


This document is to remain under constant review due to the fast-changing nature of DfE / Government guidance in response to the challenges posed by Covid-19

Risk Assessment for:	<b>Whole School - Covid 19 (September 2021 Onwards)</b>			<b>Version</b>	<b>4.0 Step 4</b>		
School:	St James School	<b>Address:</b>	Summer Lane, Exeter, EX4 8NN				
Person(s) / Group at risk:	Staff, pupils and visitors. Contractors employed directly by the school.						
Risk Assessment carried out by:	Lindsay Skinner (Headteacher)	<b>Date:</b>	13/09/2021	<b>Approved by:</b>	ELT	<b>Date:</b>	tbc
	Clive Nevill (Executive Assistant & Head of Business Support)	<b>Date:</b>	13/09/2021	<b>Approved by:</b>	Governing body	<b>Date:</b>	tbc

<p>This risk assessment refers to documents contained within the following guidance:  <a href="https://www.gov.uk/government/collections/guidance-for-schools-coronavirus-covid-19">https://www.gov.uk/government/collections/guidance-for-schools-coronavirus-covid-19</a></p>	<p>Current Tier:  <b>Step 4</b></p>
<p>This model risk assessment has been adapted to reflect the significant hazards and control measures present to help enable all persons using the building to do so safely. This is a live document and it will be continuously reviewed alongside the latest Covid-19 government guidance and hierarchy of controls: <a href="#">Annex A: health and safety risk assessment</a>. It will also be read alongside existing risk assessments and health and safety arrangements.</p>	
<p>This risk assessment is based on the principles and guidance contained within the following guidance (section - managing a school or early years setting): <a href="#">Covid Guidance for Education and Childcare</a></p>	
<p>We revisit and update our risk assessments (building on the learning to date and the practices we have already developed), to consider the additional risks and control measures in line with Government guidance. All versions of this risk assessment and any updates are shared with all school staff and staff are consulted in relation to the risks and control measures being implemented.</p>	

**Confirmed cases of COVID-19** should follow the the latest guidance from PHE SW : <https://www.england.nhs.uk/south/wp-content/uploads/sites/6/2021/08/schools-flowchart-v15-aug-21.pdf>

**Definition of a close contact**  
 Our mitigation control measures in all aspects of the school day take into consideration the PHE definition of ‘close contact’ as follows,

- direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin)
- proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual
- travelling in a small vehicle, like a car, with an infected person

Focusing on obtaining mitigations in relation to close contacts will reduce staff and pupil absences when there are cases within the school.

No.	Significant hazard / risk	Normal control measures	Additional measures in place	Further action? Yes / No
1	<b>Distancing and reducing risk of transmission</b>			
1.1	Entrance and egress to school site causing large groups of people inside school grounds compromising social distancing	<ul style="list-style-type: none"> <li>-We will communicate school access processes clearly to staff and parents.</li> <li>-Pupils, staff and others are not permitted entry to the school building and should not come to the school grounds if they have <a href="#">coronavirus (Covid 19) symptoms</a>, or have tested positive in the last 10 days.</li> <li>-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: <a href="#">Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection</a></li> <li>-We will display a QR code where members of the public use the premises.</li> <li>-Use alternative drop off locations, utilise all entrance routes and encourage only one parent to attend where possible.</li> </ul>	<ul style="list-style-type: none"> <li>-Signage will outline the need for catch it, kill it, bin it</li> <li>-Parents have been advised not to gather at the entrance or gates unless a previous appointment has been arranged</li> <li>-Hand sanitiser is available in the main reception for use by all persons arriving and leaving the site.</li> <li>-Staff to sign in and out via the Invenry system ID using their cards which does not involve using a touch screen. If the card does not work, they will be signed into the Invenry system by the receptionist.</li> <li>-All visitors should sign in using the Invenry system and will be directed to sanitise their hands.</li> <li>-Persons using the Invenry screen will be instructed to wipe the screen with an antibacterial wipe after use and dispose of the wipe in the lidded bin provided.</li> <li>-Lanyards will be issued to visitors and will be sprayed with antibacterial spray and</li> </ul>	<b>Yes – QR code poster needed for display in visitor’s reception</b>

No.	Significant hazard / risk	Normal control measures	Additional measures in place	Further action? Yes / No
			quarantined for at least 24 hours before re-use to help reduce transmission. -Sanitising/cleaning stations to be available at all entrances.	
1.2	Parents gathering at school gate not social distancing	-We will 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).		
1.3	Overcrowding in classrooms and corridors.	-School contingency planning will ensure it is possible to reintroduce 'bubbles' for a temporary period should we be instructed to do so.	Exeter and Plymouth are currently in an Enhanced Response Area (ERA), therefore face coverings to be worn in communal areas. -Class sizes are kept consistent -One way system in corridors and keep left where possible	
1.4	Groups mixing during breaks and lunchtime compromising social distancing.	-School contingency planning will ensure it is possible to reintroduce measures for a temporary period should they be instructed to do so.	-Separate external social areas available for use by different year groups	
1.5	Groups mixing during extra-curricular provision	-Extra-curricular activities to take place in accordance with <a href="#">Protective Measures for Out of School and Holiday clubs</a> .		
1.6	Wraparound provision: Groups mixing during extra-	-Breakfast and after-school provision to take place in accordance with <a href="#">Protective Measures for Out of School and Holiday clubs</a> .		

