

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:	St Luke's CofE School	Address:	Harts Lane, Exeter, Devon, EX13RD					
Person(s) / Group at risk:	Staff, students, visitors and contractors							
Risk Assessment carried out by:	Kealey Sherwood (Headteacher)	Date:	04/09/2020	Approved by:	ELT	Date:	04/09/2020	
	Kerri Moore (H&S Lead)	Date:	04/09/2020	Approved by:	Governing body Chair(s) (via email)	Date:	04/09/2020	

<p>Regional rules came into effect on 5<sup>th</sup> January 2021 placing the country in national lockdown. You must follow the guidance for your current tier / national lockdown.</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>Current Tier:</p> <p><b>Tier 3: Very High Alert National Lockdown: stay at home</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 students 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>Each school is responsible for reviewing and amending to ensure it is applicable to their setting. This risk assessment should be read alongside the latest government guidance.</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> <p>If you need help to complete this risk assessment, please refer to HS47 (Risk Assessment Arrangements) or telephone the Devon Health &amp; Safety Service on 01392 382027.</p> <p><b>Return to school risk assessment – based on the principles and guidance contained within DfE Guidance, latest: Guidance for Full Opening: Link:</b></p>	

No.	Significant hazard / risk	Normal control measures	Any additional measures in place?	Further action? Yes / No
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<p><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></p> <p><a href="https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/950510/School_national_restrictions_guidance.pdf">https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/950510/School_national_restrictions_guidance.pdf</a></p> <p>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><b>Suspected or confirmed cases of COVID-19</b> may be reported to the local <b>Public Health England (PHE) Health Protection team on 0300 303 8162 (press Option 1, Option 1)</b>. 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 (<a href="mailto:educate.schoolspriorityalerts-mailbox@devon.gov.uk">educate.schoolspriorityalerts-mailbox@devon.gov.uk</a>) to ensure the DCC Education team also know promptly.</p> <p>Please see updated guidance from PHE SW HPT: Guidance for Childcare and Educational Settings in the management of COVID-19 Flowchart.</p> <p>Changes in place for September are:</p> <ul style="list-style-type: none"> <li>• There is no longer a need to routinely report individual suspected cases to Public Health England South West Health Protection Team (PHE SW HPT)</li> <li>• There is still a need to report suspected cases to PHE SW HPT in the following scenarios: <ul style="list-style-type: none"> <li>○ The symptomatic person has been admitted to Hospital</li> <li>○ The possible case REFUSES testing</li> <li>○ There are a cluster of possible cases/unexpected increase in absenteeism</li> <li>○ The possible case has DEFINITE link to a confirmed case</li> </ul> </li> <li>• The Flowchart has been changed to reflect the need to now self-isolate for 10 days in line with updated guidance.</li> </ul>				
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<b>1</b>	<b>Social distancing and reducing risk of transmission</b>			
	<b>Definition of a close contact</b>	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':	We are using close contact forms for all staff to complete if they have been in close contact, conducting virtual meetings where possible. Reminding staff of social distancing. 07/01/2021 –	

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		<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>	<p>will start staff lateral flow testing and serial testing will be closed for close contacts in if there is a positive case.</p>	
1.1	Entrance and egress to school site causing large groups of people inside school grounds compromising social distancing	<p>Separate entrances for each year group. Staggered end to the day. Regular information provided to parents. If possible, only one parent to attend site with a pre-arranged appointment. Use alternative drop off locations and utilise all entrance routes where possible. One way system to be put in place where possible. All reminded to keep to the right when moving around the school. Have a process for safely removing and disposing of / storing face coverings when students and staff who use them arrive at school. Communicate this process clearly to them, 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>. Students must be instructed to wash/sanitise their hands, on arrival. Students, 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. 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:</p>	<p>2m markers will be placed outside the entrances. Parents informed to drop off outside of site if possible. Designated multiple entrances into the building clearly notified to parents and students in advance of access. Keep right signs around the building. Staff positioned on the bridge and entrance to direct students as they approach the building. Sanitizing stations available at each entrance. Bins for the safe disposal of face coverings/tissues situated around the site with appropriate signage. Signing in and out will be contactless –using staff cards and the Inventory system. Signage at entrances regarding no entry if symptomatic. No waiting zones at the front of the school, bike sheds and school gates. Advice to staff and parents regarding what to do if</p>	No

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		<p><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>	symptomatic and self-isolating included in communications.	
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.            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).            No stay and play sessions / reading with children sessions are planned.</p>	<p>Guide to staff, parents and students issued in advance of any return, updated 9/11/2020. Social distancing markers in place. Signs in all entrances regarding social distancing will be clear and visible. Signs regarding wearing face coverings whilst moving on site in place. No admittance on to the school site for anyone without an appointment. Inventory system asks visitors to confirm they have no Covid symptoms. Track and trace information taken and held for the required period. Different entrance points into the building for each year group.</p>	No
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).            Desks should be forward facing and spaced as far apart as possible and arranged so that face to face seating is avoided.            Reduce movement around the school using timetabling and appropriate selection of classroom or other learning environments.            All staff, students and visitors will be requested to wear face coverings when moving around the school.</p>	<p>Year group access points, designated toilet block and social zones for break/lunch times. Students desks will be positioned so that students face the front of the classroom, there will be a space at the front of the classroom to allow 2m distance between the teacher and the nearest table. One way system in place.</p>	No

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		<p>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>. 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>When moving out of a room face coverings will be worn by students and staff. Exemption badges issued where a medical exemption exists re face covering use.</p> <p>Encourage face coverings to be worn at all times where possible.</p>	
1.4	Groups mixing during breaks and lunchtime compromising social distancing.	<p>Staggered break times and ensure appropriate supervision is in place.</p> <p>Use different social spaces where possible</p> <p>Staggered lunchtimes &amp; in set groups with handwashing</p> <p>Tables kept apart.</p> <p>Ensuring everyone keeps further apart than normal.</p> <p>Cleaning of tables between uses by different groups.</p>	<p>There are no staggered social times however we now have areas that are zoned out with supervision and different social spaces per zone is in place. Students will enter the building at the nearest entrance from their social zone and will follow the one way systems to their next lesson.</p>	No

