

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:	Isca Academy	Address:	Earl Richards Road South, Exeter, EX2 6AP						
Person(s) / Group at risk:	Staff, pupils, visitors and contractors								
Risk Assessment carried out by:	 (Headteacher)	Date:	4 <sup>th</sup> March 2021	Approved by:	ELT	Date:			
	 (H&S Lead)	Date:	3 <sup>rd</sup> March 2021	Approved by:	Governing body	Date:	5/3/2021		

<p>Rules come into effect on 8<sup>th</sup> March 2021 with a roadmap to remove restrictions.          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>          From 8<sup>th</sup> March, all pupils should attend school.          Secondary pupils will be offered testing from 8<sup>th</sup> March.</p>	<p>Current Tier:  <b>National lockdown with roadmap</b></p>
<p><b>Confirmed cases of COVID-19</b> must be reported to the local <b>Public Health England (PHE) Health Protection team</b> on <b>0300 303 8162 (press Option 1, Option 1)</b>. This will enable you to discuss the outbreak control measures that are needed and the information to be communicated to others. You should also email the school priority alert mailbox (<a href="mailto:educate.schoolspriorityalerts-mailbox@devon.gov.uk">educate.schoolspriorityalerts-mailbox@devon.gov.uk</a>) to ensure the DCC Education team also know promptly.</p>	

No.	Significant hazard / risk	Normal control measures	Additional measures in place	Further action? 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>● face-to-face contact including being coughed on or having a face-to-face conversation within 1 metre</li> <li>● been within 1 metre for 1 minute or longer without face-to-face contact</li> <li>● sexual contacts</li> <li>● been within 2 metres of someone for more than 15 minutes (either as a one-off contact, or added up together over one day)</li> <li>● travelled in the same vehicle or a plane</li> </ul> <p>Focusing on obtaining mitigations they reduce close contact, will reduce staff and pupil absences when there are cases within the school.</p>	<p>Staff will avoid close contact with students and colleagues wherever possible.</p> <p>Tables should be positioned in rooms to allow a 2m gap between the member of staff and the students.</p> <p>Any close contact with a student or member of staff MUST be logged on CPOMS immediately when it occurs.</p>	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 regular and accurate information to parents.</p> <p>If possible, only one parent to attend when dropping off / picking up.</p> <p>Use alternative drop off locations and utilise all entrance routes where possible. Designated year group entrances.</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 and to follow the one way system at all times.</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</p>	<p>Parents and students informed in multiple communications of the following:</p> <p>Designated entrances for each year group.</p> <p>Students should arrive at school no earlier than 8.30am unless they have made arrangements to attend the quiet club</p> <p>Students will wait outside their entrance until greeted by HOY/ALT</p>	No

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		<p>recommendations in the government guidance <a href="#">Staying safe outside of your home: face coverings</a> and <a href="#">Schools Coronavirus operational guidance from 8th March</a></p> <p>Pupils must be instructed to wash / sanitise 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>and allowed to enter the building wearing their face covering and sanitising their hands. Where a person is exempt from wearing a face covering they will wear a sunflower lanyard, or lapel badge and carry an exemption card.</p> <p>Unless a prior agreement/ appointment has been made, parents should avoid coming in to reception. If a child has a vulnerability or medical condition and needs to be dropped off at school then this should be done before 0845 and the school must be notified.</p> <p>All staff will sign in and out using the Invenry system.</p> <p>At the end of the day, students and staff must use the hand sanitiser before leaving their final session.</p> <p>Students will be escorted from the building by the nearest exit and will be walked up to the gate via the designated route for their year group by their teacher.</p> <p>The location of the entrances/exits means that students will be</p>	

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			<p>staggered leaving the site. Year 7 and 8 will leave site 5 minutes earlier (3:10pm) than the rest of the school. In addition staff will be asked to check the corridors before allowing their class to leave the room at the end of the day to stagger the numbers on the corridors. Vehicle access to the site is restricted between 3.10pm and 3.25pm.</p> <p>There will be a 'No waiting zone' at the front of the school and at the bike sheds to ensure quick dispersal of students at the end of the day.</p> <p>Bells will signify the staggered end to the school day. Groups should not leave their lesson before the appropriate bell sounds and the teachers will control this.</p> <p>All on site will follow the one way system ensuring they keep left in corridors.</p> <p>Anyone presenting with symptoms has been told not to enter the</p>	

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			school building, signage in place to remind visitors.	
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>Parents informed unless a prior agreement/ appointment has been made, parents should avoid coming in to reception / on to site. If a child has a vulnerability or medical condition and needs to be dropped off at school then this should be done before 0845 and the school must be notified. Vehicle access to the site is restricted between 3.10pm and 3.25pm.</p> <p>Appointments with parents will be conducted in well ventilated meeting rooms or the canteen.</p> <p>Staff and parents to wear face coverings, unless exemption applies.</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. Movement during lessons will be restricted as will face to face discussion.</p>	A robust cleaning process between each lesson, alongside regular hand sanitisation on entering and leaving the classrooms.	No

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		<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 required to wear face coverings in the building.</p> <p>Schools will recommend the increased 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>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>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.</p>	<p>The requirement for all students and staff to wear face coverings when in the building (including lessons, but not PE). Exemptions will still apply for some students and they will be wearing a badge or lanyard to indicate this. Staff will need to adhere to this at all times too – <b>unless when teaching</b> and the 2 metres (Min) safety distance can be maintained.</p> <p>Year Group Zones will remain in place for social time and the use of allocated toilets for year groups.</p> <p>Students in years 7-10 will be expected to be outside at break times unless it is deemed a wet day (signified by an additional bell prior to the end of P2 &amp; P4) when they will need go to their tutor bases.</p> <p>Tutor bases will remain in year group zones.</p> <p>A one way system, which will be strictly adhered to <b>by all staff and students, all of the time</b> with the exception of Science technicians</p>	

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			<p>and caretakers when moving items/resources around the building – which will be done after lesson changeover.</p> <p>Assemblies will take place virtually in tutor rooms, to avoid large gatherings.</p> <p>Staff will need to have set seating plans and record these on Class Charts. Seating plans will be adhered to at all times to ensure easy identification of close contacts in the instance of a positive case of Covid19. Where possible seating plans should be alphabetical but the needs of the children (DS / SEN) supersedes this. All seating plans must be fixed once set and recorded on CPOMS.</p> <p>All classrooms will be organised in rows and with all students facing the front of the room, the tables should be positioned so that there is a 2m gap at the front of the room between the teacher and the nearest desk.</p> <p>To maximise social distancing, teachers should avoid movement</p>	

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			<p>around the room during lessons and remain at the front near the board.</p> <p>If sharing devices/equipment needs to take place, then they must be cleaned before and after each person using it. This includes wiping the keyboard and mouse specifically.</p> <p>During lessons, windows should remain open wherever possible but if it is too cold, then they can be closed but must be opened again at lesson changeover and break times. Doors should remain open throughout the lessons. High level windows will remain open throughout the day. Students are permitted to wear a coat (over not under) their uniform but <b>only if it is cold</b> and this is agreed with the teacher.</p>	
1.4	Groups mixing during breaks and lunchtime compromising social distancing.	<p>Staggered break times and ensure appropriate supervision is in place.</p> <p>Use different playground locations where possible</p> <p>Staggered lunchtimes &amp; in set groups with handwashing</p> <p>Tables kept apart, or lunches delivered to classrooms.</p> <p>Ensuring everyone keeps further apart than normal.</p> <p>Cleaning of tables between uses by different groups.</p>	<p>Year groups will use their allocated social space during social time.</p> <p>Break 1 will be staggered, with Year 7 and 8 students having their break between 10.45 and 11.15am</p>	No

