

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 (September 2021 Onwards)			Version	4.0 Step 4		
School:	Cranbrook Education Campus	Address:	Cranbrook Education Campus Tillhouse Road Cranbrook EX5 7EE				
Person(s) / Group at risk:	Staff, pupils, visitors and contractors						
Risk Assessment carried out by:	Stephen Farmer (Headteacher)	Date:	08/09/2021	Approved by:	ELT	Date:	TBC
	Alex Binks (H&S Lead)	Date:	08/09/2021	Approved by:	Governing body	Date:	10/09/21

<p>This risk assessment refers to documents contained within the following guidance: https://www.gov.uk/government/collections/guidance-for-schools-coronavirus-covid-19</p>	<p>Current Tier: Step 4</p>
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This is a model risk assessment and **MUST be adapted to reflect the significant hazards and control measures present in your site.** 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.

The following guidance must be followed: [Covid Guidance for Education and Childcare](#) Particularly sections covering Managing a school or early years setting.

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.**

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 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>

******* PLYMOUTH SCHOOLS**

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>

- Inform Plymouth City Council if you are required to using this email address: covid19@plymouth.gov.uk

Definition of a close contact

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' as:

- 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

Focusing on obtaining mitigations they reduce close contact, 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	Distancing and reducing risk of transmission			
1.1	Entrance and egress to school site causing large groups of people inside school grounds compromising social distancing	<p>Communicate school access processes clearly to staff and parents. Pupils and staff are asked to wash their hands, on arrival. 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. 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: Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection</p> <p>Display a QR code where members of the public use the premises. Use alternative drop off locations, utilise all entrance routes and encourage only one parent to attend where possible. One way system to be put in place where possible and remind all to keep to the left when moving around the school.</p>	<p><i>Staggered drop off 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> <p><i>Secondary students tested on 2 separate occasions prior to the 10th September 2021. Students reverting to self testing from the 13th September 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>	No

No.	Significant hazard / risk	Normal control measures	Additional measures in place	Further action? Yes / No
			<i>Parent / Carer letter to be sent from each phase detailing arrangements for return.</i>	
1.2	Parents gathering at school gate not social distancing	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).		No
1.3	Overcrowding in classrooms and corridors.	School contingency planning will ensure it is possible to reintroduce 'bubbles' for a temporary period should they be instructed to do so.	<p>Exeter and Plymouth are currently in an Enhanced Response Area (ERA). Face coverings recommended to be worn in Secondary communal areas.</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>	No
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.</p> <p>The setting will carry out separate risk assessments for specific areas where necessary (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.	School contingency planning will ensure it is possible to reintroduce measures for a temporary period should they be instructed to do so.	<p><i>Staggered between phases</i></p> <p><i>Year groups have allocated tables and associated toilets</i></p> <p><i>Lunches delivered to classrooms in Nursery. Ensuring everyone keeps further apart than normal.</i></p>	No

No.	Significant hazard / risk	Normal control measures	Additional measures in place	Further action? Yes / No
			<i>Cleaning of tables between uses by different groups.</i>	
1.6	Groups mixing during extra-curricular provision	Extra-curricular activities to take place in accordance with Protective Measures for Out of School and Holiday clubs .	<i>There is a separate risk assessment for Fish as they are an external provider.</i>	No
1.7	Wraparound provision: Groups mixing during extra-curricular provision	Breakfast and after-school provision to take place in accordance with Protective Measures for Out of School and Holiday clubs .	<i>FISH provided with updated risk assessments and cleaning products in line with the rest of the Campus. FISH staff participating in covid self testing process.</i>	No
1.8	Spread of virus due to increased numbers of people within the building.	<p>Inform staff, parents, carers and other adults that:</p> <ul style="list-style-type: none"> • 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. • 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. • 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</p> <p>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"> 1. Do not attend if symptomatic. If symptoms commence on site, isolate, inform leadership and leave. Unless caring for a student 	<p><i>All posters and signage to be in place for reopening.</i></p> <p><i>Staff participating in covid self testing process. Results are recorded using the following registration process. Staff are send twice weekly reminders.</i></p> <p>School result register: 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/co</p>	No