No.	Significant hazard / risk	Normal control measures	Additional measures in place	Further action? Yes / No
	curricular provision			
1.7	Spread of virus due to increased numbers of people within the building.	<p>-We will inform staff, parents, carers and other adults that:</p> <ul style="list-style-type: none"> <li>• Pupils, staff and other adults must not to come into the school they have one or more symptoms, or they have had a positive test.</li> <li>• 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.</li> <li>• They must immediately cease to attend and not attend for at least 10 days from the day after:               <ul style="list-style-type: none"> <li>• the start of their symptoms</li> <li>• the test date if they did not have any symptoms but have had a positive test (whether this was a Lateral Flow Device (LFD) or Polymerase Chain Reaction (PCR) test)</li> </ul> </li> </ul> <p>Active engagement with NHS Test and Trace Posters and briefings to those who have access to the school to remind them to focus on the key points of infection control:</p> <ol style="list-style-type: none"> <li>1. Do not attend if symptomatic. If symptoms commence on site, isolate, inform leadership and leave. Unless caring for a student in which case PPE required, avoid contact with anyone with symptoms</li> <li>2. Frequent hand cleaning and good respiratory hygiene practices for all staff, visitors and students. Promote the 'catch it, bin it. Kill it' approach.</li> <li>3. Regular cleaning of settings from Fusion School Services. In addition, antibacterial spray, gloves, aprons and goggles / visors are provided where required.</li> </ol>	<p>-All students and staff to wear face coverings when using communal areas until the school is longer in an Enhanced Response Area (ERA). -Windows and doors to be kept open where possible to support ventilation. If the fire bell sounds, the fire doors will be shut. -Cleaning stations for use by students and school staff with hand sanitiser available across the building. -Option for individuals to join live meetings virtually/ remotely if needed</p>	
2	<b>Premises related matters</b>			

No.	Significant hazard / risk	Normal control measures	Additional measures in place	Further action? Yes / No
2.1	Visitors and deliveries	<ul style="list-style-type: none"> <li>-Where schedules allow, visits and deliveries will be arranged for quiet times or outside school hours wherever possible.</li> <li>-Signing in system and lanyard use to be reviewed regularly.</li> <li>-Signing in screen to be cleaned regularly and hand sanitiser provided.</li> <li>-Visitors will be made aware of any relevant control measures.</li> </ul>	<ul style="list-style-type: none"> <li>-Contact details for all visitors must be noted upon signing in (via Inventory system).</li> <li>-All visitors to wear face coverings when circulating around the building. Signage displayed on the reception entrance door for visitors to wear face coverings.</li> </ul>	
2.2	Changes to building use being safe for pupils & staff – e.g. storage, one-way systems, floor tape.	<ul style="list-style-type: none"> <li>-Whole school building/site risk assessment will be reviewed to ensure control measures remain suitable and in place.</li> <li>-All other risk assessments, including curriculum/dept risk assessments to be reviewed to note any changes that have been necessary</li> <li>-All minor changes to the building to introduce COVID-19 safety measures do not pose any additional risk to staff or students</li> </ul>	<ul style="list-style-type: none"> <li>-Perspex screens installed</li> <li>-Floortape showing one-way system in the ground floor atrium and related signage</li> <li>-Roll-up screens installed in relevant rooms where distancing is needed</li> </ul>	
2.3	First Aid procedures, Reduced numbers of first aiders and Paediatric first aider.	<ul style="list-style-type: none"> <li>-Whole school first aid risk assessment will be reviewed and amended to note COVID-19 procedures/processes where necessary.</li> <li>-Adequate number of first aid trained staff are available at all times</li> <li>-Communication of first aid arrangements to be undertaken.</li> <li>-PPE available within first aid supplies</li> <li>-<a href="#">First aid during the coronavirus (COVID-19) pandemic</a> guidance will be followed.</li> </ul>	<ul style="list-style-type: none"> <li>-Clear process for separating general first aid and C19 suspected cases.</li> <li>-Isolation room (G94, and G26 if needed for multiple suspected cases) and procedure for suspected C19 cases.</li> <li>-Additional PPE is provided to first aid staff for use when responding to a suspected case of C19 and two metres distance cannot be maintained.</li> <li>-Staff to be trained on the safe usage and disposal of used PPE.</li> </ul>	

No.	Significant hazard / risk	Normal control measures	Additional measures in place	Further action? Yes / No
2.4	Fire Procedures	<ul style="list-style-type: none"> <li>-Fire risk assessment reviewed and additional procedures for COVID-19 noted where necessary</li> <li>-Where doors are propped open during school hours (in agreement with the landlords) staff will be advised of the actions to take in the event of a fire or evacuation and close the doors</li> <li>-All testing and monitoring regimes for fire detection to include alarm systems and fire extinguishers are the responsibility of the FM Contractor (currently Pinnacle).</li> <li>-Regular fire drills will be conducted with reference to current guidelines</li> <li>-Flammable, high-alcohol hand sanitiser stocks to be stored as per current CLEAPPS guidelines for flammable items (see opposite for details)</li> <li>-Flammable/hazardous material storage locations are away from the usual evacuation routes</li> </ul>	<ul style="list-style-type: none"> <li>-Fire practices completed for every year group to give instructions for evacuations during the pandemic</li> <li>-Flammable stocks of hand sanitiser to be stored in the outside chemical store (room L05, exterior of L04 in front playground) and the flammable materials cupboard (room L03, science prep room). Stocks to be managed jointly by school Business Support staff and Science Technicians.</li> <li>-All students are aware of the expectation to evacuate in silence</li> <li>-Evacuation processes will be reviewed if instructed to do so with reference to Government guidance</li> </ul>	
2.5	Water hygiene – management of legionella	<ul style="list-style-type: none"> <li>-All testing and monitoring regimes for water hygiene are the responsibility of the FM Contractor (currently Pinnacle).</li> </ul>		
2.6	Using and monitoring new practices to reduce risk of Covid-19 transmission	<ul style="list-style-type: none"> <li>-Training of all staff via briefing or similar prior to students returning – to include contents of this RA, alternative layouts and any changes to fire evacuation routes if relevant, use of PPE and location of designated room for suspected cases.</li> <li>-The Headteacher and the school leadership team will monitor arrangements and make remedial actions where needed.</li> <li>-School leadership will ensure that all staff feel comfortable raising concerns or to make suggestions.</li> </ul>	<ul style="list-style-type: none"> <li>-Ensure all staff have signed to say they have read the risk assessment and opening guidance on Hays platform.</li> <li>-Outline to pupils and parents the priority safety measures, including hand hygiene, not attending with symptoms and catch it, kill it, bin it.</li> </ul>	

