

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	2.5	
School:	Cranbrook Education Campus	Address:	Tillhouse Road, Cranbrook, EX4 7EE				
Person(s) / Group at risk:	Staff, pupils, visitors and contractors						
Risk Assessment carried out by:	Stephen Farmer (Headteacher)	Date:	04/03/21	Approved by:	ELT	Date:	08/03/21
	Clare Sellick Alex Binks (H&S Lead)	Date:	04/03/21	Approved by:	Governing body	Date:	05/03/21

<p>Rules come into effect on 8th March 2021 with a roadmap to remove restrictions. 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 is a model risk assessment and MUST be adapted to reflect the significant hazards and control measures present in your site to allow the safe return of pupils and staff to your school. This is a live document and it must be continuously reviewed alongside the latest Covid-19 government guidance and hierarchy of controls: Annex A: health and safety risk assessment. It must also be read alongside existing risk assessments and health and safety arrangements for your school.</p> <p>The following guidance must be followed as the return to school risk assessment is based on the principles and guidance contained within DfE Guidance: Schools Coronavirus operational guidance from 8th March Actions for early years and childcare providers during the coronavirus (Covid 19) outbreak</p> <p>When conducting the risk assessment, it is important that the school adopts a considered collaborative approach in line with DfE Guidance. It is a legal requirement that schools should revisit and update their risk assessments (building on the learning to date and the practices they have already developed), to consider the additional risks and control measures. This risk assessment is generic, and each school is responsible for reviewing and amending to ensure it is applicable to their setting and the latest government guidance and must consult with their staff regarding the risks and control measures being implemented.</p>	

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

******* EXETER SCHOOLS**

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

Confirmed cases of COVID-19 must be reported as per the latest guidance from PHE SW. [..\Guidance\2021.06.22 Schools Flowchart V11.pdf](#).

Public Health England SW Health Protection Team have updated their flow chart and single case check list following the availability of PCR testing for all close contacts [Get a free PCR test to check if you have coronavirus \(COVID-19\) - GOV.UK \(www.gov.uk\)](#)

- **Please report all positive COVID-19 cases (PCR, LFD & confirmatory PCR results) through the DCC [smart survey link](#)** asap. These are monitored 7 days a week and it is the quickest way to notify DCC Education, School Transport and Public Health Devon, and ask for support.
- **Single case** – if you need advice or support **Contact the DfE advice line on 0800 046 8687**. You should call the PHE SW Health Protection Team if you are a special school, a residential school, or you have been advised to by the DfE.
- **Use the DCC smart survey [smart survey link](#)** to indicate if you require support from Public Health Devon, DCC Education or School Transport
- **Escalate to Public Health England SW Health Protection Team (0300 303 8162) if:**
 - You have a high rate of severe illness/complex cases
 - The case(s) are linked to a variant of concern
 - You have had more than 5 cases in the past 2 weeks or more than three class bubbles are affected
- You've taken all the action outlined but are still seeing more cases in the setting

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>When completing your risk assessment, it is important that your mitigations control measures in all aspects of the school day, considers PHE definition of ‘close contact’. The following definition of ‘close contact’:</p> <p>Manage confirmed cases of coronavirus (COVID-19) amongst the school community. (Close contact means):</p> <ul style="list-style-type: none"> • direct close contacts - face to face contact with an infected individual for any length of time, within 1 meter, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin) • proximity contacts - extended close contact (within 1 to 2 meters 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 they reduce close contact, will reduce staff and pupil absences when there are cases within the school.</p>	<i>ClassCharts used for all Secondary seating plans which has ‘interaction history’ feature to identify close contacts.</i>	No
1.1	Entrance and egress to school site causing large groups of people inside school grounds compromising social distancing	<p>Stagger drop-off and collection times avoiding any changes to pupils that arrive at school on school transport where possible.</p> <p>Provide information to parents.</p> <p>If possible, only one parent to attend.</p> <p>Use alternative drop off locations and utilise all entrance routes where possible.</p> <p>One way system to be put in place where possible.</p> <p>All reminded to keep to the left when moving around the school.</p> <p>Have a process for safely removing and disposing of / storing face coverings when pupils and staff who use them arrive at school.</p> <p>Communicate this process clearly to them, following the recommendations in the government guidance Staying safe outside of your home: face coverings and Schools Coronavirus operational guidance</p>	<p><i>Staggered drop off and collection for Primary with multiple entrances used.</i></p> <p><i>3 * entrances and exits for Secondary. No entry until 08:30 unless with prior permissions (slow start in Pupil Support).</i></p> <p><i>Face masks to be made available at each student entrance and from student services.</i></p>	No

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		<p>from 8th March</p> <p>Pupils must be instructed to wash their hands, on arrival.</p> <p>Pupils, staff and others are not permitted entry to the school building and should not come to the school grounds if they have 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:</p> <p>Stay at home: guidance for households with possible or confirmed 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>Guidance on the use of the NHS Covid 19 app in schools to be followed.</p> <p>The app may be paused when an individual is not able to have their phone with them (i.e. it is stored in a locker or communal area), or they are working behind a Perspex (or equivalent) screen, fully protected from other colleagues and members of the public.</p> <p>Display a QR code where members of the public use the premises.</p>	<p><i>Additional tweak to exit process. Cones to be put down service road and Secondary pupils to be advised to keep right on exit and Primary parents/carers to be advised to keep right on entry.</i></p> <p><i>Secondary students tested on 3 separate occasions prior to the 9th March 2021. Students reverting to self testing from the 9th March onwards.</i></p> <p><i>Bins will be located by the toilets for each year group for disposal of disposable face coverings.</i></p> <p><i>Emergency toilet (Male/Female Isolation / Visitor S058 within Year 11 toilet arear allocated and signed for. If used then cleaning team will be notified.</i></p> <p><i>Primary - a one-way system is in place as it is not possible for families to access the school and maintain social distancing. All will walk into the site using the emergency access road. All will exit the site using the main pedestrian</i></p>	

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			<p><i>footpath. All users of the site reminded to keep left when walking around inside.</i></p> <p><i>Parent / Carer letter to be sent from each phase detailing arrangements for return.</i></p>	
1.2	Parents gathering at school gate not social distancing	<p>Plan parents' drop-off and pick-up protocols that minimise adult to adult contact.</p> <p>Make clear to parents that they cannot gather at entrance gates or doors or enter the site (unless they have a pre-arranged appointment, which should be conducted safely).</p> <p>No stay and play sessions / reading with children sessions are planned.</p>	<p><i>Staff members on duty ensuring no gathering taking place.</i></p> <p><i>March update: increased staff presents to inform parents to leave the site during Primary drop off.</i></p> <p><i>Parents / carers on site advised to wear face covering.</i></p>	No
1.3	Overcrowding in classrooms and corridors.	<p>Children are to be grouped into consistent groups with contact between groups avoided (see Curriculum section below).</p> <p>Desks should be forward facing and spaced as far apart as possible and arranged so that face to face seating is avoided.</p> <p>Set out classrooms where possible to ensure access to outside space and their age appropriate equipment and resources, whilst preventing mixing with other groups.</p> <p>Removal of some furniture may be required to enable this.</p> <p>Reduce movement around the school using timetabling and appropriate selection of classroom or other learning environments.</p> <p>Stagger assembly groups</p> <p>All staff, students and visitors will be supported in their wishes to wear face coverings wherever possible.</p>	<p><i>Assemblies will take place virtually in tutor bases.</i></p> <p><i>Washing up liquid spray bottle for each Secondary classroom for teacher/pupils to wipe down desks after each lesson where possible due to Secondary pupils moving for each lesson.</i></p> <p><i>Face masks to be worn in Secondary classrooms unless medically exempt. – Pupils no longer required</i></p>	No

