


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:	Whole School - Covid 19 (8th March 2021 Onwards)			Version:	2.0 (18)		
School:	St James School	Address:	Summer Lane, Exeter, EX4 8NN				
Person(s) / Group at risk:	Staff, pupils, visitors and contractors employed directly by the school						
Risk Assessment carried out by:	Lindsay Skinner (Headteacher)	Date:	18.03.2021	Approved by:	St James School ELT	Date:	Tbc
	Clive Nevill (Head of Business Support & Executive PA)	Date:	18.03.2021	Approved by:	Governing body	Date:	Tbc

<p>All updates from the previous version are highlighted in yellow.</p> <p>Rules come into effect from 8th March 2021. More information can be found here: https://www.gov.uk/government/publications/covid-19-response-spring-2021 From 8 March, all pupils should attend school. Secondary pupils will be offered testing from 8 March.</p>	<p>Current Tier: National lockdown with roadmap</p>
<p>This model risk assessment has been adapted to reflect the significant hazards and control measures present to help enable all persons using the building to do so safely. This is a live document and it will be continuously reviewed alongside the latest Covid-19 government guidance and hierarchy of controls: Annex A: health and safety risk assessment. It will also be read alongside existing risk assessments and health and safety arrangements.</p> <p>This risk assessment is based on the principles and guidance contained within the following DfE Guidance: Schools Coronavirus operational guidance from 8th March</p> <p>We revisit and update our risk assessments (building on the learning to date and the practices we have already developed), to consider the additional risks and control measures.</p>	

No.	Significant hazard / risk	Normal control measures	Any additional measures in place?	Further action? Yes / No
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We consult with our staff regarding the risks and control measures being implemented.

Confirmed cases of COVID-19 are reported to the local **Public Health England (PHE) Health Protection team** on **0300 303 8162 (press Option 1, Option 1)**. We also email the school priority alert mailbox (educate.schoolspriorityalerts-mailbox@devon.gov.uk) to ensure the DCC Education team also know promptly.

No.	Significant hazard / risk	Normal control measures	Additional measures in place	Further action? Yes / No
1	Social distancing and reducing risk of transmission			
	Definition of a close contact	<p>Our mitigation control measures in all aspects of the school day, consider the PHE definition of 'close contact':</p> <ul style="list-style-type: none"> • direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin) • proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual • travelling in a small vehicle, like a car, with an infected person <p>Focusing on obtaining mitigations to reduce close contact will reduce staff and pupil absences when there are cases within the school.</p>		
1.1	Entrance and egress to school site causing large groups of people inside school grounds compromising social distancing	<p>-Parents informed of alternative drop off locations.</p> <p>-Each year group to have its own entrance to the school to avoid congestion.</p> <p>-Visitors to have a different entrance (main entrance) to pupils.</p> <p>-Parents to only attend the site by prior booking. Parents will be advised that if their child needs to be accompanied to school only one parent should attend</p> <p>-One way system to be put in place in the atrium.</p>	<p>-Two metre floor stickers will indicate appropriate distancing at student entrances.</p> <p>-Parents and pupils given maps that outline their access to their pod entrance. Signage to support.</p> <p>-Signage will outline the need for distancing and key safety</p>	No

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		<p>-All reminded to keep to the left when moving around the school.</p> <p>-With reference to guidance, a process will be followed for safely using and disposing of face coverings when pupils and staff who use them arrive at school. This will be communicated clearly in letter to parents and in first tutor time, following the recommendations in the government guidance Staying safe outside of your home: face coverings and Schools Coronavirus operational guidance from 8th March</p> <p>-Pupils are instructed to wash/sanitise their hands on arrival and freestanding automatic dispensing sanitising units will be available at all entrances used by students</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 coronavirus (Covid 19) symptoms, 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: https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection which sets out that they must self-isolate for at least 10 days and should arrange to have a test 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>measures, including hand hygiene and 'catch it, kill it, bin it'.</p> <p>-Parents will be advised that they cannot gather at entrance gates or doors or enter the site (unless they have a pre-arranged appointment).</p> <p>-Visitors will be advised to follow social distancing guidelines when on the school site both by reception/school staff and via signage displayed around the building</p> <p>-School staff to be present outside to supervise students leaving school to ensure social distancing guidelines are followed.</p> <p>-Hand sanitiser is available in the main reception for use by all persons arriving and leaving the site.</p> <p>-Staff to sign in and out via the Invenry system ID using their cards which does not involve using a touch screen. If the card does not work, they will be signed into the Invenry system by the receptionist.</p> <p>-All visitors should sign in using the Invenry system and will be directed to sanitise their hands.</p>	

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			<p>-Persons using the Inventory screen will be instructed to wipe the screen with an antibacterial wipe after use and dispose of the wipe in the lidded bin provided.</p> <p>-Lanyards will be issued to visitors and will be quarantined upon return for at least 72 hours to help reduce transmission.</p> <p>-Visitors only allowed into the building only when absolutely necessary.</p> <p>-Sanitising/cleaning stations to be available at all entrances.</p>	
1.2	Parents gathering at school gate not social distancing	<p>-Parents will be advised that they cannot gather at entrance gates or doors or enter the site (unless they have a pre-arranged appointment, which should be conducted safely).</p> <p>-Parents to only attend the site by prior booking.</p> <p>-Parents will be advised that if their child needs to be accompanied to school only one parent should attend.</p> <p>-Recorded message on the school answerphone giving advice to parents</p>		YES LXS to record message
1.3	Overcrowding in classrooms and corridors.	<p>-Children are to be grouped into consistent groups with contact between groups avoided where possible (see Curriculum section below).</p> <p>-Desks, wherever possible, are forward facing and spaced as far apart as possible and arranged so that face to face seating is avoided. The location of furniture has been adjusted where needed to enable this.</p> <p>-Face coverings are mandatory for use by staff, visitors and students when in the building.</p>	<p>-Staggered breaks and lunches</p> <p>-Bubbles allocated sections of the school to minimise movement across areas.</p> <p>-Pupils and staff to wear a mask or visor.</p> <p>-A Perspex screen fitted to the teacher desk to create a barrier between the pupils and staff.</p>	No

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		<p>-The school will support individuals who are exempt from wearing face coverings and will put in additional control measures where needed, including an individual risk assessment</p> <p>-All staff and students are aware that they need to provide their own reusable or disposable face covering</p> <p>-Reusable fabric face coverings will be supplied to students as a one-off free of charge. This is then logged to monitor repeat issuing and this will be addressed via the school sanctions system.</p> <p>-Reusable masks must be kept on their person or inside their bag at all times.</p> <p>-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 will not be worn as an alternative to face coverings, unless supported by an appropriate risk assessment for a specific situation.</p> <p>-The following government guidance has been consulted, Schools Coronavirus operational guidance from 8th March and https://www.gov.uk/government/publications/face-coverings-in-education/face-coverings-in-education</p>	<p>-2 metre tape line to support social distancing in classrooms</p> <p>-One-way system in operation in some corridors and stairwells.</p> <p>-All staff and students to keep to the left in all corridors when circulating around the building</p> <p>-Separate social spaces prevent crowding on transition</p> <p>-If teaching staff or teaching assistants work closely with students during lessons, contact with any one student will be strictly limited to 15 minutes throughout the course of each day. If supporting students, no direct face to face communications will take place as staff will either sit behind or to the side of students facing the same direction.</p> <p>-Whenever the lesson format allows, teaching assistants to work with students during lessons in an alternative larger area such as the atrium to help ensure adequate social distancing and to allow for an effective increased support time.</p> <p>-‘Sunflower’ lanyards will be issued free of charge to all students and staff who are exempt from wearing</p>	

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			a face covering for medical reasons. Lanyards can be collected from Student Services.	
1.4	Groups mixing during breaks and lunchtime compromising social distancing.	<ul style="list-style-type: none"> -Break/lunchtimes will be staggered and appropriate staff supervision and a handwashing regime is in place -Student bubbles will have access to separate external spaces during break times -Break and lunchtime spent outside when weather permits. -Lunches delivered to classrooms to bubble collection point. -Robust staff supervision will be in place to help ensure everyone keeps further apart than normal and no touching rule enforced. -Cleaning of dining tables by the FM Contractor (currently Sodexo) between uses by different groups will be completed in accordance with the agreed cleaning regime 	<ul style="list-style-type: none"> -No break time for service. -Packed lunches encouraged. -Use of Timeout for pupils who touch others. -External and internal spaces are available for use and all areas/students will be supervised by school staff. -Outside break and lunch time where possible. 	No
1.5	Groups mixing during extra-curricular provision	<ul style="list-style-type: none"> -All extra-curricular provision will be carefully considered with reference to current guidance and wider protective measures, including keeping students within their year group -No contact sports will take place within extra-curricular provision, with reference to the following guidance Protective measures for out-of-school settings during the coronavirus (COVID-19) outbreak should also be taken into consideration. 	<ul style="list-style-type: none"> -Breakfast club to be grab and go with pupils eating their food sat outside, socially distanced. -Staff running extra-curricular activities to verbally advise students of risks associated with COVID-19 prior to starting activities -Extra-curricular clubs will be separated into bubbles and to not mix. 	No
1.6	Spread of virus due to increased numbers of people within the building.	<ul style="list-style-type: none"> -Parents informed that if their child needs to be accompanied to school only one parent should attend -Pupils, staff and other adults not to come into the school if 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. 	<ul style="list-style-type: none"> -Offices and relevant other non-classrooms to have a poster advising of the maximum capacity on the door which must be adhered to at all times. -Staff to work outside or in the atrium where possible and clean 	No