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			<p>and Years 9 to 11 from 11.15 to 11.45am.</p> <p>At the end of Break times, <i>all students MUST enter the building using the entrance below and then MUST follow the one way system to get to their lesson.</i></p> <p>Year 7 will enter the building via Science</p> <p>Year 8's will re-enter the building via the staffroom stairs as soon as the bell goes</p> <p>Year 9's will re-enter the building via the Canteen</p> <p>Year 10's will re-enter the building through the Triangle and into the English corridor as soon as the bell goes</p> <p>Year 11's will re-enter the building through the canteen as soon as the bell goes</p> <p>Break times will be taken in the designated areas only for each year group and students will not be permitted to go to other areas and mix.</p> <p>All staff will be allocated break duties, there will be a member of</p>	

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			<p>ALT allocated to each year group, who will monitor the duties in their area. If a member of staff has a planned absence they must swap their duty to ensure adequate cover. If they are sick on a duty day they must let Ann Broome know so that cover for the duty can be arranged.</p> <p>Staff may take their breaks in their FRB/classroom or in the staff room but social distancing, room capacity and personal care with regards to hand washing must be observed.</p> <p>Only Year 11 students will be allowed, with parent permission and a second break pass, to leave the site at second break.</p> <p>Students will be asked to take their breaks outside, where the opportunity to remove their face covering can be taken.</p> <p>Students will be reminded to limit the number of people in their social group.</p>	

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1.5	Groups mixing during extra-curricular provision	<p>Carefully consider how such provision can work alongside wider protective measures, including keeping children within their year groups or bubbles where possible.</p> <p>If it is not possible to maintain bubbles being used during the school day then use small, consistent groups.</p> <p>As with physical activity during the school day, contact sports should not take place and recommendations set out in <a href="#">Protective measures for out-of-school settings during the coronavirus (COVID-19) outbreak</a> should also be taken into consideration.</p>	<p>Extra-curricular activities can take place in year bubbles or small consistent groups. Accurate registers will be taken and recorded to be used if contact tracing is necessary.</p>	No
1.6	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: the start of their symptoms or 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> <p>Active engagement with NHS Test and Trace</p> <p>Children will be grouped consistently and seated broadly alphabetical</p> <p>Contact between groups limited so far as possible</p> <p>Forward facing desks where practical and possible</p> <p>Staff maintaining distance from others as much as possible</p> <p>Posters and briefings to those who have access to the school to remind them to focus on the 4 key points of infection control:</p>	<p>Each room will have sanitising spray (D10) and blue roll available (for use by staff) and hand sanitizer. Staff will be responsible for the safe use of the spray and will familiarise themselves with the COSHH safe use guide prior to use. Staff on site adhere to the guidelines published on social distancing, cleaning and hand hygiene. Classrooms set up with front facing desks, 2m from the member of staff.</p> <p>Work spaces for staff will be adapted where social distancing is difficult to allow this to happen.</p> <p>The use of see-through Perspex screens where necessary.</p> <p>Face coverings will be worn by all except those with an exemption in the building, teachers may remove</p>	No

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		<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 will be served to zones to minimise any gatherings and mass use of touch points.</li> </ol>	<p>their face covering if they can maintain 2m distance when teaching.</p> <p>QR code at entrance to building for visitors to scan on entry. Contact details taken of all visitors to the school and held for the required period to aid track and trace Staff provided with PPE.</p> <p>Close contact logging via CPOMS</p> <p>Assemblies take place virtually to avoid mass gatherings.</p> <p>Staff briefings virtually or in the sports hall to allow for social distancing and staff will wear face coverings.</p> <p>Windows to be opened by caretaking staff at the start of the day, they may be closed once the students are in the room (if it is too cold), but must be opened again on lesson change over (every hour) and break times to allow for change of air. Students and staff will be advised to wear extra layers for warmth (under their uniform).</p> <p>Doors must be kept open to all classrooms all of the time.</p> <p>Antibac wipes available at shared resources i.e. photocopiers.</p>	

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			<p>Meetings with visitors to take place online, outside or in the canteen to allow for social distancing, face coverings must be worn where social distancing cannot be maintained.</p> <p>Screens in place where distancing is not possible i.e. reception</p> <p>Staff will undertake twice weekly (Monday and Thursday) home lateral flow tests, the results will be logged on the NHS and school systems.</p> <p>Students, with consent, will have three LFD tests on site on return to school from 8<sup>th</sup> March, thereafter they will test twice weekly at home and record their results on the NHS and school systems.</p>	
1.7	Staff Safety	<p>Staff should maintain social distancing of 2m and avoid close contact wherever possible.</p> <p>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.</p> <p>Government guidance should be followed where reasonably practicable but due to the nature of the work, it is acknowledged that the vast majority of staff will not be able to work from home while students are at school.</p>	<p>Close contact will be recorded on CPOMS immediately.</p> <p>Staff should restrict the use of the staffroom during busy periods and should only use the staffroom and offices if they are able to socially distance themselves from each other and only for a short time.</p> <p>Adhere to the capacity signs.</p> <p>Support staff work areas will be identified and where necessary</p>	No

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			<p>marked out to achieve social distancing.</p> <p>Numbers in student support will be limited to ensure social distancing can be adhered to.</p> <p>Staff rooms / offices should not be used for meetings unless social distancing is possible. A larger space / classroom should be used instead and where this is not possible, Microsoft Teams should be used.</p> <p>Hot-desking and sharing of PC's are to be avoided. If sharing a PC is unavoidable, staff should wipe down the keyboard and mice before and after use and wash their hands thoroughly before and after use.</p> <p>Before using the photocopier staff should wipe down the screen/keyboard with an antibacterial wipe.</p> <p>Staff should use the hand sanitiser available when entering and leaving a new work space / area.</p> <p>Windows and doors should be left open during the day to aid</p>	

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			<p>ventilation of the room wherever possible.</p> <p>Staff can store their personal belongings in the FRB where needed, all staff will be responsible for locking FRB's when they leave.</p> <p>Large staff meetings are held virtually, unless a large enough room can be used.</p> <p>Staff should avoid face-to-face interactions and instead communicate side-by-side and wear their face covering at all times when within 2 metres of anyone.</p> <p>Staff will undertake twice weekly (Monday and Thursday) home lateral flow tests, the results will be logged on the NHS and school systems.</p> <p>Use of visualizers in the classroom to avoid teachers needing to move around the room to explain techniques.</p>	

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2	<b>Premises related matters</b>			
2.1	Visitors and deliveries	<p>Visits and deliveries to be arranged for quiet times or outside school hours wherever possible. Signing in system and lanyard use to be reviewed. Signing in screen to be cleaned regularly and hand sanitiser provided. All visitors to be made aware of the control measures and where possible meetings and interviews to take place remotely.</p>	<p>Visitors to the site will be limited and where possible meetings will be conducted remotely. All visitors' sign in with reception and contact details are taken and retained for the required period to aid track and trace. Appointments with parents will be conducted in well ventilated meeting rooms or the canteen, staff and parents to wear face coverings unless exemption applies. Signs to inform visitors not to enter if they have Covid symptoms. Reception staff to check if visitors have any symptoms prior to signing them in to the building.</p>	No
2.2	Changes to building use being safe for pupils & staff – e.g. storage, one-way systems, floor tape.	<p>Regularly review whole school risk assessment (RA22 or equivalent), to ensure control measures remain suitable and in place. Update risk assessments to include any changes that have been necessary (e.g. handwashing, one-way systems, allocation of specific classrooms) and this must include curriculum risk assessments where necessary. Consider how the layout will enable access to outdoor space and the equipment necessary for teaching the year groups. Consider how changes will impact on arrangements such as safe fire evacuation routes (see below).</p>	<p>The normal fire evacuation process will apply, fire evacuation will override the one way system. Signs around the building detailing social distancing, hand washing, face coverings and reiterating expectations. Floor tape will be used to indicate social distancing on the approaches to the entrances of the school and at</p>	No

