

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>Whole School - Covid 19 (8<sup>th</sup> March 2021 Onwards)</b> |          |                                    | Version      | 2.0            | (18)  |  |
| School:                         | Cranbrook Education Campus   | Address: | Tillhouse Road, Cranbrook, EX4 7EE |              |                |       |   |
| Person(s) / Group at risk:      | Staff, pupils, visitors and contractors                            |          |                                    |              |                |       |   |
| Risk Assessment carried out by: | Stephen Farmer (Headteacher)                                       | Date:    | 04/03/21                           | Approved by: | ELT            | Date: | 08/03/21  |
|                                 | Clare Sellick<br>Alex Binks (H&S Lead)                             | Date:    | 04/03/21                           | Approved by: | Governing body | Date: | 05/03/21  |

|  |   |
|--|---|
| <p>Rules come into effect on 8<sup>th</sup> March 2021 with a roadmap to remove restrictions.<br/>         More information can be found here: <a href="https://www.gov.uk/government/publications/covid-19-response-spring-2021">https://www.gov.uk/government/publications/covid-19-response-spring-2021</a><br/>         From 8 March, all pupils should attend school.<br/>         Secondary pupils will be offered testing from 8 March.</p>   | <p>Current Tier:<br/> <b>National lockdown with roadmap</b></p> |
| <p>This is a model risk assessment and <b>MUST be adapted to reflect the significant hazards and control measures present in your site</b> to allow the safe return of pupils and staff to your school. This is a live document and it must be continuously reviewed alongside the latest Covid-19 government guidance and hierarchy of controls: <a href="#">Annex A: health and safety risk assessment</a>. It must also be read alongside existing risk assessments and health and safety arrangements for your school.</p> <p>The following guidance must be followed as the return to school risk assessment is based on the principles and guidance contained within DfE Guidance: <a href="#">Schools Coronavirus operational guidance from 8th March</a><br/> <a href="#">Actions for early years and childcare providers during the coronavirus (Covid 19) outbreak</a></p> <p>When conducting the risk assessment, it is important that the school adopts a considered collaborative approach in line with DfE Guidance. 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> |   |

The control measures listed **are prompts** and will not necessarily reflect those in all establishments and you **MUST** adapt it by adding or removing and outlining in detail the control measures as appropriate to your establishment.

**\*\*\*\* EXETER SCHOOLS**

If you need help to complete this risk assessment, please refer to HS47 (Risk Assessment Arrangements) or telephone the Devon Health & Safety Service on 01392 382027.

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

| No. | Significant hazard / risk  | Normal control measures   | Additional measures in place   | Further action?<br>Yes / No |
|-----|--|---|--|-----------------------------|
| 1   | <b>Social distancing and reducing risk of transmission</b>   |   |  |                             |
|     | <b>Definition of a close contact</b>   | <p>When completing your risk assessment, it is important that your mitigations control measures in all aspects of the school day, considers PHE definition of ‘close contact’. The following definition of ‘close contact’:</p> <p>Manage confirmed cases of coronavirus (COVID-19) amongst the school community. (Close contact means):</p> <ul style="list-style-type: none"> <li>• direct close contacts - face to face contact with an infected individual for any length of time, within 1 meter, 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 meters 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> | <i>ClassCharts used for all Secondary seating plans which has ‘interaction history’ feature to identify close contacts.</i>  | No                          |
| 1.1 | Entrance and egress to school site causing large groups of people inside school grounds compromising social distancing | <p>Stagger drop-off and collection times avoiding any changes to pupils that arrive at school on school transport where possible.</p> <p>Provide information to parents.</p> <p>If possible, only one parent to attend.</p> <p>Use alternative drop off locations and utilise all entrance routes where possible.</p> <p>One way system to be put in place where possible.</p> <p>All reminded to keep to the left when moving around the school.</p> <p>Have a process for safely removing and disposing of / storing face coverings when pupils and staff who use them arrive at school.</p> <p>Communicate this process clearly to them, following the recommendations in the government guidance <a href="#">Staying safe outside of your home: face coverings</a> and <a href="#">Schools Coronavirus operational guidance</a></p>   | <p><i>Staggered drop off and collection for Primary with multiple entrances used.</i></p> <p><i>3 * entrances and exits for Secondary. No entry until 08:30 unless with prior permissions (slow start in Pupil Support).</i></p> <p><i>Face masks to be made available at each student entrance and from student services.</i></p> | No                          |

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|-----|---------------------------|---|---|-----------------------------|
|     |                           | <p><a href="#">from 8th March</a></p> <p>Pupils must be instructed to wash their hands, on arrival.</p> <p>Pupils, staff and others are not permitted entry to the school building and should not come to the school grounds if they have <a href="#">coronavirus (Covid 19) symptoms</a>, or have tested positive in the last 10 days.</p> <p>Anyone who becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in. their normal sense of taste or smell, is sent home and advised to follow:</p> <p><a href="#">Stay at home: guidance for households with possible or confirmed 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> | <p><i>Secondary students tested on 3 separate occasions prior to the 9<sup>th</sup> March 2021. Students reverting to self testing from the 9<sup>th</sup> March onwards.</i></p> <p><i>Bins will be located by the toilets for each year group for disposal of disposable face coverings.</i></p> <p><i>Emergency toilet (Male/Female Isolation / Visitor S058 within Year 11 toilet arear allocated and signed for. If used then cleaning team will be notified.</i></p> <p><i>Primary - a one-way system is in place as it is not possible for families to access the school and maintain social distancing. All will walk into the site using the emergency access road. All will exit the site using the main pedestrian footpath. All users of the site reminded to keep left when walking around inside.</i></p> <p><i>Parent / Carer letter to be sent from each phase detailing arrangements for return.</i></p> |                             |

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|-----|--|--|--|-----------------------------|
| 1.2 | Parents gathering at school gate not social distancing | <p>Plan parents' drop-off and pick-up protocols that minimise adult to adult contact.</p> <p>Make clear to parents that they cannot gather at entrance gates or doors or enter the site (unless they have a pre-arranged appointment, which should be conducted safely).</p> <p>No stay and play sessions / reading with children sessions are planned.</p>  | <p><i>Staff members on duty ensuring no gathering taking place.</i></p> <p><i>March update: increased staff presents to inform parents to leave the site during Primary drop off.</i></p> <p><i>Parents / carers on site advised to wear face covering.</i></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).</p> <p>Desks should be forward facing and spaced as far apart as possible and arranged so that face to face seating is avoided.</p> <p>Set out classrooms where possible to ensure access to outside space and their age appropriate equipment and resources, whilst preventing mixing with other groups.</p> <p>Removal of some furniture may be required to enable this.</p> <p>Reduce movement around the school using timetabling and appropriate selection of classroom or other learning environments.</p> <p>Stagger assembly groups</p> <p>All staff, students and visitors will be supported in their wishes to wear face coverings wherever possible.</p> <p>Schools will mandate the use of face masks in accordance with latest government guidance <a href="#">Schools Coronavirus operational guidance from 8th March</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><i>Assemblies will take place virtually in tutor bases.</i></p> <p><i>Washing up liquid spray bottle for each Secondary classroom for teacher/pupils to wipe down desks after each lesson where possible due to Secondary pupils moving for each lesson.</i></p> <p><i>Face masks to be worn in Secondary classrooms unless medically exempt.</i></p> <p>Inclusion hub – daily seating plans will be completed for inclusion hub rooms so close contacts can be identified if needed. Desks will be cleaned between use and ventilation will be in place.</p> | No                          |

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|-----|---------------------------|--|------------------------------|-----------------------------|
|     |                           | <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.</p> <p>In addition, it is recommended that all staff and students in year 7 and above wear face coverings in classrooms or during activities unless social distancing can be maintained. This does not apply in situations where wearing a face covering would impact on the ability to take part in exercise or strenuous activity, for example in PE lessons.</p> <p>In primary schools, face coverings should be worn as recommended, by staff and adult visitors in situations where social distancing between adults is not possible (for example, when moving around in corridors and communal areas). Children in primary school do not need to wear a face covering.</p> <p>Face visors or shields should not be worn as an alternative to face coverings, unless supported by an appropriate risk assessment for a specific situation.</p> <p>Some individuals are exempt from wearing face coverings and adults and pupils should be sensitive to those needs. As in the general approach, it will not usually be necessary to wear face coverings in the classroom, where protective measures already mean the risks are lower, and they may inhibit teaching and learning.</p> |                              |                             |