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		<p>Schools will mandate the use of face masks in accordance with latest government guidance Schools Coronavirus operational guidance from 8th March and https://www.gov.uk/government/publications/face-coverings-in-education/face-coverings-in-education</p> <p>Where individuals are wearing a face mask they must provide their own and follow disposal measures as laid out by the school. Reusable masks must be kept on their person or inside their bag at all times.</p> <p>Where face coverings are detrimental to the needs of the staff or students, the school leadership team will work closely with individuals to find a resolution to help them feel comfortable and safe.</p> <p>In schools where pupils in year 7 and above are educated, face coverings should be worn by adults when moving around the premises, outside of classrooms, such as in corridors and communal areas where social distancing cannot easily be maintained.</p> <p>Schools to be aware that the government may take additional steps at short notice to reduce the risk of transmission (i.e. variants of concern) through the reintroduction of face coverings in classrooms</p> <p>In primary schools, face coverings should be worn as recommended, by staff and adult visitors in situations where social distancing between adults is not possible (for example, when moving around in corridors and communal areas). Children in primary school do not need to wear a face covering.</p> <p>Transparent face coverings, which may assist communication with someone who relies on lip reading, clear sound or facial expression to communicate, can also be worn. All face coverings (whether transparent or cloth) should fit securely around the face to cover the nose and mouth and be made with a breathable material capable of filtering airborne particles. Face visors or shields can be worn by those exempt from</p>	<p><i>to wear face coverings from 17th May 2021. Pupils and parents/carers notified via newsletter and pupil notices.</i></p> <p>Inclusion hub – daily seating plans will be completed for inclusion hub rooms so close contacts can be identified if needed. Desks will be cleaned between use and ventilation will be in place.</p>	

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		<p>wearing a face covering but they are not an equivalent alternative in terms of source control of virus transmission</p> <p>Some individuals are exempt from wearing face coverings and adults and pupils should be sensitive to those needs. As in the general approach, it will not usually be necessary to wear face coverings in the classroom, where protective measures already mean the risks are lower, and they may inhibit teaching and learning.</p>		
1.4	Risk of transmission within EYFS settings	<p>The EYFS setting within the school site will follow the relevant system of controls and follow the latest guidance Action for Early Years and Childcare Providers during the Coronavirus outbreak.</p> <p>The setting will carry out separate risk assessments for specific areas (i.e. malleable materials / messy play / tooth brushing /singing) and will communicate these fully to the relevant parties.</p>		No
1.5	Groups mixing during breaks and lunchtime compromising social distancing.	<p>Staggered break times and ensure appropriate supervision is in place.</p> <p>Use different playground locations where possible</p> <p>Staggered lunchtimes & in set groups with handwashing</p> <p>Tables kept apart.</p> <p>Or lunches delivered to classrooms.</p> <p>Ensuring everyone keeps further apart than normal.</p> <p>Cleaning of tables between uses by different groups.</p>	<p><i>Staggered between phases</i></p> <p><i>Year groups have allocated tables and outside spaces with associated toilets</i></p> <p><i>Lunches delivered to classrooms in Nursery. Ensuring everyone keeps further apart than normal.</i></p> <p><i>Cleaning of tables between uses by different groups.</i></p>	No
1.6	Groups mixing during extra-curricular provision	<p>Carefully consider how such provision can work alongside wider protective measures, including keeping children within their year groups or bubbles where possible.</p> <p>If it is not possible to maintain bubbles being used during the school day then use small, consistent groups.</p>	<p><i>If extra curricular activities take place then they will be in Year group bubbles.</i></p> <p><i>Fish breakfast and afterschool club will take place in 2 rooms (S069 and S068) split into KS1 and KS2</i></p>	No

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		<p>Holiday club guidance suggests delivering sessions outside where possible</p> <p>As with physical activity during the school day, contact sports should not take place and recommendations set out in Protective measures for out-of-school settings during the coronavirus (COVID-19) outbreak should also be taken into consideration.</p>	<p><i>bubbles. There is a separate risk assessment for Fish as they are an external provider.</i></p>	
1.7	<p>Wraparound provision: Groups mixing during extra-curricular provision</p>	<p>Schools should work to 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>Schools can consult 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>Carefully consider with external providers how such provision can work alongside wider protective measures, including keeping children within their year groups or bubbles where possible. If it is not possible to maintain bubbles being used during the school day then use small, consistent groups.</p> <p>DfE have issued guidance for parents and carers, which schools may circulate to parents and carers.</p> <p>Encourage parents to limit their use of multiple out of school setting providers as far as possible.</p>	<p><i>FISH provided with updated risk assessments and cleaning products in line with the rest of the Campus.</i></p> <p><i>FISH staff participating in covid self testing process.</i></p>	No
1.8	<p>Spread of virus due to increased numbers of people within the building.</p>	<p>Inform staff, parents, carers and other adults that:</p> <ul style="list-style-type: none"> • if their child needs to be accompanied to school only one parent should attend • Pupils, staff and other adults must not to come into the school they have one or more symptoms, a member of their household / support bubble or childcare bubble has symptoms, they are required to quarantine after visiting countries outside the Common Travel Area or they have had a positive test. 	<p><i>All posters and signage to be in place for reopening.</i></p> <p><i>Staff participating in covid self testing process. Results are recorded using the following registration process. Staff are send twice weekly reminders.</i></p>	No

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		<ul style="list-style-type: none"> • Pupils / staff travelling to the UK from abroad must adhere to government travel advice and staff / parents should bear in mind the impact on their child's education which may result from any requirement to quarantine or isolate upon return. • Those arriving from a 'red list' country, or have transited through one in the past 10 days, must quarantine in a government approved facility with a parent or legal guardian rather than at home. • They must immediately cease to attend and not attend for at least 10 days from the day after: <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) <p>Active engagement with NHS Test and Trace Children will be grouped together Contact between groups limited so far as possible Forward facing desks where practical and possible Staff maintaining distance from others as much as possible Posters and briefings to those who have access to the school to remind them to focus on the 4 key points of infection control:</p> <ol style="list-style-type: none"> 1. Do not attend if symptomatic. If symptoms commence on site, isolate, inform leadership and leave. Unless caring for a student in which case PPE required, avoid contact with anyone with symptoms 2. Frequent hand cleaning and good respiratory hygiene practices. Promote the 'catch it, bin it. Kill it' approach. 3. Regular cleaning of settings has been increased with additional cleaning support from (Devon Norse / Fusion Sodexo / the in-house team / Cormac). Cleaning time allocation amended to enable a more thorough clean in the areas of the building that 	<p>School result register: https://forms.gle/FkYGXJApVwsMjqv67</p> <p>NHS reporting website: www.gov.uk/report-covid19-result</p> <p>Advice on positive result: https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/</p> <p><i>Staff who test positive must not attend for work as per the guidance.</i></p> <p><i>Staff who have worked in close proximity to a member of staff, that has subsequently tested positive, will be required to complete a lateral flow test and record the results for a period of 7 consecutive days.</i></p>	

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		<p>are in use. In addition, antibacterial spray, gloves, aprons and goggles / visors are provided where required.</p> <p>4. Minimising contact and mixing by; grouping students into year groups, entry to administration and support offices is limited to those who work in these areas so far as reasonably practicable, lunch may be served to classrooms to minimise any gatherings, mass use of touch points.</p> <p>5. Bubbles will remain in their classrooms so far as reasonable practicable. Staff will move around the school and maintain distancing so far as reasonably practicable.</p>		
1.9	Staff	<p>Staff should maintain social distancing of 2m wherever possible. If reduced to 1m as long as mitigations are in place, e.g. appropriate PPE. The priority is always to try to maintain 2m social distancing, but where this cannot be achieved, regular hand washing/cleaning and good respiratory hygiene are also important for both staff and pupils. Government guidance should be followed where reasonably practicable but due to the nature of the work, it is acknowledged that the majority of staff will not be able to work from home while students are at school.</p>	<p><i>All phase staff meetings to take place in halls or larger rooms where possible with the rooms laid out to accommodate 1m+ social distancing.</i></p> <p><i>Virtual meetings to be used where suitable.</i></p> <p><i>Staff areas and offices have maximum numbers posters to comply with Covid restrictions.</i></p>	No
2	Premises related matters			
2.1	Visitors and deliveries	<p>Visits and deliveries to be arranged for quiet times or outside school hours wherever possible. Signing in system and lanyard use to be reviewed. Signing in screen to be cleaned regularly and hand sanitiser provided. All visitors to be made aware of the control measures and where possible meetings and interviews to take place remotely.</p>	<p><i>General contractors – Alex Binks and Site Team</i></p>	No