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1.5	Groups mixing during extra-curricular provision	<p>Carefully consider how such provision can work alongside wider protective measures, including keeping children within their year groups or bubbles where possible.</p> <p>If it is not possible to maintain bubbles being used during the school day then use small, consistent groups.</p> <p>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></p>	<p>Extra-curricular clubs will be run in year groups or small consistent groups, registers of attendance will be taken and records kept for track and trace. Tables/equipment will be sanitised after use.</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</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. 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>	<p>Each room will have sanitising spray and blue roll available (for use by staff) and hand sanitizer. Staff will be responsible for the safe use of the spray and will familiarise themselves with the COSHH safe use guide prior to use. Staff on site adhere to the guidelines published on social distancing, cleaning and hand hygiene. Work spaces for staff will be adapted where social distancing is difficult to allow this to happen.</p> <p>Face coverings will be worn by all except those with a medical exemption every time they leave to move around a room.</p> <p>QR code at entrance to building for visitors to scan on entry. Contact details taken of all visitors to the school and held for the required period to aid track and trace</p> <p>Staff provided with PPE.</p> <p>Close contact logging via KMO</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, lunch may be served to classrooms to minimise any gatherings, mass use of touch points.</p>	<p>Assemblies take place virtually to avoid mass gatherings.  Staff briefings in main hall to allow for social distancing.  Windows to be opened by Sodexo staff at the start of the day, they may be closed once the students are in the room, but must be opened again on lesson change over and break times to allow for change of air. Students and staff will be advised to wear extra layers for warmth (under their uniform). Doors must be kept open to all classrooms all of the time and a minimum of one window.  Antibac wipes available at shared resources i.e. photocopiers.  Meetings with visitors to take place online where possible but if not in the pre-booked meeting room where social distancing can occur.  Screens in place where distancing is not possible i.e. reception</p>	
1.7	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.  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 students.</p>	<p>Student desks are positioned facing front and 2 m from the teacher.  At the end of the lesson the member of staff will ensure that all students are wearing their face coverings before getting out of their seats. Staff will spray the tables, chairs and door handles with D10 spray and move to the threshold position to greet the next class. Students must keep face coverings on until they are sat down.</p>	No

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		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.	Staff to wear PPE at all times when moving around the classroom to assist students. Hand sanitiser available in each room. Perspex screens in place for vulnerable staff/ where distancing is not possible.	
<b>2</b>	<b>Premises related matters</b>			
2.1	Visitors and deliveries	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 santiser provided.	Visitors to wear face coverings on site, unless exempt. Visitors signed in by reception and contact details held for track and trace. Signs to inform visitors not to enter they have covid symptoms. Meetings take place in rooms/areas that allow for social distancing. Hand sanitiser available throughout the school. Reception staff to check if visitors have any symptoms prior to signing them in to the building.	No
2.2	Changes to building use being safe for students & staff – e.g. storage, one-way systems, floor tape.	Review whole school risk assessment (RA22 or equivalent), to ensure control measures remain suitable and in place. 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. Consider how the layout will enable access to outdoor space and the equipment necessary for teaching the year groups. Consider how changes will impact on arrangements such as safe fire evacuation routes (see below).	The normal fire evacuation process will apply. Signs around the building detailing social distancing, hand washing, face coverings and reiterating expectations. Floor tape will be used to indicate social distancing on the approaches to the entrances of the school and at reception. Perspex screen in place at school reception to protect staff. Student toilet external doors removed (where possible) to allow the monitoring of students in the	No

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		Carry out a premises safety check. Follow up work to be reported to the Premises Manager and action taken to resolve.	toilet communal area. In addition, signs indicating two students at one time only on all doors. One way system in place.	
2.3	First Aid procedures, Reduced numbers of first aiders and Paediatric first aider.	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	Rota for first aid in place. The team will be made up of trained staff. A central briefing will take place at the start of term. Full PPE will be provided to all first aiders. General first aid will take place where possible outside of the classroom and if necessary in the first aid room, students/staff presenting with symptoms will be isolated in Brunel Physio Room pending going home. On site, staff briefed of procedures for symptomatic people. Staffing and zones designed so that isolation of year/small groups can take place if someone has tested positive for Covid19. Staff will set seating plans for each lesson and these will be adhered to at all times. Track and trace through Class charts will help to identify close contacts in the classroom. First aid logged via KMO for close contact tracing.	No
2.4	Fire Procedures	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	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). Staff aware of the need to kick props out of the way allowing the door to shut in the case of a fire.	No

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		<p>(such as doors propped open where necessary to reduce hand contact), are managed so that they do not compromise fire protection (and security) measures.</p> <p>Review where required fire evacuation routes and assembly points to ensure that social distancing guidelines are being met.</p> <p>Ensure any PEEPs are still suitable and staff are aware of contents</p> <p>Fire drills to continue as normal</p>	<p>Measures remain the responsibility of the PFI contractor. Normal fire evacuation procedures apply. FRA undertaken during first half term in conjunction with Sodexo and DCC. Fire evacuation overrides one way systems and Covid restrictions to ensure the fastest exit from the building. Fire practices have taken place with individual years groups to ensure understanding along with one full practice drill.</p>	
2.5	Water hygiene – management of legionella	<p>Review the water hygiene management plan.</p> <p>Ensure that agreed regimes for flushing and monitoring of temperatures have been maintained throughout any period of closure / partial opening.</p> <p>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>.</p> <p>Hot water system heated to full temperature, and hot and cold systems flushed through, and temperatures monitored and recorded as standard.</p>	<p>Water hygiene remains ongoing and is the responsibility of the PFI contractor. Students will be asked to bring their own water bottle, as the water fountains will only be used for re-fill not drinking.</p>	No
2.6	Using and monitoring new practices to reduce risk of Covid-19 transmission	<p>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.</p> <p>Explaining to children about the use of face coverings – to support children with adhering to social distancing.</p> <p>Headteachers and school leaders must monitor arrangements and make remedial actions where needed.</p> <p>Ensure there are opportunities for all employees to raise concerns / make suggestions.</p>	<p>Covid plan circulated to all staff with the requirement that it is read and followed. Where necessary regular briefings to update staff and students on the procedures by lead ALT member/Headteacher. Staff given the opportunity to raise any concerns/make suggestions to the Headteacher through email. The risk assessment will be regularly reviewed and updated when new guidance is released and any changes will be</p>	No