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|-----|---|---|--|-----------------------------|
| 1.4 | Risk of transmission within EYFS settings                                 | <p>The EYFS setting within the school site will follow the relevant system of controls and follow the latest guidance <a href="#">Action for Early Years and Childcare Providers during the Coronavirus outbreak</a>.</p> <p>The setting will carry out separate risk assessments for specific areas (i.e. malleable materials / messy play / tooth brushing) and will communicate these fully to the relevant parties.</p>   |  | No                          |
| 1.5 | Groups mixing during breaks and lunchtime compromising social distancing. | <p>Staggered break times and ensure appropriate supervision is in place.<br/>Use different playground locations where possible<br/>Staggered lunchtimes &amp; in set groups with handwashing<br/>Tables kept apart.<br/>Or lunches delivered to classrooms.<br/>Ensuring everyone keeps further apart than normal.<br/>Cleaning of tables between uses by different groups.</p>   | <p><i>Staggered between phases<br/>Year groups have allocated tables and outside spaces with associated toilets<br/>Lunches delivered to classrooms in Nursery. Ensuring everyone keeps further apart than normal.<br/>Cleaning of tables between uses by different groups.</i></p>                | No                          |
| 1.6 | 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.<br/>If it is not possible to maintain bubbles being used during the school day then use small, consistent groups.<br/>Holiday club guidance suggests delivering sessions outside where possible<br/>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</a> should also be taken into consideration.</p> | <p><i>If extra curricular activities take place then they will be in Year group bubbles.<br/>Fish breakfast and afterschool club will take place in 2 rooms (S069 and S068) split into KS1 and KS2 bubbles. There is a separate risk assessment for Fish as they are an external provider.</i></p> | No                          |
| 1.7 | Wraparound provision:<br>Groups mixing during extra-                      | <p>Schools should work to continue breakfast and after-school provision, where possible, in line with the latest guidance, <a href="#">Protective measures for out-of-school settings during the coronavirus (COVID-19) outbreak</a></p>  | <p><i>FISH provided with updated risk assessments and cleaning products in line with the rest of the Campus.</i></p>   | No                          |

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|-----|---|--|---|-----------------------------|
|     | curricular provision  | <p>Schools can consult the guidance produced for <a href="#">providers who run community activities, holiday clubs, after-school clubs, tuition and other out-of-school provision for children</a></p> <p>Carefully consider with external providers how such provision can work alongside wider protective measures, including keeping children within their year groups or bubbles where possible. If it is not possible to maintain bubbles being used during the school day then use small, consistent groups.</p> <p>DfE have issued <a href="#">guidance for parents and carers</a>, which schools may circulate to parents and carers.</p> <p>Encourage parents to limit their use of multiple out of school setting providers as far as possible.</p>  | <i>FISH staff participating in covid self testing process.</i>  |                             |
| 1.8 | Spread of virus due to increased numbers of people within the building. | <p>Inform staff, parents, carers and other adults that:</p> <ul style="list-style-type: none"> <li>• if their child needs to be accompanied to school only one parent should attend</li> <li>• Pupils, staff and other adults not to come into the school they have one or more symptoms, a member of their household / support bubble or childcare bubble has symptoms, they are required to quarantine after visiting countries outside the Common Travel Area or they have had a positive test.</li> <li>• They must immediately cease to attend and not attend for at least 10 days from the day after: <ul style="list-style-type: none"> <li>• the start of their symptoms</li> <li>• the test date if they did not have any symptoms but have had a positive test (whether this was a Lateral Flow Device (LFD) or Polymerase Chain Reaction (PCR) test)</li> </ul> </li> </ul> <p>Active engagement with NHS Test and Trace<br/> Children will be grouped together<br/> Contact between groups limited so far as possible<br/> Forward facing desks where practical and possible<br/> Staff maintaining distance from others as much as possible</p> | <p><i>All posters and signage to be in place for reopening.</i></p> <p><i>Staff participating in covid self testing process. Results are recorded using the following registration process. Staff are send twice weekly reminders.</i></p> <p>School result register:<br/> <a href="https://forms.gle/FkYGXJApVwsMjqv67">https://forms.gle/FkYGXJApVwsMjqv67</a></p> <p>NHS reporting website:<br/> <a href="http://www.gov.uk/report-covid19-result">www.gov.uk/report-covid19-result</a></p> <p>Advice on positive result:<br/> <a href="https://www.nhs.uk/conditions/co">https://www.nhs.uk/conditions/co</a></p> | No                          |



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|-----|---------------------------|--|---|-----------------------------|
|     |                           | <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> <li>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.</li> <li>5. Bubbles will remain in their classrooms so far as reasonable practicable. Staff will move around the school and maintain distancing so far as reasonably practicable.</li> </ol> | <p><a href="#">ronavirus-covid-19/self-isolation-and-treatment/</a></p> <p><i>Staff who test positive must not attend for work as per the guidance.</i></p> <p><i>Staff who have worked in close proximity to a member of staff, that has subsequently tested positive, will be required to complete a lateral flow test and record the results for a period of 7 consecutive days.</i></p> |                             |
| 1.9 | Staff                     | <p>Staff should maintain social distancing of 2m wherever possible. If reduced to 1m as long as mitigations are in place, e.g. appropriate PPE. The priority is always to try to maintain 2m social distancing, but where this cannot be achieved, regular hand washing/cleaning and good respiratory hygiene are also important for both staff and pupils. Government guidance should be followed where reasonably practicable but due to the nature of the work, it is acknowledged that the majority of staff will not be able to work from home while students are at school.</p>  | <p><i>All phase staff meetings to take place in halls or larger rooms where possible with the rooms laid out to accommodate 1m+ social distancing.</i></p> <p><i>Virtual meetings to be used where suitable.</i></p>  | No                          |

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|----------|---|---|---|-----------------------------|
|          |   |   | <i>Staff areas and offices have maximum numbers posters to comply with Covid restrictions.</i>  |                             |
| <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 sanitiser provided. All visitors to be made aware of the control measures and where possible meetings and interviews to take place remotely. | <p><i>General contractors – Alex Binks and Site Team</i></p> <p><i>Essential visitors – person arranging visit and then contacted by reception team when they arrive.</i></p> <p><i>Essential visitors are asked to read and sign the Coronavirus Essential Visitor Protocol and have their temperature taken. Mask to be worn by visitors at all times.</i></p> <p><i>Visitors sign in using Inentry. Screen cleaned regularly.</i></p> <p><i>Hand sanitiser located at reception.</i></p> | No                          |
| 2.2      | Changes to building use being safe for pupils & staff – e.g. storage, one-way | 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.              | <i>Additional time allocated 4<sup>th</sup> March to review general whole Campus risk assessment.</i>   | No                          |

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|     | systems, floor tape.  | <p>Consider how the layout will enable access to outdoor space and the equipment necessary for teaching the year groups.</p> <p>Consider how changes will impact on arrangements such as safe fire evacuation routes (see below).</p> <p>Carry out a premises safety check. Follow up work to be reported to the Premises Manager and action taken to resolve.</p>  |   |                             |
| 2.3 | First Aid procedures, Reduced numbers of first aiders and Paediatric first aider. | <p>Review First Aid risk assessment (RA22 or equivalent).</p> <p>Rota systems in place to ensure adequate numbers of first aid and PFA trained staff.</p> <p>Communication of first aid arrangements during daily briefings.</p> <p>PPE within first aid supplies</p> <p><a href="#">First aid during the coronavirus (COVID-19) pandemic</a> guidance to be followed.</p>  | <p><i>Additional time allocated 4<sup>th</sup> March to review first aid Campus risk assessment.</i></p> <p><i>Updated first aid protocol shared with first aiders.</i></p> | No                          |
| 2.4 | Fire Procedures   | <p>Review the fire risk assessment taking into consideration any changes made to the layout, and the impact this may have on fire evacuation and escape routes, and any increased risks of having significant amounts of high-alcohol-content hand sanitiser on the premises and compliance with its safe storage requirements.</p> <p>Ensure that testing and monitoring regimes are in place for fire detection and alarm systems, fire extinguishers and that any interim arrangements (such as doors propped open where necessary to reduce hand contact), are managed so that they do not compromise fire protection (and security) measures.</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><i>Premises manager to send out email reminding staff of the fire procedures.</i></p>  | No                          |
| 2.5 | Water hygiene – management of legionella  | <p>Review the water hygiene management plan.</p>  | <p><i>Hot water system heated to full temperature, and hot and cold systems flushed through weekly for</i></p>  | No                          |