No.	Significant hazard / risk	Normal control measures	Additional measures in place	Further action? Yes / No
			<ul style="list-style-type: none"> <li>-Explain to pupils via tutor time powerpoint the key safety measures they must adhere to.</li> <li>-Display posters outlining key measures, including hand washing posters displayed in staff/student toilets.</li> <li>-Additional extended tutor time sessions created when needed to clearly explain any changes to pupils</li> <li>-Duty staff to monitor compliance from pupils during transition and social time</li> <li>-Updates to risk assessment shared with staff via briefing and email</li> <li>-Fixed-term exclusions used for deliberate deviation from behaviour expectations</li> </ul>	
2.7	Management of premises related risks e.g. asbestos, delayed statutory testing (LOLER)	-All testing and monitoring regimes for lifting equipment (e.g. lifts and hoists) is the responsibility of the FM Contractor (currently Pinnacle).		
2.8	Staff rooms and offices to comply with social distancing	<ul style="list-style-type: none"> <li>-Additional cleaning equipment such as antibacterial wipes will be provided at communal/shared facilities/areas.</li> <li>-Agreed enhanced cleaning regimes are in place to be completed by the FM Contractor (currently Fusion School Services).</li> </ul>	-Cleaning products available at cleaning/hygiene stations across the school.	



No.	Significant hazard / risk	Normal control measures	Additional measures in place	Further action? Yes / No
	and safe working practice	-Face coverings may be worn	-Staff are permitted to handle food and make drinks for other people if needed. However, it is essential that staff thoroughly wash and sanitise hands before doing so. All cups, cutlery etc must be clean. -All food delivered by outside caterers is in food bags/boxes to avoid sharing and possible contamination	
2.9	Ventilation to reduce spread	<p>-Windows to be opened and doors propped open, where safe to do so and dependent on outside temperature (all staff will consider fire safety, security and safeguarding).</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.</p> <p>-LEV systems in secondary school workshops and specialist rooms, which are used to remove dust and other particles from the air as part of practical making and finishing processes will remain in use when required.</p> <p>-The below guidance will be followed,</p> <p><a href="#">Ventilation and air conditioning during the coronavirus (COVID-19) pandemic</a></p> <p>-Schools will utilise government provided equipment (i.e. Co2 monitors) to monitor ventilation.</p>	-All meetings to be held in well ventilated rooms or virtually.	

No.	Significant hazard / risk	Normal control measures	Additional measures in place	Further action? Yes / No
2.10	Management of waste	<p>-Bins used for tissues will be emptied at least once daily and in accordance with the agreed increased cleaning regime in place by the FM Contractor (currently Fusion School Services).</p> <p><a href="#">-Guidance on disposal of PPE waste</a> (such as used fluid resistant masks) and <a href="#">Government guidance on disposal of waste</a> will be followed</p> <p>-All waste will be disposed of in general waste bins, not recycling bins</p> <p>-The FM Contractor (currently Fusion School Services) is responsible for the collection and removal of all waste from the school site on a daily basis and the FM Contractor is responsible for ensuring that all current guidelines relating to waste are followed.</p> <p>-For LFD testing waste, refer to the testing specific risk assessment and latest government guidance.</p>	-Lidded bins are available in all classrooms and at school supplied cleaning/hygiene stations around the building.	
2.11	Management of incoming goods	Follow measures in place at the school regarding supplies coming into and out of the school, which takes into consideration hygiene measures. Encourage regular hand washing and encourage messages to be passed electronically or by telephone.		
2.12	Contractors on-site whilst school is in operation	<p>-Due to the PFI contract, the school does not invite/employ any contractors during term-time/school operating hours</p> <p>-The FM Contractor (currently Pinnacle) are wholly responsible for the supervision/management of all contractors at all times of the day, all year round.</p> <p>-The Trust PFI Contract Manager is responsible for ensuring that the FM Contractor is managing all contractors adequately whilst on the school site and for agreeing any amended/enhanced COVID-19 procedures in partnership with other PFI stakeholders.</p>	-If needed, the Headteacher to feedback any concerns with the management of contractors by the FM Contractor to the Trust PFI Contract Manager for resolution	
2.13	Hiring out premises	-All lettings are managed by Fusion School Services, with reference to current guidelines		
2.14	Transitional, taster and open days	-A risk assessment will 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 latest guidance		

No.	Significant hazard / risk	Normal control measures	Additional measures in place	Further action? Yes / No
2.15	Outbreak Management Plans not being in place	<p>-An outbreak management plan for the school will be created as per <a href="#">Step 4 Contingency Framework in Education</a> outlining how to operate if any measures described within the contingency framework are recommended in this area for any reason.</p> <p>-A copy of the Outbreak Management Plan will be saved centrally</p> <p>-Asymptomatic testing sites based within the school will follow the latest <a href="#">guidance</a> and all control measures noted within the risk assessment.</p>		
<b>3</b>	<b>Cleaning and reducing contamination</b>			
3.1	Contaminated surfaces spreading virus.	-The Trust PFI Contract Manager is responsible for ensuring that the FM Contractor is following all relevant guidance and consistently completing an agreed robust cleaning regime to help reduce the spread of COVID-19	<p>-Virucidal cleaning spray is provided at all cleaning stations and in all classrooms for regular use by school staff and students.</p> <p>-Fusion School Services or Aspens Ltd staff to spray and wipe dining tables at the end of every break/lunch if tables have been used.</p> <p>-In classrooms staff to spray desks and chairs at the end of lessons and students to wipe dry with blue roll before leaving the classroom</p> <p>-All water fountains fitted with bottle filler taps to avoid drinking from the spout</p>	
3.2	Shared resources and equipment increasing spread	-Pupils and teachers can take books and other shared resources home. Resources, equipment and specialist equipment (i.e. Therapy) should be cleaned.	-Staff to use hand sanitiser when using shared resources and books	