No.	Significant hazard / risk	Normal control measures	Additional measures in place	Further action? Yes / No
		<p>in which case PPE required, avoid contact with anyone with symptoms</p> <ol style="list-style-type: none"> 2. Frequent hand cleaning and good respiratory hygiene practices for all staff, visitors and students. Promote the ‘catch it, bin it. Kill it’ approach. 3. Regular cleaning of settings from (Devon Norse / Fusion / the in-house team / Cormac). In addition, antibacterial spray, gloves, aprons and goggles / visors are provided where required. 	<p>ronavirus-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 one off PCR and daily LFD’s for a period of 7 consecutive days. (if not fully vaccinated – also self isolate)</i></p>	
2	Premises related matters			
2.1	Visitors and deliveries	Visits and deliveries to be arranged for quiet times or outside school hours wherever possible. Signing in system and lanyard use to be reviewed regularly. Signing in screen to be cleaned regularly and hand sanitiser provided. Visitors to be made aware of any relevant control measures.	<p><i>General contractors – Alex Binks and Site Team</i></p> <p><i>Essential visitors – person arranging visit and then contacted by reception team when they arrive.</i></p> <p><i>Essential visitors are asked to read and sign the Coronavirus Essential Visitor Protocol.</i></p> <p><i>Visitors sign in using Inventory.</i></p> <p><i>Screen cleaned regularly.</i></p> <p><i>Hand sanitiser located at reception.</i></p>	No

No.	Significant hazard / risk	Normal control measures	Additional measures in place	Further action? Yes / No
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 necessary changes (e.g. handwashing), including curriculum risk assessments where necessary.</p> <p>Consider how the rooms will be adequately ventilated.</p> <p>Carry out a premises safety check, including any impact to evacuation routes. Follow up work to be reported to the Premises / Site Manager and action taken to resolve.</p>	<p><i>Additional time allocated 7th September to review general whole Campus risk assessment.</i></p>	No
2.3	First Aid procedures, Reduced numbers of first aiders and Paediatric first aider.	<p>Review First Aid risk assessment (RA22 or equivalent).</p> <p>Rota systems in place to ensure adequate numbers of first aid and PFA trained staff.</p> <p>Communication of first aid arrangements to be undertaken.</p> <p>PPE available within first aid supplies</p> <p>First aid during the coronavirus (COVID-19) pandemic guidance to be followed.</p>	<p><i>Additional time allocated 7th September to review first aid Campus risk assessment.</i></p> <p><i>Updated first aid protocol shared with first aiders.</i></p>	No
2.4	Fire Procedures	<p>Review the fire risk assessment taking into consideration any changes made to the layout, and the impact this may have on fire evacuation and escape routes, and any increased risks of having significant amounts of high-alcohol-content hand sanitiser on the premises and compliance with its safe storage requirements.</p> <p>Ensure that testing and monitoring regimes are in place for fire detection and alarm systems, fire extinguishers and that any interim arrangements (such as doors propped open where necessary to reduce hand contact), are managed so that they do not compromise fire protection (and security) measures.</p> <p>Review where required fire evacuation routes and assembly points to ensure that social distancing guidelines are being met.</p> <p>Ensure any PEEPs are still suitable and staff are aware of contents</p> <p>Fire drills to continue as normal</p>	<p><i>Premises manager to send out email reminding staff of the fire procedures.</i></p>	No

No.	Significant hazard / risk	Normal control measures	Additional measures in place	Further action? Yes / No
2.5	Water hygiene – management of legionella	<p>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.</p> <p>Where regimes have not been maintained ensure that cleaning and disinfection has taken place prior to reoccupation as per government guidance.</p> <p>Hot water system heated to full temperature, and hot and cold systems flushed through, and temperatures monitored and recorded as standard.</p>	<p><i>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></p>	No
2.6	Using and monitoring new practices to reduce risk of Covid-19 transmission	<p>Training of all staff on return and new employees – to include contents of this RA, alternative layouts and any changes to fire evacuation routes, use of PPE, and location of designated room for suspected cases.</p> <p>Reiterating hygiene measures and the importance of them.</p> <p>Headteachers and school leaders must monitor arrangements and make remedial actions where needed.</p> <p>Ensure there are opportunities for all employees to raise concerns / make suggestions.</p>	<p><i>Update RA held on staff handbook. Link to RA included weekly in staff briefing notes.</i></p> <p><i>Letter to be sent to Primary and Secondary phase parents / carers regarding arrangements for returning.</i></p>	No
2.7	Management of premises related risks e.g. asbestos, delayed statutory testing (LOLER)	<p>Communication arrangements to ensure that requirements and controls are understood by responsible persons (e.g. signing in processes for contractors).</p> <p>If equipment is not within statutory test periods (e.g. lifts and hoists) then it should be taken out of use until the inspection and test can be completed.</p>	<p><i>Covid-19 Protocol form to be completed by all contractors.</i></p>	No
2.8	Staff rooms and offices to comply with social distancing and safe working practice	<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 where possible.</p> <p>Face coverings may be worn.</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>	No