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			<p><i>Essential visitors – person arranging visit and then contacted by reception team when they arrive.</i></p> <p><i>Essential visitors are asked to read and sign the Coronavirus Essential Visitor Protocol and have their temperature taken. Mask to be worn by visitors at all times.</i></p> <p><i>Visitors sign in using Inventry. Screen cleaned regularly.</i></p> <p><i>Hand sanitiser located at reception.</i></p>	
2.2	Changes to building use being safe for pupils & staff – e.g. storage, one-way systems, floor tape.	<p>Review whole school risk assessment (RA22 or equivalent), to ensure control measures remain suitable and in place.</p> <p>Update risk assessments to include any changes that have been necessary (e.g. handwashing, one-way systems, allocation of specific classrooms) and this must include curriculum risk assessments where necessary.</p> <p>Consider how the layout will enable access to outdoor space and the equipment necessary for teaching the year groups.</p> <p>Consider how changes will impact on arrangements such as safe fire evacuation routes (see below).</p> <p>Carry out a premises safety check. Follow up work to be reported to the Premises Manager and action taken to resolve.</p>	<p><i>Additional time allocated 4th March to review general whole Campus risk assessment.</i></p>	No
2.3	First Aid procedures, Reduced numbers of first	<p>Review First Aid risk assessment (RA22 or equivalent).</p> <p>Rota systems in place to ensure adequate numbers of first aid and PFA trained staff.</p> <p>Communication of first aid arrangements during daily briefings.</p>	<p><i>Additional time allocated 4th March to review first aid Campus risk assessment.</i></p>	No

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	aiders and Paediatric first aider.	PPE within first aid supplies First aid during the coronavirus (COVID-19) pandemic guidance to be followed.	<i>Updated first aid protocol shared with first aiders.</i>	
2.4	Fire Procedures	Review the fire risk assessment taking into consideration any changes made to the layout, and the impact this may have on fire evacuation and escape routes, and any increased risks of having significant amounts of high-alcohol-content hand sanitiser on the premises and compliance with its safe storage requirements. Ensure that testing and monitoring regimes are in place for fire detection and alarm systems, fire extinguishers and that any interim arrangements (such as doors propped open where necessary to reduce hand contact), are managed so that they do not compromise fire protection (and security) measures. Review where required fire evacuation routes and assembly points to ensure that social distancing guidelines are being met. Ensure any PEEPs are still suitable and staff are aware of contents Fire drills to continue as normal	<i>Premises manager to send out email reminding staff of the fire procedures.</i>	No
2.5	Water hygiene – management of legionella	Review the water hygiene management plan. Ensure that agreed regimes for flushing and monitoring of temperatures have been maintained throughout any period of closure / partial opening. Where regimes have not been maintained ensure that cleaning and disinfection has taken place prior to reoccupation as per government guidance Managing School Premises during the Covid-19 outbreak . Hot water system heated to full temperature, and hot and cold systems flushed through, and temperatures monitored and recorded as standard.	<i>Hot water system heated to full temperature, and hot and cold systems flushed through weekly for all outlets, and temperatures monitored and recorded as standard.</i>	No
2.6	Using and monitoring new practices to reduce risk of	Training of all staff via briefing prior to return – to include contents of this RA, alternative layouts and any changes to fire evacuation routes, use of PPE, and location of designated room for suspected cases.	<i>Update RA held on staff handbook. Link to RA included weekly in staff briefing notes.</i>	No

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	Covid-19 transmission	<p>Explaining to children about the use of face coverings – to support children with adhering to social distancing.</p> <p>Headteachers and school leaders must monitor arrangements and make remedial actions where needed.</p> <p>Ensure there are opportunities for all employees to raise concerns / make suggestions.</p>	<p><i>Letter to be sent to Primary and Secondary phase parents / carers regarding arrangements for returning.</i></p>	
2.7	Management of premises related risks e.g. asbestos, delayed statutory testing (LOLER)	<p>Communication arrangements to ensure that requirements and controls are understood by responsible persons (e.g. signing in processes for contractors).</p> <p>If equipment is not within statutory test periods (e.g. lifts and hoists) then it should be taken out of use until the inspection and test can be completed.</p>	<p><i>Covid-19 Protocol form to be completed by all contractors.</i></p> <p><i>Temperature to be taken and facemask worn at all time.</i></p>	No
2.8	Staff rooms and offices to comply with social distancing and safe working practice	<p>Numbers of people reduced at one time to allow social distancing – chairs removed/placed apart.</p> <p>Avoiding unnecessary gatherings.</p> <p>Where possible reduce the use of communal / shared facilities such as tea and coffee facilities and encourage staff to bring their own food and utensils.</p> <p>Enhanced cleaning regimes as per below.</p>	<p><i>Staff rooms to have antibac wipes and invincible spray to enable staff to wipe down an area after use.</i></p> <p><i>Staff must wash/anti bac hands prior to entering staff rooms or attending meetings</i></p> <p><i>Staff encouraged to take breaks when not teaching in order to reduce numbers within staff rooms.</i></p> <p><i>Staff areas have maximum numbers posters to comply with Covid restrictions.</i></p>	No

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			<i>Additional email reminders have been sent regularly.</i>	
2.9	Ventilation to reduce spread	<p>Open windows and prop doors open, where safe to do so (bearing in mind fire safety, security and safeguarding).</p> <p>Air conditioning will only be used when it is deemed safe to do so.</p> <p>Where mechanical ventilation is present, recirculatory systems should be adjusted to full fresh air. If mechanical ventilation systems cannot be adjusted to full fresh air systems should be operated as normal – where possible to be run continuously, with any air recirculation switched off or set to as low a level as possible, following REHVA guidance.</p> <p>Ventilation to chemical stores should remain operational. LEV systems in secondary school workshops and specialist rooms, which are used to remove dust and other particles from the air as part of practical making and finishing processes will remain in use when required.</p> <p>Further information can be found here: Ventilation and air conditioning during the coronavirus (COVID-19) pandemic</p>	<i>All doors at CEC are fire doors so they will not be propped open.</i>	No
2.10	Management of waste	<p>Ensure bins for tissues are emptied throughout the day.</p> <p>Follow Guidance on disposal of PPE waste (such as used fluid resistant masks) and Government guidance on disposal of waste, including waste such as wipes and cloths generated by additional cleaning and disposable face coverings where for instance they have been worn for the journey to school. You must make sure that these items are disposed of properly rather than going into recycling bins.</p> <p>For testing waste, refer to the testing specific risk assessment and latest government guidance.</p>	<p>Recycling bins left outside of rooms on Thursday (Site team to continue to send reminder about this)</p> <p>Viridor providing additional hazardous waste bin for waste generated by the testing centre. This bin was no longer required following 8th March return due to all on-site testing completed.</p>	No

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2.11	Management of incoming goods	<p>Follow measures in place at the school regarding supplies coming into and out of the school, which takes into consideration SD and hygiene measures. E.g. drop-off point – one person controls the process etc. Reduce paper based correspondence as far as possible. Where possible send all messages electronically Internal messages to be passed electronically or by telephone Where post needs to be sent, this should be handled by one individual to minimise contact Incoming post – stringent hand washing should take place where post cannot wait 72 hours before opening.</p>	<p><i>Staff to wash/anti bac hands after touching any incoming goods.</i></p> <p><i>Site team transfer goods to the relevant member of staff / room.</i></p>	No
2.12	School owned outdoor play equipment	<p>Equipment to be cleaned frequently. Promote good hygiene and social distancing using signage and other methods of comms (community noticeboards, school newsletters) to set out: maximum numbers to enable social distancing, encouraging parents to clean children’s hands before and after play, disposal of all rubbish. Consider limiting numbers (e.g. taking out swings), using time limits, one ways systems around pieces of equipment, cleaning regimes if applicable for high traffic touch points such as slides, monkey bars and climbing frames / walls, playhouses and huts, crawl through tunnels and tube slides, exercise equipment, gates, benches and picnic tables, refuse areas and bins. Encourage effective sanitation by users, parents etc. Consult guidance on Managing Outdoor Playgrounds for equipment also used by the community. When used by the school, it must be appropriately cleaned between groups of children and only used by one group at a time.</p>	<p><i>Nursery and Primary play equipment to be wiped down by staff with warm soapy water at the start of each day.</i></p> <p><i>Secondary equipment to be wiped down by PE and music staff / students prior to lessons. Students returning loaned equipment after break to wipe down footballs.</i></p> <p><i>Students and staff to wash hands prior to and at the end of break / lunchtime.</i></p>	No
2.13	Contractors on-site whilst school is in operation	<p>Ongoing works and scheduled inspections for schools (e.g. estates related) have been designated as essential work by the government and so are set to continue. Before contractors come onto site the following should be in place:</p>	<p><i>Covid-19 Protocol form to be completed by all contractors. Temperature to be taken and facemask worn at all times.</i></p>	No