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		<p>-They must immediately cease to attend and not attend for at least 10 days from the day after:</p> <ul style="list-style-type: none"> • the start of their symptoms • 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). If they had an LFD test at home, they should seek a confirmation PCR test. <p>-Active engagement with NHS Test and Trace system</p> <p>-Children will be grouped together in bubbles</p> <p>-Contact between groups limited so far as possible</p> <p>-Forward facing desks where practical and possible</p> <p>-Staff maintaining distance from others as much as possible</p> <p>-Posters and briefings to those who have access to the school to remind them to focus on the 4 key points of infection control:</p> <ol style="list-style-type: none"> 1. No persons are to attend the school site if symptomatic. If symptoms commence on site, isolate in room G94, inform leadership and leave. If caring for a student, PPE is required if a distance of two metres cannot be maintained, avoid contact with anyone with symptoms. 2. Frequent hand cleaning and good respiratory hygiene practices. Promote the 'catch it, bin it, kill it' approach. 3. Touch surfaces. Regular cleaning will be increased with additional agreed cleaning support from the FM Contractor (currently Sodexo). Additional cleaning staff on site to enable a more thorough clean in the areas of the building that are in use. The FM Contractor is responsible for providing all the necessary equipment to their cleaning staff. 4. Minimising contact and mixing by grouping students into year groups. Entry to administration and support offices is limited to those who work in these areas so far as reasonably practicable. 	<p>areas after use using equipment available from the cleaning/sanitising stations</p> <p>-No assemblies or other large gatherings at any location on the school site will take place.</p> <p>-Windows and doors to be kept open where possible to support ventilation. If the fire bell sounds, the fire doors will be shut.</p> <p>-Cleaning stations for use by school staff with hand sanitiser available across the building.</p> <p>-Staff provided with personal equipment to avoid sharing.</p> <p>-Pupils to bring personal equipment to avoid sharing and to be provided with art equipment that is not shared.</p> <p>-Shared surfaces or equipment (such as phones/visualisers) to be wiped down after use using antibacterial wipes supplied to staff.</p> <p>-Meetings with visitors should be held online where possible.</p> <p>-Meetings with visitors must be held in rooms that can maintain social distancing of 2 metres.</p>	

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			<p>-All meetings must maintain social distancing of 2 metres. All larger meetings must take place online.</p> <p>-Perspex screens will be fitted in all classrooms and offices where the two metre social distancing guideline is not possible due to the room size/design</p> <p>-Option for individuals to join live meetings virtually/ remotely if needed</p> <p>-If teaching staff or teaching assistants work closely with students during lessons, contact with any one student will be strictly limited to 15 minutes throughout the course of each day. If supporting students, no direct face to face communications will take place as staff will either sit behind or to the side of students facing the same direction.</p> <p>-Whenever the lesson format allows, teaching assistants to work with students during lessons in an alternative larger area such as the atrium to help ensure adequate social distancing and to allow for an effective increased support time.</p>	

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1.7	Wraparound provision: Groups mixing during extra-curricular provision	<p>-We will continue breakfast and after-school provision, where possible, in line with the latest guidance, Protective measures for out-of-school settings during the coronavirus (COVID-19) outbreak</p> <p>-We have consulted the guidance produced for providers who run community activities, holiday clubs, after-school clubs, tuition and other out-of-school provision for children</p> <p>-For extra-curricular provision we keep children within their year groups or bubbles where possible. If it is not possible to maintain bubbles being used during the school day we use small, consistent groups.</p> <p>-DfE have issued guidance for parents and carers, which we have circulated to parents and carers.</p>		No
1.8	Staff	<p>-Staff will be instructed to maintain social distancing of 2 metres distance wherever possible.</p> <p>-The priority is always to try to maintain 2m social distancing, but where this cannot be achieved, regular hand washing/cleaning and good respiratory hygiene are also important for both staff and pupils.</p> <p>- Government guidance will be followed where reasonably practicable, but due to the nature of the work, it is acknowledged that the majority of CV staff will not be able to work from home while students are at school.</p> <p>-CEV and 28+ week pregnant staff will work from home.</p>	<p>-Staff to only work in their dedicated areas and not exceed room capacity.</p> <p>-Staff to work in atrium or outside if their work area is at capacity.</p> <p>-Staff to clean areas once they have used them.</p> <p>-Staff provided with personal equipment that they must not share and personal hand sanitiser to use when swapping locations.</p> <p>-Staff to teach behind the Perspex screen in the classroom as much as possible and to not be within 1 metre of a pupil for more than 15 minutes throughout each day (and if needed, to mitigate with other measures, such as PPE).</p>	No

No.	Significant hazard / risk	Normal control measures	Any additional measures in place?	Further action? Yes / No
			<ul style="list-style-type: none"> -Staff to wash or sanitise hands before making food and drink. -Antibacterial wipes available for use by school staff in shared areas such as kitchens -Perspex screens will be fitted in offices where needed when staff are working face-to-face or within 2 metres distance. -Orange lanyards available to staff within vulnerable categories or where requested -Staff to wear face coverings at all times in the building -Whenever the lesson format allows, teaching assistants to work with students during lessons in an alternative larger area such as the atrium to help ensure adequate social distancing and to allow for an effective increased support time. -‘Sunflower’ lanyards will be issued free of charge to all students and staff who are exempt from wearing a face covering for medical reasons. Lanyards can be collected from Learning Support. 	
2	Premises related matters			

No.	Significant hazard / risk	Normal control measures	Any additional measures in place?	Further action? Yes / No
2.1	Visitors and deliveries	<ul style="list-style-type: none"> -Visits and deliveries to be arranged for quiet times or outside school hours wherever possible. -Visitors issued with printed stickers and self-collect. Visitor lanyards will not be issued to help prevent the spread of the virus. -Reception glass hatch/screen is kept closed at all times. -Inventory signing-in screen to be cleaned with antibacterial wipes after use by the visitor using the screen. Signage will be displayed. -Hand sanitiser provided for use by all persons when arriving and leaving the building 	<ul style="list-style-type: none"> -Contact details for all visitors must be noted upon signing in. -On entry, all visitors must read the C19 health and safety guidelines and confirm they are not symptomatic and should not be isolating. -Meetings with visitors should be held online where possible. -Meetings with visitors must be held in rooms that can maintain social distancing of 2 metres. Details of the room options will be communicated to staff. -Rooms used for multiple concurrent confidential meetings must be ventilated between meetings by opening the door. Desk fans will also be provided to increase airflow between meetings to help expel air contaminants. -All visitors to wear face coverings when in the building. Signage displayed on the reception entrance door for visitors to wear face coverings. 	No
2.2	Changes to building use being safe for pupils & staff – e.g. storage,	<ul style="list-style-type: none"> -Whole school building/site risk assessment will be reviewed to ensure control measures remain suitable and in place. -All other risk assessments, including curriculum/dept risk assessments to be reviewed to note any changes that have been necessary 	<ul style="list-style-type: none"> -Perspex screens installed -Floortape showing one-way system in the ground floor atrium and related signage -2 metre floortape in classrooms 	No

No.	Significant hazard / risk	Normal control measures	Any additional measures in place?	Further action? Yes / No
	one-way systems, floor tape.	-All minor changes to the building to introduce COVID-19 safety measures do not pose any additional risk to staff or students	-Roll-up screens installed in relevant rooms where distancing is needed -Headteacher to remind staff regularly via staff briefing of procedures -One central log in use for suspected cases	
2.3	First Aid procedures	-Whole school first aid risk assessment will be reviewed and amended to note COVID-19 procedures/processes where necessary. -Adequate numbers of experienced first aid trained staff are available at all times. -PPE is available for use in relation to suspected COVID-19 within first aid supplies and safely stored First aid during the coronavirus (COVID-19) pandemic guidance to be followed.	-Clear process for separating general first aid and C19 suspected cases. -Isolation room (G94, and G26 if needed for multiple suspected cases) and procedure for suspected C19 cases. -Additional PPE is provided to first aid staff for use when responding to a suspected case of C19 and two metres distance cannot be maintained. -Staff to be trained on the safe usage and disposal of used PPE.	No
2.4	Fire Procedures	-Fire risk assessment reviewed and additional procedures for COVID-19 noted where necessary -Where doors are propped open during school hours (in agreement with the landlords) staff will be advised of the actions to take in the event of a fire or evacuation and close the doors -Fire evacuation routes and assembly plans have been reviewed and amended where necessary to allow for social distancing where necessary	-Fire practices completed for every year group to give instructions for evacuations during the pandemic -Flammable stocks of hand sanitiser to be stored in the outside chemical store (room L05, exterior of L04 in front playground) and the flammable materials cupboard (room L03, science prep room).	No

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		<ul style="list-style-type: none"> -All testing and monitoring regimes for fire detection to include alarm systems and fire extinguishers are the responsibility of the FM Contractor (currently Sodexo) -Regular fire drills will be conducted with reference to current guidelines -Flammable, high-alcohol hand sanitiser stocks to be stored as per current CLEAPPS guidelines for flammable items (see opposite for details) 	Stocks to be managed jointly by school Business Support staff and Science Technicians.	
2.5	Water hygiene – management of legionella	-All testing and monitoring regimes for water hygiene are the responsibility of the FM Contractor (currently Sodexo).		No
2.6	Using and monitoring new practices to reduce risk of Covid-19 transmission	<ul style="list-style-type: none"> -Training of all staff via briefing or similar prior to students returning – to include contents of this RA, alternative layouts and any changes to fire evacuation routes if relevant, use of PPE and location of designated room for suspected cases. -The safe use of face coverings will be explained to support students with adhering to social distancing. -The Headteacher and the school leadership team will monitor arrangements and make remedial actions where needed. -School leadership will ensure that all staff feel comfortable raising concerns or to make suggestions. 	<ul style="list-style-type: none"> -Ensure all staff have signed to say they have read the risk assessment and opening guidance on Hays platform. -Outline to pupils and parents the priority safety measures, including hand hygiene, not attending with symptoms and catch it, kill it, bin it. -Explain to pupils via tutor time video the key safety measures they must adhere to. -Display posters outlining key measures, including hand washing posters displayed in staff/student toilets. -Additional extended tutor time sessions created when needed to clearly explain any changes to pupils -Duty staff to monitor compliance from pupils during transition and social time 	No