No.	Significant hazard / risk	Normal control measures	Additional measures in place	Further action? Yes / No
			<p><i>Staff encouraged to take breaks when not teaching in order to reduce numbers within staff rooms.</i></p> <p><i>Additional email reminders will be sent regularly.</i></p>	
2.9	Ventilation to reduce spread	<p>Open windows</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> <p>Schools will utilise government provided equipment (i.e. Co2 monitors) to monitor ventilation.</p>	<p><i>All doors at CEC are fire doors so they will not be propped open.</i></p>	No
2.10	Management of waste	<p>Ensure bins for tissues are regularly emptied.</p> <p>Follow the guidance and Government guidance on disposal of waste.</p> <p>Where it is necessary to wear PPE, this must be 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>	No

No.	Significant hazard / risk	Normal control measures	Additional measures in place	Further action? Yes / No
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.	<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	Promote good hygiene and sanitisation, encourage users to clean their hands before and after play, ensure rubbish is disposed of regularly. Consult guidance on Managing Outdoor Playgrounds	<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) to continue.</p> <p>Before contractors come onto site the following should be in place: An assessment has been carried out to see if any additional control measures are required to keep staff, pupils and contractors safe. 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><i>Covid-19 Protocol form to be completed by all contractors..</i></p> <p><i>Protocol form amended to ensure visitors provide a mobile number.</i></p>	No

No.	Significant hazard / risk	Normal control measures	Additional measures in place	Further action? Yes / No
		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).		
2.14	Hiring out premises	<p>Lettings to 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. Lettings teams and clubs to complete their own Covid-19 Risk Assessments.</i></p> <p><i>Additional hand sanitiser stations have been put in place. Lettings team have a daily covid checklist that is also completed.</i></p> <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>	No

No.	Significant hazard / risk	Normal control measures	Additional measures in place	Further action? Yes / No
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 latest guidance	<i>Risk assessments as required.</i>	No
2.16	Outbreak Management Plans not being in place	Maintain an outbreak management plan as per Step 4 Contingency Framework in Education outlining how to operate if any measures described within the contingency framework are recommended in this area for any reason. A copy of the Outbreak Management Plan will be saved centrally Where asymptomatic testing sites are required, follow the latest guidance and testing risk assessment.		
3	Cleaning and reducing contamination			
3.1	Contaminated surfaces spreading virus.	Maintain an effective cleaning schedule. Follow the guidance in the attached link: Cleaning in Non-healthcare Settings Follow government guidance if someone becomes ill with suspected COVID-19 at the setting.	<i>Pupils and staff to wash hands and use Hand Sanitiser before and after lessons.</i> <i>Use of milton to sterilise play equipment in early years and primary.</i>	No
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.	<i>Staff and pupils to wash hands before and after use.</i> <i>Students required to bring own equipment, any missing items will be issued by tutors during morning registration.</i> <i>Anti bac wipes hand gel supplied in all Staff areas.</i>	No

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	Discuss with cleaning contractors or staff any additional cleaning requirements and agree additional hours to allow for this. Ensure cleaning products being used are suitable and that adequate supplies of cleaning materials are available. Maintain the cleaning schedule and establish regular cleaning of shared areas. Review COSHH risk assessments where there is any change in products		No
3.4	Sufficient handwashing facilities for staff and pupils	Where a sink is not nearby, provide supervised access to hand sanitiser in classrooms and other learning environments. Ensure enough hand wash and sanitiser stations are available based on what you have learned from usage to date.	<i>Pupils encouraged to bring their own personal hand sanitiser in addition to sanitiser available at school.</i>	No
3.5	Additional time for all to carry out handwashing	Frequent hand cleaning as part of normal routine. 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.	<i>Levels reviewed regularly and re-ordered when needed</i>	No