No.	Significant hazard / risk	Normal control measures	Additional measures in place	Further action? Yes / No
3.3	Cleaning staff and hygiene contractor's capacity - providing additional requirements	<ul style="list-style-type: none"> <li>-General daily cleaning of the building is the responsibility of the FM Contractor (currently Fusion School Services).</li> <li>-The Trust PFI Contract Manager, in liaison with the Headteacher, has agreed an enhanced daily cleaning regime with the FM Contractor</li> <li>-It is the responsibility of the FM Contractor to provide the required amount of resources, equipment and staffing to ensure the enhanced regime is consistently completed and with reference to cleaning non-health care settings</li> </ul>	-An agreed cleaning rota is in place with the FM contractor (currently Fusion School Services)	
3.4	Sufficient handwashing facilities for staff and pupils	<ul style="list-style-type: none"> <li>-There are multiple sinks around the building, including within many of the classrooms being used</li> <li>-All students will be given time to wash/sanitise hands at various points throughout the day with reference to current guidance</li> <li>-Freestanding, automatic dispensing sanitiser units will be located at every student entrance to the building, the main entrance, reception, one unit on each floor and in the main hall and atrium</li> <li>-every classroom will have hand sanitiser available</li> <li>-All cleaning/hygiene stations around the building will have hand sanitiser available</li> </ul>	<ul style="list-style-type: none"> <li>-School support staff will be tasked with ensuring all cleaning/hygiene stations are fully stocked at all times</li> <li>-Teaching/support staff to email if stocks within rooms need replenishing</li> </ul>	
3.5	Additional time for all to carry out handwashing	-Handwashing will be incorporated into the daily routine with reference to current guidance and this will be included within behaviour expectations and the school hygiene culture.		
3.6	Effective handwashing techniques.  Misuse of hand sanitiser	<ul style="list-style-type: none"> <li>-Posters communicating effective hand washing to be displayed at all sinks.</li> <li>-SENDCo staff will be consulted to identify any students presenting with complex needs at risk of sustaining harm/injury through the misuse of hand sanitiser. Sanitiser will be substituted for skin friendly wipes where medically required.</li> </ul>	-SENDCo staff to complete a risk assessment for any students at risk of the misuse of hand sanitiser and share with relevant persons	

No.	Significant hazard / risk	Normal control measures	Additional measures in place	Further action? Yes / No
3.7	Good respiratory hygiene	<p>-To promote 'catch it, bin it, kill it' via posters in classrooms and at cleaning/hygiene stations.</p> <p>-Adequate supply of tissues and a lidded bin will be available in all classrooms and at all cleaning/hygiene stations around the building.</p> <p>-SENDCo identified any students presenting with complex needs where they spit/use saliva</p>	-SENDCo staff to complete a risk assessment for any students who present with complex needs where they spit/use saliva and share with relevant persons	
3.8	Sufficient supplies of soap and cleaning products	<p>-General daily cleaning of the building is the responsibility of the FM Contractor (currently Fusion School Services), including ensuring a consistent adequate supply of soap for handwashing and other products for use by cleaning staff for the general cleaning of the building</p> <p>-The school has supplied additional products for the use of school staff throughout the day both at cleaning/hygiene stations and in all classrooms, including antibacterial wipes and disinfectant spray</p>	-Any concerns with a lack of soap around the building to be raised with the Trust PFI Contract Manager to ensure a resolution completed by Fusion School Services staff	
3.9	Toilets being overcrowded	<p>Measures to reintroduce allocation of toilet facilities to be noted in outbreak management planning in case they are required for a temporary period.</p> <p>Toilets to be cleaned regularly and pupils must be encouraged to clean their hands thoroughly after using the toilet.</p>	<p>-Duty staff to monitor toilet use during break and lunch times</p> <p>-Toilet doors have been removed and CCTV is fitted in outer lobby</p>	
3.10	Dedicated spaces	<p>-Room G95 is the allocated room to use if breast feeding/expressing. The room to be cleaned thoroughly after use by Fusion School Services as agreed.</p> <p>-Room G94 is a dedicated quarantine space for person/s displaying suspected COVID-19 symptoms. This room has a capacity of three people. If this room is being used to capacity, room G26 is a reserve space for people displaying suspected symptoms.</p>		

No.	Significant hazard / risk	Normal control measures	Additional measures in place	Further action? Yes / No
4	<b>Staff related issues</b>			
4.1	Staff access and egress to site and buildings	-Staff will arrive and leave the building via usual routes and sign in/out using the non-contact Inventory system		
4.2	Staff measures to reduce contact and transmission Covid-19.	<ul style="list-style-type: none"> <li>-All teachers and other staff can operate across different classes and year groups in order to facilitate the delivery of the school timetable.</li> <li>-IT Technicians provide IT support remotely and within teaching and office spaces. The ticketing service desk is in use.</li> <li>-Staff and student reception in place.</li> </ul>	<ul style="list-style-type: none"> <li>-Any staff showing any symptoms of COVID-19 not to attend the workplace and to follow current guidance</li> <li>-All staff to wear face coverings (unless exempt) when circulating around communal areas as Devon is currently in an Enhanced Response Area (ERA)</li> <li>-Staff are able to wear face coverings at all times if they wish to do so</li> <li>-Staff meetings to take place remotely where possible to reduce contact and where the capacity of any rooms would be exceeded</li> <li>-Perspex screens provided in classrooms and offices where staff sit in close proximity and/or face to face</li> </ul>	
4.3	Managing supply teachers, visitors, contractors and other	<ul style="list-style-type: none"> <li>-Supply teachers, peripatetic teachers, specialists, therapists, clinicians, support staff for SEND and/or other temporary staff visiting St James are able to provide interventions as usual and can move between schools.</li> <li>-On entry, all visitors must read the C19 health and safety guidelines and confirm they are not symptomatic and should not be isolating</li> </ul>		