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			-Updates to risk assessment shared with staff via briefing and email	
2.7	Management of premises related risks e.g. delayed statutory testing (LOLER)	-All testing and monitoring regimes for lifting equipment (e.g. lifts and hoists) is the responsibility of the FM Contractor (currently Sodexo).		No
2.8	Staff rooms and offices to comply with social distancing and safe working practice	<ul style="list-style-type: none"> -Numbers of people reduced at one time to allow for social distancing within current guidelines -All large unnecessary gatherings of staff will be avoided. Essential gatherings will only take place if adequate social distancing can be maintained in a well-ventilated environment. -Additional cleaning equipment such as antibacterial wipes will be provided at communal/shared facilities/areas and staff will be encouraged to bring their own food and utensils. -Agreed enhanced cleaning regimes are in place to be completed by the FM Contractor (currently Sodexo). 	<ul style="list-style-type: none"> -All offices and shared staff areas such as dept. staffrooms measured, and a maximum capacity will be displayed via a poster on each door with reference to the 2 metre rule. -Cleaning products available at cleaning/hygiene stations across the school. -Staff are permitted to handle food and make drinks for other people if needed. However, it is essential that staff thoroughly wash and sanitise hands before doing so. All cups, cutlery etc must be clean. 	No
2.9	Ventilation to reduce spread	<ul style="list-style-type: none"> -Windows to be opened and doors propped open, where safe to do so and dependent on outside temperature (all staff will consider fire safety, security and safeguarding). - Air conditioning will only be used when it is deemed safe to do so. -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 	<ul style="list-style-type: none"> -All meetings to be held in well ventilated rooms with 2 metre distancing if not virtually. -Each bubble will have an allocated outdoor space and students and staff will be briefed on its use. This will be used for all breaks and lunches where weather permits. 	No

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		<p>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.</p> <p>-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>-For further information, follow the guidance below, Ventilation and air conditioning during the coronavirus (COVID-19) pandemic</p>		
2.10	Management of waste	<p>-Bins used for tissues will be emptied at least once daily and in accordance with the agreed increased cleaning regime in place by the FM Contractor (currently Sodexo)</p> <p>-Guidance on disposal of PPE waste (such as used fluid resistant masks) and Government guidance on disposal of waste will be followed</p> <p>-All waste will be disposed of in general waste bins, not recycling bins</p> <p>-The FM Contractor (currently Sodexo) is responsible for the collection and removal of all waste from the school site on a daily basis and the FM Contractor is responsible for ensuring that all current guidelines relating to waste are followed.</p> <p>- For LFD testing waste, refer to the testing specific risk assessment and latest government guidance.</p>	-Lidded bins are available in all classrooms and at school supplied cleaning/hygiene stations around the building.	No
2.11	Management of incoming goods	<p>-All school deliveries to be left in the outer reception area and collected by one member of staff (school receptionist) and moved into the reception corridor for internal delivery</p> <p>-All incoming deliveries to be completed using a non-contact/distanced signature basis</p> <p>-Delivery staff only to be given access into the building if essential (e.g. delivering items too large/heavy to leave in the outer reception)</p>	-Ordering of IT to be reduced where possible and deliveries arriving outside of hours or to be received by IT staff for processing	No

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		<p>-All outgoing post is subject to minimal handling to minimise contact (school resources staff)</p> <p>-All staff handling incoming/outgoing post and other incoming deliveries to wash hands thoroughly after handling items</p>		
2.12	Contractors on-site whilst school is in operation	<p>-Due to the PFI contract, the school does not invite/employ any contractors during term-time/school operating hours</p> <p>-The FM Contractor (currently Sodexo) are wholly responsible for the supervision/management of all contractors at all times of the day, all year round. This includes areas such as the following (not an exhaustive list of responsibilities),</p> <p>1 - A prior assessment to establish any additional control measures needed to keep students, staff and contractors safe</p> <p>2 – Gaining assurances that contractors do not display COVID-19 symptoms and are not due to be isolating</p> <p>3 – Ensuring that effective social distancing is maintained at all times</p> <p>4 - Completing temperature checks if this is an agreed policy adopted by the FM Contractor</p> <p>5 - In addition to arrangements for COVID-19, to ensure that normal contractor procedures are being applied and have been updated in light of COVID-19 (including contractor risk assessments and method statements, and contractor induction).</p> <p>6 – Keeping records of all visitors/contractors with sufficient details to support close-contact tracing.</p> <p>-Relevant Contractors to be informed of positive cases in school to ascertain any potential contact</p> <p>-The Trust PFI Contract Manager is responsible for ensuring that the FM Contractor is managing all contractors adequately whilst on the school site and for agreeing any amended/enhanced COVID-19 procedures in partnership with other PFI stakeholders.</p>	-If needed, the Headteacher to feedback any concerns with the management of contractors by the FM Contractor to the Trust PFI Contract Manager for resolution	No

No.	Significant hazard / risk	Normal control measures	Any additional measures in place?	Further action? Yes / No
3	Cleaning and reducing contamination			
3.1	Contaminated surfaces spreading virus.	<p>-Classroom based resources such as books, iPads and Chromebooks, will be used and shared within the bubble.</p> <p>-All shared resources will be cleaned frequently and meticulously and always between bubbles or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles.</p> <p>-All persons to only use the water fountains for filling bottles, not for drinking directly from the spout.</p> <p>-Upholstered furniture will be available for use where it is likely that the furniture is used by a single person or limited persons</p> <p>-Upholstered furniture that is owned by the school with removable/washable covers will be laundered by the school with reference to the following guidance, https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</p> <p>-The FM Contractor (currently Sodexo) are responsible for the cleaning and laundering of any upholstered furniture owned by the landlords</p> <p>-The guidance for working in education and childcare will be followed if someone becomes ill with suspected COVID-19 at the setting.</p> <p>-The Trust PFI Contract Manager is responsible for ensuring that the FM Contractor is following all relevant guidance and consistently completing an agreed robust cleaning regime to help reduce the spread of COVID-19, including the guidance document Cleaning and decontamination of non-health care settings</p> <p>Sensory Room (G91) – Upholstered furniture and other items</p>	<p>-D10 spray is provided at all cleaning stations and in all classrooms for use by school staff.</p> <p>-Sodexo staff to spray and wipe dining tables at the end of every break/lunch if tables have been used.</p> <p>-In classrooms staff to spray desks and chairs at the end of lessons and students to wipe dry with blue roll before leaving the classroom</p> <p>-If needed light switches and door handles to be cleaned at the end of lessons</p> <p>-If there is a suspected case, the table, chair and the carpet around where the individual was sitting will be sprayed with D10 and left to dry.</p> <p>-Fixed seating plans for rooms to limit pupils sharing surfaces.</p> <p>-All classroom doors to be propped open where possible when in use to reduce touch surfaces</p> <p>-Visible signage by water fountains as a reminder to use for bottle filling only and no drinking directly</p>	<p>Yes Ensure safety equipment available at all interior water fountains (inc. changing rooms)</p>

No.	Significant hazard / risk	Normal control measures	Any additional measures in place?	Further action? Yes / No
		<ul style="list-style-type: none"> -Where reasonably practicable, upholstered furniture/equipment used within sensory rooms will be child-specific to help avoid cross-contamination. -All soft furnishings and shared items will be sprayed with an effective disinfectant directly after use by students 	<ul style="list-style-type: none"> -Antibacterial wipes and hand sanitiser to be available at all interior water fountains -Upholstered furniture in high-traffic and public areas (such as reception areas) will be removed and stored -Furniture used in medical areas and the COVID-19 isolation room to be a vinyl type material to allow for easy cleaning 	
3.2	Shared resources and equipment increasing spread	<ul style="list-style-type: none"> -Prevent the sharing of stationery and other equipment (excluding items mentioned in section 3.1 above) -Access to shared items of 'heavy use' such a photocopiers is managed to maintain social distancing. This includes propping doors open near photocopiers (room F60/61) and by providing roll-up screens between photocopiers in the resources (room G86) -Enhanced equipment cleaning regimes in place -Limit items being brought in from home or taken home from school and store when returned for 72 hours if it cannot be cleaned -Limit handling of pupil work by staff where possible. Work is to be submitted online in preference to paper and books. -See 3.1 above regarding shared water fountains - Limit handling of pupil work by staff and submit work online in preference to paper and books where this is possible / appropriate. -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. 	<ul style="list-style-type: none"> -Equipment packs to be available in all classrooms to be given to pupils to keep if needed -Staff provided with exclusive equipment packs and backpacks to carry personal, non-shared equipment. -Book boxes provided for each classroom to avoid contamination. -All shared equipment wiped before and after use. -Staff to sanitise hands before handing out and collecting resources. -Mini whiteboard and pen to be included in the knowledge organiser pack to avoid sharing. -See 3.1 above regarding shared water fountains 	No