No.	Significant hazard / risk	Normal control measures	Additional measures in place	Further action? Yes / No
			<i>Cleaning and PPE stock check and room check to be carried out before reopening.</i>	
3.9	Toilets being overcrowded	Measures to reintroduce allocation of toilet facilities to be noted in outbreak management planning in case they are required for a temporary period. Toilets to be cleaned regularly and pupils must be encouraged to clean their hands thoroughly after using the toilet.	<i>Year groups allocated specific toilets to use which are monitored by duty staff/SLT</i>	No
3.10	Dedicated spaces	Dedicated space to be arranged should anyone require a space for i.e. worship, breast feeding or expressing. Area to be cleaned thoroughly between uses.	<i>Areas allocated as required.</i>	No
4	Staff related issues			
4.1	Staff access and egress to site and buildings	Staff will arrive and leave the building in their normal way. It is all staff responsibility to adhere to government guidance. Staff must wash their hands when they arrive and encouraged to maintain hygiene standards.	<i>After signing in and washing their hands, staff members will go directly to their allocated classrooms on arrival and are encouraged to arrive and leave the building as close to their set working hours as possible to minimise the need to move around the school.</i>	No
4.2	Staff measures to reduce contact and transmission Covid-19.	The latest DfE guidance must be followed. All teachers and other staff can operate across different classes and year groups in order to facilitate the delivery of the school timetable. IT Technicians provide IT support remotely and within teaching and office spaces. The ticketing service desk is in use. Staff and student reception in place. Site helpdesk in place	<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> <i>When assisting a student in lesson to do so from behind and to stand within 1m for no longer than 5</i>	No

No.	Significant hazard / risk	Normal control measures	Additional measures in place	Further action? Yes / No
			<p><i>minutes. Use visualisers where possible to support pupils 1:1</i></p> <p><i>Staff still recommended to wear face coverings while moving around the Campus and when in communal areas due to ERA (Review end of Sept)</i></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>Specialists, therapists, clinicians and other support staff for pupils with SEND should provide interventions as usual.</p> <p>Schools should have discussions with key contractors about the school's control measures and ways of working. Where visits can happen outside of school hours, they should.</p> <p>It is important that staff who are managing supply teachers, visitors, contractors and other temporary visiting staff are conversant with protocols within the school.</p>	<p><i>Any visitors remain the responsibility of the staff member in question. All routes and locations for meetings should reduce the contact with the wider school community or unnecessary staff members.</i></p> <p><i>All visitors to complete covid-19 visitor protocol.</i></p> <p><i>Protocol form amended to ensure visitors provide a mobile number</i></p>	No
4.4	Insufficient staff capacity to deal with increased numbers of pupils - Shortage of teachers to maintain staff to pupil ratios	<p>If there are any shortages of teachers to teach the number of classes, appropriately trained teaching assistants can be allocated to lead a group, working under the direction of a teacher.</p> <p>Careful planning of the year groups/classes should be undertaken based on staff availability.</p> <p>Supply teachers and other peripatetic staff can be engaged where necessary.</p>	<p><i>Classes to be collapsed where possible</i></p>	No

No.	Significant hazard / risk	Normal control measures	Additional measures in place	Further action? Yes / No
		Where there are not sufficient staff to cover staff absences, the school emergency plans will be followed to condense the school or curriculum, or, enact partial or full school closure.		
4.5	Anxiety levels of staff and community causing breakdown in staffing ratios, compromising group sizes.	<p>Staff should refer to the Staff Hub for guidance and support.</p> <p>Schools advisory service is available to provide free, remote and confidential counselling for any employee.</p> <p>Managers to hold discussions with individuals to alleviate concerns and to establish whether additional training or support would be helpful.</p> <p>HR have provided managers with guidance on Absence Management and supporting employees.</p> <p>If appropriate, seek GP or occupational health advice.</p> <p>Where the member of staff has anxieties about returning, this conversation can be held and recorded using the 'Risk assessment for all staff including vulnerable groups'</p> <p>Further advice is available from HR if required.</p>	<p><i>On-going communication</i></p> <p><i>TWMAT health and well-being support signposted</i></p>	No
4.6	Staff understanding of new changes – safe practice at work & in classroom. Teaching in a safe environment	<p>Talk to staff about the plans (for example, safety measures, timetable changes), including discussing whether training would be helpful.</p> <p>Ensure staff are aware of who to contact and how to raise suggestions or concerns.</p>	<p><i>RA to be shared with staff</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 required</i></p>	No
4.7	Accessing testing arrangements are clear for all staff	<p>Guidance about testing, including the NHS 'Test and Trace' service, is available via this link https://inside.devon.gov.uk/task/guidance-for-dealing-with-coronavirus-covid-19/essential-worker-testing/</p> <p>Testing Specific risk assessment in school and specific guidance is available to all participants.</p>	<p><i>Link to testing specific RA shared in September and will be shared via briefings.</i></p>	