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|-----|---|--|---|-----------------------------|
|     |   | <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><i>all outlets, and temperatures monitored and recorded as standard.</i></p>   |                             |
| 2.6 | Using and monitoring new practices to reduce risk of Covid-19 transmission            | <p>Training of all staff via briefing prior to return – 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><i>Update RA held on staff handbook. Link to RA included weekly in staff briefing notes.</i></p> <p><i>Letter to be sent to Primary and Secondary phase parents / carers regarding arrangements for returning.</i></p> | No                          |
| 2.7 | Management of premises related risks e.g. asbestos, delayed statutory testing (LOLER) | <p>Communication arrangements to ensure that requirements and controls are understood by responsible persons (e.g. signing in processes for contractors).</p> <p>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><i>Covid-19 Protocol form to be completed by all contractors. Temperature to be taken and facemask worn at all time.</i></p>   | No                          |
| 2.8 | Staff rooms and offices to comply with social distancing and safe                     | <p>Numbers of people reduced at one time to allow social distancing – chairs removed/placed apart.</p> <p>Avoiding unnecessary gatherings.</p> <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><i>Staff rooms to have antibac wipes and invincible spray to enable staff to wipe down an area after use.</i></p>  | No                          |

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|------|------------------------------|---|---|-----------------------------|
|      | working practice             | Enhanced cleaning regimes as per below.   | <p><i>Staff must wash/anti bac hands prior to entering staff rooms or attending meetings</i></p> <p><i>Staff encouraged to take breaks when not teaching in order to reduce numbers within staff rooms.</i></p> <p><i>Staff areas have maximum numbers posters to comply with Covid restrictions.</i></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>Further information can be found here:<br/> <a href="#">Ventilation and air conditioning during the coronavirus (COVID-19) pandemic</a></p> | <p><i>All doors at CEC are fire doors so they will not be propped open.</i></p>   | No                          |
| 2.10 | Management of waste          | <p>Ensure bins for tissues are emptied throughout the day.</p> <p>Follow <a href="#">Guidance on disposal of PPE waste</a> (such as used fluid resistant masks) and <a href="#">Government guidance on disposal of waste</a>, including waste</p>   | <p>Recycling bins left outside of rooms on Thursday (Site team to continue to send reminder about this)</p>   | No                          |

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|      |                                     | <p>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>For testing waste, refer to the testing specific risk assessment and latest government guidance.</p>   | <p>Viridor providing additional hazardous waste bin for waste generated by the testing centre.</p>  |                             |
| 2.11 | Management of incoming goods        | <p>Follow measures in place at the school regarding supplies coming into and out of the school, which takes into consideration SD and hygiene measures. E.g. drop-off point – one person controls the process etc.</p> <p>Reduce paper based correspondence as far as possible.</p> <p>Where possible send all messages electronically</p> <p>Internal messages to be passed electronically or by telephone</p> <p>Where post needs to be sent, this should be handled by one individual to minimise contact</p> <p>Incoming post – stringent hand washing should take place where post cannot wait 72 hours before opening.</p>   | <p><i>Staff to wash/anti bac hands after touching any incoming goods.</i></p> <p><i>Site team transfer goods to the relevant member of staff / room.</i></p>  | No                          |
| 2.12 | School owned outdoor play equipment | <p>Equipment to be cleaned frequently.</p> <p>Promote good hygiene and social distancing using signage and other methods of comms (community noticeboards, school newsletters) to set out: maximum numbers to enable social distancing, encouraging parents to clean children’s hands before and after play, disposal of all rubbish.</p> <p>Consider limiting numbers (e.g. taking out swings), using time limits, one ways systems around pieces of equipment, cleaning regimes if applicable for high traffic touch points such as slides, monkey bars and climbing frames / walls, playhouses and huts, crawl through tunnels and tube slides, exercise equipment, gates, benches and picnic tables, refuse areas and bins.</p> <p>Encourage effective sanitation by users, parents etc.</p> <p>Consult guidance on <a href="#">Managing Outdoor Playgrounds</a> for equipment also used by the community.</p> | <p><i>Nursery and Primary play equipment to be wiped down by staff with warm soapy water at the start of each day.</i></p> <p><i>Secondary equipment to be wiped down by PE and music staff / students prior to lessons. Students returning loaned equipment after break to wipe down footballs.</i></p> <p><i>Students and staff to wash hands prior to and at the end of break / lunchtime.</i></p> | No                          |

| No.  | Significant hazard / risk                         | Normal control measures  | Additional measures in place   | Further action?<br>Yes / No |
|------|---|--|--|-----------------------------|
|      |   | When used by the school, it must be appropriately cleaned between groups of children and only used by one group at a time.   |  |                             |
| 2.13 | Contractors on-site whilst school is in operation | <p>Ongoing works and scheduled inspections for schools (e.g. estates related) have been designated as essential work by the government and so are set to continue.</p> <p>Before contractors come onto site the following should be in place:<br/>An assessment has been carried out to see if any additional control measures are required to keep staff, pupils and contractors safe.<br/>Assurances have been sought from the contractors that all staff attending the setting will be in good health (symptom-free) and that contractors have procedures in place to ensure effective social distancing is maintained at all times.</p> <p>Temperature checks may be carried out on arrival and before entering the school building.</p> <p>Alternative arrangements have been considered such as using a different entrance for contractors and organising classes so that contractors and staff/pupils are kept apart.</p> <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>A record should be kept of all visitors with sufficient details to support contact tracing.</p> <p>Relevant Contractors to be informed of positive cases in school to ascertain any potential contact</p> | <p><i>Covid-19 Protocol form to be completed by all contractors.<br/>Temperature to be taken and facemask worn at all times.</i></p> <p><i>Protocol form amended to ensure visitors provide a mobile number.</i></p> | No                          |
| 2.14 | Hiring out premises                               | Lettings should only take place in accordance with the current regulations. If you hire out your premises for use by external wraparound   | <i>Separate risk assessment for lettings will be reviewed.</i>   | No                          |

| No.      | Significant hazard / risk                  | Normal control measures  | Additional measures in place   | Further action?<br>Yes / No |
|----------|--|--|--|-----------------------------|
|          |  | <p>childcare providers, such as after-school or holiday clubs, make sure these organisations have:</p> <ul style="list-style-type: none"> <li>• considered the relevant government guidance for their sector</li> <li>• put in place protective measures</li> <li>• are aware that changes may be required at short notice</li> </ul>  | <p><i>Additional hand sanitiser stations have been put in place.</i></p> <p><i>Lettings team have a daily covid checklist that is also completed.</i></p> <p><i>Lettings to open 29<sup>th</sup> March 2021, initially restricted to external facilities only.</i></p> |                             |
| <b>3</b> | <b>Cleaning and reducing contamination</b> |  |  |                             |
| 3.1      | Contaminated surfaces spreading virus.     | <p>Maintain an enhanced cleaning schedule to include:</p> <ul style="list-style-type: none"> <li>• more frequent cleaning of rooms or shared areas that are used by different groups</li> <li>• frequently touched surfaces being cleaned more often than normal</li> <li>• cleaning toilets regularly</li> <li>• encouraging pupils to wash their hands thoroughly after using the toilet</li> <li>• if your site allows it, allocating different groups their own toilet blocks</li> </ul> <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>In order to facilitate cleaning, remove unnecessary items from learning environments where there is space to store them elsewhere. Public health advice is to remove all soft toys, and any toys that are hard to</p> | <p><i>Pupils and staff to wash hands before and after lessons.</i></p> <p><i>Use of milton to sterilise play equipment in early years and primary.</i></p> <p><i>Soft furnishings, toys and hard to clean toys to remain in storage.</i></p>                           | No                          |



