all children to be used whilst transitioning around school. Mask distributed 9.11.20. Lanyards distributed 9.11.20 for students unable to wear masks
Review due: (w/c)	23/11/20	Review undertaken:	23/11/20	By:	LTO/KP	Any action required?	Staff isolating where necessary
Review due: (w/c)	07/12/20	Review undertaken:	08/12/20	By:	LTO/KP	Any action required?	No action required at this time
Review due: (w/c)		Review undertaken:		By:		Any action required?	