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			<p>implemented and communicated to staff and students accordingly.            Monitored email set up as a central point for staff to raise queries/concerns  <a href="mailto:headteacher@stlukescofe.school">headteacher@stlukescofe.school</a>            Regular updates to staff as necessary.            Posters around the building reminding staff of the symptoms and regular hand washing/sanitising.            Weekly information to students and staff on updates, shared with students during tutorial sessions.            Parents evenings changed from on site to report written.</p>	
2.7	<p>Management of premises related risks e.g. asbestos, delayed statutory testing (LOLER)</p>	<p>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.</p>	<p>Communication arrangements from PFI contractor/MSEL via the Trust PFI lead are in place to notify of any controls that are not in place or equipment that hasn't been checked and has been taken out of use.            School procedures shared with Trust team through Estates Manager.            Adjustments to the RA will take place should any area be unavailable. If the risk is increased and correct safety measures cannot be adhered to, the number of staff / students on site will be adjusted accordingly.            Visitors to site to be limited during the school day.</p>	No
2.8	<p>Staff rooms and offices to comply with</p>	<p>Numbers of people reduced at one time to allow social distancing – chairs removed/placed apart.            Avoiding unnecessary gatherings.</p>	<p>Staff advised to minimise the use of the staffroom whilst recognising the need for staff to have a break, each</p>	No

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	social distancing and safe working practice	<p>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.</p> <p>Enhanced cleaning regimes as per below.</p>	<p>staff member is responsible for ensuring they maintain social distancing. Additional rooms available for staff use during break times to allow rest areas whilst social distancing. Room capacity shown on the door where necessary.</p> <p>Each zone has sanitising spray and blue roll and hand sanitiser for staff use. Staff briefings to take place in the main hall to easily enable social distancing. Where possible reduce the use of communal / shared facilities such as tea and coffee facilities staff to bring their own cup and utensils. Enhanced cleaning regimes as per below. Work spaces for the support staff teams will be adjusted to allow for adequate social distancing measures to be adhered to.</p>	
2.9	Ventilation to reduce spread	<p>Open windows and prop doors open, where safe to do so (bearing in mind fire safety, security and safeguarding).</p> <p>Air conditioning will only be used when it is deemed safe to do so.</p> <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 – where possible to be run continuously, with any air recirculation switched off or set to as low a level as possible, following REHVA guidance.</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>Where staff have propped open doors, these will be un-propped as the staff member leaves the room in a fire evacuation situation.</p> <p>Windows to be opened by Sodexo staff at the start of the day, they may be closed once the students are in the room, but must be opened again on lesson change over and break times to allow for change of air. Students and staff will be advised to wear extra layers for warmth (under their uniform). Doors must be kept open to all classrooms all of the time.</p>	No

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		<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. 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>	<p>Lidded bins for potentially contaminated waste disposal in each room.  PFI contractor to ensure lidded bins used for tissues/disposable facemasks are emptied throughout the day and correct procedures are followed for its safe disposal as per the 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#how-should-ppe-and-face-coverings-be-disposed-of">https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe#how-should-ppe-and-face-coverings-be-disposed-of</a></p>	No
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. Reduce paper based correspondence as far as possible. Where possible send all messages electronically  Internal messages to be passed electronically or by telephone  Where post needs to be sent, this should be handled by one individual to minimise contact</p>	<p>Deliveries are to one point in the school, reception.  Electronic communication the preferred method. IT issues to be dealt with by on site IT technician.</p>	No

No.	Significant hazard / risk	Normal control measures	Any additional measures in place?	Further action? Yes / No
		Incoming post – stringent hand washing should take place where post cannot wait 72 hours before opening.		
2.12	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>Maintenance work is under the control of the PFI contractor. They will be responsible for ensuring before contractors come onto site:</p> <p>An assessment has been carried out to see if any additional control measures are required to keep staff, students 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>Alternative arrangements have been considered such as using a different entrance for contractors and organising classes so that contractors and staff/students are kept apart.</p> <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>Maintenance work is under the control of the PFI contractor.</p> <p>Contractors are managed by the FM team, contractors will not be allowed in areas where staff and students are working.</p>	No
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>Letting is the responsibility of the PFI contractor. Use of internal spaces during school hours by third parties is not permitted during covid restrictions.</p> <p>Lettings have commenced: 08/12/2020</p>	No

No.	Significant hazard / risk	Normal control measures	Any additional measures in place?	Further action? Yes / No
		<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>	<p>Following guidelines in place: To keep the back door at the end of the Sports Corridor locked preventing anyone gaining access to the building.</p> <ul style="list-style-type: none"> <li>• The toilets are to be accessed from the doors which are under the canopy outside. ( Brunel )</li> <li>• All internal doors in the Sports Hall corridor are locked thus preventing any customer coming in to the toilets and having access to the Sports Hall corridor leading in to the school. (Caretakers have been made aware)</li> <li>• All customers have also been made aware of the rules for the site use.</li> <li>• Toilets are cleaned in preparation for the school day the very next morning.</li> </ul> <p>06/01/2021 – Due to national lock down all extra activities and letting have stopped.</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>Fabric chairs to be removed from G01 and taken out of use in the library and replaced with plastic chairs.</p>	<p>Shared resources cleaned between bubble use. Desks, chairs and touch surfaces and any shared resources will be sprayed with D10 at the end of each lesson by the member of staff and wiped by the incoming students. Regular cleaning to all areas which are being used. Daytime cleaning to include cleaning door handles and surfaces, handrails and toilets. Cleaning team to follow government</p>	No