| No. | Significant hazard / risk                        | Normal control measures  | Additional measures in place  | Further action?<br>Yes / No |
|-----|--|--|---|-----------------------------|
|     |  | <p>clean, such as those with intricate parts. Where practicable, remove soft furnishings, for example pillows, bean bags and rugs.</p> <p>In cases where soft furnishings are still in use, they should be laundered by following the guidance in the attached link: <a href="#">COVID-19: cleaning in non-healthcare settings outside the home</a></p> <p>Consideration should also be given to soft furnishings within Sensory Rooms and where possible these furnishings should be child specific so as to avoid cross contamination. If this is not possible then they should be laundered as per the guidance contained in the above link.</p> <p>Follow government <a href="#">guidance for working in education and childcare</a> if someone becomes ill with suspected COVID-19 at the setting.</p> <p>Follow guidance on <a href="#">Cleaning and decontamination of non-health care settings</a>.</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>Pupils and teachers can take books and other shared resources home, although unnecessary sharing should be avoided. Similar rules on hand cleaning, cleaning of the resources and rotation should apply to these resources.</p> <p>Limit handling of pupil work by staff and submit work online in preference to paper and books where this is possible / appropriate.</p> <p>Resources, equipment and specialist equipment (i.e. Therapy) 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><i>Staff and pupils to wash hands before and after use.</i></p> <p><i>Students required to bring own equipment, any missing items will be issued by tutors during morning registration.</i></p> <p><i>Anti bac wipes located next to all photocopiers and these need to be used by staff once they have used it.</i></p> | No                          |

| No. | Significant hazard / risk  | Normal control measures  | Additional measures in place  | Further action?<br>Yes / No |
|-----|--|--|---|-----------------------------|
| 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="#">COVID-19: cleaning in non-healthcare settings outside the home</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> | <i>Additional cleaning staff working on site in the morning cleaning touch points.</i>                            | No                          |
| 3.4 | Sufficient handwashing facilities for staff and pupils                               | <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>   | <i>Pupils encouraged to bring their own personal hand sanitiser in addition to sanitiser available at school.</i> | No                          |
| 3.5 | Additional time for all to carry out handwashing                                     | <p>Frequent hand cleaning as part of normal routine. Stagger regular access to handwashing facilities through the day. Build routines into behaviour expectations and school culture.</p>  | <i>Additional hand sanitiser stations have been installed throughout the campus.</i>                              | No                          |
| 3.6 | Handwashing practice with children   | <p>Review the guidance on hand cleaning and introduce handwashing songs for younger children. Ensure that help is available for children and young people who have trouble cleaning their hands independently. See guidance and resources available at <a href="#">e Bug</a>.</p> <p>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.</p>   | <i>Hand washing posters displayed in all toilets.</i>   | No                          |

| No.      | Significant hazard / risk                         | Normal control measures  | Additional measures in place   | Further action?<br>Yes / 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.   | <i>Catch It, Bin It, Kill It posters to be displayed</i>   | 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.<br>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.  | <i>Levels reviewed regularly and re-ordered when needed<br/><br/>Cleaning and PPE stock check and room check to be carried out before reopening.</i>   | 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. If space allows, allocate toilet blocks to different groups. Toilets to be cleaned regularly and pupils must be encouraged to clean their hands thoroughly after using the toilet.   | <i>Year groups allocated specific toilets to use which are monitored by duty staff/SLT</i>   | No                          |
| 3.10     | Dedicated spaces                                  | Dedicated space to be arranged should anyone require a space for i.e. worship, breast feeding or expressing. Area to be cleaned thoroughly between uses.   |  | No                          |
| <b>4</b> | <b>Staff related issues</b>                       |  |  |                             |
| 4.1      | Staff access and egress to site and buildings     | 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 or store it appropriately.<br>Staff must wash their hands when they arrive | <i>After signing in and washing their hands, staff members will go directly to their allocated classrooms on arrival and are encouraged to arrive and leave the building as close to their set working hours as possible to minimise the need to move around the school.</i> | No                          |

| No. | Significant hazard / risk  | Normal control measures  | Additional measures in place  | Further action?<br>Yes / No |
|-----|--|--|---|-----------------------------|
| 4.2 | <p>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> | <p>The following section of the DfE guidance must be followed:<br/> <a href="#">Schools Coronavirus operational guidance from 8th March</a><br/> <a href="#">Actions for early years and childcare providers during the coronavirus (Covid 19) outbreak</a></p> <p><b>Where this cannot be met, then the school must record why and what other control measures they will adopt.</b></p> <p>All teachers and other staff can operate across different classes and year groups in order to facilitate the delivery of the school timetable where necessary.</p> <p>Where staff need to move between classes and year groups, they should try and keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults and should avoid close face to face contact, minimise time spent within 1 metre of anyone and wear appropriate face coverings.</p> <p>Similarly, it will not be possible when working with many pupils who have complex needs or who need close contact care. These pupils' educational and care support should be provided as normal.</p> <p>When considering the return of non-teaching staff school leaders should recognise the wider government policy that staff who can work from home should do so and apply this where feasible (e.g. in administrative roles).</p> <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 Incident Management teams and some adjustments are being made by schools as a result. 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> | <p><i>Regular communication briefings will take place. These may be in the form of emails, virtual sessions or in a group setting in a large area with distancing in place.</i></p> <p><i>When assisting a student in lesson to do so from behind and to stand within 1m for no longer than 5 minutes. Use visualisers where possible to support pupils 1:1</i></p> | No                          |

| No. | Significant hazard / risk | Normal control measures   | Additional measures in place | Further action?<br>Yes / No |
|-----|---------------------------|---|------------------------------|-----------------------------|
|     |                           | <ul style="list-style-type: none"> <li>• <i>minimising bubble sizes,</i></li> <li>• <i>minimising face to face meetings (move to video calling if appropriate),</i></li> <li>• <i>minimising the number of staff and pupils mixing across year groups/ classes at lunch, breaks, staff rooms etc.</i></li> <li>• <i>minimising the movement around the school of pupils and teaching staff,</i></li> <li>• <i>minimising the movement across bubbles of pupils and teaching staff,</i></li> <li>• <i>no car sharing between staff to school</i></li> <li>• <i>keeping to the 2m distancing (for teachers especially) if at all possible</i></li> </ul> <p><i>Other measures that will reduce the spread of the virus in the school – face coverings, thorough regular cleaning regimes throughout the day (of 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> |                              |                             |

| No. | Significant hazard / risk   | Normal control measures   | Additional measures in place   | Further action?<br>Yes / No |
|-----|---|---|--|-----------------------------|
| 4.3 | Managing supply teachers, visitors, contractors and other temporary visiting staff.   | <p>Supply teachers, peripatetic teachers and/or other temporary staff can move between schools.</p> <p>They should ensure they minimise contact and maintain as much distance as possible from other staff.</p> <p>Specialists, therapists, clinicians and other support staff for pupils with SEND should provide interventions as usual.</p> <p>Schools should consider how to manage other visitors to the site, such as contractors, catering staff and deliveries, as well as cleaning staff and site staff who may be working throughout the school and across different groups / sites. This will require close cooperation between both schools and the other relevant employers. Schools should have discussions with key contractors about the school’s control measures and ways of working as part of planning for the autumn term and ensure site guidance on physical distancing and hygiene is explained to visitors on or before arrival. Where visits can happen outside of school hours, they should. A record should be kept of all visitors.</p> <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><i>Any visitors remain the responsibility of the staff member in question. All routes and locations for meetings should reduce the contact with the wider school community or unnecessary staff members.</i></p> <p><i>All visitors to complete covid-19 visitor protocol.</i></p> <p><i>Temperature to be taken and facemask worn at all times.</i></p> <p><i>Protocol form amended to ensure visitors provide a mobile number</i></p> | No                          |
| 4.4 | Insufficient staff capacity to deal with increased numbers of pupils - Shortage of teachers to maintain staff to pupil ratios | <p>If there are any shortages of teachers to teach the number of classes, appropriately trained teaching assistants can be allocated to lead a group, working under the direction of a teacher.</p> <p>Careful planning of the year groups/classes should be undertaken based on staff availability.</p> <p>Supply teachers and other peripatetic staff can be engaged where necessary. See ‘school Workforce’ section of the DfE guidance: <a href="#">Schools Coronavirus operational guidance from 8th March</a></p> <p>Where there are not sufficient staff to cover staff absences, the critical incident plan / school emergency plans will be followed to condense the school or curriculum, or, enact partial or full school closure.</p>   | <p><i>Classes to be collapsed where possible</i></p>   | No                          |