No.	Significant hazard / risk	Normal control measures	Additional measures in place	Further action? Yes / No
		<p>An assessment has been carried out to see if any additional control measures are required to keep staff, pupils and contractors safe. Assurances have been sought from the contractors that all staff attending the setting will be in good health (symptom-free) and that contractors have procedures in place to ensure effective social distancing is maintained at all times.</p> <p>Temperature checks may be carried out on arrival and before entering the school building.</p> <p>Alternative arrangements have been considered such as using a different entrance for contractors and organising classes so that contractors and staff/pupils are kept apart.</p> <p>Social distancing is being maintained throughout any such works and where this is not possible arrangements are reviewed.</p> <p>In addition to arrangements for COVID-19, normal contractor procedures are being applied and have been updated in light of COVID-19 (including contractor risk assessments and method statements, and contractor induction).</p> <p>A record should be kept of all visitors with sufficient details to support contact tracing.</p> <p>Relevant Contractors to be informed of positive cases in school to ascertain any potential contact</p>	<p><i>Protocol form amended to ensure visitors provide a mobile number.</i></p>	
2.14	Hiring out premises	<p>Lettings should only take place in accordance with the current regulations. If you hire out your premises for use by external wraparound childcare providers, such as after-school or holiday clubs, make sure these organisations have:</p> <ul style="list-style-type: none"> • considered the relevant government guidance for their sector • put in place protective measures • are aware that changes may be required at short notice 	<p><i>Separate risk assessment for lettings will be reviewed.</i></p> <p><i>Additional hand sanitiser stations have been put in place.</i></p> <p><i>Lettings team have a daily covid checklist that is also completed.</i></p>	No

No.	Significant hazard / risk	Normal control measures	Additional measures in place	Further action? Yes / No
			<p><i>Lettings to open 29th March 2021, initially restricted to external facilities only. (From 17th May spectators can attend in line with social distancing regulations overseen by the club) – no toilet facilities for spectators.</i></p> <p><i>Internal lettings, juniors only returned from 12th April (participants only – no spectators)</i></p> <p><i>Internal adult lettings will re-opening from 17th May. (Participants only – no spectators)</i></p>	
2.15	Transitional, taster and open days	A risk assessment must be carried out before running transitional, taster and open days to ensure that they run within the school system of controls and align with the advice contained with the guidance and the roadmap out of lockdown	<i>Risk assessment for enhanced (SEND) Year 6 transition 29th June completed.</i>	Yes
2.16	Outbreak Management Plans	Maintain an outbreak management plan as per Covid 19 Contingency Framework in Education outlining how to operate if any measures described within the contingency framework are recommended in this area for any reason. Where asymptomatic testing sites are required, follow the latest guidance and the green ‘How to Guide’ (as per March 2021)		
3	Cleaning and reducing contamination			
3.1	Contaminated surfaces spreading virus.	Maintain an enhanced cleaning schedule to include: <ul style="list-style-type: none"> more frequent cleaning of rooms or shared areas that are used by different groups 	<i>Pupils and staff to wash hands before and after lessons.</i>	No

No.	Significant hazard / risk	Normal control measures	Additional measures in place	Further action? Yes / No
		<ul style="list-style-type: none"> • frequently touched surfaces being cleaned more often than normal • cleaning toilets regularly • encouraging pupils to wash their hands thoroughly after using the toilet • if your site allows it, allocating different groups their own toilet blocks <p>Classroom based resources such as sports, art and science equipment can be used and shared within the bubble.</p> <p>Such resources should be cleaned frequently and meticulously and always between bubbles or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles.</p> <p>In order to facilitate cleaning, remove unnecessary items from learning environments where there is space to store them elsewhere. Public health advice is to remove all soft toys, and any toys that are hard to clean, such as those with intricate parts. Where practicable, remove soft furnishings, for example pillows, bean bags and rugs.</p> <p>In cases where soft furnishings are still in use, they should be laundered by following the guidance in the attached link: COVID-19: cleaning in non-healthcare settings outside the home</p> <p>Consideration should also be given to soft furnishings within Sensory Rooms and where possible these furnishings should be child specific so as to avoid cross contamination. If this is not possible then they should be laundered as per the guidance contained in the above link.</p> <p>Follow government guidance for working in education and childcare if someone becomes ill with suspected COVID-19 at the setting.</p> <p>Follow guidance on Cleaning and decontamination of non-health care settings.</p>	<p><i>Use of milton to sterilise play equipment in early years and primary.</i></p> <p><i>Soft furnishings, toys and hard to clean toys to remain in storage.</i></p>	

No.	Significant hazard / risk	Normal control measures	Additional measures in place	Further action? Yes / No
3.2	Shared resources and equipment increasing spread	<p>Prevent the sharing of stationery and other equipment where possible</p> <p>Suitable procedures in place for managing access to items of 'heavy use' such a photocopiers to maintain social distancing.</p> <p>Enhanced cleaning regimes.</p> <p>Pupils and teachers can take books and other shared resources home, although unnecessary sharing should be avoided. Similar rules on hand cleaning, cleaning of the resources and rotation should apply to these resources.</p> <p>Limit handling of pupil work by staff and submit work online in preference to paper and books where this is possible / appropriate.</p> <p>Resources, equipment and specialist equipment (i.e. Therapy) should be cleaned frequently and meticulously and always between bubbles or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles.</p>	<p><i>Staff and pupils to wash hands before and after use.</i></p> <p><i>Students required to bring own equipment, any missing items will be issued by tutors during morning registration.</i></p> <p><i>Anti bac wipes located next to all photocopiers and these need to be used by staff once they have used it.</i></p>	No
3.3	Cleaning staff and hygiene contractor's capacity - providing additional requirements	<p>Discuss with cleaning contractors or staff the additional cleaning requirements and agree additional hours to allow for this.</p> <p>Ensure cleaning products being used are suitable and that adequate supplies of cleaning materials are available.</p> <p>See Safe working in education and childcare for guidance on PPE and guidance on COVID-19: cleaning in non-healthcare settings outside the home</p> <p>Put in place an enhanced cleaning schedule and establish more frequent cleaning of shared areas or those used by different groups. Additional guidance on cleaning of non-health care settings is to be published by Public Health England by the end of the summer term.</p> <p>Review COSHH risk assessments where there is any change in products</p>	<p><i>Additional cleaning staff working on site in the morning cleaning touch points.</i></p>	No
3.4	Sufficient handwashing facilities for staff and pupils	<p>Where a sink is not nearby, provide supervised access to hand sanitiser in classrooms and other learning environments. Plan in regular access to facilities throughout the day. Provide additional sinks where possible.</p>	<p><i>Pupils encouraged to bring their own personal hand sanitiser in addition to sanitiser available at school.</i></p>	No