No.	Significant hazard / risk	Normal control measures	Any additional measures in place?	Further action? Yes / No
		<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> <p>Follow guidance on <a href="#">Cleaning and decontamination of non-health care settings</a>.</p>	<p>cleaning guidance if a someone becomes ill with suspected COVID-19 at the setting  <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> Where a student/staff member shows symptoms the first aider will spray the persons work space immediately as the affected person leaves the room. Staff and students are issued with clear guidance on maintaining their own personal infection control measures such as regular handwashing, avoid touching your face, social distancing. Seating plans recorded in class charts, and students remain in allocated seats during lessons. Cleaning schedules to be agreed by Trust PFI lead and monitored to ensure they meet the needs of the school.</p>	
3.2	Shared resources and equipment increasing spread	<p>Prevent the sharing of stationery and other equipment where possible</p> <p>Suitable procedures in place for managing access to items of 'heavy use' such a photocopiers to maintain social distancing.</p> <p>Enhanced cleaning regimes.</p> <p>Limit items being brought in from home or taken home from school and store when returned for 72 hours if it cannot be cleaned</p> <p>Limit handling of pupil work by staff where possible, submit work online in preference to paper and books</p>	<p>Prevent the sharing of stationery and other equipment where possible.</p> <p>Students equipment is checked every morning by tutor to ensure they have all that is needed – if not this is provided via student reception.</p> <p>Antibacterial wipes available at each resource i.e. photocopier / printer to</p>	No

No.	Significant hazard / risk	Normal control measures	Any additional measures in place?	Further action? Yes / No
			allow for cleaning prior to use. Enhanced cleaning regimes by cleaning staff. Staff to bring their own cups / water bottles. Clear guidance issued to students and staff regarding personal infection control.	
3.3	Cleaning staff and hygiene contractor's capacity - providing additional requirements	<p>Discuss with cleaning contractors or staff the additional cleaning requirements and agree additional hours to allow for this.</p> <p>Ensure cleaning products being used are suitable and that adequate supplies of cleaning materials are available.</p> <p>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></p> <p>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.</p> <p>Review COSHH risk assessments where there is any change in products</p>	<p>The Trust PFI Lead will discuss and agree with cleaning staff onsite, the additional cleaning requirements and ensure cleaning products being used are suitable and that adequate supplies of cleaning materials are available.</p> <p>D10 spray and blue roll available in all classrooms.</p> <p>Concerns will be raised through the following email <a href="mailto:headteacher@stlukescofe.school">headteacher@stlukescofe.school</a></p> <p>Poor practice is challenged on sight and reported to the PFI helpdesk</p>	No
3.4	Sufficient handwashing facilities for staff and students	<p>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.</p> <p>Ensure enough hand wash and sanitiser stations are available based on what you have learned from usage to date.</p>	<p>Hand sanitizer will be available in all classrooms and other learning environments. Allocated toilet facilities will be in place for each group of people on site to reduce cross contamination as much as possible.</p>	No
3.5	Additional time for all to carry out handwashing	<p>Posters near sinks and around the building communicating hand washing techniques. Information shared through tutor time information for students.</p> <p>Hand sanitiser available in each room.</p>	<p>Each zone to have designated toilet and hand washing facilities. Hand washing posters in facilities to guide. Information to parents and staff regarding latest guidance circulated.</p>	No

No.	Significant hazard / risk	Normal control measures	Any additional measures in place?	Further action? Yes / No
3.6	Effective handwashing techniques, misuse of hand sanitiser	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.	Individual discussions with students where necessary regarding the correct use of hand sanitiser.	No
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.	Tissues and a lidded pedal bin will be available around the site for disposal of used tissue/single use masks. Specific risk assessments for students who spit/use saliva shared.	No
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.	Cleaning team to regularly check supplies across the site. See additional measures listed above for cleaning supplies too.	No
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 students must be encouraged to clean their hands thoroughly after using the toilet.	Zones have allocated toilets to use and the use of them will be carefully managed throughout the day to avoid overcrowding. Outer doors removed to allow easy monitoring of use where possible. Regular cleaning of the toilet facilities will also take place. Duty staff to monitor numbers in toilets at break times	No
3.10	Dedicated spaces	Brunel physio room designated isolation room for anyone presenting with symptoms awaiting collection from school, room to be sprayed with D10 after use.		No
<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>		No
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>When assessing the return to full opening in September 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.</p> <p>Where staff need to move between classes and year groups, they should try and keep their distance from students 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.</p> <p>Similarly, it will not be possible when working with many students who have complex needs or who need close contact care. These students' 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>	<p>See the Covid plan for September which identifies specific procedures to manage all elements of the guidance in more detail.</p> <p>Perspex screens at reception are made available.</p>	No

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>▪ <b>minimising</b> bubble sizes,</li> <li>▪ <b>minimising</b> face to face meetings (move to video calling if appropriate),</li> <li>▪ <b>minimising</b> the number of staff and pupils mixing across year groups/ classes at lunch, breaks, staff rooms etc.</li> <li>▪ <b>minimising</b> the movement around the school of pupils and teaching staff,</li> <li>▪ <b>no car sharing between staff to school – Where are sharing cannot be avoided (face covering to be worn, windows open and close contact form to be completed)</b></li> <li>▪ <i>keeping to the 2m distancing (for teachers especially) if at all possible</i></li> </ul>		

No.	Significant hazard / risk	Normal control measures	Any additional measures in place?	Further action? Yes / No
		<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 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. 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 students 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</p>	<p>As part of their induction supply staff will be given a copy of the Covid plan.</p> <p>Visitors will be signed in by reception staff once checks regarding symptoms have been made and a list including contact number will be held for 14 days. Risk assessments checked for compliance with school requirements. Rooms used allow for social distancing, a record of</p>	No

No.	Significant hazard / risk	Normal control measures	Any additional measures in place?	Further action? Yes / No
		<p>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> <p>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.</p>	<p>who has been on school site is maintained.</p>	
4.4	<p>Insufficient staff capacity to deal with increased numbers of students - Shortage of teachers to maintain staff to pupil ratios</p>	<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> Where there are not sufficient staff to cover staff absences, the critical incident plan / School Emergency plan will be followed to condense the school or curriculum, or, enact partial or full school closure.</p>	<p>SLT to monitor staff availability where necessary cover supervisors/associate teachers/TA's or supply staff used to cover absent staff. If necessary, due to multiple staff absences SLT will decide on how to safely manage students on site whilst adhering to social distancing requirements.</p>	No
4.5	<p>Anxiety levels of staff and community causing breakdown in staffing ratios, compromising group sizes.</p>	<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' -</p>	<p>Regular communication offering support and advice, staff understand who and where they can go for support. Regular communications to all staff and parents. Clear guidance is provided for staff about the expectations and support for them as the situation progresses. Additional support available through the Trust central HR team.</p> <p>Reset covid addendum in place</p>	No