| No. | Significant hazard / risk   | Normal control measures   | Additional measures in place   | Further action?<br>Yes / No |
|-----|---|---|--|-----------------------------|
| 4.5 | Anxiety levels of staff and community causing breakdown in staffing ratios, compromising group sizes.     | <p>Staff should refer to the Staff Hub for guidance and support.</p> <p>Schools advisory service is available to provide free, remote and confidential counselling for any employee.</p> <p>Managers to hold discussions with individuals to alleviate concerns and to establish whether additional training or support would be helpful.</p> <p>HR have provided managers with guidance on Absence Management and supporting employees.</p> <p>If appropriate, seek GP or occupational health advice.</p> <p>Where the member of staff has anxieties about returning, this conversation can be held and recorded using the <a href="#">‘Risk assessment for all staff including vulnerable groups’</a></p> <p>Further advice is available from HR if required.</p> | <p><i>On-going communication</i></p> <p><i>TWMAT health and well-being support signposted</i></p>  | No                          |
| 4.6 | Staff understanding of new changes – safe practice at work & in classroom. Teaching in a safe environment | <p>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.</p> <p>Ensure staff are aware of who to contact and how to raise suggestions or concerns.</p>   | <p><i>COVID19 Full Opening Plan for March 2021 V2 CEC shared with staff Mon 1<sup>st</sup> March and this RA to be shared with staff Monday 8<sup>th</sup> March.</i></p> <p><i>Both live documents and shared via OneDrive link so staff can access on demand.</i></p> <p><i>Regular updates sent as needed</i></p> | No                          |
| 4.7 | Accessing testing arrangements are clear for all staff  | <p>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></p> <p>Testing Specific risk assessment in school and specific guidance is distributed to all participants.</p>   | <p><i>Link to testing specific RA shared in January and will be shared via briefings.</i></p>  | No                          |

| No. | Significant hazard / risk  | Normal control measures   | Additional measures in place  | Further action?<br>Yes / 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.     | <p>If a child, young person or other learner becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home appropriate PPE should be worn by the supervising adult if a distance of 2 meters cannot be maintained.</p> <p>If contact with the child or young person is necessary, then gloves, an apron and a face mask should be worn by the supervising adult.</p> <p>If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn</p> <p>Ensuring that fluid resistant face masks are available for all schools and that a supply is maintained.</p> <p><a href="#">Safe working in education, childcare and children’s social care settings, including the use of personal protective equipment (PPE)</a></p>  | <p><i>First aid grab bags with PPE available in the medical room for all first aiders.</i></p> <p><i>Additional PPE stored in phase 2</i></p>   | No                          |
| 4.9 | Assessment of all staff, including high risk staff with vulnerable / shielding family member, underlying health conditions or other risk factors | <p>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>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>All pregnant employees over 28 weeks to continue to work from home.</p> <p>A risk assessment should be undertaken with clinically extremely vulnerable and clinically vulnerable staff returning to the school, especially where they are returning to the school.</p> <p>A risk assessment should also be undertaken (or reviewed/updated if one was previously undertaken) with staff who may be anxious about returning to school and/or due to the increased numbers.</p> <p>The ‘Risk assessment for all staff including vulnerable groups’ can be used to aid and record this assessment -</p> <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></p> | <p><i>Risk assessments carried out on staff identified as high risk.</i></p> <p><i>Review where necessary</i></p> <p><i>*** Decision for all pregnant employees over 28 weeks to work from home.</i></p> <p><i>All staff risk assessments reviewed by Monday 8<sup>th</sup> March 2021.</i></p> | No                          |



| No.  | Significant hazard / risk           | Normal control measures   | Additional measures in place  | Further action?<br>Yes / No |
|------|-------------------------------------|---|---|-----------------------------|
|      |                                     | <p>Managers Guide to Supporting BAME or other vulnerable colleagues: will follow guidance and undertake a risk assessment with staff member:<br/> <a href="https://staffhub.tedwraggtrust.co.uk/managers-area/covid-19/#Risk-Assessment-anchor-link">https://staffhub.tedwraggtrust.co.uk/managers-area/covid-19/#Risk-Assessment-anchor-link</a></p> <p>Pregnancy: The Expectant Mother risk assessment has been amended to include Covid 19 and should be completed.<br/> <a href="https://staffhub.tedwraggtrust.co.uk/managers-area/covid-19/#Risk-Assessment-anchor-link">https://staffhub.tedwraggtrust.co.uk/managers-area/covid-19/#Risk-Assessment-anchor-link</a></p> <p>Staff with concerns over their availability to work should refer to the Absence Management Toolkit on the website staff area for further details, risk assessments and resources.</p> <p>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<br/> <a href="https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/cev-from-2-dec">https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/cev-from-2-dec</a></p> |   |                             |
| 4.10 | Staff use of PPE                    | <p>Pupils whose care routinely already involves the use of PPE due to their intimate care needs will continue to receive their care in the same way. More information can be found in <a href="#">Safe working in education, childcare and children’s social care settings, including the use of personal protective equipment (PPE)</a></p>  | <i>PPE provision in place as before Covid-19 for intimate care.</i> | No                          |
| 4.11 | Use of PPE<br>Lack of understanding | <p>Adequate training / briefing on use and safe disposal to be given to relevant staff.<br/>           Follow guidance on putting on and taking off standard PPE <a href="#">COVID-19: personal protective equipment use for non-aerosol generating procedures</a> and above guidance on use in education settings. Staff to read and raise any queries to H&amp;S lead regarding <a href="#">Face coverings in education</a>.</p>  | <i>Guidance emailed from Premises Manager.</i>                      | No                          |

| No.  | Significant hazard / risk                  | Normal control measures   | Additional measures in place   | Further action?<br>Yes / No |
|------|--|---|--|-----------------------------|
| 4.12 | Staff member becoming unwell with Covid 19 | <p>If anyone in your school develops a new and continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), you:</p> <ul style="list-style-type: none"> <li>• must send them home to begin isolation - the isolation period includes the day the symptoms started and the next 10 full days</li> <li>• advise them to follow the guidance for households with possible or confirmed coronavirus (COVID-19) infection</li> <li>• advise them to arrange to have a test as soon as possible to see if they have coronavirus (COVID-19)</li> </ul> <p>Other members of their household (including any siblings and members of their support or childcare bubble if they have one) should self-isolate. Their isolation period includes the day symptoms started for the first person in their household, or the day their test was taken if they did not have symptoms, whether this was a Lateral Flow Device (LFD) or Polymerase Chain Reaction (PCR) test), and the next 10 full days. If a member of the household starts to display symptoms while self-isolating they will need to restart the 10 day isolation period and book a test.</p> <p>If anyone tests positive whilst not experiencing symptoms but develop symptoms during the isolation period, they must restart the 10 day isolation period from the day they developed symptoms.</p> <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> | Reporting links distributed to all staff and third parties using the facilities. | No                          |

| No.  | Significant hazard / risk   | Normal control measures   | Additional measures in place | Further action?<br>Yes / No |
|------|---|---|------------------------------|-----------------------------|
|      |   | <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 engage with the track and trace process including all notifications and information requirements.</p> <p>Any positive result should be recorded on Oshens</p> <p>The employee will be instructed to get an essential worker test without delay.</p> <p>Where the employee is symptomatic but feels well, the employee may work from home whilst isolating in accordance with the Government Guidance. The employment may not return to work until their test is negative, they are well enough to return and they have completed the appropriate isolation period in accordance with the Government Guidance <a href="#">Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection</a></p> |                              |                             |
| 4.13 | <p><b>EXETER SCHOOLS</b><br/>Dealing with suspected and confirmed case/ cases and outbreak.</p> | <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>)</p> <p>AND inform the local authority by emailing <a href="mailto:educate.schoolspriorityalerts-mailbox@devon.gov.uk">educate.schoolspriorityalerts-mailbox@devon.gov.uk</a>.</p> <p>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>                              |                              | No                          |

| No. | Significant hazard / risk | Normal control measures   | Additional measures in place | Further action?<br>Yes / No |
|-----|---------------------------|---|------------------------------|-----------------------------|
|     |                           | <p>If a child or staff member in your education setting becomes symptomatic, you should advise them to access testing through the normal channels.</p> <p>However, in exceptional circumstances when you do not think a child or staff member would be able to access testing by these routes, you should consider using one of the school provided home test kits to improve the chances that the individual will get tested. See the <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/eys/important-information-seeking-advice-on-confirmed-cases-of-coronavirus-covid-19-in-educational-settings-for-nurseries-schools-and-colleges/">https://www.devon.gov.uk/eys/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> |                              |                             |