No.	Significant hazard / risk	Normal control measures	Additional measures in place	Further action? Yes / No
4.8	Conditions for use of fluid resistant face mask and other equipment when dealing with a symptomatic child are clear and understood by staff.	<p>If a child, young person or other learner becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home appropriate PPE should be worn by the supervising adult if a distance of 2 meters cannot be maintained.</p> <p>If contact with the child or young person is necessary, then gloves, an apron and a face mask should be worn by the supervising adult.</p> <p>If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn</p> <p>Ensuring that fluid resistant face masks are available for all schools and that a supply is maintained.</p>	<p><i>First aid grab bags with PPE available in the medical room for all first aiders.</i></p> <p><i>Additional PPE stored in the PPE room</i></p>	No
4.9	Assessment of all staff, including high risk staff with vulnerable / shielding family member, underlying health conditions or other risk factors	<p>Headteacher will refer to the HR FAQ document to manage individual working arrangements.</p> <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.</p> <p>All pregnant employees will have an individual risk assessment which will be reviewed regularly.</p> <p>Individual risk assessment with clinically extremely vulnerable and clinically vulnerable staff should be reviewed regularly.</p> <p>A risk assessment should also be undertaken with staff who may be anxious.</p> <p>The 'Risk assessment for all staff including vulnerable groups' can be used to aid and record this assessment - https://staffhub.tedwraggtrust.co.uk/managers-area/covid-19/#Risk-Assessment-anchor-link</p> <p>Managers Guide to Supporting BAME or other vulnerable colleagues: will follow guidance and undertake a risk assessment with staff member: https://staffhub.tedwraggtrust.co.uk/managers-area/covid-19/#Risk-Assessment-anchor-link</p>	<p><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
		<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>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.	<i>PPE provision in place as before Covid-19 for intimate care.</i>	No
4.11	Use of PPE Lack of understanding	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 their H&S lead.	<i>Guidance emailed from Premises Manager.</i>	No
4.12	Staff member becoming unwell with Covid 19	<p>If anyone in your school develops symptoms of covid 19, follow latest government guidance</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>Where the employee is symptomatic but feels well, the employee may work from home whilst isolating in accordance with the Government</p>	Reporting links distributed to all staff and third parties using the facilities.	No

No.	Significant hazard / risk	Normal control measures	Additional measures in place	Further action? Yes / No
		Guidance. 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		
4.13	Dealing with suspected and confirmed case/ cases and outbreak.	Follow most up to date government guidance and flow chart from PHE SW : https://www.england.nhs.uk/south/wp-content/uploads/sites/6/2021/08/schools-flowchart-v15-aug-21.pdf Reporting cases as necessary		
4.14	Lateral Flow testing	See school specific testing risk assessment and School Operational Guidance for further details. All staff are encouraged to partake in twice weekly testing.	One way system with different entrance and exit (sports hall).	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. Any pregnancy in pupils to follow guidance for pregnant employees. Covid 19 - advice for Pregnant Employees . Also see 4.9	<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
5.2	Pupil wellbeing and support	Measures are in place where children are distressed. 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. 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	Pupils referred for mentoring and additional support (from menu of support) at weekly inclusion meeting (Monday afterschool). Pupils supported in pupil support immediately if high risk.	No