No.	Significant hazard / risk	Normal control measures	Any additional measures in place?	Further action? Yes / No
		<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> Further advice is available from HR if required.		
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.	Regular communication with staff will take place. Risk Assessment shared with staff, changes to plans communicated in as timely a manner as possible. Provide opportunities for staff to feedback and raise concerns. See above the safety measures that will be put in place in terms of zones, cleaning, evacuation, PPE and social distancing. Staff can raise concerns at any time and active feedback will be sought.	No
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>	Staff have been informed of the process and regular reminders will be circulated. Priority test requests processed as soon as absence is notified Staff are required to provide proof of the test result.	No
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.	If a child, young person or other learner becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home a face mask should be worn by the supervising adult if a distance of 2 meters cannot be maintained. If contact with the child or young person is necessary, then gloves, an apron and a face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn Ensuring that fluid resistant face masks are available for all schools and that a supply is maintained.	See first aid risk procedures above. Glasses, goggles and or visors will be thoroughly cleaned after use. First aiders will be provided with PPE for wearing when fulfilling this duty, they will have a first aid rucksack providing essential medical supplies, along with details of the most vulnerable students with specific needs. All students will be collected from classes and where possible first aid will be administered outside of the	No

No.	Significant hazard / risk	Normal control measures	Any additional measures in place?	Further action? Yes / No
		<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>classroom. No students will be sent direct to the first aid room.</p> <p>Where a student presents with symptoms they will be isolated in Brunel physio room until collected from school and parents asked to arrange a test, if a test is not sought or is returned incomplete students will remain off of school for 10 days, siblings for 14days from first day of symptoms. Confirmation of test results sought form parents prior to return to school.</p>	
4.9	<p>Assessment of all staff, including high risk staff with vulnerable / shielding family member, underlying health conditions or other risk factors</p>	<p>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 extremely vulnerable should work from home in accordance with the government guidance.</p> <p>National lockdown restrictions continue to identify that staff working in educational settings are critical workers and should continue to go to work. Headteacher will refer to the HR FAQ document to manage individual working arrangements.</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. The 'Risk assessment for all staff including vulnerable groups' can be used to aid and record this assessment -</p>	<p>Trust issued HR guidance will be followed in terms of advising and supporting staff. Open door policy in terms of communication with staff regarding personal circumstances and the support available.</p> <p>A review with high-risk staff will be undertaken following a positive case on site.</p>	No

No.	Significant hazard / risk	Normal control measures	Any additional measures in place?	Further action? Yes / No
		<p><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>  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>  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>  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>The government has reintroduced formal restrictive shielding advice in some local areas in tier 4: stay at home and National lockdown situations 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>  Following any break in national lockdown measures: 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	Students 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	See first aid procedures above with regards to PPE. PPE will be available for staff use in school and issued to those using public transport as necessary.	No

No.	Significant hazard / risk	Normal control measures	Any additional measures in place?	Further action? Yes / No
		<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>All staff use face coverings if they need to be within 1m of a child in class.</p> <p>Everyone to use face coverings when moving out of a room around the building.</p>	
4.11	Use of PPE Lack of understanding	<p><a href="#">Guidance on the use of face coverings for students 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</p> <p>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>	<p>Staff briefing on the safe use and disposal of PPE, latest guidance will be followed. Video shared with students and advice on the school website regarding the safe use, storage and disposal of face coverings, <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
4.12	Staff member becoming unwell with Covid 19	<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 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>Students and staff who become symptomatic in school will be taken by a first aider to Brunel Corridor (isolation room) to await collection from school. If necessary they will use the disabled toilet in this area, this will then be taken out of use until they have left the site and will be thoroughly cleaned before anyone else can use it.</p> <p>Anyone with symptoms will have a test and inform the school of the result. A record of the result will be held.</p> <p>Staff will follow government guidance on what happens if someone becomes ill and what happens if there is a</p>	No

No.	Significant hazard / risk	Normal control measures	Any additional measures in place?	Further action? Yes / No
		<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>	<p>confirmed case of coronavirus in school.</p> <p>Accurate records of staff and students will be maintained to enable public health contact tracking and test regimes, including seating plans/extra-curricular activities/close contacts (through CPOMS)</p>	
4.13	Dealing with suspected and confirmed case/ cases and outbreak.	<p><b>Dealing with suspected and confirmed case/ cases and outbreak.</b></p> <p>Follow most up to date guidance. Contact the local Health Protection Team on 0300 303 8162 or <a href="mailto:swhpt@phe.gov.uk">swhpt@phe.gov.uk</a> (If the matter is not urgent you can also email <a href="mailto:ask.swhpt@phe.gov.uk">ask.swhpt@phe.gov.uk</a>) AND inform the local authority by emailing <a href="mailto:educate.schoolspriorityalerts-mailbox@devon.gov.uk">educate.schoolspriorityalerts-mailbox@devon.gov.uk</a> if one of the following:</p> <ol style="list-style-type: none"> <li>1) The symptomatic person has been admitted to Hospital</li> <li>2) The Possible case REFUSES testing</li> <li>3) There are a cluster of possible cases/unexpected increase in absenteeism</li> <li>4) The Possible case has DEFINITE link to a confirmed case</li> <li>5) ALL confirmed cases.</li> </ol> <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</p>	<p>Plan in place and actioned previously. Tests available to be issued in line with guidance.</p> <p>Identify close contacts – class charts seating plans, social time friendship groups, extra-curricular activities registers.</p> <p>Inform Trust ELT</p> <p>Contact DFE for further guidance/advice.</p> <p>Inform DCC/Governors</p> <p>Contact parents of students who are close contacts</p> <p>Arrange for remote curriculum information to be sent home with student and via schoolcomms</p> <p>Inform other stakeholders.</p> <p>Arrange for Food Parcels for FSM students to be sent home.</p>	No