No.	Significant hazard / risk	Normal control measures	Any additional measures in place?	Further action? Yes / No
3.3	Cleaning staff and hygiene contractor's capacity - providing additional requirements	<p>-General daily cleaning of the building is the responsibility of the FM Contractor (currently Sodexo).</p> <p>-The Trust PFI Contract Manager, in liaison with the Headteacher, has agreed an enhanced daily cleaning regime with the FM Contractor</p> <p>-It is the responsibility of the FM Contractor to provide the required amount of resources, equipment and staffing to ensure the enhanced regime is consistently completed and with reference to cleaning non-health care settings</p> <p>For further information refer to the guidance in the links as below, Safe working in education and childcare for guidance on PPE and COVID-19: cleaning in non-healthcare settings outside the home</p>	-An agreed cleaning rota is in place with the FM contractor (currently Sodexo)	No
3.4	Sufficient handwashing facilities for staff and pupils	<p>-There are multiple sinks around the building, including within many of the classrooms being used</p> <p>-All students will be given time to wash/sanitise hands at various points throughout the day with reference to current guidance</p> <p>-Freestanding, automatic dispensing sanitiser units will be located at every student entrance to the building, the main entrance, reception, one unit on each floor and in the main hall and atrium</p> <p>-every classroom will have hand sanitiser available</p> <p>-All cleaning/hygiene stations around the building will have hand sanitiser available</p>	<p>-Specific staff (receptionist) will be tasked with ensuring all cleaning/hygiene stations are fully stocked at all times</p> <p>-Teaching/support staff to email if stocks within rooms need replenishing</p>	No
3.5	Additional time for all to carry out handwashing	-Handwashing will be incorporated into the daily routine with reference to current guidance and this will be included within behaviour expectations and the school hygiene culture.		No
3.6	Effective handwashing techniques, misuse of hand sanitiser	<p>-Posters communicating effective hand washing to be displayed at all sinks.</p> <p>-Students taught about regular handwashing and routine in tutor time introduction</p>	-SENDCo staff to complete a risk assessment for any students at risk of the misuse of hand sanitiser and share with relevant persons	Yes Check that handwashing posters

No.	Significant hazard / risk	Normal control measures	Any additional measures in place?	Further action? Yes / No
		-SENDCo staff will be consulted to identify any students presenting with complex needs at risk of sustaining harm/injury through the misuse of hand sanitiser. Sanitiser will be substituted for skin friendly wipes where medically required.		are present by sinks
3.7	Good respiratory hygiene	-To promote 'catch it, bin it, kill it' through tutor time lesson on first day and via posters in classrooms and at cleaning/hygiene stations. -Adequate supply of tissues and a lidded bin will be available in all classrooms and at all cleaning/hygiene stations around the building. -SENDCo identified any students presenting with complex needs where they spit/use saliva	-SENDCo staff to complete a risk assessment for any students who present with complex needs where they spit/use saliva and share with relevant persons	No
3.8	Sufficient supplies of soap and cleaning products	-It is the responsibility of the FM Contractor (currently Sodexo) to ensure a consistent adequate supply of soap for handwashing and other products for use by cleaning staff for the general cleaning of the building -The school has supplied additional products for the use of school staff throughout the day both at cleaning/hygiene stations and in all classrooms, including antibacterial wipes and disinfectant spray	-Any concerns with a lack of soap around the building to be raised with the Trust PFI Contract Manager for resolution with the FM Contractor	No
3.9	Toilets being overcrowded	-The number of students using the toilet facilities at one time are limited -Different groups have been allocated their own toilets and sinks close to their bubble bases, clearly labelled. -A one in, one out system, once capacity is reached will be in place and clearly explained to pupils. -Toilets cleaned regularly by the FM Contractor according to the agreed schedule and students will be expected to clean their hands thoroughly after using the toilet.	-Outer doors to all student toilets to be propped open (where fitted) to allow pupils to see if toilets are in use and to wait outside if needed -Duty staff to monitor toilet use during break and lunch times -Clear signage is displayed outside all toilets stating year group and maximum occupancy	No
3.10	Dedicated spaces	-Room G96 is the allocated room to use if breast feeding/expressing. The room to be cleaned thoroughly after use by the FM Contractor as agreed. -Room G94 is a dedicated quarantine space for person/s displaying suspected COVID-19 symptoms. This room has a capacity of three		No

No.	Significant hazard / risk	Normal control measures	Any additional measures in place?	Further action? Yes / No
		<p>people. If this room is being used to capacity, room G26 is a reserve space for people displaying suspected symptoms.</p> <p>-Each bubble has its own dedicated indoor and outdoor space for use at break and lunch time</p>		
4	Staff related issues			
4.1	Staff access and egress to site and buildings	<p>-Staff will arrive and leave the building via usual routes and sign in/out using the non-contact Inventory system</p> <p>-All staff are responsible for adhering to the social distancing measures wherever possible.</p> <p>-Staff using public transport must follow government guidance https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers and dispose of/store their mask appropriately.</p> <p>-All staff must wash/sanitise their hands when they arrive.</p>		No
4.2	Staff measures to reduce contact and transmission Covid-19. New variant of the Covid-19 virus. It is also noted that the new variant may present an increased risk amongst children and young people who present as - asymptomatic.	<p>-The following DfE guidance will be followed, Schools Coronavirus operational guidance from 8th March</p> <p>-Where possible, teaching staff are at least 2 metres from all students at all times when teaching and stay at the front of the classroom. Due to the size/design of some classrooms, it is not possible to remain 2 metres away from students sat at or near to the front of the room – see additional control measures opposite</p> <p>-In the IT-suites, it is not possible for students to sit back to back due to the design of the room and/or, in some cases to be at least 2 metres from the teacher at all times – see additional control measures opposite</p> <p>-In some admin offices, it is not possible for staff to sit at least 2 metres away or to avoid facing each other when seated - see additional control measures opposite</p> <p>-Full details of the plans for full opening are contained within the planning document available from the Headteacher</p>	<p>Made to measure clear Perspex screens will be installed as a mitigating control measure for the following situations,</p> <p>1 - Where it is not possible for teaching staff to be at least 2 metres away from students in the classroom</p> <p>2 - Where it is not possible for students to sit without facing each other in the classroom due to fixed furniture (G18, G67)</p> <p>3 - When it is not possible for admin staff to sit at least 2 metres away from each other or to avoid facing each other when seated</p>	No

No.	Significant hazard / risk	Normal control measures	Any additional measures in place?	Further action? Yes / No
		<p>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.</p> <p><i>PHE have identified issues that have arisen in Incident Management Teams in schools and some adjustments are being made by schools as a result.</i></p> <p><i>Mitigating measures that will reduce the number of close contacts between individuals and therefore numbers required to self-isolate as the result of a positive case in the school:</i></p> <ul style="list-style-type: none"> ▪ <i>Minimising bubble sizes,</i> ▪ <i>Minimising face to face meetings (move to video calling if appropriate),</i> ▪ <i>Minimising the number of staff and pupils mixing across year groups/ classes at lunch, breaks, staff rooms etc.</i> ▪ <i>Minimising the movement around the school of pupils and teaching staff,</i> ▪ <i>Minimising the movement across bubbles of pupils and teaching staff,</i> ▪ <i>no car sharing between staff to school</i> ▪ <i>keeping to the 2m distancing (for teachers especially) if at all possible</i> <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>		

No.	Significant hazard / risk	Normal control measures	Any additional measures in place?	Further action? Yes / No
		<p>Control measures in place for IT staff/provision within schools include the following,</p> <ul style="list-style-type: none"> -IT Technicians provide IT support remotely and within teaching and office spaces. -The ticketing service desk has been promoted to school staff 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. -IT staff will wear face coverings while outside of their office and will request staff and students maintain distancing while in a room. -IT staff will maintain good hygiene using hand washing and sanitation products and maintain stringent social distancing. 		
4.3	Managing supply teachers, visitors, and other temporary visiting staff.	<ul style="list-style-type: none"> -Supply teachers, peripatetic teachers, specialists, therapists, clinicians, support staff for SEND and/or other temporary staff visiting St James are able to provide interventions as usual and can move between schools. -They will be informed that contact with other staff/students should be minimised and to maintain as much distance as possible from other staff. -Visits will be arranged for outside of school hours where possible -Visitor details of a phone/email contact must be left upon signing in. -On entry, all visitors must read the C19 health and safety guidelines and confirm they are not symptomatic and should not be isolating -Some peripatetic music teachers will teach non high risk activities in rooms which allow social distancing and good ventilation -The use of supply teachers in school will be minimised by utilising cover supervisors and other staff where possible, particularly part-time staff who can work additional days -Visitors will be limited by holding meetings online where possible 		No

No.	Significant hazard / risk	Normal control measures	Any additional measures in place?	Further action? Yes / No
		<ul style="list-style-type: none"> -Meetings must be held in rooms where social distancing of 2 metres can be maintained at all times -Staff who are managing temporary visiting staff are aware of the social distancing and hygiene protocols within the school. 		
4.4	<p>Insufficient staff capacity to deal with increased numbers of pupils - Shortage of teachers to maintain staff to pupil ratios</p>	<ul style="list-style-type: none"> -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. -Careful planning of the year groups/classes will be undertaken based on staff availability. -Supply teachers and other peripatetic staff will be engaged where necessary. See 'school Workforce' section of the DfE guidance: Schools Coronavirus operational guidance from 8th March -Where there are not sufficient staff to cover staff absences, school COVID-19/emergency plans will be followed. Options may include to condense the school or curriculum, or enact partial or full school closure. 	<ul style="list-style-type: none"> -Back up part time staff availability rota made to avoid shortage of teachers. 	No
4.5	<p>Anxiety levels of staff and community causing breakdown in staffing ratios, compromising group sizes.</p>	<ul style="list-style-type: none"> -Staff should refer to the Staff Hub for guidance and support. -Schools advisory service is available to provide free, remote and confidential counselling for any employee. -Managers will hold discussions with individuals to alleviate concerns and to establish whether additional training or support would be helpful. -HR have provided managers with guidance on Absence Management and supporting employees. -If appropriate, GP or occupational health advice will be sought -Where the member of staff has anxieties about returning, this conversation can be held and recorded using the 'Risk assessment for all staff including vulnerable groups', available from, Risk assessment for all staff including vulnerable groups -Further advice is available from HR if required. 	<ul style="list-style-type: none"> -Create feedback loop for concerns through line managers and Clive Nevill. -Clear communication of procedures with staff during CPD. -Behaviour policy addendum to ensure pupil compliance with health and safety procedures. -Risk assessments will be completed where needed for vulnerable staff within the Clinically Vulnerable (CV) category who advise the school of medical conditions following a request from the school 	No