No.	Significant hazard / risk	Normal control measures	Additional measures in place	Further action? Yes / No
	temporary visiting staff.			
4.4	Insufficient staff capacity to deal with increased numbers of pupils - Shortage of teachers to maintain staff to pupil ratios	<ul style="list-style-type: none"> <li>-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.</li> <li>-Careful planning of the year groups/classes will be undertaken based on staff availability.</li> <li>-Supply teachers and other peripatetic staff will be engaged where necessary.</li> <li>-Where there are not sufficient staff to cover staff absences, school COVID-19/emergency plans will be followed. Options may include to condense the school or curriculum, or enact partial or full school closure.</li> </ul>	<ul style="list-style-type: none"> <li>-Back up part time staff availability rota made to avoid shortage of teachers.</li> </ul>	
4.5	Anxiety levels of staff and community causing breakdown in staffing ratios, compromising group sizes.	<ul style="list-style-type: none"> <li>-Staff should refer to the Staff Hub for guidance and support.</li> <li>-Schools advisory service is available to provide free, remote and confidential counselling for any employee.</li> <li>-Managers will hold discussions with individuals to alleviate concerns and to establish whether additional training or support would be helpful.</li> <li>-HR have provided managers with guidance on Absence Management and supporting employees.</li> <li>-If appropriate, GP or occupational health advice will be sought</li> <li>-Where the member of staff has anxieties about returning, this conversation can be held and recorded using the 'Risk assessment for all staff including vulnerable groups', available from, <a href="#">Risk assessment for all staff including vulnerable groups</a></li> <li>-Further advice is available from HR if required.</li> </ul>	<ul style="list-style-type: none"> <li>-Create feedback loop for concerns through line managers and Clive Nevill.</li> <li>-Clear communication of procedures with staff during CPD where required.</li> <li>-Behaviour policy addendum to ensure pupil compliance with health and safety procedures.</li> <li>-We employ a lead member of staff for wellbeing and a Director of Fun.</li> </ul>	
4.6	Staff understanding of new changes – safe practice at work & in	<ul style="list-style-type: none"> <li>-The full reopening draft plans have been shared with all staff for information and to invite feedback</li> <li>-Final details of the reopening plan will be shared with all staff during CPD sessions to help ensure understanding of all aspects</li> </ul>	<ul style="list-style-type: none"> <li>-Risk assessment and any accompanying reopening plans read by all staff via the Hays platform</li> </ul>	

No.	Significant hazard / risk	Normal control measures	Additional measures in place	Further action? Yes / No
	classroom. Teaching in a safe environment		-Additional key messages reiterated at regular staff briefings where required	
4.7	Accessing testing arrangements are clear for all staff	<ul style="list-style-type: none"> <li>- Testing Specific risk assessment in school completed.</li> <li>-Specific guidance is given to all participants whilst completing the LFD test.</li> <li>-Guidance about testing, including the NHS ‘Test and Trace’ service, is available via <a href="https://inside.devon.gov.uk/task/guidance-for-dealing-with-coronavirus-covid-19/essential-worker-testing/">https://inside.devon.gov.uk/task/guidance-for-dealing-with-coronavirus-covid-19/essential-worker-testing/</a></li> </ul>		
4.8	Conditions for use of fluid resistant face mask and other equipment when dealing with a symptomatic child are clear and understood by staff.	<ul style="list-style-type: none"> <li>-If a student or adult becomes unwell with symptoms of Coronavirus while in school and needs direct personal care until they can return home, appropriate PPE should be worn by the supervising adult if a distance of 2 meters cannot be maintained.</li> <li>-If contact with the person is necessary, then gloves, an apron and a face mask should be worn by the supervising adult.</li> <li>-If a dynamic risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn</li> <li>-Fluid resistant face masks will be available</li> </ul>	<ul style="list-style-type: none"> <li>-PPE grab bags available at reception and in G26.</li> <li>-All used PPE to be placed in a sealed bag and then placed in a lidded bin provided.</li> <li>-Once all PPE is removed, hands should be washed thoroughly.</li> </ul>	
4.9	Assessment of all staff, including high risk staff with vulnerable / shielding family member, underlying health	<ul style="list-style-type: none"> <li>-Headteacher will refer to the HR FAQ document to manage individual working arrangements.</li> <li>-CEV individuals are no longer advised to shield but must continue to follow the rules in place for everyone under the current national restrictions.</li> <li>-All pregnant employees will have an individual risk assessment which will be reviewed regularly.</li> <li>-Individual risk assessment with clinically extremely vulnerable will be reviewed regularly.</li> </ul>	-Staff can request an orange lanyard to wear if anxious	



No.	Significant hazard / risk	Normal control measures	Additional measures in place	Further action? Yes / No
	conditions or other risk factors	<p>-A risk assessment will also be undertaken with staff who may be anxious. The 'Risk assessment for all staff including vulnerable groups' can be used to aid and record this assessment - <a href="https://staffhub.tedwraggtrust.co.uk/managers-area/covid-19/#Risk-Assessment-anchor-link">https://staffhub.tedwraggtrust.co.uk/managers-area/covid-19/#Risk-Assessment-anchor-link</a></p> <p>-Managers Guide to Supporting BAME or other vulnerable colleagues will follow guidance and undertake a risk assessment with staff member: <a href="https://staffhub.tedwraggtrust.co.uk/managers-area/covid-19/#Risk-Assessment-anchor-link">https://staffhub.tedwraggtrust.co.uk/managers-area/covid-19/#Risk-Assessment-anchor-link</a></p> <p>-Pregnancy: The Expectant Mother risk assessment has been amended to include Covid 19 and should be completed. <a href="https://staffhub.tedwraggtrust.co.uk/managers-area/covid-19/#Risk-Assessment-anchor-link">https://staffhub.tedwraggtrust.co.uk/managers-area/covid-19/#Risk-Assessment-anchor-link</a></p> <p>-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>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>		
4.10	Staff use of PPE	-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.		
4.11	Use of PPE Lack of understanding	<p>-Adequate training/briefing on the use and safe disposal of PPE will be offered</p> <p>-The following guidance on putting on and taking off standard PPE is available <a href="#">COVID-19: personal protective equipment use for non-aerosol generating procedures</a> and above guidance on use in education settings.</p> <p>-Staff to raise any queries to H&amp;S lead regarding face coverings</p>		