No.	Significant hazard / risk	Normal control measures	Additional measures in place	Further action? Yes / No
		Ensure enough hand wash and sanitiser stations are available based on what you have learned from usage to date.		
3.5	Additional time for all to carry out handwashing	Frequent hand cleaning as part of normal routine. Stagger regular access to handwashing facilities through the day. Build routines into behaviour expectations and school culture.	<i>Additional hand sanitiser stations have been installed throughout the campus.</i>	No
3.6	Handwashing practice with children	Review the guidance on hand cleaning and introduce handwashing songs for younger children. Ensure that help is available for children and young people who have trouble cleaning their hands independently. See guidance and resources available at e Bug . Consider risks around ingestion of sanitiser and where this is a risk substitute for skin friendly sanitiser wipes for young children / those with complex needs.	<i>Hand washing posters displayed in all toilets.</i>	No
3.7	Good respiratory hygiene	Promote 'catch it, bin it, kill it' ensuring that enough tissues and bins are available. Support should be provided for young children and those with complex needs, particularly where children spit / use saliva. In such cases this should be considered within the pupil's individual risk assessment.	<i>Catch It, Bin It, Kill It posters to be displayed</i>	No
3.8	Sufficient supplies of soap and cleaning products	Discuss with suppliers and contractors to ensure sufficient supplies and deliveries. Use regular detergents and bleach. Review COSHH assessments (RA05) and implement additional controls required where there has been any change in products. Each classroom provided with gloves and disinfectant spray in case a pupil or staff member coughs or sneezes on a piece of equipment or furniture.	<i>Levels reviewed regularly and re-ordered when needed Cleaning and PPE stock check and room check to be carried out before reopening.</i>	No
3.9	Toilets being overcrowded	Limit the number of children or young people who use the toilet facilities at one time. Visiting the toilet one after the other if necessary. If space allows, allocate toilet blocks to different groups. Toilets to be cleaned regularly and pupils must be encouraged to clean their hands thoroughly after using the toilet.	<i>Year groups allocated specific toilets to use which are monitored by duty staff/SLT</i>	No

No.	Significant hazard / risk	Normal control measures	Additional measures in place	Further action? Yes / No
3.10	Dedicated spaces	Dedicated space to be arranged should anyone require a space for i.e. worship, breast feeding or expressing. Area to be cleaned thoroughly between uses.		No
4	Staff related issues			
4.1	Staff access and egress to site and buildings	<p>Staff will arrive and leave the building in their normal way. It is all staff responsibility to adhere to distancing measures wherever possible. The majority of staff travel by car, cycle or walk. Staff using public transport must follow government guidance https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers and dispose of their mask or store it appropriately. Staff must wash their hands when they arrive</p>	<p><i>After signing in and washing their hands, staff members will go directly to their allocated classrooms on arrival and are encouraged to arrive and leave the building as close to their set working hours as possible to minimise the need to move around the school.</i></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	<p>The following section of the DfE guidance must be followed: Schools Coronavirus operational guidance from 8th March Actions for early years and childcare providers during the coronavirus (Covid 19) outbreak</p> <p>Where this cannot be met, then the school must record why and what other control measures they will adopt.</p> <p>All teachers and other staff can operate across different classes and year groups in order to facilitate the delivery of the school timetable where necessary.</p> <p>Where staff need to move between classes and year groups, they should try and keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults and should avoid close face to face contact, minimise time spent within 1 metre of anyone and wear appropriate face coverings.</p>	<p><i>Regular communication briefings will take place. These may be in the form of emails, virtual sessions or in a group setting in a large area with distancing in place.</i></p> <p><i>When assisting a student in lesson to do so from behind and to stand within 1m for no longer than 5 minutes. Use visualisers where possible to support pupils 1:1</i></p> <p><i>Staff still required to wear face coverings while moving around the Campus and when in communal areas.</i></p>	No

No.	Significant hazard / risk	Normal control measures	Additional measures in place	Further action? Yes / No
	<p>who present as - asymptomatic.</p>	<p>Similarly, it will not be possible when working with many pupils who have complex needs or who need close contact care. These pupils' educational and care support should be provided as normal.</p> <p>When considering the return of non-teaching staff school leaders should recognise the wider government policy that staff who can work from home should do so and apply this where feasible (e.g. in administrative roles).</p> <p>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 and some adjustments are being made by schools as a result. Mitigating measures that will reduce the number of close contacts between individuals and therefore numbers required to self-isolate as the result of a positive case in the school:</i></p> <ul style="list-style-type: none"> • <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</i></p>		

No.	Significant hazard / risk	Normal control measures	Additional measures in place	Further action? Yes / No
		<p><i>hands and of hard surfaces/ high use touch points), catch it bin it kill it messages.</i></p> <p>IT Technicians provide IT support remotely and within teaching and office spaces. The ticketing service desk has been promoted to ensure issues are resolved remotely wherever possible. Posters are displayed on IT offices to minimise access. Where it is not possible to resolve an issue remotely, separate drop off and collection points for devices are in place. Items are sanitised before and after repairs are made. Where the technician needs to attend a location within the school, the work will be carried out when the room is empty wherever possible. They will wear face coverings while outside of their office and will request staff and students maintain distancing while in a room. They will maintain good hygiene using hand washing and sanitation products and maintain stringent social distancing.</p>		
4.3	Managing supply teachers, visitors, contractors and other temporary visiting staff.	<p>Supply teachers, peripatetic teachers and/or other temporary staff can move between schools.</p> <p>They should ensure they minimise contact and maintain as much distance as possible from other staff.</p> <p>Specialists, therapists, clinicians and other support staff for pupils with SEND should provide interventions as usual.</p> <p>Schools should consider how to manage other visitors to the site, such as contractors, catering staff and deliveries, as well as cleaning staff and site staff who may be working throughout the school and across different groups / sites. This will require close cooperation between both schools and the other relevant employers. Schools should have discussions with key contractors about the school's control measures and ways of working as part of planning for the autumn term and ensure site guidance on physical distancing and hygiene is explained to visitors on or before arrival. Where visits can happen outside of school hours, they should.</p>	<p><i>Any visitors remain the responsibility of the staff member in question. All routes and locations for meetings should reduce the contact with the wider school community or unnecessary staff members.</i></p> <p><i>All visitors to complete covid-19 visitor protocol.</i></p> <p><i>Temperature to be taken and facemask worn at all times.</i></p>	No

No.	Significant hazard / risk	Normal control measures	Additional measures in place	Further action? Yes / No
		<p>A record should be kept of all visitors.</p> <p>It is important that staff who are managing supply teachers, visitors, contractors and other temporary visiting staff are conversant with SD and hygiene protocols within the school.</p>	<p><i>Protocol form amended to ensure visitors provide a mobile number</i></p>	
4.4	<p>Insufficient staff capacity to deal with increased numbers of pupils - Shortage of teachers to maintain staff to pupil ratios</p>	<p>If there are any shortages of teachers to teach the number of classes, appropriately trained teaching assistants can be allocated to lead a group, working under the direction of a teacher.</p> <p>Careful planning of the year groups/classes should be undertaken based on staff availability.</p> <p>Supply teachers and other peripatetic staff can be engaged where necessary. See 'school Workforce' section of the DfE guidance: Schools Coronavirus operational guidance from 8th March</p> <p>Where there are not sufficient staff to cover staff absences, the critical incident plan / school emergency plans will be followed to condense the school or curriculum, or, enact partial or full school closure.</p>	<p><i>Classes to be collapsed where possible</i></p>	No
4.5	<p>Anxiety levels of staff and community causing breakdown in staffing ratios, compromising group sizes.</p>	<p>Staff should refer to the Staff Hub for guidance and support.</p> <p>Schools advisory service is available to provide free, remote and confidential counselling for any employee.</p> <p>Managers to hold discussions with individuals to alleviate concerns and to establish whether additional training or support would be helpful.</p> <p>HR have provided managers with guidance on Absence Management and supporting employees.</p> <p>If appropriate, seek GP or occupational health advice.</p> <p>Where the member of staff has anxieties about returning, this conversation can be held and recorded using the 'Risk assessment for all staff including vulnerable groups'</p> <p>Further advice is available from HR if required.</p>	<p><i>On-going communication TWMAT health and well-being support signposted</i></p>	No
4.6	<p>Staff understanding of new changes</p>	<p>Talk to staff about the plans (for example, safety measures, timetable changes and staggered arrival and departure times), including discussing whether training would be helpful.</p>	<p><i>COVID19 Full Opening Plan for March 2021 V2 CEC shared with staff Mon 1st March and this RA to</i></p>	No