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		Carry out a premises safety check. Follow up work to be reported to the Premises Manager and action taken to resolve.	reception. Perspex screen in place at school reception to protect staff. Student toilet external doors removed to allow the monitoring of students in the toilet communal area and to reduce touch surfaces. Compulsory one way and keep left system in place. Designated year group entrances – side gates closed after 0845 for safeguarding reasons.	
2.3	First Aid procedures, Reduced numbers of first aiders and Paediatric first aider.	Review First Aid risk assessment (RA22 or equivalent). Rota systems in place to ensure adequate numbers of first aid and PFA trained staff. Communication of first aid arrangements during daily briefings. PPE within first aid supplies <a href="#">First aid during the coronavirus (COVID-19) pandemic</a> guidance to be followed.	There is a rota for first aid in place. The team will be made up of trained staff. Full PPE will be provided to all first aiders. General first aid will take place where possible outside of the classroom and if necessary in the first aid room. Students/staff presenting with Covid symptoms will be isolated in G01 pending going home. On site, staff briefed of procedures for symptomatic people. Staffing and seating plans designed so that isolation of year/small groups can take place if someone has tested positive for Covid19. Staff will set seating plans for each lesson and these will be adhered to at all	No

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			<p>times. Track and trace through Class charts will help to identify close contacts in the classroom. First aid logged on CPOMS. The space where a child has been sat will be cleaned immediately if the child is symptomatic and goes home.</p>	
2.4	Fire Procedures	<p>Review the fire risk assessment taking into consideration any changes made to the layout, and the impact this may have on fire evacuation and escape routes, and any increased risks of having significant amounts of high-alcohol-content hand sanitiser on the premises and compliance with its safe storage requirements.</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>Any interim arrangements (such as doors propped open where necessary to reduce hand contact), are managed so that they do not compromise fire protection (and security). Staff are aware of the need to kick props out of the way allowing the door to shut in the case of a fire.</p> <p>Measures remain the responsibility of the PFI contractor. Normal fire evacuation procedures apply. FRA undertaken 17/8/2020 in conjunction with Sodexo and DCC. Fire evacuation overrides one way systems and Covid restrictions to ensure the fastest exit from the building. Fire practices take place termly with individual years groups to ensure understanding</p>	No

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2.5	Water hygiene – management of legionella	<p>Review the water hygiene management plan.</p> <p>Ensure that agreed regimes for flushing and monitoring of temperatures have been maintained throughout any period of closure / partial opening.</p> <p>Where regimes have not been maintained ensure that cleaning and disinfection has taken place prior to reoccupation as per government guidance <a href="#">Managing School Premises during the Covid-19 outbreak</a>.</p> <p>Hot water system heated to full temperature, and hot and cold systems flushed through, and temperatures monitored and recorded as standard.</p>	<p>Water hygiene remains ongoing and is the responsibility of the PFI contractor.</p> <p>Students will be asked to bring their own water bottle, as the water fountains will not be used for direct drinking. They can be used to fill a water bottle up.</p> <p>A small supply of water will be available in the classroom in case a student forgets their water bottle and on the canteen trolleys during break times.</p>	No
2.6	Using and monitoring new practices to reduce risk of Covid-19 transmission	<p>Training of all staff via briefing prior to 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>Covid plan circulated to all staff with the requirement that it is read and followed. Where necessary regular briefings to update staff and students on the procedures by lead ALT member/Headteacher</p> <p>Staff given the opportunity to raise any concerns/make suggestions to the Headteacher through email.</p> <p>The risk assessment will be regularly reviewed and updated when new guidance is released and any changes will be implemented and communicated to staff and students accordingly.</p> <p>Monitored email set up as a central point for staff to raise</p>	No

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			<p>queries/concerns  <a href="mailto:operationalhelpdesk@iscaexeter.co.uk">operationalhelpdesk@iscaexeter.co.uk</a>            Regular updates to staff as necessary.            Posters around the building reminding staff of the symptoms and regular hand washing/sanitising.            Weekly information to students and staff on updates, shared with students during tutorial sessions.            Parents evenings changed from on site to telephone calls through the school booking system            Mass testing to start w/c 8/3/2021, see separate risk assessment</p>	
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).            If equipment is not within statutory test periods (e.g. lifts and hoists) then it should be taken out of use until the inspection and test can be completed.</p>	<p>Communication arrangements from PFI contractor/MSEL via the Trust PFI lead are in place to notify of any controls that are not in place or equipment that hasn't been checked and has been taken out of use.            School procedures shared with Trust team through Estates Manager. Adjustments to the RA will take place should any area be unavailable. If the risk is increased and correct safety measures</p>	No

No.	Significant hazard / risk	Normal control measures	Additional measures in place	Further action? Yes / No
			cannot be adhered to, the number of staff / students on site will be adjusted accordingly. Visitors to site to be limited during the school day.	
2.8	Staff rooms and offices to comply with social distancing and safe working practice	Numbers of people reduced at one time to allow social distancing – chairs removed/placed apart. Avoiding unnecessary gatherings. Where possible reduce the use of communal / shared facilities such as tea and coffee facilities and encourage staff to bring their own food and utensils. Enhanced cleaning regimes as per below.	Staff should restrict the use of the staffroom during busy periods and should only use the staffroom and offices if they are able to socially distance themselves from each other and only for a short time. Room capacity shown on the outside of the room must be adhered to at all times.  Where possible reduce the use of communal / shared facilities such as tea and coffee facilities staff to bring their own cup and utensils. Enhanced cleaning regimes as per below. Work spaces for the support staff teams will be adjusted to allow for adequate social distancing measures to be adhered to.	No
2.9	Ventilation to reduce spread	Open windows and prop doors open, where safe to do so (bearing in mind fire safety, security and safeguarding). Air conditioning will only be used when it is deemed safe to do so.	Where staff have propped open doors, these will be un-propped as	No

No.	Significant hazard / risk	Normal control measures	Additional measures in place	Further action? Yes / No
		<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:  <a href="#">Ventilation and air conditioning during the coronavirus (COVID-19) pandemic</a></p>	<p>the staff member leaves the room in a fire evacuation situation.</p> <p>Windows to be opened by Sodexo staff at the start of the day, they may be closed once the students are in the room (if cold), but must be opened again on lesson change over and break times to allow for change of air. Students and staff will be advised to wear extra layers for warmth (under their uniform).</p> <p>Doors must be kept open to all classrooms all of the time. High level windows to be kept open at all times during the day.</p> <p>Air handling units to be set to draw fresh air in to the rooms.</p>	
2.10	Management of waste	<p>Ensure bins for tissues are emptied throughout the day.</p> <p>Follow <a href="#">Guidance on disposal of PPE waste</a> (such as used fluid resistant masks) and <a href="#">Government guidance on disposal of waste</a>, including waste such as wipes and cloths generated by additional cleaning and disposable face coverings where for instance they have been worn for the journey to school. You must make sure that these items are disposed of properly rather than going into recycling bins.</p> <p>For testing waste, refer to the testing specific risk assessment and latest government guidance.</p>	<p>Lidded bins for potentially contaminated waste disposal in each room.</p> <p>PFI contractor to ensure lidded bins used for tissues/disposable facemasks are emptied throughout the day and correct procedures are followed for its safe disposal as per the guidance.</p> <p><a href="https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-">https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-</a></p>	No