No.	Significant hazard / risk	Normal control measures	Any additional measures in place?	Further action? Yes / No
			-We employ a lead member of staff for wellbeing and a Director of Fun.	
4.6	Staff understanding of new changes – safe practice at work & in classroom. Teaching in a safe environment	-The full reopening draft plans have been shared with all staff for information and to invite feedback -Final details of the reopening plan will be shared with all staff during CPD sessions to help ensure understanding of all aspects	-Risk assessment and reopening plan read by all staff and signature added onto Hays platform -Additional key messages reiterated at regular staff briefings	No
4.7	Accessing testing arrangements are clear for all staff	- Testing Specific risk assessment in school completed. -Specific guidance is given to all participants whilst completing the LFD test. -Guidance about testing, including the NHS ‘Test and Trace’ service, is available via https://inside.devon.gov.uk/task/guidance-for-dealing-with-coronavirus-covid-19/essential-worker-testing/	-Email link to be provided to staff if unable to get a test	No
4.8	Conditions for use of fluid resistant face mask and other equipment when dealing with a symptomatic child are clear and understood by staff.	-If a student or adult becomes unwell with symptoms of Coronavirus while in school 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. -If contact with the person is necessary, then gloves, an apron and a face mask should be worn by the supervising adult. -If a dynamic risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn -Fluid resistant face masks will be available -The following guidance will be followed – Safe working in education, childcare and children’s social care settings, including the use of personal protective equipment (PPE)	-PPE grab bags available at reception and in G26. -All used PPE to be placed in a sealed bag and then placed in a lidded bin provided. -Once all PPE is removed, hands should be washed thoroughly.	No

No.	Significant hazard / risk	Normal control measures	Any additional measures in place?	Further action? Yes / No
4.9	Assessment of all staff, including high risk staff with vulnerable / shielding family member, underlying health conditions or other risk factors	<p>-Staff working in educational settings are critical workers and should continue to go to work.</p> <p>-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 work from home.</p> <p>-A risk assessment should be undertaken with clinically vulnerable and BAME staff, prior to students 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 - https://staffhub.tedwraggtrust.co.uk/managers-area/covid-19/#Risk-Assessment-anchor-link</p> <p>Managers Guide to Supporting BAME or other vulnerable colleagues: will follow guidance and undertake a risk assessment with staff member: https://staffhub.tedwraggtrust.co.uk/managers-area/covid-19/#Risk-Assessment-anchor-link</p> <p>Pregnancy: The Expectant Mother risk assessment has been amended to include Covid 19 and should be completed. https://staffhub.tedwraggtrust.co.uk/managers-area/covid-19/#Risk-Assessment-anchor-link</p> <p>Staff with concerns over their availability to work should refer to the Absence Management Toolkit on the website staff area for further details, risk assessments and resources.</p> <p>- The government will write to individuals to inform them if they are advised to follow formal shielding and not attend the workplace.</p>		No

No.	Significant hazard / risk	Normal control measures	Any additional measures in place?	Further action? Yes / No
		<p>See this link for further information https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/cev-from-2-dec</p>		
4.10	Staff use of PPE	<p>-All staff to wear a face covering in the building -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. – The guidance below will be followed, Safe working in education, childcare and children’s social care settings, including the use of personal protective equipment (PPE) -Guidance on the appropriate selection and use of PPE from DCC can be found here: http://devon.cc/ppe</p>	<p>-Face coverings should be used in accordance with government advice: https://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures</p>	No
4.11	Use of PPE Lack of understanding	<p>-Adequate training/briefing on the use and safe disposal of PPE will be offered -The following guidance on putting on and taking off standard PPE is available COVID-19: personal protective equipment use for non-aerosol generating procedures and above guidance on use in education settings. -Staff to read and raise any queries to H&S lead regarding Face coverings in education.</p>	<p>-Share the video with pupils in tutor time and with parents via letter about the safe ways to wear masks: https://www.who.int/emergencies/diseases/novel-coronavirus-2019/advice-for-public/when-and-how-to-use-masks. -In letter to parents, share government poster about mask removal: https://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures</p>	No
4.12	Staff member becoming unwell with Covid 19	<p>-If anyone in 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), we:</p>	<p>-After cleaning of the areas, a replacement staff member should take the lessons normally taken by that teacher. Where possible, this</p>	No

No.	Significant hazard / risk	Normal control measures	Any additional measures in place?	Further action? Yes / No
		<ul style="list-style-type: none"> • send them home to begin isolation - the isolation period includes the day the symptoms started and the next 10 full days • advise them to follow the guidance for households with possible or confirmed coronavirus (COVID-19) infection • advise them to arrange to have a test as soon as possible to see if they have coronavirus (COVID-19) <p>-Other members of their household (including any siblings and members of their support or childcare bubble if they have one) should self-isolate. -</p> <p>-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 the LFD test was taken at home, they should take a confirmatory PCR test.</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 any staff member becomes unwell with suspected COVID-19, they should let relevant staff know and go home as soon as possible.</p> <p>-Where that person needs to use the bathroom before they go home, G98 should be used if possible.</p> <p>-G98 must then 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.</p>	<p>will be a cover supervisor or a part time member of staff.</p>	

No.	Significant hazard / risk	Normal control measures	Any additional measures in place?	Further action? Yes / No
		<p>-The area around the person with symptoms must be cleaned after they have left to reduce the risk of passing the infection on to other people.</p> <p>-The staff member must arrange testing as soon as possible and must remain in isolation until a negative result is returned, or within the timeframe set by the government for isolation.</p> <p>-Managers should complete a COVID notification form and send to HR. This will provide relevant information including potential contacts to inform Track and Trace, as well as test results.</p> <p>-The employee will be instructed to get an essential worker test without delay.</p> <p>-Where the employee is symptomatic but feels well, the employee may work from home whilst isolating in accordance with the Government Guidance.</p> <p>- Any positive result should be recorded on OSHENS</p> <p>-The employee must not return to work until their test is negative, they are well enough to return and they have completed the appropriate isolation period in accordance with the Government Guidance as below, Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection</p>		
4.13	Dealing with suspected and confirmed case/ cases and outbreak.	<p>FOR SUPPORT AND ADVICE ON ACTIONS TO TAKE FOLLOWING A CONFIRMED CASE AMONG STUDENTS OR STAFF AS FOLLOWS,</p> <p>Contact the local Health Protection Team on 0300 303 8162 or swhpt@phe.gov.uk (If the matter is not urgent you can also email ask.swhpt@phe.gov.uk)</p> <p>AND inform the local authority by emailing educate.schoolspriorityalerts-mailbox@devon.gov.uk if one of the following:</p> <p>1) The symptomatic person has been admitted to Hospital</p> <p>2) The Possible case REFUSES testing</p>	ACTIONS IN THE EVENT OF A CONFIRMED CASE IN SCHOOL ARE DETAILED IN THE CASE ACTION PLAN – See Appendix B at the foot of this assessment	Yes

No.	Significant hazard / risk	Normal control measures	Any additional measures in place?	Further action? Yes / No
		<p>3) There are a cluster of possible cases/unexpected increase in absenteeism</p> <p>4) The Possible case has DEFINITE link to a confirmed case</p> <p>5) Case is confirmed</p> <p>-If a child or staff member becomes symptomatic, they will be advised by the school to access a test through the normal channels as soon as possible</p> <p>-In exceptional circumstances when it is very difficult for a child or staff member to access a test promptly, the school will offer one of the school provided home test kits to improve the chances that the individual will get tested. See the DfE guidance on test kits for schools</p> <p>-If needed, the school will access the Devon County Council's Local Outbreak Management Plan (LOMP), available from: https://www.devon.gov.uk/coronavirus-advice-in-devon/lomp/</p> <p>-If required to do so following a confirmed case, a complex situation or an outbreak being declared in the school setting, the school will take part in an Incident Management Team or Outbreak Control Team Meeting.</p> <p>-See link below for further information if needed, Educational settings Action cards 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/ Actions for Schools Guidance Section 5</p>		

No.	Significant hazard / risk	Normal control measures	Any additional measures in place?	Further action? Yes / No
		<p>Refer to: Schools Coronavirus operational guidance from 8th March</p> <p>Inform the LA of positive cases through the smart survey link as below: https://www.smartsurvey.co.uk/s/Covid19NotificationTestResults/..\..\..\..\Guidance\PHE SW HPT Educational Settings Flowchart V7 14122020.pdf</p>		
4.14	Lateral Flow testing (Secondary Schools)	<p>-Guidance on the coronavirus (COVID-19) testing programme for secondary schools and colleges is as follows, Mass asymptomatic testing: schools and colleges</p> <p>-DfE have created a schools and colleges document sharing platform for asymptomatic testing. This area contains additional information to support schools and college staff in preparing and operating LFT. Schools and colleges testing handbook.pdf Coronavirus (COVID-19) asymptomatic testing in schools and colleges</p> <p>Also see the school specific testing risk assessment.</p>		No
5	Pupil related issues			
5.1	Vulnerable groups who are clinically, extremely vulnerable.	<p>-All pupils should attend education settings unless they are have been advised by their GP or clinician not to attend an education setting. -Where a pupil is unable to attend school we will keep in contact with them, offer pastoral support, and check they are able to access education support.</p>	-Head of Year to meet with pupil and parent/carer to establish any support or risk assessment if needed.	No
5.2	Distressed children	<p>-Support measures are in place where children are distressed to include the following: 1 - Sensory room and inclusion base for those with SEND 2 - Refocus room for other distressed pupils 3 - Key workers for pupils where needed.</p>		No