No.	Significant hazard / risk	Normal control measures	Additional measures in place	Further action? Yes / No
		education will be followed and where appropriate referrals to statutory services (and the police) as appropriate.		
5.3	Children with EHCP and pupils who attend dual settings	Appropriate documentation to be completed and maintained, identifying the risks and measures in place to support individual students. For dual settings, work through the system of controls collaboratively, enabling any risks identified to be addressed and allowing the joint delivery of a broad and balanced curriculum for the child		No
5.4	Pupils unable to follow guidance	Some pupils will need additional support to follow these measures. Appropriate documentation to be completed and maintained.		No
5.5	Pupils equipment	Pupils can now bring their equipment into school each day		No
5.6	Member of a class becoming unwell with COVID-19	<p>If anyone in your school develops symptoms of covid 19, follow latest government guidance</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. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people. Allocate a suitable room for this purpose and communicate intentions to staff. Ensure suitable PPE (including fluid resistant face mask) is available at this location. 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. 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

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 will be provided in line with the latest guidance.	<i>Split into KS1 and KS2?</i>	No
6	Transport			
6.1	Travel to school and provision of safe school transport:	<p>Consider school transport arrangements and where possible encourage parents and pupils to walk or cycle to school where possible. Liaise with School Transport Team where further consideration needs to be given to taxi, escort services.</p> <p>Recommend that staff and pupils wear face coverings during their journey and wash their hands before and after their journey.</p> <p>See guidance: transport-to-school-and-other-places-of-education-guidance</p> <p>Where changes are required as a result of a local outbreak, refer to school contingency plans and liaise with school transport team.</p> <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.</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. Any pupil who displays coronavirus symptoms at school should be sent home</p>	<p><i>No school buses in place</i></p> <p><i>Taxis to continue with face coverings</i></p> <p><i>No dedicated school transport apart from taxis</i></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> <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
		immediately. They must not travel on home to school transport. Where this is not possible you must contact the Transport Coordination Service at DCC / PCC. Transport Coordination Service will work with Public Health colleagues to manage any virus outbreak.		
7	Curriculum considerations			
7.1	Curriculum provision in all subjects not provided	<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"> • 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. <p>Any risk to this to be brought to the attention of SLT.</p> <ul style="list-style-type: none"> • Managers should refer to the outbreak / contingency plan to ensure they can respond to the risk. 	<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 form part of the Outbreak Management plan in the event that it is necessary and 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 as per the Head of Department risk assessment. Ensure good hygiene measures relating to people and equipment are followed and rooms are adequately ventilated.	<i>Adjustments made to subject specific risk assessment.</i>	No
7.4	Physical activity in schools	PE, sport and physical activity, under the school systems of control can continue. This includes sports clubs or activities before or after school, in	<i>Adjustments made to subject specific risk assessment.</i>	No

No dedicated service from taxis

No.	Significant hazard / risk	Normal control measures	Additional measures in place	Further action? Yes / No
		<p>addition to their regular PE lessons. Sports equipment should be regularly cleaned.</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).</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>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><i>Spray mops ordered and in use for PE changing rooms so they are cleaned between sessions.</i></p>	
7.5	Practical science, art and D&T lessons	<p>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.</p>	<p><i>Adjustments made to subject specific risk assessment.</i></p>	No
7.6	Groups of children mixing resulting in risk of more widespread transmission	<p>This school will follow the government lead system of controls to minimise risk of infection.</p>		No
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 restrictions.</p>	<p><i>Remote education platform in place if needed.</i></p>	No

No.	Significant hazard / risk	Normal control measures	Additional measures in place	Further action? Yes / No
		Policies, training and guidance will reflect additional measures where necessary. Remote lessons to follow school protocol to ensure safeguarding of staff and students		
7.8	Educational visits	Educational visits to be planned in line with government roadmaps and any relevant Covid 19 secure guidelines. Consult the health and safety guidance on educational visits when considering visits. For additional information check with EVOLVE guidance on website.		No
8	Provision of food			
8.1	Food prepared on premises is compliant with Covid - 19 health and hygiene guidance	School kitchens must comply with the Guidance for food businesses on coronavirus (COVID-19) Free schools meals to be provided in accordance with the guidance.	<i>Aspens staff to use gloves to collect crockery/cutlery</i> <i>Pupils supervised to drop crockery and cutlery into buckets of soapy water.</i>	No
8.2	Catering staff are operating in a safe environment	In addition to the standard operations for safe working practices, catering staff to follow the relevant aspects of government guidance for food premises: 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	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 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.</i> <i>No visitors to school site without prior appointments.</i> <i>All visitors to complete covid-19 visitor protocol.</i>	No