No.	Significant hazard / risk	Normal control measures	Additional measures in place	Further action? Yes / No
			<p><a href="#"><u>social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe#how-should-ppe-and-face-coverings-be-disposed-of</u></a></p> <p>Testing waste to be disposed of in the Viridor bins using tiger striped bags, in accordance with their risk assessment. See Testing risk assessment</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. Reduce paper based correspondence as far as possible. Where possible send all messages electronically Internal messages to be passed electronically or by telephone Where post needs to be sent, this should be handled by one individual to minimise contact Incoming post – stringent hand washing should take place where post cannot wait 72 hours before opening.</p>	<p>Deliveries are to one point in the school, reception. Electronic communication the preferred method. IT issues to be dealt with by on site IT technician. Staff dealing with post adhere to strict hand washing procedures.</p>	No
2.12	Contractors on-site whilst school is in operation	<p>Ongoing works and scheduled inspections for schools (e.g. estates related) have been designated as essential work by the government and so are set to continue. Before contractors come onto site the following should be in place: An assessment has been carried out to see if any additional control measures are required to keep staff, pupils and contractors safe.</p>	<p>Maintenance work is under the control of the PFI contractor. Contractors are managed by the FM team, contractors will not be allowed in areas where staff and students are working. They will be issued with a safety guide for Isca on arrival.</p>	No

No.	Significant hazard / risk	Normal control measures	Additional measures in place	Further action? Yes / No
		<p>Assurances have been sought from the contractors that all staff attending the setting will be in good health (symptom-free) and that contractors have procedures in place to ensure effective social distancing is maintained at all times.</p> <p>Alternative arrangements have been considered such as using a different entrance for contractors and organising classes so that contractors and staff/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>We will notify the FM manager of any positive cases and they can notify any sub-contractors accordingly.</p> <p>Reception staff to record all visitors contact details for track and trace purposes.</p>	
2.13	Hiring out premises	<p>Lettings should only take place in accordance with the current regulations. If you hire out your premises for use by external wraparound 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>Letting is the responsibility of the PFI contractor. Use of internal spaces during school hours by third parties is not permitted during Covid restrictions.</p>	No
<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> </ul>	<p>Shared resources cleaned between use. Desks, chairs and touch surfaces and any shared resources will be sprayed with D10 at the end</p>	No

No.	Significant hazard / risk	Normal control measures	Additional measures in place	Further action? Yes / No
		<ul style="list-style-type: none"> <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 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>Follow government <a href="#">guidance for working in education and childcare</a> if someone becomes ill with suspected COVID-19 at the setting.</p> <p>Follow guidance on <a href="#">Cleaning and decontamination of non-health care settings</a>.</p>	<p>of each lesson by the member of staff and wiped by the incoming students of the next lesson.</p> <p>Regular cleaning to all areas which are being used. Daytime cleaning to include cleaning door handles and surfaces, handrails and toilets. Cleaning team to follow government cleaning guidance if a someone becomes ill with suspected COVID-19 at the setting <a href="https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe">https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe</a> Where a student/staff member shows symptoms the first aider will spray the persons work space immediately as the affected person leaves the room.</p> <p>Staff and students are issued with clear guidance on maintaining their own personal infection control measures such as regular handwashing, avoid touching your face, social distancing.</p>	

No.	Significant hazard / risk	Normal control measures	Additional measures in place	Further action? Yes / No
			<p>Seating plans recorded in Class Charts, and students remain in allocated seats during lessons.</p> <p>Designated toilets for year groups.</p> <p>Cleaning schedules to be agreed by Trust PFI lead and monitored to ensure they meet the needs of the school.</p> <p>Soft chairs removed from use to allow better cleaning regimes</p>	
3.2	<p>Shared resources and equipment increasing spread</p>	<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, or maintain stringent hand washing, sanitation processes where books are being handled.</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>Students issued with a student's pack to avoid sharing of resources.</p> <p>Staff hold spares. including face coverings and will issue as necessary. Antibacterial wipes available at each resource i.e. photocopier / printer to allow for cleaning prior to use. Enhanced cleaning regimes by cleaning staff.</p> <p>Staff to bring their own cups / water bottles. Clear guidance issued to students and staff regarding personal infection control. Gloves will be available for use by staff when handling books if requested but stringent hand washing / sanitation will be adhered to in all cases.</p>	No

No.	Significant hazard / risk	Normal control measures	Additional measures in place	Further action? Yes / No
			<p>Tables and chairs sprayed with D10 after each class use and wiped by incoming students.</p> <p>Shared resources such as keyboards are wiped after use with antibacterial wipes.</p>	
3.3	<p>Cleaning staff and hygiene contractor's capacity - providing additional requirements</p>	<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>	<p>The Trust PFI Lead will discuss and agree with cleaning staff onsite, the additional cleaning requirements and ensure cleaning products being used are suitable and that adequate supplies of cleaning materials are available.</p> <p>D10 spray and blue roll available in all classrooms. D10 bottles are date stamped to ensure they are active.</p> <p>Concerns will be raised through the following email <a href="mailto:operationalhelpdesk@iscaexeter.co.uk">operationalhelpdesk@iscaexeter.co.uk</a></p> <p>Poor practice is challenged on sight and reported to the PFI helpdesk</p>	No
3.4	<p>Sufficient handwashing facilities for staff and pupils</p>	<p>Where a sink is not nearby, provide supervised access to hand sanitiser in classrooms and other learning environments. Plan in regular access to facilities throughout the day. Provide additional sinks where possible.</p> <p>Ensure enough hand wash and sanitiser stations are available based on what you have learned from usage to date.</p>	<p>Hand sanitizer will be available in all classrooms and other learning environments, including offices and meeting rooms. Allocated toilet facilities will be in place for each group of people on site to reduce cross contamination as much as possible.</p>	No

No.	Significant hazard / risk	Normal control measures	Additional measures in place	Further action? Yes / No
3.5	Additional time for all to carry out handwashing	Posters near sinks and around the building communicating hand washing techniques. Information shared through tutor time information for students. Hand sanitiser available in each room.	Each year group has a designated toilet block with hand washing facilities. Hand washing posters in facilities to guide. Information to parents and staff regarding latest guidance circulated.	No
3.6	Handwashing practice with children	Consider risks around ingestion of sanitiser and where this is a risk substitute for skin friendly sanitiser wipes for young children / those with complex needs.	Individual discussions with students and parents where necessary regarding the correct use of hand sanitiser.	No
3.7	Good respiratory hygiene	Promote 'catch it, bin it, kill it' ensuring that enough tissues and bins are available. Support should be provided for young children and those with complex needs, particularly where children spit / use saliva. In such cases this should be considered within the pupil's individual risk assessment.	Tissues and a lidded pedal bin will be available in each room for disposal of used tissue/single use masks. Specific risk assessments for students who spit/use saliva shared.	No
3.8	Sufficient supplies of soap and cleaning products	Discuss with suppliers and contractors to ensure sufficient supplies and deliveries. Use regular detergents and bleach. Review COSHH assessments (RA05) and implement additional controls required where there has been any change in products. Each classroom provided with gloves and disinfectant spray in case a pupil or staff member coughs or sneezes on a piece of equipment or furniture.	Cleaning team to regularly check supplies across the site. See additional measures listed above for cleaning supplies too. D10 and blue roll in each classroom.	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.	Year groups have allocated toilets to use and the use of them will be carefully managed throughout the day to avoid overcrowding. Maximum occupancy shown on a poster outside of the room.	No