No.	Significant hazard / risk	Normal control measures	Any additional measures in place?	Further action? Yes / No
		4 - Reflection cards to now allow pupils to stand outside of their classroom 5 - 1:1 mentoring sessions and dog walking available		
5.3	Children with EHCP and pupils who attend dual settings	-A risk assessment will be completed by SENDCo staff before attending school. -The school will work through the system of controls collaboratively with dual settings, enabling any risks identified to be addressed and allowing the joint delivery of a broad and balanced curriculum for the child		No
5.4	Pupils unable to follow guidance	-Some pupils will need additional support to follow the COVID-19 additional measures. Teaching assistants will be available and an alternative safe space will be allocated to these pupils. -A risk assessment will be completed by SENDCo staff for all pupils with EHCPs.	-Comprehensive information on the expectations delivered via tutor time as and when needed	No
5.5	Pupils equipment	-Pupils will be asked to limit the amount of equipment they bring into school each day to essential items only -For individual and very frequently used equipment, such as pencils and pens, staff and pupils have their own items that are not shared.	-Essential item list to be provided to parents. -Book boxes provided in classrooms to store pupil books. -Staff provided with their own equipment packs and backpacks on request	No
5.6	Member of a class becoming unwell with COVID-19	If anyone in 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), we: <ul style="list-style-type: none"> • send them home to begin isolation - the isolation period includes the day the symptoms started and the next 10 full days • advise them to follow the guidance for households with possible or confirmed coronavirus (COVID-19) infection • advise them to arrange to have a test as soon as possible to see if they have coronavirus (COVID-19) 	-Each classroom to have a radio for advising relevant staff of a person with possible COVID-19 symptoms -Staff to radio that a pupil is being sent to reception 'as Lindsay requested.' All staff aware that this means a child is symptomatic. -Reception to prepare PPE and meet pupil and isolate them in G94.	No

No.	Significant hazard / risk	Normal control measures	Any 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 completing an LFD test at home, a confirmatory PCR test will be completed</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 G94 where they can be isolated behind a closed door, depending on the needs of the child with appropriate adult supervision if required. This room has an opening window for ventilation.</p> <p>-PPE (including fluid resistant face mask) is available at reception, close to G94.</p> <p>-Where that person needs to use the bathroom they should use G98 if possible. G98 must then be cleaned and disinfected before being used by anyone else.</p> <p>-Everyone must wash their hands after any contact with someone who is unwell.</p> <p>-The area around the person with symptoms must be cleaned after they have left to reduce the risk of passing the infection on to other people.</p> <p>-The school can give a testing kit to the pupil where families cannot access a testing centre which have been sent from HM Government.</p>	<p>-Staff member to spray the desk and chair with D10 spray and leave to air dry.</p> <p>-Anyone in close contact with the person should wash/sanitise their hands.</p> <p>-Tara Ley to contact home and ensure testing will be followed up and the result reported back to the school.</p>	

No.	Significant hazard / risk	Normal control measures	Any additional measures in place?	Further action? Yes / No
5.7	School Uniform	<p>-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.</p> <p>- Uniform policies may be temporarily reviewed in light of seasonal weather where necessary.</p> <p>-Where uniform is borrowed, it will be washed between each use to ensure it is not a source of transmission. Where shoes are borrowed, they will be sprayed with sanitiser before being returned to their drawers to ensure they are not a source of transmission.</p>	<p>-Where pupils have PE on their timetable, they should arrive in their PE kit and wear it all day to avoid the need to be in the changing rooms.</p> <p>-Pupils should bring a warm waterproof coat for break and lunch times.</p>	No
5.8	Behaviour	<p>-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.</p>	<p>-An addendum has been added to the behaviour policy, outlining how breaches of the health and safety guidelines will be dealt with and the rules for face coverings</p> <p>-Reset will need to include pupils from across bubbles and so will be socially distanced.</p> <p>-An overflow Reset can be established in the gallery if needed.</p>	No
5.9	Wrap around care	<p>Wrap around care is provided by breakfast club. Parents, carers and staff will be made aware.</p>	<p>-Breakfast club will have grab and go food which pupils will eat outside (amphitheatre area by music) whilst socially distanced.</p> <p>-After school homework club will not run initially as this is across year groups. This will be reviewed.</p> <p>-Some after school clubs will run but not across year groups.</p>	No
6	Transport			
6.1	Travel to school and provision of	<p>-School transport arrangements will be considered and walking and cycling to school will be encouraged where possible</p>		No

No.	Significant hazard / risk	Normal control measures	Any additional measures in place?	Further action? Yes / No
	safe school transport	-The school has liaised with the School Transport Team where further consideration needs to be given to taxi and escort services.		
6.2	Dedicated school transport, including statutory provision	<p>-KS3 and KS4 buses will be maintained where possible to reflect the year group bubbles that are adopted within school.</p> <p>-The school has liaised with the transport provider with the aim of a different year group having a floor of the bus each and to help ensure organised queuing/boarding and distancing within vehicles where possible.</p> <p>-Face coverings to be worn by all students, where appropriate as they are likely to come into close contact with people outside of their group or who they do not normally meet.</p> <p>-Recommend to parents that pupils carry and use hand sanitiser upon boarding and/or disembarking.</p> <p>- See guidance: transport-to-school-and-other-places-of-education-guidance</p>	<p>-We worked with DCC and Stagecoach to get three buses from Exwick to accommodate the pupils.</p> <p>-We worked with DCC and Stagecoach to create an exclusive school route not open to the public.</p>	No
6.3	Wider public transport	<p>-All to follow The Health Protection (Coronavirus, Wearing of Face Coverings on Public Transport) (England) Regulations 2020.</p> <p>-Everyone should also wear a face covering in other enclosed spaces where it is difficult to maintain social distancing.</p> <p>-Staff must store or dispose of their mask appropriately, using school processes for disposing of masks. Staff must wash their hands when they arrive.</p>		No
6.4	School Transport arrangements support changes to school times	<p>-School to liaise with the School Transport Team before changes are made with reference to the following government guidance https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/vehicles</p> <p>-The school will promptly communicate any changes/updates with parents/carers and students</p>		No
6.5	Face coverings and PPE	-It is now the law that all students aged over 11 need to wear a face covering on public transport and the school will be instructing all students to do so.		No

No.	Significant hazard / risk	Normal control measures	Any additional measures in place?	Further action? Yes / No
		<ul style="list-style-type: none"> -All students will be instructed to wear a face mask at all times when travelling in the school minibus. -School staff to wear a face covering at all times when driving or travelling in the school minibus -Exemptions to the above measures are noted in the following guidance, Coronavirus (COVID-19): safer transport guidance for operators -Drivers and passenger assistants should maintain a distance from their passengers wherever possible and be mindful that implementing the measures as per the latest guidance will reduce the risk to staff. 		
6.6	Loading for school bus (provided by Stagecoach) and the school minibus	<ul style="list-style-type: none"> -Students will respect the driver's personal space and hold back from entering the vehicle until the driver has indicated it is safe to do so, and then do so in an orderly manner. -Students to display their bus pass so it is visible to the driver (and produce for closer examination if requested). -Students will be aware that the seats alongside or immediately to the rear of the driver may be out of use and if so, should be clearly marked as "out of use" or similar by the operator. 	-School staff to be on duty at the school site before and after the school day to assist students to disembark and board buses in an orderly manner and to check the use of face coverings	No
6.7	Good practice & personal care	<ul style="list-style-type: none"> -Students, drivers and escorts should clean their hands before boarding and when arriving at school or home. -Students/parents to be given guidance on good management of coughs and sneezes, in line with the "catch it, bin it, kill it" approach. -Students should be encouraged to carry tissues on home to school transport. These will need to be disposed of in a covered bin. 		YES – LXS to send out DCC/PCC code of conduct to parents
6.8	Carriage of passengers with symptoms	<ul style="list-style-type: none"> -Parents will be advised that students MUST NOT board either public or school bus transport if they or a member of their household has symptoms of coronavirus. -Any child who starts displaying coronavirus symptoms while at their setting will be directed to the isolation room and wait to be collected as soon as possible and go straight home by walking or private transport. - They must not travel on home to school transport. 		No

No.	Significant hazard / risk	Normal control measures	Any additional measures in place?	Further action? Yes / No
		<p>-The school should contact the parent or carer who should make arrangements for the child or young person's journey home. In exceptional circumstances, where this is not possible, and where a symptomatic child or young person or other passenger needs to be transported to their home, you must contact the Transport Coordination Service at DCC / PCC. Transport Coordination Service will work with Public Health colleagues to manage any virus outbreak. Students, drivers and passenger assistants who have been in contact with someone that has developed symptoms whilst at school or on home to school transport do not need to go home to self-isolate unless;</p> <ul style="list-style-type: none"> • the symptomatic person subsequently tests positive • they develop symptoms themselves (in which case, they should self-isolate immediately and arrange to have a test) • they are requested to do so by NHS Test and Trace or the Public Health England (PHE) advice service (or PHE local health protection team if escalated) <p>they have tested positive from an LFD test as part of a community or worker programme</p>		
6.9	Children with Special Educational Needs:	When deciding on the package of measures that is appropriate on transport for children and young people with special educational needs, Transport Coordination Service will need to take account of the particular needs of the children using the transport and will work with the parents and school.		
7	Curriculum considerations			
7.1	Planned return to normal curriculum in all subjects	<p>- In accordance with the guidance, this school will ensure that the key principals underpin our curriculum planning:</p> <ul style="list-style-type: none"> • 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. 	-Staff to utilise regular low stakes testing to establish gaps and address these.	No