No.	Significant hazard / risk	Normal control measures	Additional measures in place	Further action? Yes / No
	<p>– safe practice at work & in classroom. Teaching in a safe environment</p>	<p>Ensure staff are aware of who to contact and how to raise suggestions or concerns.</p>	<p><i>be shared with staff Monday 8th March.</i></p> <p><i>Both live documents and shared via OneDrive link so staff can access on demand.</i></p> <p><i>Regular updates sent as needed</i></p>	
4.7	<p>Accessing testing arrangements are clear for all staff</p>	<p>Guidance about testing, including the NHS ‘Test and Trace’ service, is available via this link https://inside.devon.gov.uk/task/guidance-for-dealing-with-coronavirus-covid-19/essential-worker-testing/ Testing Specific risk assessment in school and specific guidance is distributed to all participants.</p>	<p><i>Link to testing specific RA shared in January and will be shared via briefings.</i></p>	No
4.8	<p>Conditions for use of fluid resistant face mask and other equipment when dealing with a symptomatic child are clear and understood by staff.</p>	<p>If a child, young person or other learner becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home appropriate PPE should be worn by the supervising adult if a distance of 2 meters cannot be maintained. If contact with the child or young person is necessary, then gloves, an apron and a face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn Ensuring that fluid resistant face masks are available for all schools and that a supply is maintained. Safe working in education, childcare and children’s social care settings, including the use of personal protective equipment (PPE)</p>	<p><i>First aid grab bags with PPE available in the medical room for all first aiders.</i></p> <p><i>Additional PPE stored in phase 2</i></p>	No
4.9	<p>Assessment of all staff, including high risk staff with</p>	<p>Staff working in educational settings are critical workers and should continue to go to work. Headteacher will refer to the HR FAQ document to manage individual working arrangements.</p>	<p><i>Risk assessments carried out on staff identified as high risk.</i></p> <p><i>Review where necessary</i></p>	No

No.	Significant hazard / risk	Normal control measures	Additional measures in place	Further action? Yes / No
	vulnerable / shielding family member, underlying health conditions or other risk factors	<p>CEV individuals are no longer advised to shield but must continue to follow the rules in place for everyone under the current national restrictions. Staff in schools who are CEV will be advised to continue to work from home where possible, but if they cannot work from home should attend their workplace.</p> <p>All pregnant employees will have an individual risk assessment. All pregnant employees over 28 weeks will require an updated individual risk assessment that considers whether adapting duties and/or facilitating home working may be appropriate to mitigate risks. Individual risk assessment with clinically extremely vulnerable and clinically vulnerable staff should be reviewed regularly. This will be done prior to them returning to the workplace.</p> <p>A risk assessment should also be undertaken (or reviewed/updated if one was previously undertaken) with staff who may be anxious about returning to school and/or due to the increased numbers. The 'Risk assessment for all staff including vulnerable groups' can be used to aid and record this assessment - 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><i>*** Decision for all pregnant employees over 28 weeks to work from home.</i></p> <p><i>All staff risk assessments reviewed by Monday 8th March 2021.</i></p>	

No.	Significant hazard / risk	Normal control measures	Additional measures in place	Further action? Yes / No
		<p>The government will write to individuals to inform them if they are advised to follow formal shielding and not attend the workplace. See this link for further information 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>Pupils whose care routinely already involves the use of PPE due to their intimate care needs will continue to receive their care in the same way. More information can be found in Safe working in education, childcare and children’s social care settings, including the use of personal protective equipment (PPE)</p>	<p><i>PPE provision in place as before Covid-19 for intimate care.</i></p>	No
4.11	Use of PPE Lack of understanding	<p>Adequate training / briefing on use and safe disposal to be given to relevant staff. Follow guidance on putting on and taking off standard PPE 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><i>Guidance emailed from Premises Manager.</i></p>	No
4.12	Staff member becoming unwell with Covid 19	<p>If anyone in your school develops a new and continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), you:</p> <ul style="list-style-type: none"> • must 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>Reporting links distributed to all staff and third parties using the facilities.</p>	No

No.	Significant hazard / risk	Normal control measures	Additional measures in place	Further action? Yes / No
		<p>Other members of their household (including any siblings and members of their support or childcare bubble if they have one) should self-isolate. Their isolation period includes the day symptoms started for the first person in their household, or the day their test was taken if they did not have symptoms, whether this was a Lateral Flow Device (LFD) or Polymerase Chain Reaction (PCR) test), and the next 10 full days. If a member of the household starts to display symptoms while self-isolating they will need to restart the 10 day isolation period and book a test.</p> <p>If anyone tests positive whilst not experiencing symptoms but develop symptoms during the isolation period, they must restart the 10 day isolation period from the day they developed symptoms.</p> <p>A staff member should let the leadership team know and go home. Where that person needs to use the bathroom before they go home, they should use a separate bathroom if possible. The bathroom must be cleaned and disinfected before being used by anyone else. Everyone must wash their hands after any contact with someone who is unwell. The area around the person with symptoms must be cleaned after they have left to reduce the risk of passing the infection on to other people.</p> <p>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. Managers should engage with the track and trace process including all notifications and information requirements. Any positive result should be recorded on Oshens. The employee will be instructed to get an essential worker test without delay.</p>		

No.	Significant hazard / risk	Normal control measures	Additional measures in place	Further action? Yes / No
		<p>Where the employee is symptomatic but feels well, the employee may work from home whilst isolating in accordance with the Government Guidance. The employee may not return to work until their test is negative, they are well enough to return and they have completed the appropriate isolation period in accordance with the Government Guidance Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection</p>		
4.13	<p>EXETER SCHOOLS Dealing with suspected and confirmed case/ cases and outbreak.</p>	<p>Dealing with suspected and confirmed case/ cases and outbreak. Follow most up to date guidance. 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) AND inform the local authority by emailing educate.schoolspriorityalerts-mailbox@devon.gov.uk. if one of the following: 1) The symptomatic person has been admitted to Hospital 2) The Possible case REFUSES testing 3) There are a cluster of possible cases/unexpected increase in absenteeism 4) The Possible case has DEFINITE link to a confirmed case 5) ALL confirmed cases.</p> <p>If a child or staff member in your education setting becomes symptomatic, you should advise them to access testing through the normal channels. However, in exceptional circumstances when you do not think a child or staff member would be able to access testing by these routes, you should consider using one of the school provided home test kits to improve the chances that the individual will get tested. See the DfE guidance on test kits for schools.</p>		No

No.	Significant hazard / risk	Normal control measures	Additional measures in place	Further action? Yes / No
		<p>For ALL SUSPECTED OR CONFIRMED CASE IN SCHOOL follow the latest guidance which can include informing the local authority via the attendance form and / or emailing educate.schoolspriorityalerts-mailbox@devon.gov.uk.</p> <p>Devon County Council’s Local Outbreak Management Plan (LOMP) is available here: https://www.devon.gov.uk/coronavirus-advice-in-devon/lomp/. If there is a confirmed case, a complex situation or an outbreak is declared in your setting you may be asked to join an Incident Management Team or Outbreak Control Team Meeting. Schools should up-date the Schools Emergency Plan to incorporate the above links. The following resources should also be referred to in the event of cases at the setting:</p> <p>Educational settings Action cards</p> <p>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/</p> <p>Schools should also consider their contingency planning for outbreaks, including local outbreaks – using the Actions for Schools Guidance Section 5</p> <p>Manage confirmed cases of coronavirus (COVID-19) amongst the school community. (Close contact means):</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 meter, 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 meters for more than 15 minutes) with an infected individual • travelling in a small vehicle, like a car, with an infected person 		

No.	Significant hazard / risk	Normal control measures	Additional measures in place	Further action? Yes / No
		<p>Refer to: Schools Coronavirus operational guidance from 8th March</p> <p>It remains vitally important that schools continue to inform the LA of positive cases through the smart survey link: 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>Secondary: See school specific testing risk assessment. Guidance on the coronavirus (COVID-19) testing programme for secondary schools Mass asymptomatic testing: schools and colleges DFE Resources and sharing platform for asymptomatic testing to be used for support in preparing and operating LFT Schools and colleges testing handbook.pdf and Coronavirus (COVID-19) asymptomatic testing in schools and colleges</p> <p>Primary: See school specific testing risk assessment. See guidance on the coronavirus (Covid 19) testing programme for primary schools and nurseries: Coronavirus (COVID-19) asymptomatic testing for staff in primary schools and nurseries</p>	One way system with different entrance and exit (sports hall). Moving to self testing from the 15th March 2021.	No
5	Pupil related issues			
5.1	Vulnerable groups who are clinically, extremely vulnerable	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 because of this, systems to be put in place to keep in contact with them, offer pastoral support, and check they are able to access education support.	<i>SENDCo & pastoral leads to liaise with SLF about individual cases for students who fall into this category. Attendance officer to monitor FSM students so hamper or vouchers can be arranged.</i>	No