No.	Significant hazard / risk	Normal control measures	Additional measures in place	Further action? Yes / No
			Outer doors removed to allow easy monitoring of use and to reduce touch surfaces. Regular cleaning of the toilet facilities will also take place. Duty staff to monitor numbers in toilets at break times. Hand washing posters in each facility	
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
4	<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. Staff must wash their hands when they arrive on site	Staff sign in using the Inventory system and hand sanitise on arrival and when leaving the building.	No
4.2	Staff measures to reduce contact and transmission Covid-19. New variant of the Covid-19 virus. It is also noted that the new variant may	The following section of the DfE guidance must be followed: <a href="#">Schools Coronavirus operational guidance from 8th March Actions for early years and childcare providers during the coronavirus (Covid 19) outbreak</a>  <b>Where this cannot be met, then the school must record why and what other control measures they will adopt.</b> 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.	See the Covid return to school plan for March which identifies specific procedures to manage all elements of the guidance in more detail. Perspex screens at reception, F61 and F04 where it is not possible to maintain 2m distance without facing each other. No mass meetings, move to video meetings or use of large open	No

No.	Significant hazard / risk	Normal control measures	Additional measures in place	Further action? Yes / No
	<p>present an increased risk amongst children and young people who present as - asymptomatic.</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><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> <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>spaces where social distancing can easily be adhered to</p> <p>No car sharing unless in the same household</p> <p>Staff to teach in their normal classrooms and where possible avoid moving around the corridors when students are changing lessons.</p> <p>D10 and hand sanitiser available in each room, staff to monitor student use.</p> <p>Close contact to be avoided wherever possible and to be logged <b>immediately</b> on CPOMS where it does happen.</p> <p>Use of visualizers in the classroom to avoid teachers needing to move around the room to explain techniques.</p> <p>Increased testing to identify asymptomatic students and staff.</p>	

No.	Significant hazard / risk	Normal control measures	Additional measures in place	Further action? Yes / No
		<p><i>Other measures that will reduce the spread of the virus in the school – face coverings, thorough regular cleaning regimes throughout the day (of hands and of hard surfaces/ high use touch points), catch it bin it kill it messages.</i></p> <p>IT Technicians provide IT support remotely and within teaching and office spaces. The ticketing service desk has been promoted to ensure issues are resolved remotely wherever possible. Posters are displayed on IT offices to minimise access. Where it is not possible to resolve an issue remotely, separate drop off and collection points for devices are in place. Items are sanitised before and after repairs are made. Where the technician needs to attend a location within the school, the work will be carried out when the room is empty wherever possible. They will wear face coverings while outside of their office and will request staff and students maintain distancing while in a room. They will maintain good hygiene using hand washing and sanitation products and maintain stringent social distancing.</p>	<p>IT amnesty box for returns of borrowed equipment in staffroom.</p>	
4.3	<p>Managing supply teachers, visitors, contractors and other temporary visiting staff.</p>	<p>Supply teachers, peripatetic teachers and/or other temporary staff can move between schools. They should ensure they minimise contact and maintain as much distance as possible from other staff. Specialists, therapists, clinicians and other support staff for pupils with SEND should provide interventions as usual. Schools should consider how to manage other visitors to the site, such as contractors, catering staff and deliveries, as well as cleaning staff and site staff who may be working throughout the school and across different groups / sites. This will require close cooperation between both schools and the other relevant employers. Schools should have discussions with key contractors about the school’s control measures and ways of working as part of planning for the autumn term and ensure site guidance on</p>	<p>As part of their induction supply staff will be given a copy of the Covid return to school plan. Supply staff to ensure students are sat in their seating plan, this will be checked by on call. Visitors will be signed in by reception staff once checks regarding symptoms have been made and a list including contact number will be held for 14 days. The QR code for the school will be displayed at the reception to allow</p>	No

No.	Significant hazard / risk	Normal control measures	Additional measures in place	Further action? Yes / No
		<p>physical distancing and hygiene is explained to visitors on or before arrival. Where visits can happen outside of school hours, they should. A record should be kept of all visitors.</p> <p>It is important that staff who are managing supply teachers, visitors, contractors and other temporary visiting staff are conversant with SD and hygiene protocols within the school.</p>	<p>visitors to comply with the Governments Track and Trace. Risk assessments checked for compliance with school requirements. Rooms used allow for social distancing, a record of who has been on school site is maintained.</p> <p>Regular supply staff and peripatetic teachers will be given a home testing kits and will register their result on the NHS and school systems.</p>	
4.4	<p>Insufficient staff capacity to deal with increased numbers of pupils - Shortage of teachers to maintain staff to pupil ratios</p>	<p>If there are any shortages of teachers to teach the number of classes, appropriately trained teaching assistants can be allocated to lead a group, working under the direction of a teacher.</p> <p>Careful planning of the year groups/classes should be undertaken based on staff availability.</p> <p>Supply teachers and other peripatetic staff can be engaged where necessary. See 'school Workforce' section of the DfE guidance: <a href="#">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>ALT to monitor staff availability where necessary cover supervisors/associate teachers/TA's or supply staff used to cover absent staff. If necessary, due to multiple staff absences ALT will decide on how to safely manage students on site whilst adhering to social distancing requirements. All staff covering a lesson will ensure students are sat in their designated seating plans as per Class Charts and this will be reiterated to supply / cover staff during their brief.</p>	No
4.5	Anxiety levels of staff and	Staff should refer to the Staff Hub for guidance and support.	Regular communication offering support and advice, staff	No

No.	Significant hazard / risk	Normal control measures	Additional measures in place	Further action? Yes / No
	community causing breakdown in staffing ratios, compromising group sizes.	<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>understand who and where they can go for support. Regular communications to all staff and parents. Clear guidance is provided for staff about the expectations and support for them as the situation progresses. Additional support available through the Trust central HR team.</p> <p>Reset Covid arrangements are in place. Individual risk assessments in place as necessary and reviewed regularly.</p>	
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>Regular communication with staff will take place. Risk Assessment shared with staff, changes to plans communicated in as timely a manner as possible. Provide opportunities for staff to feedback and raise concerns. See above the safety measures that will be put in place in terms of rooms, cleaning, evacuation, PPE and social distancing. Staff can raise concerns at any time and active feedback will be sought.</p> <p>Concerns will be raised through the following email <a href="mailto:operationalhelpdesk@iscaexeter.co.uk">operationalhelpdesk@iscaexeter.co.uk</a></p>	No

No.	Significant hazard / risk	Normal control measures	Additional measures in place	Further action? Yes / 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>Staff have been informed of the process and regular reminders are be circulated.</p> <p>Staff advised on the need to seek a priority test as a critical worker on the onset of symptoms.</p> <p>Staff are required to provide proof of the test result to the NHS and to the school using <a href="mailto:covid@iscaexeter.co.uk">covid@iscaexeter.co.uk</a></p>	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>See first aid risk procedures above.</p> <p>Glasses and visors will be thoroughly cleaned after use.</p> <p>First aiders will be provided with PPE for wearing when fulfilling this duty, they will have a first aid rucksack providing essential medical supplies, along with details of the most vulnerable students with specific needs. All students will be collected from classes and where possible first aid will be administered outside of the classroom. <b>No students will be sent direct to the first aid room.</b></p> <p>Where a student presents with symptoms they will be isolated in G01 until collected from school and parents asked to arrange a test, if a test is not sought or is returned</p>	No