No.	Significant hazard / risk	Normal control measures	Additional measures in place	Further action? Yes / No
	complying with external requirements for staff safety		<i>Protocol form amended to ensure visitors provide a mobile number</i>	
9.2	Suppliers understanding and complying with new arrangements	Discuss new arrangements to encourage and facilitate delivery of goods and services during quiet times or outside school hours wherever possible. All to follow visitor guidance.	<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. Protocol form amended to ensure visitors provide a mobile number</i>	No
9.3	Communications to parents and staff	Updates to risk assessments, processes and procedures are communicated to staff when updates are approved. Regular communication to parents and staff will be provided, usually through newsletters and official school communication systems.	<i>Weekly update/newsletter 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 share 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 where necessary. Manage confirmed cases of coronavirus (Covid 19) amongst the school community.		No

No.	Significant hazard / risk	Normal control measures	Additional measures in place	Further action? Yes / No
10	Oversight of the governing body			
10.1	Lack of governor oversight during the COVID-19 crisis leads to the school failing to meet statutory requirements	<p>The governing body continues to meet regularly.</p> <p>The governing body agendas are structured to ensure all statutory requirements are discussed and school leaders are held to account for their implementation.</p> <p>The Headteacher's report to governors includes content and updates on how the school is continuing to meet its statutory obligations in addition to covering the school's response to COVID-19.</p> <p>Regular dialogue with the Chair of Governors and those governors with designated responsibilities is in place.</p> <p>Minutes of governing body meetings are reviewed to ensure that they accurately record governors' oversight and holding leaders to account for areas of statutory responsibility.</p>	<i>Regular communication between Head teacher and Chair of Governors, feeding back weekly review of RA.</i>	No
11	Asymptomatic testing - See testing risk assessments for further information			
11.1	Lack of knowledge of processes	<p>Government led training to be undertaken by all necessary staff</p> <p>Procedures to be put in place and signed when understood by staff</p> <p>Signs and notices in place to indicate location and queue / progress through the testing area</p>	<i>Online training completed by relevant staff and certificates stored centrally</i>	No
11.2	Poor cleaning standard	All areas cleaned and disinfected regularly	<i>Site team on call to provide additional cleaning if required.</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	<i>waste can go in general waste bins</i>	No
11.4	Testing Location	A designated location for testing will be identified in accordance with the government guidance.	<i>Sports hall for mass testing Food tech room for regular testing if required.</i>	No

No.	Significant hazard / risk	Normal control measures	Additional measures in place	Further action? Yes / No
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.		No
12	Vaccination Programme			
12.1	Government led vaccination programme not being followed	School will facilitate NHS vaccination programme where applicable and enable NHS staff to carry out their duties and communicate with parents. School will provide support to staff and students where necessary. School will direct all queries and concerns to NHS teams as advised. Ensure any visitors are aware of school control measures.	Vaccinations planned for Tues 5 th Oct 2021 but cancelled by Virgin Care Mon 4 th Oct. We are waiting on new dates.	

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

Headteacher	Name:	Stephen Farmer	Signed:	Stephen Farmer	Date:	08/09/21
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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:
	Weekly	08/09/2021	SF, AB, CS, RP	RA reviewed. Additional measures added where specific to CEC.
	Weekly	15/09/2021	SF, LM, AB, CS	RA reviewed and no additional changes added. LGB have not fed back any changes.
	Weekly	21/09/21	SF, LM	Dfe called Mon 20 th due to having 8 cases in Secondary in line with outbreak management plan and Devon flowchart. DfE have informed PHE and they may call us to discuss. Warn and inform letter sent to parents/carers of Secondary pupils. Assemblies to move back into tutor bases until half term and then review Open evening to continue (Tues 21 st) with doors to main hall open for ventilation and all guests advised to wear face coverings.
	Weekly	29/09/21	SF/ CS	No additional changes 2 days (Tues 27 th and Wed 28 th) with no new positive cases in Secondary
	Weekly	06/10/21	SF/LM/AB	Section 12 – Vaccination programme added to RA. Vaccinations due to take place Tues 5 th were cancelled and we are waiting for the new re-arranged date. 4 positive cases (1 Primary and 3 Secondary) since last week.