No.	Significant hazard / risk	Normal control measures	Any additional measures in place?	Further action? Yes / No
	Exams arrangements including contingency planning	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.	<ul style="list-style-type: none"> -Use 12 week cycle with assessments, gap analysis and intervention week to close gaps. -Reading fluency testing to be implemented with interventions to support. -Use of the canon to support reading fluency. -1:1 tutoring in core subjects where there is disadvantage or significant gaps. -EBACC subjects following the trust common curriculum. 	
7.2	Suspension of some subjects for some pupils in exceptional circumstances.	<ul style="list-style-type: none"> -Suspension and modification will be in accordance with the latest guidance. -We will evidence that this is in the best the interests of these pupils and this will 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. 	<ul style="list-style-type: none"> -Heads of Year will work with pupils who may need to drop subjects to ensure their wider success. The vast majority of pupils will not need to drop subjects. -1:1 and small group intervention will support pupils who need to catch up. 	No
7.3	Music, dance and drama activities	<ul style="list-style-type: none"> -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>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</p>		No

No.	Significant hazard / risk	Normal control measures	Any additional measures in place?	Further action? Yes / No
		<p>when handling equipment / props / documentation should they need to be used by more than one person, and ensuring good ventilation). Singing, wind and brass playing should not take place in larger groups such as school choirs and ensembles, or school assemblies. No performances with a live audience will take place We have considered Guidance for Music, Dance and Drama as well as Guidance for the Performing Arts, Performing arts guidance and Suggested principles of safer singing Where individual lessons take place, teachers may come into contact with multiple groups/bubbles therefore must take particular care and adhere to strict social distancing at all times and should not provide physical correction.</p>		
7.4	Physical activity in schools	<p>PE, sport and physical activity provided by schools to their own pupils under their systems of control can continue. This includes sports clubs or activities before or after school, in addition to their regular PE lessons. -Pupils will be kept in consistent groups, sports equipment thoroughly cleaned between each use by different individual groups, and contact sports avoided. -Outdoor sports and activities such as athletics will be prioritised where possible, and large indoor spaces used where it is not -Natural ventilation flows will be maximised where possible, through opening windows and doors or using air conditioning systems -Distancing between pupils will be maximised and scrupulous attention will be paid to cleaning and hygiene which is particularly important in a sports setting because of the way in which people breathe during exercise.</p> <p>-We have considered the following guidance:</p> <ul style="list-style-type: none"> • guidance on the phased return of sport and recreation and guidance from Sport England for grassroots sport 	-Pupils will wear PE kit to school when they have PE so that they do not need to use changing rooms.	No

No.	Significant hazard / risk	Normal control measures	Any additional measures in place?	Further action? Yes / No
		<ul style="list-style-type: none"> advice from organisations such as the Association for Physical Education and the Youth Sport Trust <p>-We teach and allow sports whose national governing bodies have developed guidance under the principles of the government's guidance on team sport and are approved by the government as permitted.</p> <p>Competition between different schools will not take place until wider grassroots sports for under 18's is permitted and only in accordance with: Coronavirus (COVID-19): grassroots sports guidance for safe provision including team sport, contact combat sport and organised sport events</p> <p>We have referred to the following advice:</p> <ul style="list-style-type: none"> Coronavirus (COVID-19): guidance on the phased return of elite sport and guidance from Sport England for grassroots sport advice from organisations such as the Association for Physical Education and the Youth Sport Trust Using changing rooms safely <p>-We encourage active travel to help enable pupils to be physically active while encouraging physical distancing.</p>		
7.5	Practical science, art and D&T lessons	<p>-Guidance from CLEAPSS will be followed when planning practical lessons following the guidance below:</p> <ul style="list-style-type: none"> Guide to doing practical science work during Covid-19 Guide to doing practical work in D&T, food and art Carrying out practical science work in non-lab environments <p>-Subject Head of Departments will ensure that they stay up to date with the latest guidance in these specialist areas</p>		No

No.	Significant hazard / risk	Normal control measures	Any additional measures in place?	Further action? Yes / No
		<p>Further information is also available from the following CLEAPSS webpages:</p> <p>https://www.cleapss.org.uk/</p> <p>http://science.cleapss.org.uk/Whats-New/Guides/</p> <p>http://dt.cleapss.org.uk/Resources/Whats-New/Administration/</p>		
7.6	Groups of children mixing resulting in risk of more widespread transmission	<p>-Pupils will be grouped into consistent groups (bubbles) that, where possible, will not mix. This will be year group bubbles for year 9-11 and population bubbles for years 7 and 8. This is to allow for options teaching in years 9-11.</p> <p>-Bubbles as above to help ensure that the school can promptly identify quicker and easier in the event of a positive case those who may need to self-isolate and to keep that number as small as possible.</p> <p>-Contacts will be monitored through seating plans on Classcharts and consistent groups to enable Track and Trace and self-isolation where necessary.</p> <p>-Bubbles will be kept apart from other bubbles where possible and older children will be encouraged to keep their distance within groups.</p> <p>-Bubbles will have their own indoor and outdoor social space, toilets, sinks and entrances/exits.</p> <p>-Measures will be combined and implemented as far as is possible at all times (even if not always achieved 100% of the time).</p> <p>-Large gatherings such as assemblies will not take place and will be online/projected into classrooms</p>		No
7.7	Remote education	<p>School leaders have developed a contingency plan in accordance with the remote education expectations which supports pupils who are shielding or isolating.</p> <p>All such pupils not physically unwell are given access to remote education as soon as reasonably practicable, which may be the next school day.</p> <p>We have referred to:</p> <ul style="list-style-type: none"> • Remote Education Temporary Continuity Direction: explanatory note • Schools coronavirus (covid 19) operational guidance 	<p>-We have a remote learning safeguarding annex</p> <p>-Engagement is monitored and parents informed</p>	No

No.	Significant hazard / risk	Normal control measures	Any additional measures in place?	Further action? Yes / No
		<ul style="list-style-type: none"> • Get help with remote education • Keeping children safe in education • Safeguarding and remote education during coronavirus (COVID-19) <p>-We have published our remote education offer on the website. -Remote lessons to follow school protocol to ensure safeguarding of staff and students</p>		
7.8	Educational visits	<p>-Educational visits are suspended at this time. -The school will consult online EVOLVE guidance for more information.</p>		No
8	Provision of food			
8.1	Food prepared on premises is compliant with Covid-19 health and hygiene guidance	<p>-Free schools meals to be provided in accordance with the guidance. -All food is supplied by the FM Contractor (currently Sodexo) who must ensure compliance with the Guidance for food businesses on coronavirus (COVID-19)</p>	-Those isolating or shielding who are entitled to FSM will receive a hamper or vouchers	No
8.2	Catering staff are operating in a safe environment	<p>-Catering staff working for the FM Contractor follow the relevant aspects of government guidance for food premises: Standards for school food in England</p>		No
9	Communications with parents and others			
9.1	Parents, contractors and other staff entering or working in the building – school complying with	<p>-Parents, carers, visitors and suppliers have been instructed not to enter the school site if they are displaying any symptoms of Coronavirus. -Parents/carers, visitors have been informed that only persons with pre-arranged and ad-hoc essential meetings will be allowed on site. -A site telephone number has been published in case of immediate access required.</p>		No

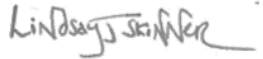
No.	Significant hazard / risk	Normal control measures	Any additional measures in place?	Further action? Yes / No
	external requirements for staff safety			
9.2	Suppliers understanding and complying with new arrangements	-We have discussed new arrangements with suppliers and deliveries to be arranged for quiet times or outside school hours where supplier schedules allow		No
9.3	Communications to parents and staff	-Updates to risk assessments, processes and procedures are communicated to staff when updates are approved. -Regular communication to parents and staff is provided, usually through newsletters and official school communication systems. -We communicate any changes (i.e. staggered start times, one way systems and changes to access routes).	Share key communications across the trust. Create group email addresses with a number of staff included to ensure communications are answered promptly.	No
9.4	Pupils and families anxious about return	-Support is in place to address concerns and communications with parents on measures in place to reduce anxiety. -Clear messaging given on expectations for attendance and identification of those who may be disengaged, disadvantaged or vulnerable and where catch up funding may need to be applied.	-Staggered return for pupils with anxiety, worry or poor previous attendance	No
9.5	Parent aggression due to anxiety and stress.	- Support parents and carers by providing regular communication in accordance with 9.3 and ensuring that parents are aware of appropriate methods they can raise issues and concerns. -Staff to escalate any concerns to a member of SLT for support.	-Explain communication expectations and create a single point of contact where necessary. -Offer early help support where necessary.	No
9.6	Confirmed case in school	-Where there is a confirmed case, engage with the NHS Test and Trace process as per guidance at the time -Manage confirmed cases of coronavirus (Covid 19) amongst the school community -Contain any outbreak by following local health protection team advice as per guidance at the time	-Liaise with Trust to manage communication with stakeholders. -See Appendix A at the foot of this document	No

No.	Significant hazard / risk	Normal control measures	Any additional measures in place?	Further action? Yes / No
10	Oversight of the governing body			
10.1	Lack of governor oversight during the COVID-19 crisis leads to the school failing to meet statutory requirements	<ul style="list-style-type: none"> -The governing body continues to meet regularly via online platforms. -The governing body agendas are structured to ensure all statutory requirements are discussed and school leaders are held to account for their implementation. -The Headteacher's report to governors includes content and updates on how the school is continuing to meet its statutory obligations in addition to covering the school's response to COVID-19. -Regular dialogue with the Chair of Governors and those Governors with designated responsibilities is in place. -Minutes of Governing Body meetings are reviewed to ensure that they accurately record Governors' oversight and holding leaders to account for areas of statutory responsibility. 	<ul style="list-style-type: none"> -Weekly phone calls between the Chair of Governors and the Headteacher. -Health and Safety Governor and Chair of governors to continue to review the risk assessment and opening plans. 	No
11	Rapid, asymptomatic testing			
11.1	Lack of knowledge of processes	<ul style="list-style-type: none"> -Government led training to be undertaken by all necessary staff and evidence collated for reference by lead staff -All staff observed by lead staff when starting role -Signs and notices in place to indicate location and queue / progress through the testing area 	-See separate asymptomatic testing specific risk assessment for further information	No
11.2	Poor cleaning standard	<ul style="list-style-type: none"> -All areas cleaned and disinfected after each session 	-See separate asymptomatic testing specific risk assessment for further information	No
11.3	PPE use, waste and test use and waste removal not in place	<ul style="list-style-type: none"> -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/waste contractor requirements 	-See separate asymptomatic testing specific risk assessment for further information	No
11.4	Testing Location	<ul style="list-style-type: none"> -A designated location for testing will be identified in accordance with the government guidance. 	-See separate asymptomatic testing specific risk assessment for further information	No

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

Section of RA	Additional Actions / Control measures required	Person responsible	Deadline date:	Date action completed
Walk the floor	H&S lead to check RA is being followed in practise	Clive Nevill	Weekly from w/c 15/03/21 – see dates below	

Headteacher	Name:	Lindsay Skinner	Signed:		Date:	18.03.2021
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-This risk assessment, and details of all future updates, will be shared with the relevant staff.