No.	Significant hazard / risk	Normal control measures	Additional measures in place	Further action? Yes / No
			incomplete students will remain off of school for 10 days, siblings for 14days from first day of symptoms. Confirmation of test results sought from parents prior to return to school.	
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 - <a href="https://staffhub.tedwraggtrust.co.uk/managers-area/covid-19/#Risk-Assessment-anchor-link">https://staffhub.tedwraggtrust.co.uk/managers-area/covid-19/#Risk-Assessment-anchor-link</a></p> <p>Managers Guide to Supporting BAME or other vulnerable colleagues: will follow guidance and undertake a risk assessment with staff member: <a href="https://staffhub.tedwraggtrust.co.uk/managers-area/covid-19/#Risk-Assessment-anchor-link">https://staffhub.tedwraggtrust.co.uk/managers-area/covid-19/#Risk-Assessment-anchor-link</a></p> <p>Pregnancy: The Expectant Mother risk assessment has been amended to include Covid 19 and should be completed. <a href="https://staffhub.tedwraggtrust.co.uk/managers-area/covid-19/#Risk-Assessment-anchor-link">https://staffhub.tedwraggtrust.co.uk/managers-area/covid-19/#Risk-Assessment-anchor-link</a></p>	<p>Trust issued HR guidance will be followed in terms of advising and supporting staff. Open door policy in terms of communication with staff regarding personal circumstances and the support available.</p> <p>A RA will be completed for all staff over the age of 60 if not already in place for other reasons.</p> <p>A review with high-risk staff will be undertaken following a positive case on site.</p> <p>Risk assessments for CEV and CV staff to be reviewed in light of the latest guidance.</p> <p>Decision for all pregnant employees over 28 weeks to work from home.</p>	No

No.	Significant hazard / risk	Normal control measures	Additional measures in place	Further action? Yes / No
		<p>Staff with concerns over their availability to work should refer to the Absence Management Toolkit on the website staff area for further details, risk assessments and resources.</p> <p>The government will write to individuals to inform them if they are advised to follow formal shielding and not attend the workplace. See this link for further information  <a href="https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/cev-from-2-dec">https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/cev-from-2-dec</a></p>		
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>	<p>See first aid procedures above with regards to PPE. PPE will be available for staff use in school and issued to those using public transport as necessary. All staff use face coverings and a shield if they need to be within 1m of a child in class.</p>	No
4.11	Use of PPE Lack of understanding	<p>Adequate training / briefing on use and safe disposal to be given to relevant staff.</p> <p>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>	<p>Staff briefing on the safe use and disposal of PPE, latest guidance will be followed. Video shared with students and advice on the school website regarding the safe use and disposal of face coverings, <a href="https://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures">https://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures</a></p>	No

No.	Significant hazard / risk	Normal control measures	Additional measures in place	Further action? 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>	<p>Students and staff who become symptomatic in school will be taken by a first aider to G01, (isolation room) to await collection from school. If necessary they will use the disabled toilet in G07, this will then be taken out of use until they have left the site and will be thoroughly cleaned before anyone else can use it.</p> <p>Anyone with symptoms will have a test and inform the school of the result. A record of the result will be held.</p> <p>Staff will follow government guidance on what happens if someone becomes ill and what happens if there is a confirmed case of coronavirus in school. Accurate records of staff and students will be maintained to enable public health contact tracking and test regimes, including seating plans/extra- curricular activity registers/close contacts (through CPOMS)</p> <p>Positive cases identified through the mass testing procedures will have a PCR test to confirm the result, they will need to self-isolate</p>	

No.	Significant hazard / risk	Normal control measures	Additional measures in place	Further action? 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>	<p>in line with the latest government guidance.</p> <p>Staff must inform the school immediately of a positive test result (home test and / or PCR) using <a href="mailto:covid@iscaexeter.co.uk">covid@iscaexeter.co.uk</a> and they must also complete the notification form which details any close contact.</p>	
4.13	Dealing with suspected and confirmed case/ cases and outbreak.	<p><b>Dealing with suspected and confirmed case/ cases and outbreak.</b></p> <p>Follow most up to date guidance. Contact the local Health Protection Team on 0300 303 8162 or <a href="mailto:swhpt@phe.gov.uk">swhpt@phe.gov.uk</a> (If the matter is not urgent you can also email <a href="mailto:ask.swhpt@phe.gov.uk">ask.swhpt@phe.gov.uk</a>)</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 a DEFINITE link to a confirmed case</li> <li>5) ALL confirmed cases</li> </ol>	<p>See school plan in place and actioned previously for the steps required for a positive case. PCR Tests available to be issued in line with guidance.</p> <p>Identify close contacts – Class Charts seating plans, social time friendship groups, extra-curricular activities registers, CPOMS</p> <p>Inform Trust ELT</p> <p>Contact DFE for further guidance/advice.</p> <p>Inform DCC/Governors</p>	No

No.	Significant hazard / risk	Normal control measures	Additional measures in place	Further action? 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>	<p>Contact parents of students who are close contacts</p> <p>Arrange for parallel curriculum information to be sent home with the student and via group call.</p> <p>Inform other stakeholders.</p> <p>Arrange for Food Parcels for FSM students to be sent home.</p> <p>An order of actions sheet is available for confirmed cases and is in use within the school. A rota for contact tracing is also in place for weekends and holidays.</p>	

No.	Significant hazard / risk	Normal control measures	Additional measures in place	Further action? 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>● face-to-face contact including being coughed on or having a face-to-face conversation within 1 metre</li> <li>● been within 1 metre for 1 minute or longer without face-to-face contact</li> <li>● sexual contacts</li> <li>● been within 2 metres of someone for more than 15 minutes (either as a one-off contact, or added up together over one day)</li> <li>● travelled in the same vehicle or a plane</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:  <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.</p> <p>Guidance on the coronavirus (COVID-19) testing programme for secondary schools <a href="#">Mass asymptomatic testing: schools and colleges</a></p> <p>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>Mass testing of students commences 8/3/21, see separate risk assessment.</p> <p>Staff and students given home testing kits for twice weekly tests, Monday and Thursday. Results to be recorded on the NHS and School systems.</p>	No

No.	Significant hazard / risk	Normal control measures	Additional measures in place	Further action? Yes / No
<b>5</b>	<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.	Communication will take place with parents to ensure that they follow the guidance. Those students required to stay at home will follow the parallel curriculum and these will be monitored regularly with contact from school staff regarding both academic and pastoral support.	No
5.2	Distressed children	Measures are in place where children are distressed.	Staggered return from 8 <sup>th</sup> March, first lesson will be a tutor period with supporting students return to school and resetting expectations. Ongoing support through the wellbeing room will be available for students alongside tutor support. Vulnerable students will be identified in advance of returning with additional support provided.	No
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	Briefing or modelling for some students of what is expected. A specific COVID19 guide for discussion with students will be produced and shared as necessary and will be accessible by all students. High risk students will have a risk assessment completed, as detailed above.	No

No.	Significant hazard / risk	Normal control measures	Additional measures in place	Further action? Yes / No
			Students with additional needs will be invited in for an enhanced transition back to school week commencing 1/3/2021 before the rest of their year group come back at the start of term so they can familiarise themselves with the changes in school.	
5.4	Pupils unable to follow guidance	Some pupils will need additional support to follow these measures. Insert measures here or attach additional document.	A specific COVID19 guide for discussion with students will be produced and shared. Reset changes and adjustments are in place and changes to how Reset is run to go live from 8 <sup>th</sup> March.	No
5.5	Pupils equipment	Pupils to limit the amount of equipment they bring into school each day, to essentials For individual and very frequently used equipment, such as pencils and pens, it is recommended that staff and pupils have their own items that are not shared.	Students asked to bring their student packs with them daily through communication with home. Staff have a supply of spares to issue as necessary to avoid the sharing of resources.	No
5.6	Member of a class becoming unwell with COVID-19	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: <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>	Designated isolation area G01 (separate to first aid) where they can be isolated behind a closed door, remote supervision through a window will be maintained. PPE (including fluid resistant face mask) is available at this location. Attending staff will wear PPE. The student will be asked to wear a mask in the room. Procedures for	No