No.	Significant hazard / risk	Normal control measures	Additional measures in place	Further action? Yes / No
4.12	Staff member becoming unwell with Covid 19	<p>-If anyone in our school develops symptoms of COVID-19, we will follow the latest government guidance</p> <p>-A staff member will let the leadership team know and go home.</p> <p>-Where that person needs to use the bathroom before they go home, G98 should be used if possible.</p> <p>-G98 must then be cleaned and disinfected before being used by anyone else.</p> <p>-Everyone must wash their hands after any contact with someone who is unwell.</p> <p>-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>-Where the employee is symptomatic but feels well, the employee may work from home whilst isolating in accordance with the Government Guidance.</p> <p>-The employee may not return to work unless their test is negative, they are well enough to return and they have completed the appropriate isolation period in accordance with the Government Guidance</p>		
4.13	Dealing with suspected and confirmed case/cases and outbreak.	<p>-We will follow the guidance/flow chart from PHE SW as below:  <a href="https://www.england.nhs.uk/south/wp-content/uploads/sites/6/2021/08/schools-flowchart-v15-aug-21.pdf">https://www.england.nhs.uk/south/wp-content/uploads/sites/6/2021/08/schools-flowchart-v15-aug-21.pdf</a></p> <p>-We will report cases as necessary with reference to current guidance</p>		<b>Yes – Check if Headteacher still needs to report cases to the County Council</b>
4.14	Lateral Flow testing	<p>-Refer to the separate in-school and at home testing risk assessments for further details.</p> <p>-All staff and students will be encouraged to complete lateral flow testing at home with reference to Government guidance</p>		

No.	Significant hazard / risk	Normal control measures	Additional measures in place	Further action? Yes / No
5	<b>Pupil related issues</b>			
5.1	Vulnerable groups who are clinically, extremely vulnerable	<p>-All pupils should attend education settings unless they have been advised by their GP or clinician not to attend an education setting.</p> <p>-Where a pupil is unable to attend school we will keep in contact with them, offer pastoral support, and check they are able to access education support.</p> <p>-Pregnant students will follow the guidance for pregnant employees as follows,  <a href="#">Covid 19 - advice for Pregnant Employees</a>. (also see 4.9 above)</p>	-Head of Year to meet with pupil and parent/carer to establish any support or risk assessment if needed.	
5.2	Pupil wellbeing and support	<p>-We will support students where they 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.</p> <p>-We will support students to assist them in contextualising these feelings as normal responses to an abnormal situation.</p> <p>-Where there is a concern a student is in need or suffering or likely to suffer harm, the child protection policy and part 1 of Keeping Children Safe in Education (KCSIE) will be followed and where appropriate we will make referrals to statutory services (and the police) as appropriate.</p>	<p>-Support measures as follows are in place where students are distressed to include the following:</p> <ol style="list-style-type: none"> <li>1 - Sensory room and inclusion base for those with SEND</li> <li>2 - Refocus room for other distressed pupils</li> <li>3 - Key workers for pupils where needed.</li> <li>4 - Reflection cards to now allow pupils to stand outside of their classroom</li> <li>5 - 1:1 mentoring sessions and dog walking available</li> <li>6 – Waved intervention and support, including referral to MHST sessions</li> <li>7 – Assemblies to support and reassure</li> </ol>	

No.	Significant hazard / risk	Normal control measures	Additional measures in place	Further action? Yes / No
5.3	Children with EHCP and pupils who attend dual settings	<ul style="list-style-type: none"> <li>-A risk assessment will be completed by SENDCo staff before attending school.</li> <li>-The school will work through the system of controls collaboratively with dual settings, enabling any risks identified to be addressed and allowing the joint delivery of a broad and balanced curriculum for the child</li> </ul>		
5.4	Pupils unable to follow guidance	<ul style="list-style-type: none"> <li>-A small minority of pupils may need additional support to follow the COVID-19 additional measures. Teaching assistants will be available and an alternative safe space will be allocated to these pupils if needed.</li> <li>-A risk assessment will be completed by SENDCo staff for all pupils with EHCPs.</li> </ul>		
5.5	Pupils equipment	Pupils can now bring their equipment into school each day		
5.6	Member of a class becoming unwell with COVID-19	<ul style="list-style-type: none"> <li>-If anyone in our school develops symptoms of COVID-19, we will follow the latest government guidance</li> <li>-If a pupil is awaiting collection, they will be moved to G94 (or G26 if G94 is not available) where they can be isolated behind a closed door, depending on the needs of the child with appropriate adult supervision if required. This room has an opening window for ventilation.</li> <li>-PPE (including fluid resistant face mask) is available at reception, close to G94.</li> <li>-Where that person needs to use the bathroom they should use G98 if possible. G98 must then be cleaned and disinfected before being used by anyone else.</li> <li>-Everyone must wash their hands after any contact with someone who is unwell.</li> <li>-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.</li> </ul>		
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.		

No.	Significant hazard / risk	Normal control measures	Additional measures in place	Further action? Yes / No
		<ul style="list-style-type: none"> <li>- Uniform policies may be temporarily reviewed in light of seasonal weather where necessary.</li> <li>-Where uniform is borrowed, it will be washed between each use to ensure it is not a source of transmission. Where shoes are borrowed, they will be sprayed with sanitiser before being returned to their drawers to ensure they are not a source of transmission.</li> </ul>		
5.8	Behaviour	<ul style="list-style-type: none"> <li>-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.</li> </ul>	<ul style="list-style-type: none"> <li>-An addendum has been added to the behaviour policy, outlining how breaches of the health and safety guidelines will be dealt with and the importance of following the rules for face coverings (when required)</li> </ul>	
5.9	Wrap around care	<ul style="list-style-type: none"> <li>-Wrap around care will be provided in line with the latest guidance.</li> </ul>		
<b>6</b>	<b>Transport</b>			
6.1	Travel to school and provision of safe school transport:	<ul style="list-style-type: none"> <li>-School transport arrangements will be considered and walking and cycling to school will be encouraged where possible</li> <li>-The school has liaised with the School Transport Team where further consideration needs to be given to taxi and escort services.</li> <li>-If using public transport, we will encourage staff and pupils to wear face coverings during their journey and wash their hands before and after their journey.</li> <li>-We will refer to the following guidance: <a href="#">transport-to-school-and-other-places-of-education-guidance</a></li> <li>-Where changes are required as a result of a local outbreak, we will refer to school contingency plans and liaise with school transport team.</li> <li>-ALL students will be expected to abide by the DCC / PCC Code of Conduct</li> </ul>		