| No.  | Significant hazard / risk                | Normal control measures   | Additional measures in place  | Further action?<br>Yes / No |
|------|--|---|---|-----------------------------|
|      |  | <p><b>Manage confirmed cases of coronavirus (COVID-19) amongst the school community. (Close contact means):</b></p> <ul style="list-style-type: none"> <li>• direct close contacts - face to face contact with an infected individual for any length of time, within 1 meter, 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 meters 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>Refer to: <a href="#">Schools Coronavirus operational guidance from 8th March</a></p> <p>It remains vitally important that schools continue to inform the LA of positive cases through the smart survey link:<br/> <a href="https://www.smartsurvey.co.uk/s/Covid19NotificationTestResults/..\..\..\..\Guidance\PHE SW HPT Educational Settings Flowchart V7 14122020.pdf">https://www.smartsurvey.co.uk/s/Covid19NotificationTestResults/..\..\..\..\Guidance\PHE SW HPT Educational Settings Flowchart V7 14122020.pdf</a></p> |   |                             |
| 4.14 | Lateral Flow testing (Secondary Schools) | <p>Secondary: See school specific testing risk assessment.<br/>           Guidance on the coronavirus (COVID-19) testing programme for secondary schools <a href="#">Mass asymptomatic testing: schools and colleges</a><br/>           DFE Resources and sharing platform for asymptomatic testing to be used for support in preparing and operating LFT <a href="#">Schools and colleges testing handbook.pdf</a> and <a href="#">Coronavirus (COVID-19) asymptomatic testing in schools and colleges</a></p> <p>Primary: See school specific testing risk assessment.<br/>           See guidance on the coronavirus (Covid 19) testing programme for primary schools and nurseries: <a href="#">Coronavirus (COVID-19) asymptomatic testing for staff in primary schools and nurseries</a></p>  | One way system with different entrance and exit (sports hall). Moving to self testing from the 15th March 2021. | No                          |

| No. | Significant hazard / risk                                  | Normal control measures  | Additional measures in place   | Further action?<br>Yes / No |
|-----|--|--|--|-----------------------------|
| 5   | <b>Pupil related issues</b>                                |  |  |                             |
| 5.1 | Vulnerable groups who are clinically, extremely vulnerable | All pupils should attend education settings unless they have been advised by their GP or clinician not to attend an education setting. Where a pupil is unable to attend school because of this, systems to be put in place to keep in contact with them, offer pastoral support, and check they are able to access education support.   | <i>SENDCo &amp; pastoral leads to liaise with SLF about individual cases for students who fall into this category. Attendance officer to monitor FSM students so hamper or vouchers can be arranged.</i> | No                          |
| 5.2 | Distressed children  | Measures are in place where children are distressed.   |  |                             |
| 5.3 | Children with EHCP and pupils who attend dual settings     | A risk assessment should be completed before attendance. For dual settings work through the system of controls collaboratively, enabling any risks identified to be addressed and allowing the joint delivery of a broad and balanced curriculum for the child   |  | No                          |
| 5.4 | Pupils unable to follow guidance                           | Some pupils will need additional support to follow these measures. Insert measures here or attach additional document.   |  | No                          |
| 5.5 | Pupils equipment   | Pupils to limit the amount of equipment they bring into school each day, to essentials<br>For individual and very frequently used equipment, such as pencils and pens, it is recommended that staff and pupils have their own items that are not shared.   |  | No                          |
| 5.6 | Member of a class becoming unwell with COVID-19            | <p>If anyone in your school develops a new and continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), you:</p> <ul style="list-style-type: none"> <li>• must send them home to begin isolation - the isolation period includes the day the symptoms started and the next 10 full days</li> <li>• advise them to follow the guidance for households with possible or confirmed coronavirus (COVID-19) infection</li> <li>• advise them to arrange to have a test as soon as possible to see if they have coronavirus (COVID-19)</li> </ul> |  | No                          |

| No. | Significant hazard / risk | Normal control measures   | Additional measures in place | Further action?<br>Yes / No |
|-----|---------------------------|---|------------------------------|-----------------------------|
|     |                           | <p>Other members of their household (including any siblings and members of their support or childcare bubble if they have one) should self-isolate. Their isolation period includes the day symptoms started for the first person in their household, or the day their test was taken if they did not have symptoms, whether this was a Lateral Flow Device (LFD) or Polymerase Chain Reaction (PCR) test), and the next 10 full days. If a member of the household starts to display symptoms while self-isolating they will need to restart the 10 day isolation period and book a test.</p> <p>If anyone tests positive whilst not experiencing symptoms but develop symptoms during the isolation period, they must restart the 10 day isolation period from the day they developed symptoms.</p> <p>If a child is awaiting collection, they will be moved to a room where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required. Ideally, a window should be opened for ventilation.</p> <p>If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people.</p> <p>Allocate a suitable room for this purpose and communicate intentions to staff.</p> <p>Ensure suitable PPE (including fluid resistant face mask) is available at this location.</p> <p>Where that person needs to use the bathroom they should use a separate bathroom if possible. The bathroom must be cleaned and disinfected before being used by anyone else.</p> <p>Everyone must wash their hands after any contact with someone who is unwell. The area around the person with symptoms must be cleaned</p> |                              |                             |

| No.      | Significant hazard / risk                                 | Normal control measures   | Additional measures in place  | Further action?<br>Yes / No |
|----------|---|---|---|-----------------------------|
|          |   | after they have left to reduce the risk of passing the infection on to other people.  |   |                             |
| 5.7      | School Uniform  | Uniforms do not need to be cleaned any more often than usual, nor do they need to be cleaned using methods which are different from normal. Uniform policies may be temporarily reviewed in light of seasonal weather where necessary.  | <i>Normal uniform expected and communicated to parents/carers</i>         | 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.   |   | No                          |
| 5.9      | Wrap around care  | Wrap around care is provided. Parents, carers and staff will be made aware.   | <i>Split into KS1 and KS2</i>   | No                          |
| <b>6</b> | <b>Transport</b>  |   |   |                             |
| 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.<br>Liaise with School Transport Team where further consideration needs to be given to taxi and escort services.  | <i>No school buses in place<br/>Taxis to continue with face coverings</i> | No                          |
| 6.2      | Dedicated school transport, including statutory provision | See guidance: <a href="#">transport-to-school-and-other-places-of-education-guidance</a><br>Although there is no requirement for students to sit with the group of students or “bubble” with which they are educated, students should sit in year groups as far as possible when travelling – this will be in ascending year groups front to back (youngest students at the front of the vehicle).<br>Draw up seating arrangements on vehicles where necessary.<br>Consider how you are going to “police” any seating arrangements as this is not the driver’s responsibility – their role is to focus on driving the vehicle safely. Any arrangements will require clear communication | <i>No dedicated school transport apart from taxis</i>                     | No                          |



| No. | Significant hazard / risk                                     | Normal control measures   | Additional measures in place   | Further action?<br>Yes / No |
|-----|---|---|--|-----------------------------|
|     |   | <p>between schools and families/students, and school staff should initially be on hand at the end of each day to assist the students.</p> <p>Where possible, transport operators will aim to keep windows on home to school transport open to increase ventilation; or use air conditioning. Ensure organised queuing/boarding and distancing within vehicles if possible.</p> <p>Ensure organised queuing/boarding and distancing within vehicles if possible.</p> <p>Face coverings to be used for children over the age of 11, where appropriate.</p> <p>Consider the use of hand sanitiser upon boarding and/or disembarking.</p> |  |                             |
| 6.3 | Wider public transport  | <p>All to follow <a href="#">The Health Protection (Coronavirus, Wearing of Face Coverings on Public Transport) (England) Regulations 2020</a>.</p> <p>You should also wear a face covering in other enclosed spaces where it is difficult to maintain social distancing.</p> <p>Staff must store or dispose of their mask appropriately, using school processes for disposing of masks. Staff must wash their hands when they arrive.</p>  | <p><i>Spare face coverings to be located in main reception wherever possible for any pupils using public transport who have lost their covering.</i></p> | No                          |
| 6.4 | School Transport arrangements support changes to school times | <p>Liaising with the School Transport Team before change are made. Communicate with families / students. Follow government guidance <a href="#">Working safely during coronavirus (COVID-19) - Vehicles</a></p>   | NA   | No                          |
| 6.5 | Face coverings and PPE  | <p>It is law that people age 11 and over must wear a face covering on public and school transport. See guidance for further information and exceptions: <a href="#">Coronavirus (COVID-19): safer transport guidance for operators</a></p> <p>Drivers and passenger assistants should maintain a distance from their passengers wherever possible and implement measures as per the latest guidance.</p>  | <p><i>Facemasks kept at Reception for any Staff, Students, visitors and contractors that forget to bring a mask.</i></p>                                 | No                          |