No.	Significant hazard / risk	Normal control measures	Additional measures in place	Further action? 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.</p> <p>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.</p> <p>Ideally, a window should be opened for ventilation.</p> <p>If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people.</p> <p>Allocate a suitable room for this purpose and communicate intentions to staff.</p> <p>Ensure suitable PPE (including fluid resistant face mask) is available at this location.</p> <p>Where that person needs to use the bathroom they should use a separate bathroom if possible. The bathroom must be cleaned and disinfected before being used by anyone else.</p> <p>Everyone must wash their hands after any contact with someone who is unwell. The area around the person with symptoms must be cleaned after they have left to reduce the risk of passing the infection on to other people.</p>	<p>isolating the rest of zone in line with the guidance if the child is positive for COVID-19 will be followed under the instruction of PHE.</p> <p>Parents informed that where students have symptoms they remain home as per the current guidance. Staff guidance also in place with regards to symptoms.</p> <p>The child's classroom work area will be cleaned immediately, G01 will be cleaned when the child has left the building. If necessary the child will use the disabled toilet G07 which will be cleaned when they have left the building.</p> <p>Where a student has symptoms parents will be asked to book a test and the attendance team will follow up regarding the result, this will be logged on CPOMS and appropriate action in line with the guidance taken for a positive result.</p>	

No.	Significant hazard / risk	Normal control measures	Additional measures in place	Further action? Yes / No
5.7	School Uniform	Uniforms do not need to be cleaned any more often than usual, nor do they need to be cleaned using methods which are different from normal. Uniform policies may be temporarily reviewed in light of seasonal weather where necessary.	PE lessons will be adjusted as they will be conducted in full school uniform for the first two weeks of return, due to mass testing taking place. After that on days where students have PE lessons they will attend school in their PE kit and change after their PE lesson into their full school uniform, so that they are not in wet clothes, as more PE lessons will take place outside wherever possible. Changing will take place in the changing rooms (girls) and sports hall (boys), these areas will be sprayed with D10 between use. Students and parents have been advised that layers should be worn under their normal uniform as the windows will be open for ventilation, coats may also be worn at the discretion of the member of staff. Expectations will be made clear to parents and students.	No
5.8	Behaviour	The behaviour policy will be applied effectively should students not follow health and safety procedures. As they will have been directed any refusal to follow guidelines on things such as distancing will be treated as defiance and sanctioned appropriately.	An addendum to the RLT policy will apply for Covid related incidents. Reset moved to the hall and students from all bubbles will be in the same room, socially distanced. Chrome books will be wiped before	No

No.	Significant hazard / risk	Normal control measures	Additional measures in place	Further action? Yes / No
			and after use to prevent cross contamination. Tables sprayed with D10 between use. Hand sanitiser to be used on entry and exit to the hall by everyone.	
5.9	Wrap around care	Wrap around care is not provided. Parents, carers and staff will be made aware.		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.  Liaise with School Transport Team where further consideration needs to be given to taxi and escort services.	Cycle routes from nearby areas shared with students and staff on the school website, students encouraged not to use public transport unless necessary. Where issues arise due to overcrowded public buses the school will liaise with DCC Transport and Stagecoach to ensure students can safely return home at the end of the day.	No
6.2	Dedicated school transport, including statutory provision	Where a taxi is used students must wear a face covering at all times.		No
6.3	Wider public transport	All to follow <a href="#">The Health Protection (Coronavirus, Wearing of Face Coverings on Public Transport) (England) Regulations 2020</a> . You should also wear a face covering in other enclosed spaces where it is difficult to maintain social distancing.	Discussions with DCC Transport regarding public bus demand ongoing. Parents and staff advised to wear a mask on public transport.	No

No.	Significant hazard / risk	Normal control measures	Additional measures in place	Further action? Yes / No
		Staff must store or dispose of their mask appropriately, using school processes for disposing of masks. Staff must wash their hands when they arrive.	Further liaisons as necessary where the school is informed of overcrowded buses delaying a student's return from school.	
6.4	School Transport arrangements support changes to school times	Liaising with the School Transport Team before change are made. Communicate with families / students. Follow government guidance <a href="#">Working safely during coronavirus (COVID-19) - Vehicles</a>		No
6.5	Face coverings and PPE	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> Drivers and passenger assistants should maintain a distance from their passengers wherever possible and implement measures as per the latest guidance.		No
<b>7</b>	<b>Curriculum considerations</b>			
7.1	Planned return to normal curriculum in all subjects	In accordance with the guidance, this school will ensure that the key principals underpin our curriculum planning: <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>	Normal timetables will be followed, students will move between lessons adhering to the one way, keep left system. Cleaning of touch surfaces in all rooms between lessons. Isca anthology introduced in September to encourage and engage students in reading CAT test and Lexia used to identify learning needs.	No

No.	Significant hazard / risk	Normal control measures	Additional measures in place	Further action? Yes / No
			Interventions take place in small consistent groups, seating plans maintained. Catch up programme defined.	
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.	Deputy Head to liaise regarding students reducing the number of subjects they study. This will be kept to a minimum and on an individual basis.	No
7.3	Music, dance and drama activities	<p>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.</p> <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</p>	<p>Latest guidance will be followed to ensure safe practice. Non-wind instruments used and will be carefully sanitised after each year group use.</p> <p>Safe distancing in drama activities to ensure social distancing.</p> <p>Peripatetic lessons will continue with strict sanitising routines between students. Peripatetic staff will home test twice weekly and inform NHS and school of results. Any staff presenting with any Covid symptoms will not enter the school building and the latest government guidance will be followed.</p>	No

No.	Significant hazard / risk	Normal control measures	Additional measures in place	Further action? Yes / No
		adhere to strict social distancing at all times and should not provide physical correction.		
7.4	Physical activity in schools	<p>PE, sport and physical activity provided by schools to their own pupils under their systems of control can continue. This includes sports clubs or activities before or after school, in addition to their regular PE lessons. Pupils should be kept in consistent groups, sports equipment thoroughly cleaned between each use by different individual groups, and contact sports avoided.</p> <p>Outdoor sports should be prioritised where possible, and large indoor spaces used where it is not, maximising natural ventilation flows (through opening windows and doors or using air conditioning systems wherever possible), distancing between pupils and paying scrupulous attention to cleaning and hygiene. This is particularly important in a sports setting because of the way in which people breathe during exercise. External facilities can also be used in line with government guidance for the use of, and travel to and from, those facilities.</p> <p>External facilities can also be used in line with government guidance for the use of, and travel to and from, those facilities.</p> <p>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> </ul>	<p>Latest guidance will be followed. Lesson plans adjusted for the first two weeks of return due to the sports hall being used for mass testing, removing a changing facility. Shared equipment will be sanitised between year group (bubble) use.</p> <p>In severe weather internal classrooms are used. At this time seating plans recorded in class charts for track and trace.</p> <p>Students arrive in school in their PE kit and change at the end of their PE lessons so that lessons outside can take place even if it is wet but students do not spend the rest of the day in wet clothing.</p> <p>Girls change in the changing rooms and boys in the sports hall. The changing areas will be allocated to individuals and sprayed after use and allowed to air dry between groups. Students will wear face covering whilst changing.</p> <p>The ventilation system in the sports hall will be switched on and</p>	No