No.	Significant hazard / risk	Normal control measures	Any additional measures in place?	Further action? Yes / No
		<p>chances that the individual will get tested. See the <a href="#">DfE guidance on test kits for schools</a>.</p> <p>For <b>ALL SUSPECTED OR CONFIRMED CASE IN SCHOOL</b> follow the latest guidance which can include informing the local authority via the attendance form and / or emailing <a href="mailto:educate.schoolspriorityalerts-mailbox@devon.gov.uk">educate.schoolspriorityalerts-mailbox@devon.gov.uk</a>.</p> <p>Devon County Council's Local Outbreak Management Plan (LOMP) is available here: <a href="https://www.devon.gov.uk/coronavirus-advice-in-devon/lomp/">https://www.devon.gov.uk/coronavirus-advice-in-devon/lomp/</a>. If there is a confirmed case, a complex situation or an outbreak is declared in your setting you may be asked to join an Incident Management Team or Outbreak Control Team Meeting. Schools should up-date the <b>Schools Emergency Plan</b> to incorporate the above links. The following resources should also be referred to in the event of cases at the setting:</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>Schools should also consider their contingency planning for outbreaks, including local outbreaks – using the <a href="#">Actions for Schools Guidance Section 5</a></p>	<p>An order of actions sheet is available for confirmed cases is in use within the school.</p>	
4.14	Lateral Flow testing (Secondary Schools)	<i>Guidance on the coronavirus (COVID-19) testing programme for secondary schools and colleges</i>	Testing started on the 06/01/2021 – Testing team has completed training and test centre has been set up. Following all guidelines. Weekly testing for all consenting staff. Testing	

No.	Significant hazard / risk	Normal control measures	Any additional measures in place?	Further action? Yes / No
		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.	of day school students who have consented.	
<b>5</b>	<b>Pupil related issues</b>			
5.1	Vulnerable groups who are clinically, extremely vulnerable.	<p><b>During national lockdown measures all pupils (with the exception of children of keyworkers and those with an EHCP) will undertake remote learning.</b></p> <p><b>When national lockdown measures end:</b> 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 a record of, and monitor engagement with this activity but this does not need to be formally recorded in the attendance register.</p>	Communication will take place with parents to ensure that they follow the guidance.	No
5.2	Distressed children	Measures are in place where children are distressed.	Support through the wellbeing room will be available for students alongside tutor support.	No
5.3	Children with EHCP and students 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		No

No.	Significant hazard / risk	Normal control measures	Any additional measures in place?	Further action? Yes / No
5.4	Students unable to follow guidance	Some students will need additional support to follow these measures. Insert measures here or attach additional document.	Briefing or modelling for some students of what is expected. A specific COVID19 guide for discussion with students will be produced and shared as necessary and will be accessible by all students. High risk students will have a risk assessment completed, as detailed above.	No
5.5	Students equipment	Students to limit the amount of equipment they bring into school each day, to essentials For individual and very frequently used equipment, such as pencils and pens, it is recommended that staff and students have their own items that are not shared.	Equipment checked daily by tutor and replenished if needed via student reception.	No
5.6	Member of a class becoming unwell with COVID-19	If a child is awaiting collection, they will be moved to a room G01 where they can be isolated behind a closed door, with appropriate adult supervision if required through the door panel. The window will be opened for ventilation. Suitable PPE (including fluid resistant face mask) will be given to the student to use. Where that person needs to use the bathroom they should use a separate bathroom G07. The bathroom must be 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.	Designated isolation area (separate to first aid) where they can be isolated behind a closed door, remote supervision through a window will be maintained. PPE (including fluid resistant face mask) is available at this location. Attending staff will wear PPE. The student will be asked to wear a mask in the room. Procedures for isolating the rest of zone in line with the guidance if the child is positive for COVID-19 will be followed under the instruction of PHE. Parents informed that where students have symptoms they remain home as per the current guidance. Staff guidance also in place with regards to symptoms.	No

No.	Significant hazard / risk	Normal control measures	Any additional measures in place?	Further action? Yes / No
			The child's classroom work area will be cleaned immediately, isolation room will be cleaned when the child has left the building. If necessary the child will use the disabled toilet adjacent to the isolation room which will be cleaned when they have left the building. Where a student has symptoms parents will be asked to book a test and the attendance team will follow up regarding the result, this will be logged on CPOMS and appropriate action in line with the guidance taken for a positive result.	
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.	Changing will take place in the changing rooms and sports hall, these areas will be cleaned more regularly.	No
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 to the RRR policy will apply for Covid related incidents. Reset moved to a larger room to allow for separation of year groups. Chrome books will be wiped before and after use to prevent cross contamination. Tables sprayed with D10 between use.	No
5.9	Wrap around care	Wrap around care is not provided. Parents, carers and staff will be made aware.	N/A	No
<b>6</b>	<b>Transport</b>			

No.	Significant hazard / risk	Normal control measures	Any additional measures in place?	Further action? Yes / No
6.1	Travel to school and provision of safe school transport:	Consider school transport arrangements and where possible encourage parents and children and young people to walk or cycle to school where possible. Liaise with School Transport Team where further consideration needs to be given to taxi and escort services.	Cycle routes from nearby areas shared with students and staff on the school website, students encouraged not to use public transport unless necessary.  Where issues arise due to overcrowded public buses the school will liaise with DCC Transport and Stagecoach to ensure students can safely return home at the end of the day.	No
6.2	Dedicated school transport, including statutory provision	Where a taxi is used students will be required to wear a face covering		No
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.	Discussions with DCC Transport regarding public bus demand ongoing. Parents and staff advised to wear a mask on public transport. Further liaisons as necessary where the school is informed of overcrowded buses delaying a student's return from school.	No
6.4	School Transport arrangements support changes to school times	The school will liaise 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>		No
6.5	Face coverings and PPE	It is now the law that people age 11 and over must wear a face covering on public transport. This law does not apply to school transport.		No