| No. | Significant hazard / risk                       | Normal control measures   | Additional measures in place | Further action?<br>Yes / No |
|-----|---|---|------------------------------|-----------------------------|
| 6.6 | Loading for vehicles above nine passenger seats | <p>Transport Co-ordination Service will work with operators, schools and parents to manage arrangements for organised queueing and boarding. Only enter the vehicle when the driver has indicated it is safe to do so. Bus pass to be held so it is visible. Seats close to the driver may be marked “out of use” by the operator.</p>  |                              | No                          |
| 6.7 | Good practice & personal care                   | <p>ALL students will be expected to abide by the DCC / PCC Code of Conduct. Students, drivers and escorts should clean their hands before boarding and when arriving at school or home. Students/parents to be given guidance on good management of coughs and sneezes, in line with the “catch it, bin it, kill it” approach. Students should be encouraged to carry tissues on home to school transport. These will need to be disposed of in a covered bin.</p>  |                              | No                          |
| 6.8 | Carriage of passengers with symptoms            | <p>Parents must be advised that students MUST NOT use school transport if they or a member of their household has symptoms of coronavirus. Any pupil who displays coronavirus symptoms at school should be sent home immediately. They must not travel on home to school transport. The school should contact the parent or carer who should make arrangements for the child or young person’s journey home. In exceptional circumstances, where this is not possible, and where a symptomatic child or young person or other passenger needs to be transported to their home, you must contact the Transport Coordination Service at DCC / PCC. Transport Coordination Service will work with Public Health colleagues to manage any virus outbreak. Students, drivers and passenger assistants who have been in contact with someone that has developed symptoms whilst at school or on home to school transport do not need to go home to self-isolate unless;</p> <ul style="list-style-type: none"> <li>• the symptomatic person subsequently tests positive</li> <li>• they develop symptoms themselves (in which case, they should self-isolate immediately and arrange to have a test)</li> </ul> |                              | No                          |

| No.      | Significant hazard / risk   | Normal control measures   | Additional measures in place                                 | Further action? Yes / No |
|----------|---|---|--|--------------------------|
|          |   | <ul style="list-style-type: none"> <li>• they are requested to do so by NHS Test and Trace or the Public Health England (PHE) advice service (or PHE local health protection team if escalated)</li> <li>• they have tested positive from an LFD test as part of a community or worker programme</li> </ul>   |  |                          |
| 6.9      | Children with Special Educational Needs:                                  | When deciding on the package of measures that is appropriate on transport for children and young people with special educational needs, Transport Coordination Service will need to take account of the particular needs of the children using the transport and will work with the parents and school.   |  | No                       |
| <b>7</b> | <b>Curriculum considerations</b>  |   |  |                          |
| 7.1      | Planned return to normal curriculum in all subjects                       | <p>In accordance with the guidance, this school will ensure that the key principals underpin our curriculum planning:</p> <ul style="list-style-type: none"> <li>• Education is not optional. All pupils to receive a high-quality education that promotes their development and equips them with the knowledge and cultural capital they need to succeed in life.</li> <li>• The curriculum remains broad and ambitious. All pupils continue to be taught a wide range of subjects, maintaining their choices for further study and employment.</li> </ul> | <i>All pupils will follow their normal curriculum.</i>       | No                       |
| 7.2      | Suspension of some subjects for some pupils in exceptional circumstances. | Suspension and modification should be in accordance with the latest guidance. Schools should be able to show that this is in the best the interests of these pupils and this should be subject to discussion with parents. A coherent plan for returning to their normal curriculum for all pupils where this is necessary to be in place.  | <i>All pupils will follow their normal curriculum.</i>       | No                       |
| 7.3      | Music, dance and drama activities   | Music, dance and drama to continue using systems of control. Additional risk of infection while singing, chanting and playing wind or brass instruments and also in drama and dance activities to be a key focus of the controls.   | <i>Adjustments made to subject specific risk assessment.</i> | No                       |

| No. | Significant hazard / risk    | Normal control measures   | Additional measures in place  | Further action?<br>Yes / No |
|-----|------------------------------|---|---|-----------------------------|
|     |                              | <p>This applies even if individuals are at a distance.</p> <p>Before each lesson, teacher to consider how to reduce the risks (e.g. physical distancing and playing outside wherever possible, limiting group sizes, use of microphones to avoid shouting, measures to support strict social distancing and positioning pupils back-to-back or side-to-side, avoiding sharing of instruments and equipment, encourage good hygiene when handling equipment / props / documentation should they need to be used by more than one person, 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>Performances with a live audience should not take place</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, Performing arts guidance</a> and <a href="#">Suggested principles of safer singing</a></p> <p>Where individual lessons take place, teachers may come into contact with multiple groups/bubbles therefore must take particular care and adhere to strict social distancing at all times and should not provide physical correction.</p> |   |                             |
| 7.4 | Physical activity in schools | <p>PE, sport and physical activity provided by schools to their own pupils under their systems of control can continue. This includes sports clubs or activities before or after school, in addition to their regular PE lessons.</p> <p>Pupils should be kept in consistent groups, sports equipment thoroughly cleaned between each use by different individual groups, and contact sports avoided.</p> <p>Outdoor sports should be prioritised where possible, and large indoor spaces used where it is not, maximising natural ventilation flows (through opening windows and doors or using air conditioning systems wherever possible), distancing between pupils and paying scrupulous attention to cleaning and hygiene. This is particularly important in a sports setting because of the way in which people breathe during exercise. External</p>  | <p><i>Adjustments made to subject specific risk assessment.</i></p> <p><i>Spray mops ordered and in use for PE changing rooms so they are cleaned between sessions.</i></p> | No                          |

| No. | Significant hazard / risk | Normal control measures  | Additional measures in place | Further action?<br>Yes / No |
|-----|---------------------------|--|------------------------------|-----------------------------|
|     |                           | <p>facilities can also be used in line with government guidance for the use of, and travel to and from, those facilities.</p> <p>External facilities can also be used in line with government guidance for the use of, and travel to and from, those facilities.</p> <p>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. Competition between different schools should not take place until wider grassroots sports for under 18’s is permitted and only in accordance with: <a href="#">Coronavirus (COVID-19): grassroots sports guidance for safe provision including team sport, contact combat sport and organised sport events</a></p> <p>Also refer to the following advice:</p> <ul style="list-style-type: none"> <li>• <a href="#">Coronavirus (COVID-19): guidance on the phased return of elite sport</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> <li>• <a href="#">Using changing rooms safely</a></li> </ul> <p>Where schools are offering extra-curricular activities (that is, before and after school clubs) they should only do so where safe to do so.</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> |                              |                             |

| No. | Significant hazard / risk   | Normal control measures   | Additional measures in place   | Further action?<br>Yes / No |
|-----|---|---|--|-----------------------------|
| 7.5 | Practical science, art and D&T lessons                                      | Guidance from CLEAPSS should be followed when planning lessons, using resources from i.e. the following website: <a href="https://www.cleapss.org.uk/">https://www.cleapss.org.uk/</a> <a href="http://science.cleapss.org.uk/Whats-New/Guides/">http://science.cleapss.org.uk/Whats-New/Guides/</a> <a href="http://dt.cleapss.org.uk/Resources/Whats-New/Administration/">http://dt.cleapss.org.uk/Resources/Whats-New/Administration/</a> and for primaries <a href="#">Practical activities in a bubble</a> . Schools must ensure that they stay up to date with the latest guidance in these specialist areas.   | <i>Adjustments made to subject specific risk assessment.</i>   | No                          |
| 7.6 | Groups of children mixing resulting in risk of more widespread transmission | This school will follow the government lead system of controls to minimise risk of infection.<br>Older children are encouraged to keep their distance within groups. It is accepted that the youngest children cannot socially distance from each other or staff.<br>Children to be grouped into consistent groups that do not mix to enable track and trace and self-isolation where necessary.<br>Groups should be as small as possible whilst providing the full range of curriculum subjects. Steps will be taken to limit interaction, sharing of rooms and social spaces between groups as much as possible.<br>Measures to be combined and implemented as far as is possible at all times.<br>Large gatherings such as assemblies and with more than one group to be avoided | <i>Year group assemblies cancelled and will take place virtually in tutor bases, with students limited to year groups during break, lunch and lesson activities.</i> | No                          |
| 7.7 | Remote education  | School leaders will develop a contingency plan in accordance with the remote education expectations which supports pupils who need to be shielding or isolating.<br>All such pupils not physically unwell should have access to remote education as soon as reasonably practicable, which may be the next school day.<br>Refer to:<br><ul style="list-style-type: none"> <li>• <a href="#">Remote Education Temporary Continuity Direction: explanatory note</a></li> <li>• <a href="#">Schools coronavirus (covid 19) operational guidance</a></li> <li>• <a href="#">Get help with remote education</a></li> </ul>  | <i>Remote education platform in place if needed.</i>   | No                          |