No.	Significant hazard / risk	Normal control measures	Additional measures in place	Further action? Yes / No
		<ul style="list-style-type: none"> <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. 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>	this fits with the recommendations in terms of the type of system.	
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.	Latest guidance will be followed. All rooms cleaned between use and equipment sanitised between use. Technicians to support this daily.	No
7.6	Groups of children mixing resulting in risk of more widespread transmission	<p>This school will follow the government lead system of controls to minimise risk of infection.</p> <p>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.</p> <p>Children to be grouped into consistent groups that do not mix to enable track and trace and self-isolation where necessary.</p> <p>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.</p> <p>Measures to be combined and implemented as far as is possible at all times.</p>	Year group access points, designated toilets and social spaces for break times. Students desks will be positioned so that students face the front of the classroom, there will be a space at the front of the classroom to allow 2m distance between the teacher and the nearest table. One way system in place adhered to by all. Students will be walked out of the building via the one way system to	No

No.	Significant hazard / risk	Normal control measures	Additional measures in place	Further action? Yes / No
		Large gatherings such as assemblies and with more than one group to be avoided	the nearest exit to join their bubble exit to the top gate at the end of the day by their P5 teacher. Face coverings will be worn by students and staff in the building. Bins in each room for the safe disposal of face coverings/tissues as necessary. Exemption cards issued where a medical exemption exists.	
7.7	Remote education	<p>School leaders will develop a contingency plan in accordance with the remote education expectations which supports pupils who need to be shielding or isolating.</p> <p>All such pupils not physically unwell should have access to remote education as soon as reasonably practicable, which may be the next school day.</p> <p>Refer to:</p> <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> <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>	<p>A parallel remote curriculum is in place and details of access are shared with parents/ students who have to self-isolate to avoid loss learning time. See website for more details.</p> <p>Visits to vulnerable students self-isolating where other forms of contact have failed or if needed, within the system of controls. Including the issuing of food parcels.</p> <p>Weekly contact with all self-isolating students by tutors/HOY</p>	No
7.8	Educational visits	<p>Educational visits are suspended at this time.</p> <p>For additional information check with EVOLVE guidance on website.</p>		No

No.	Significant hazard / risk	Normal control measures	Additional measures in place	Further action? Yes / 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> Free schools meals to be provided in accordance with the guidance.	Canteen contractor must ensure Health & Safety policies are followed. Clear reporting procedures will be in place where this is not being followed. Canteen to provide boxed food for pre-ordered meals. Food delivery points available in each zone. Food parcels issued to the school for self-isolating FSM students, school staff deliver these to homes following social distancing rules.	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>	Canteen contractor to follow usual food safety and hygiene procedures and Government guidance for catering establishments	No
<b>9</b>	<b>Communications with parents and others</b>			
9.1	Parents, contractors and other staff entering or working in the building – school complying with external	Regular communication to be sent to parents and carers including any relevant updates and reminders. 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. Publish a telephone number in case of immediate access required. Regular updates to website communicating this risk assessment	Parents, carers or any visitors, such as suppliers, are not to enter the school setting if they are displaying any symptoms of coronavirus. Signage to tell visitors, suppliers, and contractors that only pre-arranged visits will be allowed on site is visible on the school entrance with a contact number available in case immediate access	No

No.	Significant hazard / risk	Normal control measures	Additional measures in place	Further action? Yes / No
	requirements for staff safety		is required. Deliveries will be made to the reception area, a staff name will be given but no signature. Visitors to be kept to a minimum during school hours.	
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. All to follow visitor guidance.	See measures above	No
9.3	Communication to parents and staff	Updates to risk assessments, processes and procedures are communicated to staff when updates are approved. Regular communication to parents and staff will be provided, usually through newsletters and official school communication systems. Communicate any changes (i.e. staggered start times, one way systems and changes to access routes).	Regular communications to parents are shared with staff, these will be increased as and when required. Regular staff online briefings and emails. Staff feedback encouraged and clear and regular messages are shared.	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. Clear messaging on expectations for attendance and identification of those who may be disengaged, disadvantaged or vulnerable and where catch up funding may need to be applied.	Parents will only be permitted on site by appointment, regular communication to inform them of how to contact staff as necessary. Wellbeing guides provided to the parents via our website and signposted in the parent communications. Visit arranged for the most vulnerable students prior to the start of term to reduce anxiety levels. Letters sent home in a	No

No.	Significant hazard / risk	Normal control measures	Additional measures in place	Further action? Yes / No
			written and audio format to meet all needs.	
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. Staff to escalate any concerns to a member of SLT for support.	Parents will only be permitted on site by appointment, regular communication to inform them of how to contact staff as necessary. Communication with anxious parents is undertaken by telephone or email to avoid unnecessary meetings on site. Where anxiety is identified increased communication and support will be provided.	No
9.6	Confirmed case in school	Where there is a confirmed case: Engage with the NHS Test and Trace process. Manage confirmed cases of coronavirus (Covid 19) amongst the school community. Contain any outbreak by following local health protection team advice	See plan <a href="#">Process for confirmed case</a>	No
<b>10</b>	<b>Oversight of the governing body</b>			
10.1	Lack of governor oversight during the COVID-19 crisis leads to the school failing to meet statutory requirements	The governing body continues to meet regularly via online platforms. The governing body agendas are structured to ensure all statutory requirements are discussed and school leaders are held to account for their implementation. The Headteacher's report to governors includes content and updates on how the school is continuing to meet its statutory obligations in addition to covering the school's response to COVID-19. Regular dialogue with the Chair of Governors and those governors with designated responsibilities is in place.	Regular communication between the Headteacher and Chair of Governors, in addition regular updates at each LGB meeting.	No

No.	Significant hazard / risk	Normal control measures	Additional measures in place	Further action? Yes / No
		Minutes of governing body meetings are reviewed to ensure that they accurately record governors' oversight and holding leaders to account for areas of statutory responsibility.		
<b>11</b>	<b>Asymptomatic testing</b>			
11.1	Lack of knowledge of processes	Government led training to be undertaken by all necessary staff Procedures to be put in place and signed when understood by staff Signs and notices in place to indicate location and queue / progress through the testing area See Rapid, asymptomatic testing risk assessment for further information	Staff complete certified training prior to testing commencement. 'Dry run' completed prior to roll out. Signage in place to ensure clear procedures. Ongoing quality assurance in place Clear information to parents/students to ease anxiety regarding testing	No
11.2	Poor cleaning standard	All areas cleaned and disinfected after each session See Rapid, asymptomatic testing risk assessment for further information	Mid testing cleaning in place	No
11.3	PPE use, waste and test use and waste removal not in place	PPE to be worn, training to be undertaken and disposal to be in line with government guidance Hazardous waste removal to be put in place as per government requirements See Rapid, asymptomatic testing risk assessment or Primary Home testing RA for further information	Training in the safe use and disposal of PPE. Signage to remind team of procedures	No
11.4	Testing Location	A designated location for testing will be identified in accordance with the government guidance. All through school to follow secondary testing guidance See Rapid, asymptomatic testing risk assessment for further information	Testing in sports hall for mass student testing when appropriate	No

Further action required				
Section of RA	Additional Actions / Control measures required	Person responsible	Deadline date:	Date action completed

<b>Headteacher</b>	<b>Name:</b>	Aimee Mitchell	<b>Signed:</b>		<b>Date:</b>	4 <sup>th</sup> March 2021
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The outcome of this assessment should be shared with the relevant staff.  
 A copy of the completed assessment to be kept on file and copied to the Health & Safety Co-ordinator.  
 Once approved by all parties, a copy to be saved here: <Z:\COVID-19\Risk Assessments>

<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>Review of Risk Assessment:</b>				
Review period:	Weekly / Fortnightly / Monthly / Termly	Review Date:	Reviewed by:	Comments / changes:


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

**Walk the floor**

Review due: (w/c) 22/3/2021	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?	