No.	Significant hazard / risk	Normal control measures	Additional measures in place	Further action? Yes / No
5.2	Pupil wellbeing and support	<p>Measures are in place where children are distressed.</p> <p>Some pupils may be experiencing a variety of emotions in response to the COVID-19 pandemic, such as anxiety, stress or low mood. This may particularly be the case for vulnerable children, including those with a social worker and young carers. It is important to contextualise these feelings as normal responses to an abnormal situation.</p> <p>Where there is a concern a pupil is in need or suffering or likely to suffer harm, the child protection policy and part 1 of keeping children safe in education will be followed and where appropriate referrals to statutory services (and the police) as appropriate.</p>	<p>Pupils referred for mentoring and additional support (from menu of support) at weekly inclusion meeting (Monday afterschool).</p> <p>Pupils supported in pupil support immediately if high risk.</p>	No
5.3	Children with EHCP and pupils who attend dual settings	<p>A risk assessment should be completed before attendance.</p> <p>For dual settings work through the system of controls collaboratively, enabling any risks identified to be addressed and allowing the joint delivery of a broad and balanced curriculum for the child</p>		No
5.4	Pupils unable to follow guidance	<p>Some pupils will need additional support to follow these measures. Insert measures here or attach additional document.</p>		No
5.5	Pupils equipment	<p>Pupils to limit the amount of equipment they bring into school each day, to essentials</p> <p>For individual and very frequently used equipment, such as pencils and pens, it is recommended that staff and pupils have their own items that are not shared.</p>		No
5.6	Member of a class becoming unwell with COVID-19	<p>If anyone in your school develops a new and continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), you:</p> <ul style="list-style-type: none"> • must 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) 		No

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

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

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

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

No.	Significant hazard / risk	Normal control measures	Additional measures in place	Further action? Yes / No
		<ul style="list-style-type: none"> 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) they have tested positive from an LFD test as part of a community or worker programme 		
6.9	Children with Special Educational Needs:	When deciding on the package of measures that is appropriate on transport for children and young people with special educational needs, Transport Coordination Service will need to take account of the particular needs of the children using the transport and will work with the parents and school.		No
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. 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. 	<i>All pupils will follow their normal curriculum.</i>	No
7.2	Suspension of some subjects for some pupils in exceptional circumstances.	Suspension and modification should be in accordance with the latest guidance. Schools should be able to show that this is in the best the interests of these pupils and this should be subject to discussion with parents. A coherent plan for returning to their normal curriculum for all pupils where this is necessary to be in place.	<i>All pupils will follow their normal curriculum.</i>	No
7.3	Music, dance and drama activities	Music, dance and drama to continue using systems of control. Additional risk of infection while singing, chanting and playing wind or brass instruments and also in drama and dance activities to be a key focus of the controls.	<i>Adjustments made to subject specific risk assessment.</i>	No

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

No.	Significant hazard / risk	Normal control measures	Additional measures in place	Further action? Yes / No
		<p>cleaning and hygiene. This is particularly important in a sports setting because of the way in which people breathe during exercise. External facilities can also be used in line with government guidance for the use of, and travel to and from, those facilities.</p> <p>External facilities can also be used in line with government guidance for the use of, and travel to and from, those facilities.</p> <p>Indoor and outdoor competitions between different schools can take place. Sports whose national governing bodies have developed guidance under the principles of the government’s guidance on team sport and been approved by the government are permitted. Competition between different schools should not take place until wider grassroots sports for under 18’s is permitted and only in accordance with: Coronavirus (COVID-19): grassroots sports guidance for safe provision including team sport, contact combat sport and organised sport events</p> <p>Also refer 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>Where schools are offering extra-curricular activities (that is, before and after school clubs) they should only do so where safe to do so. Schools should consider carefully how such arrangements can operate within their wider protective measures.</p>		

No.	Significant hazard / risk	Normal control measures	Additional measures in place	Further action? Yes / No
		Activities such as active miles, making break times and lessons active and encouraging active travel help enable pupils to be physically active while encouraging physical distancing.		
7.5	Practical science, art and D&T lessons	Guidance from CLEAPSS should be followed when planning lessons, using resources from i.e. the following website: https://www.cleapss.org.uk/ http://science.cleapss.org.uk/Whats-New/Guides/ http://dt.cleapss.org.uk/Resources/Whats-New/Administration/ and for primaries Practical activities in a bubble . Schools must ensure that they stay up to date with the latest guidance in these specialist areas.	<i>Adjustments made to subject specific risk assessment.</i>	No
7.6	Groups of children mixing resulting in risk of more widespread transmission	This school will follow the government lead system of controls to minimise risk of infection. Older children are encouraged to keep their distance within groups. It is accepted that the youngest children cannot socially distance from each other or staff. Children to be grouped into consistent groups that do not mix to enable track and trace and self-isolation where necessary. Groups should be as small as possible whilst providing the full range of curriculum subjects. Steps will be taken to limit interaction, sharing of rooms and social spaces between groups as much as possible. Measures to be combined and implemented as far as is possible at all times. Large gatherings such as assemblies and with more than one group to be avoided	<i>Year group assemblies cancelled and will take place virtually in tutor bases, with students limited to year groups during break, lunch and lesson activities.</i>	No
7.7	Remote education	School leaders will develop a contingency plan in accordance with the remote education expectations which supports pupils who need to be shielding or isolating. All such pupils not physically unwell should have access to remote education as soon as reasonably practicable, which may be the next school day. Refer to:	<i>Remote education platform in place if needed.</i>	No

No.	Significant hazard / risk	Normal control measures	Additional measures in place	Further action? Yes / No
		<ul style="list-style-type: none"> • Remote Education Temporary Continuity Direction: explanatory note • Schools coronavirus (covid 19) operational guidance • Get help with remote education • Keeping children safe in education • Safeguarding and remote education during coronavirus (COVID-19) Updates to policies, safeguarding policy and any training and guidance to be listed in additional measures where appropriate. <p>Publish remote education offer on the website. A template is available in this link: Actions for schools during the coronavirus outbreak</p> <p>Remote lessons to follow school protocol to ensure safeguarding of staff and students</p>		
7.8	Educational visits	<p>Educational visits to be planned in line with government roadmaps and any relevant Covid 19 secure guidelines.</p> <p>Consult the health and safety guidance on educational visits when considering visits.</p> <p>For additional information check with EVOLVE guidance on website.</p> <p>Until 21 June, out-of-school settings and wraparound childcare providers should only undertake overnight stays or residential visits with children in groups of no more than 6 people or 2 households (including at least one member of staff).</p> <p>From 21 June, overnight stays can take place with groups of up to 30 children. Children should be kept within consistent groups (bubbles) for the duration of these visits.</p>	<i>No planned Educational Visits will take place until Autumn term.</i>	No
8	Provision of food			
8.1	Food prepared on premises is compliant with Covid - 19 health and	<p>School kitchens must comply with the Guidance for food businesses on coronavirus (COVID-19)</p> <p>Free schools meals to be provided in accordance with the guidance.</p>	<i>Aspens staff to use gloves to collect crockery/cutlery</i>	No