No.	Significant hazard / risk	Normal control measures	Any additional measures in place?	Further action? Yes / No
		<p>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:</p> <p><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>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.</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>		
<b>7</b>	<b>Curriculum considerations</b>			
7.1	Planned return to normal curriculum in all subjects by Summer Term 2021	<p>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 students' knowledge with the aim of returning to the school's normal curriculum content by no later than summer term 2021. Staff and students preparing for exams to be taken in 2021. Timetables will reflect any changes to exam dates and consider national, local and individual student needs in accordance with the most up to date guidance.</p>	Cleaning of touch surfaces in all rooms between lessons to allow all lessons to take place in normal classrooms from October 2020.	No
7.2	Suspension of some subjects for some students in	The full curriculum will be followed with the exception of individual decisions made in the best interests of the individual students and this will be subject to discussion with parents during the autumn term.	Deputy Head to liaise regarding students reducing the number of subjects they study.	No

No.	Significant hazard / risk	Normal control measures	Any additional measures in place?	Further action? Yes / No
	exceptional circumstances.			
7.3	Music activities	<p>Due to the risk of transmission in environments where students are singing, chanting, playing wind or brass instruments or shouting and also in drama and dance activities the school will follow the national subject specific guidance and tailor the curriculum accordingly.</p> <p>This applies even if individuals are at a distance.</p> <p>Plans to reduce the risk, particularly when students 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 students 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>	<p>Guidance will be followed to ensure safe practice. Non-wind instruments used and will be carefully sanitised after each year group use.</p> <p>Safe distancing in drama activities to ensure social distancing.</p> <p>Peripatetic lessons will continue with strict sanitising routines between students.</p>	No
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. Students 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 will be prioritised where possible, and large indoor spaces used where it is not, maximising distancing between students and paying scrupulous attention to cleaning and hygiene.</p> <p>This 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>Schools should refer to the following advice:</p>	<p>Guidance will be followed, non-contact sports will be taught for the Autumn term. Shared equipment sanitised between bubble use. In severe weather internal classrooms are used. At this time seating plans recorded in class charts for track and trace.</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>• <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>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> <p><b>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.</b></p>		
7.5	Practical science, art and D&T lessons	Guidance from CLEAPSS should be followed when planning practical lessons, using resources such as the 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-">http://dt.cleapss.org.uk/Resources/Whats-</a>	Guidance will be followed. All rooms cleaned between bubbles use and equipment	No

No.	Significant hazard / risk	Normal control measures	Any additional measures in place?	Further action? Yes / No
		<p><a href="#">New/Administration/</a> and for primaries <a href="#">Practical activities in a bubble.</a> Schools must ensure that they stay up to date with the latest guidance in these specialist areas.</p>	sanitised. Technicians to support this daily	
7.6	Groups of children mixing resulting in risk of more widespread transmission	<p>Students 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 students 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 children should be encouraged to keep their distance within groups.</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>Assemblies will be virtually</p>	<p>Year group access points, designated toilet block and social spaces for social times. Students desks will be positioned so that students face the front of the classroom, there will be a space at the front of the classroom to allow 2m distance between the teacher and the nearest table. One way system in place.</p> <p>Students walked out of the building via the one way system to their bubble exit. When moving out of a room face coverings will be worn by students and staff. Bins are located around the site for the safe disposal of face coverings. Exemption badges issued where a medical exemption exists.</p>	No
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 students who need to isolate and / or where local restrictions require students to remain at home. 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 students on line.</p>	A remote curriculum is in place and details of access are shared with parents/ students who have to self-isolate to avoid loss learning time. See website for more details.	No

No.	Significant hazard / risk	Normal control measures	Any additional measures in place?	Further action? Yes / No
		<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> Updates to policies, safeguarding policy and any training and guidance to be listed in additional measures where appropriate. 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>	Visits to most vulnerable students self-isolating. Including the issuing of food parcels.	
7.8	Educational visits	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> For additional information check with EVOLVE guidance on website.	Residential visits and overnight camping will not be permitted	No
<b>8</b>	<b>Provision of food</b>			
8.1	Food prepared on premises is compliant with Covid - 19 health and hygiene guidance	School kitchens must comply with the <a href="#">Guidance for food businesses on coronavirus (COVID-19)</a>	Canteen contractor must ensure Health & Safety policies are followed. Clear reporting procedures will be in place where this is not being followed. Canteen to provide boxed food for pre-ordered meals Food parcels issued to the school for self-isolating FSM students, school staff deliver these to homes following social distancing rules. Food hampers issued during lock down for FSM entitlement.	No
8.2	Catering staff are operating in a safe environment	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>	Canteen contractor to follow usual food safety and hygiene procedures and Government guidance for catering establishments	No
<b>9</b>	<b>Communications with parents and others</b>			

No.	Significant hazard / risk	Normal control measures	Any additional measures in place?	Further action? Yes / No
9.1	Parents, contractors and other staff entering or working in the building – school complying with external requirements for staff safety	Inform parents, carers or any visitors, such as suppliers, not to enter the education or childcare setting if they are displaying any symptoms of coronavirus. Signage at entrance to school 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.	Parents, carers or any visitors, such as suppliers, not to enter the school setting if they are displaying any symptoms of coronavirus. Signage to tell visitors, suppliers, and contractors informed that only pre-arranged visits will be allowed on site is visible on the school entrance with a contact number available in case immediate access is required. Deliveries will be made to the reception area, a staff name will be given but no signature. Visitors to be kept to a minimum during school hours.	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	See measures above in addition to this.	No
9.3	Communications to parents and staff	Regular communications	Regular communications to parents are shared with staff, these will be increased as and when required. Regular staff video briefings and emails. Staff feedback encouraged and clear and regular messages are shared.	No
9.4	Students 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.	Parents will only be permitted on site by appointment, regular communication to inform them of how to contact staff as necessary. Wellbeing guides provided to the parents via our website and signposted in the parent communications.	No

No.	Significant hazard / risk	Normal control measures	Any additional measures in place?	Further action? Yes / No
			Visit arranged for the most vulnerable students prior to the start of term to reduce anxiety levels.	
9.5	Parent aggression due to anxiety and stress.	Tell parents their allocated drop off and collection times and the process for doing so, including protocols for minimising adult to adult contact (for example, which entrance to use) to reduce anxiety	Parents will only be permitted on site by appointment, regular communication to inform them of how to contact staff as necessary. Communication with anxious parents is undertaken by SLT by telephone or email to avoid unnecessary meetings on site.	No
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	See plan <a href="#">Process for confirmed case</a>	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.	Regular communication between Head and Co-Chair of Governors, in addition regular updates at each LGB meeting.	No
<b>11</b>	<b>Rapid, asymptomatic testing</b>			

No.	Significant hazard / risk	Normal control measures	Any additional measures in place?	Further action? Yes / No
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	06/01/2021 -Sports hall is being used as our testing centre this has been set up following all guidance and training providing. 11/01/2021 – Testing centre has been moved to the Main hall and will remain there.	
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 waste removal not in place	PPE to be worn, training to be undertaken and disposal to be in line with government guidance 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	Sports hall and then EN8 from 11 <sup>th</sup> January.	