-Following approval by all the required parties, a copy will be saved on the Ted Wragg Trust central system in the following location:

<Z:\COVID-19\Risk Assessments>

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

Review of Risk Assessment, details as below.

Review period:	Weekly / Fortnightly / Monthly / Termly	Review Date:	Reviewed by:	Comments / changes:
v2.0 (18)	Weekly	02/03/21	VS / BH	Widescale review of previous risk assessment due to the implementation of the Government roadmap to remove restrictions
v2.0 (18)	Weekly	05/03/21	Lindsay Skinner and Clive Nevill	Widescale review of previous risk assessment due to the implementation of the Government roadmap to remove restrictions. All major changes/additions highlighted in yellow , minor amendments to text not always highlighted.

No.	Significant hazard / risk	Normal control measures			Any additional measures in place?	Further action? Yes / No
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v2.0 (18)	Weekly	18/03/21	Lindsay Skinner and Clive Nevill	5.7 – Additional control measures added in relation to footwear loaned to students.		
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Arrangements are 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 inspection of control measures, details as below.

Review due:	w/c 15/03/21	Review undertaken:		By:		Any action required?	
Review due:	w/c 22/03/21	Review undertaken:		By:		Any action required?	
Review due:	w/c 29/03/21	Review undertaken:		By:		Any action required?	
Review due:	w/c 19/04/21	Review undertaken:		By:		Any action required?	
Review due:	w/c 26/04/21	Review undertaken:		By:		Any action required?	
Review due:	w/c 03/05/21	Review undertaken:		By:		Any action required?	

No.	Significant hazard / risk	Normal control measures	Any additional measures in place?	Further action? Yes / No
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APPENDIX A – Confirmed Case Action Plan*

*Last amended 05/03/2021

Confirmed case of Covid

Action Plan

We have identified a lead staff member for key actions in advance (Lindsay Skinner). We have reserves for each role and have a centralised place where this and other useful documents are stored for the team to access. All leads are trained and have practised so that multiple people can lead on this if needed.

Case details

Notification date and time	
Positive test date and time	
Dates in school when infectious	(48 hours before symptoms started)

No.	Significant hazard / risk	Normal control measures	Any additional measures in place?	Further action? Yes / No
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Summary of contacts	
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Order of Actions	Actions	Staff member Identified to complete this
1.	-Headteacher to call their line manager to notify them that there is a confirmed case.	
Identify contacts		
2.	-Gather student contact details and information and speak with the parents if needed to gather any additional information about contacts and the testing / symptoms that may be necessary if not already done so.	
3.	-Identify students who have been in close contact with the person: <ul style="list-style-type: none"> • In class • Friendship / social groups -Prioritise practical subjects for checking such as PE, Drama, Engineering, Food Technology <i>-Ensure that a check is done immediately on the accuracy and implementation of the seating plans with the staff before confirming</i> -Prepare any additional questions for students e.g: Were you on the bus? Did you go to time out? Where do you go in unstructured time? Did you socialise out of school? -Tell the student not to put on social media	
4.	-Identify any staff who have been in close contact with the person	

No.	Significant hazard / risk	Normal control measures	Any additional measures in place?	Further action? Yes / No
5.	<p>-Collate the list of 'close contacts' and identify:</p> <ul style="list-style-type: none"> • SEN • FSM – identify who will need a lunch on the day and a food parcel once sent home. • Safeguarding • Family complexities • Availability of devices for home learning <p>-Create sheets with this information to be readily available when calling home.</p> <p>-Be sure to check this against current attendance – who is in school at the moment from the close contact list and identify any students who may be currently at home already.</p>			
Notify DfE and PHE to confirm actions				
6.	<p>-Contact the local Health Protection Team on 0300 303 8162.</p> <ul style="list-style-type: none"> • Confirm who will be sent home following the advice • Receive the email from the DfE with the template letters • Notify your chair of governors • Notify DCC via the following email – educate.schoolspriorityalerts-mailbox@devon.gov.uk • Please also email the Local Authority about the confirmed case using the online form at: https://www.smartsurvey.co.uk/s/Covid19NotificationTest/ • DCC transport - Notify Rachel Phillips in addition to generic DCC rachel.phillips@devon.gov.uk copy in martin.carder@devon.gov.uk • Notify your school nurse 			
Internal planning				

No.	Significant hazard / risk	Normal control measures	Any additional measures in place?	Further action? Yes / No
7.	<p>-Discuss what could go wrong? – to ensure that all of the areas are covered.</p> <ul style="list-style-type: none"> • Difficult parents • Student panic and anxiety • Phone calls and response required • What if we can't get hold of a parent? • What if the child can't get home – ordering a taxi instead of public transport may be required. • Social media • Information getting out before we have communicated effectively – we therefore made the decision to gather the students together for this reason. • Will staff isolating impact on curriculum delivery? Is cover needed or can they work remotely? • If support staff are affected, does this impact on premises, catering etc? 			
Initial Communications				
8.	-Advise all vulnerable staff of case. Refer to list previously collated.			
9.	-Advise all vulnerable students of case. Refer to list previously collated. If not in the building/out of hours, refer to agreed script for phoning home.			
10.	<p>-Create a script for the staff who will be making the calls and circulate this. (Draft Available)</p> <ul style="list-style-type: none"> • Check that the staff making the calls have all of the information that they need on this 			
11.	<p>-Produce hard copies of the letters to go home with the children who will be sent home</p> <ul style="list-style-type: none"> • The DfE approved letter with our details 			

No.	Significant hazard / risk	Normal control measures	Any additional measures in place?	Further action? Yes / No
	<ul style="list-style-type: none"> The Parallel / Home Learning letter with details of the provision -Also prepare the email / GroupCall copies of the letters to follow once all of the parents have been contacted (Note 14)			
12.	-Contact the parents of the children who need to go home and self-isolate using the script to advise accordingly.			
Practical arrangements				
13.	-Collect the children from their lessons and consider where they will need to wait (location) while the phone calls are made. -Give a centralised message and an opportunity for them to ask any questions to alleviate some of the anxiety and misconceptions. - Outline the need to be kind and respectful and not to use social media.			
14.	-Create a mechanism for notifying the person waiting with the children, once the call has been made, so that they can then ensure the child is signed out and the registers are updated accordingly. -Tell parents to wait in the upper car park and we will text when ready to send their child out.			
Wider communications				
15.	-Communicate with staff and students key messages through a script and FAQ's for staff to use. Paper copies to be delivered to lessons to ensure that it is read when required to all classes.			
16.	-Send the DfE Letter to all parents (template provided)			
17.	-Notify IT team on site for any devices to be issued or any required support with home learning			
18.	-Notify on-site contractors as needed. Contact Sodexo via the helpdesk – be clear when the child was last in school.			

No.	Significant hazard / risk	Normal control measures	Any additional measures in place?	Further action? Yes / No
19.	<p>-If PFI, relevant school staff to report case via email to the Sodexo Helpdesk and Rachel Carter, Trust PFI Contract Manager.</p> <p>-Report the following to Sodexo,</p> <ul style="list-style-type: none"> • School name • Year group/ classes/ population to start isolation • Number of cases • Number of students in the relevant class/ population/ year group 			
20.	<p>-Put the Trust agreed statement on the website and confirm communications with Emma Darke</p>			
21.	<p>-Notify Chair of Governors and LGB / any other key contacts</p>			
22.	<p>-Notify Trust of case details. Email to Helen Scott the following,</p> <ul style="list-style-type: none"> • Confirm if case is staff or student • Confirm year group affected • Confirm how many students/staff have to start isolation • Confirm dates of when sent home/able to return to school 			
23.	<p>-Log details in central Track & Trace record</p> <p>-Notify all of the following (see sections 4.12 and 4.13 of the whole-school risk assessment):</p> <ul style="list-style-type: none"> • County email • DCC transport • Local PHE • If staff, log on OSHENS online accident reporting system 			
The aftermath.....				
24.	<ul style="list-style-type: none"> • Attendance dropping – parent’s deciding not to send their child in. How will all of this be followed up? • Parental anxiety – record and provide support as necessary 			

No.	Significant hazard / risk	Normal control measures	Any additional measures in place?	Further action? Yes / No
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	<ul style="list-style-type: none"> • Social media monitoring • Parental contact / questions – FAQ’s on the website and shared with staff. Identified people to pick up and respond to the calls / contacts. Dedicated email address set up to avoid calls where possible. • Check on staff with RA’s in terms of their own anxiety • Media contact – Direct Emma Darke • Check that the parallel / remote learning is monitored and that children receive their feedback as per the policy 			
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