No.	Significant hazard / risk	Normal control measures	Additional measures in place	Further action? Yes / No
	hygiene guidance		<i>Pupils supervised to drop crockery and cutlery into buckets of soapy water.</i>	
8.2	Catering staff are operating in a safe environment	In addition to the standard operations for safe working practices, catering staff to follow the relevant aspects of government guidance for food premises: Standards for school food in England	<i>Aspens staff to use gloves to collect crockery/cutlery</i>	No
9	Communications with parents and others			
9.1	Parents, contractors and other staff entering or working in the building – school complying with external requirements for staff safety	Regular communication to be sent to parents and carers (i.e. newsletters) including any relevant updates and reminders. Inform all visitors, suppliers, and contractors that only pre-arranged appointments will be allowed on site and no one should enter if they are displaying symptoms of coronavirus. Publish a telephone number in case of immediate access required. Regular updates to website communicating this risk assessment	<i>Clear signage on main reception doors warning of symptoms. No visitors to school site without prior appointments. All visitors to complete covid-19 visitor protocol. Temperature to be taken and facemask worn at all times. Protocol form amended to ensure visitors provide a mobile number</i>	No
9.2	Suppliers understanding and complying with new arrangements	Discuss new arrangements to encourage and facilitate delivery of goods and services during quiet times or outside school hours wherever possible. All to follow visitor guidance.		No

No.	Significant hazard / risk	Normal control measures	Additional measures in place	Further action? Yes / No
9.3	Communication s to parents and staff	Updates to risk assessments, processes and procedures are communicated to staff when updates are approved. Regular communication to parents and staff will be provided, usually through newsletters and official school communication systems. Communicate any changes (i.e. staggered start times, one way systems and changes to access routes).	<i>Weekly update/newsletter</i> <i>Link to TMWAT RA page shared</i>	No
9.4	Pupils and families anxious about return	Support in place to address concerns and communications with parents on measures in place to reduce anxiety. Clear messaging on expectations for attendance and identification of those who may be disengaged, disadvantaged or vulnerable and where catch up funding may need to be applied.	<i>Pastoral staff to support where this is a concern</i>	No
9.5	Parent aggression due to anxiety and stress.	Support parents and carers by providing regular communication in accordance with 9.3 and ensuring that parents are aware of appropriate methods they can raise issues and concerns. Staff to escalate any concerns to a member of SLT for support.	<i>Clear & regular communication strategy for parents and carers.</i>	No
9.6	Confirmed case in school	Where there is a confirmed case: Engage with the NHS Test and Trace process. Manage confirmed cases of coronavirus (Covid 19) amongst the school community. Contain any outbreak by following local health protection team advice		No
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	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.	<i>Regular communication between Head teacher and Chair of Governors, feeding back weekly review of RA.</i>	No

No.	Significant hazard / risk	Normal control measures	Additional measures in place	Further action? Yes / No
		Minutes of governing body meetings are reviewed to ensure that they accurately record governors' oversight and holding leaders to account for areas of statutory responsibility.		
11	Asymptomatic testing			
11.1	Lack of knowledge of processes	Government led training to be undertaken by all necessary staff Procedures to be put in place and signed when understood by staff Signs and notices in place to indicate location and queue / progress through the testing area See Rapid, asymptomatic testing risk assessment for further information	<i>Online training completed by relevant staff and certificates stored centrally</i>	No
11.2	Poor cleaning standard	All areas cleaned and disinfected after each session See Rapid, asymptomatic testing risk assessment for further information	<i>Additional day time cleaning staff in site for all mass testing days</i>	No
11.3	PPE use, waste and test use and waste removal not in place	PPE to be worn, training to be undertaken and disposal to be in line with government guidance Hazardous waste removal to be put in place as per government requirements See Rapid, asymptomatic testing risk assessment or Primary Home testing RA for further information	<i>Viridor providing additional hazardous waste bin for waste generated by the testing centre.</i>	No
11.4	Testing Location	A designated location for testing will be identified in accordance with the government guidance. All through school to follow secondary testing guidance See Rapid, asymptomatic testing risk assessment for further information	<i>Sports hall for mass testing Food tech room for regular testing</i>	No
11.5	Positive test result not confirmed	All positive LFD tests must be followed up with a PCR test as per the latest government guidance.		No

Further action required

Section of RA	Additional Actions / Control measures required	Person responsible	Deadline date:	Date action completed
	School to outline the actions need		Must add a date	

Headteacher	Name:	Stephen Farmer	Signed:	Stephen Farmer	Date:	04/03/21
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The outcome of this assessment should be shared with the relevant staff.

A copy of the completed assessment to be kept on file and copied to the Health & Safety Co-ordinator.

Once approved by all parties, a copy to be saved here: <Z:\COVID-19\Risk Assessments>

Arrangements must be in place to monitor that the controls are: Effective, working as planned and updated appropriately considering any issues identified and changes in public health advice				
Review of Risk Assessment:				
Review period:	Weekly / Fortnightly / Monthly / Termly	Review Date:	Reviewed by:	Comments / changes:
Initial	Weekly	04/03/21	SF/CS/AB	RA reviewed. Additional measures added where specific to CEC.
	Weekly	11/03/21	SF/CS/LM/AB	2.4 and 2.9 Fire door update. 1.1 Visitor toilet S058 updated. 1.3 inclusion hub seating plan and cleaning process updated.
	Weekly	18/03/2021	SF/CS/LM/AB	7.4 Physical activity in schools- Use of spray mops in between PE sessions.

	Weekly	25/03/2021	SF/LM/AB	1.8 updated to include regular updates being sent to staff. Action for this reminder to also go to Secondary parents/carers
	Weekly	22/04/2021	SF/CS/LM/AB	1.4 – singing added 7.4 Indoor and outdoor competitions between different schools can take place added 11.5 section added regarding all positive LFT’s being followed up with PCR.
	Weekly	28/04/2021	SF/LM/AB	1.1 Additional tweak to exit process. Cones to be put down service road and Secondary pupils to be advised to keep right on exit and Primary parents/carers to be advised to keep right on entry
	Weekly	06/05/2021	SF/AB/CS	No additional updates this week.
	Weekly	13/05/2021	SF/CS/LM/AB	Lettings - 2.14 – Additional control measures added related to lettings. No internal spectators to be allowed. External spectators to be allowed but supervised by club (no use of toilets). All clubs to submit updated Risk Assessments in line with this. Face coverings - 1.3 and 2.4 updated to include change of guidance for pupils and staff. Secondary pupils no longer need to wear face coverings at all. Staff need to continue to wear face coverings while moving around the Campus and when in communal areas.
	Weekly	21/05/2021	SF/CS//AB	1.3 – removal of face coverings for Secondary pupils 1.8 – updated guidance on government travel and quarantine restrictions 2.15 – Primary workshops and transition days specific risk assessments to be completed nearer the time once there is clarity on removal of restrictions 5.2 – Pupil support offered immediately if high risk and referred via weekly inclusion if not high risk 7.3 – Music, dance and drama considerations for any performances. No current performances planned.
	Weekly	26/05/2021	SF/CS	No additional updates this week.

	Weekly	10/06/21	SF/AB	With Year 11 leaving, Year 10 are now using their toilets and signage has been updated.
	Weekly	16/06/21	AB	With resurgence in cases reminder emails issued to all staff regarding Map locations of toilets and one way systems etc.. Additional testing kits received and issued.
	Weekly	24/06/2021	SF/CS/AB/LM	1.1 – NHS app and QR code update 2.8 – Additional reminders regarding max number of staff in shared spaces sent 2.16 – Added Outbreak Management Plans 7.8 – Educational visits With resurgence in cases reminder emails issued to all staff regarding Map locations of toilets and one way systems, Limits to amount of staff aloud in rooms and staff rooms at one time. Additional testing kits received and issued. Collection available from Reception.
	Weekly	28/06/21	SF/CS/AB	Updated reporting in line with PHSW – HPT update

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

Walk the floor

Review due: (w/c)	H&S lead to agree	Date reviewed:		By:		Any action required?	
Review due: (w/c)	H&S lead to agree	Review undertaken:		By:		Any action required?	
Review due: (w/c)	H&S lead to agree	Review undertaken:		By:		Any action required?	

Review due: (w/c)	H&S lead to agree	Review undertaken:		By:		Any action required?	
Review due: (w/c)	H&S lead to agree	Review undertaken:		By:		Any action required?	
Review due: (w/c)	H&S lead to agree	Review undertaken:		By:		Any action required?	
Review due: (w/c)	H&S lead to agree	Review undertaken:		By:		Any action required?	