No.	Significant hazard / risk	Normal control measures	Additional measures in place	Further action? Yes / No
		<p>-Students, drivers and escorts should clean their hands before boarding and when arriving at school or home.</p> <p>-Parents must be advised that students MUST NOT use school transport if they or a member of their household has symptoms of coronavirus.</p> <p>-Any pupil who displays coronavirus symptoms at school should be sent home immediately. They must not travel on home to school transport. Where this is not possible we will contact the Transport Coordination Service at DCC / PCC. Transport Coordination Service will work with Public Health colleagues to manage any virus outbreak.</p>		
<b>7</b>	<b>Curriculum considerations</b>			
7.1	Curriculum provision and risk of low academic progress	<p>In accordance with the guidance, this school will ensure that the key principals underpin the curriculum planning:</p> <ul style="list-style-type: none"> <li>• Education is not optional</li> <li>• All pupils to receive a high-quality education that promotes their development and equips them with the knowledge and cultural capital they need to succeed in life.</li> <li>• The curriculum remains broad and ambitious.</li> <li>• All pupils continue to be taught a wide range of subjects, maintaining their choices for further study and employment.</li> </ul> <p>Any risk to this to be brought to the attention of SLT.</p> <ul style="list-style-type: none"> <li>• Managers should refer to the outbreak / contingency plan to ensure they can respond to the risk.</li> </ul>	<p>-Staff to utilise regular low stakes testing to establish gaps and address these.</p> <p>-Use 12 week cycle with assessments, gap analysis and intervention week to close gaps.</p> <p>-Reading fluency testing to be implemented with interventions to support.</p> <p>-Use of the canon to support reading fluency.</p> <p>-1:1 tutoring in core subjects where there is disadvantage or significant gaps.</p> <p>-EBACC subjects following the trust common curriculum.</p>	
7.2	Suspension of some subjects for some pupils	-Suspension and modification will be in accordance with the latest guidance and will be a consideration within the school's Outbreak Management Plan	-Heads of Year will work with pupils who may need to drop subjects to ensure their wider	

No.	Significant hazard / risk	Normal control measures	Additional measures in place	Further action? Yes / No
	in exceptional circumstances.	<p>–We will evidence that this is in the best the interests of these pupils and this will be subject to discussion with parents.</p> <p>–A coherent plan for returning to their normal curriculum for all pupils where this is necessary to be in place.</p>	success. The vast majority of pupils will not need to drop subjects.	
7.3	Music, dance and drama activities	<p>-Any relevant subject specific COVID-19 guidance will be referred to by the Head of Department and any risk control measures will be implemented and noted in the department risk assessment</p> <p>-We will follow good hygiene measures relating to people and equipment and ensure rooms are adequately ventilated.</p>		
7.4	Physical activity in schools	<p>-Any relevant subject specific COVID-19 guidance will be referred to by the Head of Department and any risk control measures will be implemented and noted in the department risk assessment</p> <p>-PE, sport and physical activity, under the school systems of control can continue. This includes sports clubs or activities before or after school, in addition to their regular PE lessons.</p> <p>-Sports equipment will be regularly cleaned.</p> <p>-Outdoor sports will be prioritised where possible, and large indoor spaces used where it is not</p> <p>-Natural ventilation flows will be maximised where possible through opening windows and doors or using air conditioning systems.</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>-We will also refer to the following advice:</p> <ul style="list-style-type: none"> <li>• <a href="#">Coronavirus (COVID-19): guidance on the phased return of elite sport</a> and guidance from <a href="#">Sport England</a> for grassroots sport</li> <li>• advice from organisations such as the <a href="#">Association for Physical Education</a> and the <a href="#">Youth Sport Trust</a></li> <li>• <a href="#">Using changing rooms safely</a></li> </ul>	-Air purifiers will be purchased and installed by the school to be used in changing rooms that do not have opening windows	<b>Yes – Purchase and install air purifier units</b>

No.	Significant hazard / risk	Normal control measures	Additional measures in place	Further action? Yes / No
7.5	Practical science, art and D&T lessons	<p>-Any relevant subject specific COVID-19 guidance will be referred to by the Head of Department and any risk control measures will be implemented and noted in the department risk assessment</p> <p>-Guidance from CLEAPSS will be followed when planning lessons. The following resources are available and may be used by the department, <a href="https://www.cleapss.org.uk/">https://www.cleapss.org.uk/</a> <a href="http://science.cleapss.org.uk/Whats-New/Guides/">http://science.cleapss.org.uk/Whats-New/Guides/</a> <a href="http://dt.cleapss.org.uk/Resources/Whats-New/Administration/">http://dt.cleapss.org.uk/Resources/Whats-New/Administration/</a></p>	-	
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.	<p>-Separate year group social spaces</p> <p>-Year groups taught in populations to reduce mixing</p>	
7.7	Remote education	<p>-School leaders will develop a contingency plan in accordance with the remote education expectations which supports pupils who are unable to attend due to COVID-19 restrictions</p> <p>-School policies, training and guidance will reflect additional measures where necessary</p> <p>-Remote lessons will follow school protocol to ensure safeguarding of staff and students</p>	-Shadow timetable with Google links available	
7.8	Educational visits	<p>-Educational visits will be planned in line with government roadmaps and any relevant COVID-19 secure guidelines.</p> <p>-The following guidance will be referred to when arranging educational visits <a href="#">health and safety guidance on educational visits</a></p> <p>-The school will consult online EVOLVE guidance for more information.</p>	-We have a trips and visits lead who will work with all staff to create effective risk assessments for each trip	