Further action required				
Section of RA	Additional Actions / Control measures required	Person responsible	Deadline date:	Date action completed
1.3	Face coverings			Introduced during 3 <sup>rd</sup> week of September.
Walk the floor	Health and Safety Lead to check RA is being followed in practise	H&S Lead	Sept. 2020	30 <sup>th</sup> Sept. 2020
Staff signature	Ensure all staff have read and understood the RA  Upload document onto Hays Training Package or distribute using school communications	Headteacher	15 <sup>th</sup> Sept. 2020	02.12.2020

No.	Significant hazard / risk	Normal control measures	Any additional measures in place?	Further action? Yes / No
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	Dec 31st	No – Risk assessment been completed for exam environment, social distancing, hand sanitizing and toilets to be used.
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		20.11.2020 – RA for exams done
4.4 Staff absence	Schools to review their emergency plans to ensure they have a plan should staff absences increase to an unsafe point. Review condensing plans across the school and curriculum to feed into the critical plan.	Headteacher	31 <sup>st</sup> November 2020	Waiting to update this KMO 19.11.2020 02.12.2020 – This has been done
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	20 <sup>th</sup> October 2020	
Communications	Schools to work with Marketing and Communications Manager to create templates to proactively respond to any outbreak.	Headteacher	Done	Done (15/10/2020)

Headteacher	Name:	Kealey Sherwood	Signed:		Date:	03/11/2020
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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>

No.	Significant hazard / risk	Normal control measures	Any additional measures in place?	Further action? Yes / No
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**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:**

Review period:	Weekly / Fortnightly / Monthly / Termly	Review Date:	Reviewed by:	Comments / changes:
V.2	Weekly	02/09/20		1.3 - Face coverings
V.3	Weekly	03/09/20		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		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		Staff signature page removed. All to be loaded onto Hays training package instead. Lucy Hancock is available to support with this should

No.	Significant hazard / risk	Normal control measures		Any additional measures in place?	Further action? Yes / No
				assistance be required. School administrator to load to system. H&S Lead to ensure staff undertake this module by the deadline they set.	
				7.7 – Remote education added	
V.6	Weekly			1.4 – EYFS date removed from document as updated	
				2.14 – Hiring premises	
				4.4 - Staffing	
				6.2 - Transport	
				7.1 - Exams	
V.7	Fortnightly	19/10/20		4.9 - Clinically extremely vulnerable guidance added	
		23/10/20		4.13 – Removed always and must in line with updated guidance	
				Added Plymouth details as per MAP Primary for LA contact details	
				Front page – removed suspected in line with reporting guidance 231020	
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	
				7.4 - Sports	
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	

No.	Significant hazard / risk	Normal control measures		Any additional measures in place?	Further action? Yes / No
				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	
				2.14 - Lettings	
V.12	Fortnightly	07/01/2021		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	
				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.	
V.13	Lockdown			Tier updated to show national lockdown	
				Link to national lockdown guidance included	
				1.3 – Overcrowding in classrooms and corridors	
				4.9 – Assessment of all staff	
				5.1 – Vulnerable groups who are CEV	

No.	Significant hazard / risk	Normal control measures	Any additional measures in place?	Further action? Yes / No
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**Walk the floor**

Review due: (w/c)	14/09/20	Date reviewed:	14/09/2020	By:	KSH	Any action required?	
Review due: (w/c)	28/09/20	Review undertaken:	28/09/2020	By:	KSH	Any action required?	
Review due: (w/c)	12/10/20	Review undertaken:	13/10/2020	By:	KSH	Any action required?	Change use of sign in inventory machine and include track and trace information (mobile) as well as declaration for visitors re not having Cv-19 symptoms.  Email all staff with regards to track and trace app and availability of testing.
Review due: (w/c)	09/11/20	Review undertaken:	03/11/2020	By:	KSH	Any action required?	Update staff during briefing on 4 <sup>th</sup> November with regards to ventilation of rooms. Remind regarding the need for staff to record close contacts and maintain social distancing in own offices during briefing. Yr11 year group to have 'rule of 6' at social times which is monitored and recorded for track and trace. Face coverings to be worn in PE changing rooms and Drama/PE to keep small working groups consistent and have record of this for track and trace.

No.	Significant hazard / risk	Normal control measures				Any additional measures in place?	Further action? Yes / No
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Review due: (w/c)	23/11/20	Review undertaken:	16.11.20	By:	KMO	Any action required?	Tape has been ordered and will be put in all classrooms as student desks creeping forward. Not maintaining 2 meter distance Plan for staff absence
Review due: (w/c)	07/12/20	Review undertaken	02.12.20	By:	KMO	Any action required?	Tape has arrived – need to get put down in classrooms – Put on hold during lock down
Review due: (w/c)	14/12/20	Review undertaken	14.12.2020	By:	KMO	Any action required?	
Review due: (w/c)	06/01/21	Review undertaken	06/01/2021	By:	KMO	Any action required?	
Review due: (w/c)	17/01/21	Date reviewed:	11/01/2021	By:	KMO	Any action required?	
Review due: (w/c)	H&S lead to agree	Review undertaken:		By:		Any action required?	
Review due: (w/c)	H&S lead to agree	Review undertaken:		By:		Any action required?	
Review due: (w/c)	H&S lead to agree	Review undertaken:		By:		Any action required?	