| No.      | Significant hazard / risk  | Normal control measures   | Additional measures in place  | Further action? Yes / No |
|----------|--|---|---|--------------------------|
|          |  | <ul style="list-style-type: none"> <li>• <a href="#">Keeping children safe in education</a></li> <li>• <a href="#">Safeguarding and remote education during coronavirus (COVID-19)</a></li> </ul> <p>Updates to policies, safeguarding policy and any training and guidance to be listed in additional measures where appropriate.</p> <p>Publish remote education offer on the website. A template is available in this link: <a href="#">Actions for schools during the coronavirus outbreak</a></p> <p>Remote lessons to follow school protocol to ensure safeguarding of staff and students</p> |   |                          |
| 7.8      | Educational visits   | Educational visits are suspended at this time.<br>For additional information check with EVOLVE guidance on website.   | <i>No planned Educational Visits will take place</i>  | 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><br>Free schools meals to be provided in accordance with the guidance.   | <i>Aspens staff to use gloves to collect crockery/cutlery</i><br><br><i>Pupils supervised to drop crockery and cutlery into buckets of soapy water.</i> | No                       |
| 8.2      | Catering staff are operating in a safe environment                                 | In addition to the standard operations for safe working practices, catering staff to follow the relevant aspects of government guidance for food premises: <a href="#">Standards for school food in England</a>   | <i>Aspens staff to use gloves to collect crockery/cutlery</i>   | No                       |
| <b>9</b> | <b>Communications with parents and others</b>                                      |   |   |                          |
| 9.1      | Parents, contractors and other staff entering or working in the                    | Regular communication to be sent to parents and carers (i.e. newsletters) including any relevant updates and reminders.<br>Inform all visitors, suppliers, and contractors that only pre-arranged appointments will be allowed on site and no one should enter if they are displaying symptoms of coronavirus.  | <i>Clear signage on main reception doors warning of symptoms.</i><br><i>No visitors to school site without prior appointments.</i>                      | No                       |

| No. | Significant hazard / risk   | Normal control measures  | Additional measures in place  | Further action?<br>Yes / No |
|-----|---|--|---|-----------------------------|
|     | building – school complying with external requirements for staff safety | Publish a telephone number in case of immediate access required.<br>Regular updates to website communicating this risk assessment  | <i>All visitors to complete covid-19 visitor protocol.</i><br><br><i>Temperature to be taken and facemask worn at all times.</i><br><br><i>Protocol form amended to ensure visitors provide a mobile number</i> |                             |
| 9.2 | Suppliers understanding and complying with new arrangements             | Discuss new arrangements to encourage and facilitate delivery of goods and services during quiet times or outside school hours wherever possible.<br>All to follow visitor guidance.   |   | No                          |
| 9.3 | Communications to parents and staff                                     | Updates to risk assessments, processes and procedures are communicated to staff when updates are approved.<br>Regular communication to parents and staff will be provided, usually through newsletters and official school communication systems.<br>Communicate any changes (i.e. staggered start times, one way systems and changes to access routes). | <i>Weekly update/newsletter</i><br><br><i>Link to TMWAT RA page shared</i>  | No                          |
| 9.4 | Pupils and families anxious about return                                | Support in place to address concerns and communications with parents on measures in place to reduce anxiety.<br>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.   | <i>Pastoral staff to support where this is a concern</i>  | No                          |
| 9.5 | Parent aggression due to anxiety and stress.                            | Support parents and carers by providing regular communication in accordance with 9.3 and ensuring that parents are aware of appropriate methods they can raise issues and concerns.<br>Staff to escalate any concerns to a member of SLT for support.  | <i>Clear &amp; regular communication strategy for parents and carers.</i>   | No                          |



| No.       | Significant hazard / risk  | Normal control measures  | Additional measures in place  | Further action?<br>Yes / 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  |   | 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 | <p>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.</p> <p>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.</p> <p>Regular dialogue with the Chair of Governors and those governors with designated responsibilities is in place.</p> <p>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.</p> | <i>Regular communication between Head teacher and Chair of Governors, feeding back weekly review of RA.</i> | No                          |
| <b>11</b> | <b>Asymptomatic testing</b>  |  |   |                             |
| 11.1      | Lack of knowledge of processes   | <p>Government led training to be undertaken by all necessary staff</p> <p>Procedures to be put in place and signed when understood by staff</p> <p>Signs and notices in place to indicate location and queue / progress through the testing area</p> <p>See Rapid, asymptomatic testing risk assessment for further information</p>  | <i>Online training completed by relevant staff and certificates stored centrally</i>                        | No                          |
| 11.2      | Poor cleaning standard   | <p>All areas cleaned and disinfected after each session</p> <p>See Rapid, asymptomatic testing risk assessment for further information</p>   | <i>Additional day time cleaning staff in site for all mass testing days</i>                                 | No                          |
| 11.3      | PPE use, waste and test use and waste removal not in place   | <p>PPE to be worn, training to be undertaken and disposal to be in line with government guidance</p> <p>Hazardous waste removal to be put in place as per government requirements</p>  | <i>Viridor providing additional hazardous waste bin for waste generated by the testing centre.</i>          | No                          |

| No.  | Significant hazard / risk | Normal control measures  | Additional measures in place   | Further action?<br>Yes / No |
|------|---------------------------|--|--|-----------------------------|
|      |                           | See Rapid, asymptomatic testing risk assessment or Primary Home testing RA for further information   |  |                             |
| 11.4 | Testing Location          | A designated location for testing will be identified in accordance with the government guidance.<br>All through school to follow secondary testing guidance<br>See Rapid, asymptomatic testing risk assessment for further information | <i>Sports hall for mass testing</i><br><i>Food tech room for regular testing</i> | No                          |

| Further action required |  |                    |                |                       |
|-------------------------|--|--------------------|----------------|-----------------------|
| Section of RA           | Additional Actions / Control measures required | Person responsible | Deadline date: | Date action completed |
|                         |  |                    |                |                       |
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|--------------------|--------------|-----------------------|----------------|-----------------------|--------------|----------|
| <b>Headteacher</b> | <b>Name:</b> | <b>Stephen Farmer</b> | <b>Signed:</b> | <b>Stephen Farmer</b> | <b>Date:</b> | 04/03/21 |
|--------------------|--------------|-----------------------|----------------|-----------------------|--------------|----------|

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\Risk Assessments>

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

**Review of Risk Assessment:**

| Review period: | Weekly / Fortnightly / Monthly / Termly | Review Date: | Reviewed by: | Comments / changes:   |
|----------------|---|--------------|--------------|---|
| Initial        | Weekly                                  | 04/03/21     | SF/CS/AB     | RA reviewed. Additional measures added where specific to CEC.   |
|                | Weekly                                  | 11/03/21     | SF/CS/LM/AB  | 2.4 and 2.9 Fire door update. 1.1 Visitor toilet S058 updated. 1.3 inclusion hub seating plan and cleaning process updated. |
|                | Weekly                                  | 18/03/2021   | SF/CS/LM/AB  | 7.4 Physical activity in schools- Use of spray mops in between PE sessions.   |
|                | Weekly                                  | 25/03/2021   | SF/LM/AB     | 1.8 updated to include regular updates being sent to staff. Action for this reminder to also go to Secondary parents/carers |
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|--|-------------------|--------------------|--|-----|--|----------------------|--|
| <b>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</b> |                   |                    |  |     |  |                      |  |
| <b>Walk the floor</b>  |                   |                    |  |     |  |                      |  |
| Review due: (w/c)  | H&S lead to agree | Date reviewed:     |  | 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? |  |
| 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? |  |
| Review due: (w/c)  | H&S lead to agree | Review undertaken: |  | By: |  | Any action required? |  |