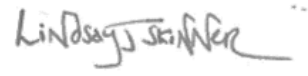


No.	Significant hazard / risk	Normal control measures	Additional measures in place	Further action? Yes / No
<b>8</b>	<b>Provision of food</b>			
8.1	Food prepared on premises is compliant with Covid - 19 health and hygiene guidance	<ul style="list-style-type: none"> <li>-Free schools meals to be provided in accordance with the guidance.</li> <li>-All food is supplied by the FM Contractor (currently Aspens Ltd) who must ensure compliance with the <a href="#">Guidance for food businesses on coronavirus (COVID-19)</a></li> </ul>	-Pupils isolating who are entitled to FSM will receive a hamper or vouchers	
8.2	Catering staff are operating in a safe environment	<ul style="list-style-type: none"> <li>-In addition to the standard operations for safe working practices, catering staff (currently Aspens Ltd) to follow the relevant aspects of government guidance for food premises as follows, <a href="#">Standards for school food in England</a></li> </ul>		
<b>9</b>	<b>Communications with parents and others</b>			
9.1	Parents, contractors and other staff entering or working in the building – school complying with external requirements for staff safety	<ul style="list-style-type: none"> <li>-Regular communication to be sent to parents and carers including any relevant updates and reminders.</li> <li>-We will inform all visitors, suppliers, and contractors that no one should enter if they are displaying symptoms of coronavirus.</li> <li>-A site telephone number has been published in case of immediate access required.</li> <li>-The school COVID-19 risk assessment will be available on the Trust website</li> </ul>		
9.2	Suppliers understanding and complying with new arrangements	<ul style="list-style-type: none"> <li>-All deliveries will be arranged for quiet times or outside school hours where supplier schedules allow</li> <li>-All suppliers will be expected to follow COVID-19 visitor guidance</li> </ul>		

No.	Significant hazard / risk	Normal control measures	Additional measures in place	Further action? Yes / No
9.3	Communication s to parents and staff	<ul style="list-style-type: none"> <li>-Updates to risk assessments, processes and procedures are communicated to staff when updates are approved.</li> <li>-Regular communication to parents and staff is provided, usually through newsletters and official school communication systems.</li> <li>-We promptly communicate any operational COVID-19 changes prior to implementation where possible.</li> </ul>	<ul style="list-style-type: none"> <li>-We have a dedicated COVID-19 email address which is administered by several staff, including the Headteacher</li> </ul>	
9.4	Pupils and families anxious about return	<ul style="list-style-type: none"> <li>-Support is in place to address concerns and communications with parents on measures in place to reduce anxiety.</li> <li>-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.</li> </ul>	<ul style="list-style-type: none"> <li>-Concerned parents received phone calls from senior/relevant school staff prior to the start of term</li> </ul>	
9.5	Parent aggression due to anxiety and stress.	<ul style="list-style-type: none"> <li>- 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.</li> <li>-Staff to escalate any concerns to a member of SLT for support.</li> </ul>	<ul style="list-style-type: none"> <li>-We explain communication expectations and create a single point of contact where necessary</li> <li>-We offer early help support where necessary</li> </ul>	
9.6	Confirmed case in school	<ul style="list-style-type: none"> <li>-Where there is a confirmed case, engage with the NHS Test and Trace process as per guidance at the time</li> <li>-Manage confirmed cases of coronavirus (Covid 19) amongst the school community</li> </ul>		
<b>10</b>	<b>Oversight of the governing body</b>			
10.1	Lack of governor oversight during the COVID-19 crisis leads to the school failing to meet	<ul style="list-style-type: none"> <li>-The governing body continues to meet regularly (currently via online platforms)</li> <li>-The governing body agendas are structured to ensure all statutory requirements are discussed and school leaders are held to account for their implementation.</li> <li>-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.</li> </ul>	<ul style="list-style-type: none"> <li>-Weekly phone calls between the Chair of Governors and the Headteacher.</li> <li>-Health and Safety Governor and Chair of governors to continue to review the risk assessment and opening plans.</li> </ul>	

No.	Significant hazard / risk	Normal control measures	Additional measures in place	Further action? Yes / No
	statutory requirements	-Regular dialogue with the Chair of Governors and those governors with designated responsibilities is in place. -Minutes of governing body meetings are reviewed to ensure that they accurately record governors' oversight and holding leaders to account for areas of statutory responsibility.		
<b>11</b>	<b>Asymptomatic testing - See testing risk assessments for further information</b>			
11.1	Lack of knowledge of processes	-Government led training to be undertaken by all necessary staff and evidence collated for reference by lead staff -All staff observed by lead staff when starting role -Signs and notices in place to indicate location and queue / progress through the testing area	<b>-See separate asymptomatic testing specific risk assessment for further information</b>	
11.2	Poor cleaning standard	-All areas cleaned and disinfected regularly	<b>-See separate asymptomatic testing specific risk assessment for further information</b>	
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	<b>-See separate asymptomatic testing specific risk assessment for further information</b>	
11.4	Testing Location	-A designated location for testing will be identified in accordance with the government guidance.	<b>-See separate asymptomatic testing specific risk assessment for further information</b>	
11.5	Positive test result not confirmed	-All positive LFD tests to be followed up with a PCR test as per the latest government guidance.	<b>-See separate asymptomatic testing specific risk assessment for further information</b>	

Further action required				
Section of RA	Additional Actions / Control measures required	Person responsible	Deadline date:	Date action completed
1.1	Source and display NHS Track and Trace venue QR code poster for visitors	Clive Nevill	17/09/2021	tbc
4.13	Check if Headteacher still needs to report cases to the County Council	Clive Nevill	17/09/2021	tbc
7.4	Purchase and install air purifier units	Clive Nevill/ Simon Gibbs	Purchase – By 17/09/2021 Installation - ASAP	Purchase – tbc Installation – tbc
Cleaning and hygiene provision	School support staff to audit the cleaning/hygiene stations around the building and replenish as needed	Clive Nevill/ Alan Lee/ Steph Wilson/ Tara Ley	Ongoing – At least once weekly	Ongoing

<b>Headteacher</b>	<b>Name:</b>	Lindsay Skinner	<b>Signed:</b>		<b>Date:</b>	13/09/2021
--------------------	--------------	-----------------	----------------	---	--------------	------------

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: