Ted Wragg MULTI-ACADEMY Trust

Risk Assessment for:	**Whole School - Covid 19** (8th **March 2021 Onwards**)			Version		4.0 Step 4	
School:	St Luke's CofE School	Address:	Harts Lane, Exeter, Devon, EX13RD				
Person(s) / Group at risk:	Staff, students, visitors and contractors						
Risk Assessment carried out by:	Kealey Sherwood (Headteacher)	Date:	06/09/2021	Approved by:	ELT	Date:	
	Kerri Moore (H&S Lead)	Date:	06/09/2021	Approved by:	Governing body Chair(s) (via email)	Date:	TBC

St LUKE'S Church Of England School

This risk assessment refers to documents contained within the following guidance: https://www.gov.uk/government/collections/guidance-for-schools-coronavirus-covid-19	Current Tier: **Step 4**

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**

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

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

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.

1	Distancing and reducing risk of transmission			
1.1	Entrance and Access to school site causing large groups of people inside school grounds compromising social distancing	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 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.	Parents informed to drop off outside of site if possible. Designated multiple entrances into the building clearly notified to parents and students in advance of access. Keep right signs around the building. Staff positioned on the bridge and entrance to direct students as they approach the building. Sanitizing stations available at each entrance. Bins for the safe disposal of face coverings/tissues situated around the site with appropriate signage. Signing in and out will be contactless –using staff cards and the Inventry system. Signage at entrances regarding no entry if symptomatic. No waiting zones at the front of the school, bike	No

No.	Significant hazard / risk	Normal control measures	Any additional measures in place?	Further action? Yes / No
			sheds and school gates. Advice to staff and parents regarding what to do if symptomatic and self-isolating included in communications.	
1.2	Parents gathering at school gate not social distancing	Plan parents' drop-off and pick-up protocols that minimise adult to adult contact. 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 stay and play sessions / reading with children sessions are planned.	Guide to staff, parents and students issued in advance of any return. Signs in all entrances regarding social distancing will be clear and visible. Signs regarding wearing face coverings whilst moving on site in place. No admittance on to the school site for anyone without an appointment. Inventry system asks visitors to confirm they have no Covid symptoms. Track and trace information taken and held for the required period. Different entrance points into the building for each year group.	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	Exeter and Plymouth are currently in an Enhanced Response Area (ERA). Face coverings to be worn in communal areas. Year group access points, designated toilet block and social zones for break/lunch times. Students desks will be positioned so that students face the front of the classroom, there will be a space at the front of the classroom to allow 2m distance between the teacher and the nearest table. Additional Perspex screens available for staff and TAs to use as additional measure. One way system in place.	No

No.	Significant hazard / risk	Normal control measures	Any additional measures in place?	Further action? Yes / No
			Where individuals are wearing a face mask they must provide their own and follow disposal measures as laid out by the school. Some individuals are exempt from wearing face coverings and adults and pupils should be sensitive to those needs – Exempt badges/lanyards to be visible	
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.	We will have staggered break and lunch times. We also have set break and lunch areas for year groups. Students will enter the building at the nearest entrance from their social zone and will follow the one way systems to their next lesson. Cleaning of tables between uses by different groups.	No
1.5	Groups mixing during extra-curricular provision	Extra-curricular activities to take place in accordance with Protective Measures for Out of School and Holiday clubs.		No
1.6	Spread of virus due to increased numbers of people within the building.	Inform staff, parents, carers and other adults that: • 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: • the start of their symptoms • the test date if they did not have any symptoms but have had a positive test	Each room will have sanitising spray and blue roll available (for use by staff) and hand sanitizer. Staff will be responsible for the safe use of the spray and will familiarise themselves with the COSHH safe use guide prior to use. Staff on site adhere to the guidelines published on social distancing, cleaning and hand hygiene. Work spaces for staff will be adapted where social distancing is difficult to allow this to happen.	No

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

		(whether this was a Lateral Flow Device (LFD) or Polymerase Chain Reaction (PCR) test)
		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:
		   1. Do not attend if symptomatic. If symptoms commence on site, isolate, inform leadership and leave. Unless caring for a student in which case PPE required, avoid contact with anyone with symptoms
		   2. Frequent hand cleaning and good respiratory hygiene practices for all staff, visitors and students. Promote the 'catch it, bin it. Kill it' approach.
		     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.
			Face coverings will be worn in communal areas (Update following review)
			QR code at entrance to building for visitors to scan on entry. Contact details taken of all visitors to the school and held for the required period to aid track and trace
			Staff provided with PPE.
			Close contact logging via KMO
			Assemblies have started again – however we will keep this in constant review in line with guidelines
			Staff briefings in main hall to allow for social distancing.
			Staff to please open their classroom/ faculty base windows when they arrive in the morning, they may be closed once the students are in the room, but must be opened again on lesson change over and break times to allow for change of air. Students and staff will be advised to wear extra layers for warmth (under their uniform). Doors must be kept open to all classrooms all of the time and a minimum of one window.
			Antibac wipes available at shared resources i.e. photocopiers.
			Meetings with visitors to take place online where possible but if not in the pre-booked meeting room where social distancing can occur.	

No.	Significant hazard / risk	Normal control measures	Any additional measures in place?	Further action? Yes / No
			Screens in place where distancing is not possible i.e. reception	
1.7	Staff	Staff should maintain social distancing of 2m wherever possible. If reduced to 1m as long as mitigations are in place, e.g. not face to face or wearing PPE (face covering doesn't count) or a Perspex screen in place. The priority is always to try to maintain 2m social distancing, but where this cannot be achieved, regular hand washing/cleaning and good respiratory hygiene are also important for both staff and students. Government guidance should be followed where reasonably practicable but due to the nature of the work, it is acknowledged that the majority of staff will not be able to work from home while students are at school.	Student desks are positioned facing front and 2 m from the teacher. At the end of the lesson Staff will spray the tables, chairs and door handles with spray and move to the threshold position to greet the next class. Advised on safe thresholding has be shared with staff. Staff to wear PPE at all times when moving around the classroom to assist students. Hand sanitiser available in each room. Perspex screens in place for staff.	No
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. Signing in screen to be cleaned regularly and hand sanitiser provided.	Visitors to wear face coverings on site, unless exempt. Visitors signed in by reception and contact details held for track and trace. Signs to inform visitors not to enter they have covid symptoms. Meetings take place in rooms/areas that allow for social distancing. Hand sanitiser available throughout the school. Reception staff to check if visitors have any symptoms prior to signing them in to the building.	No

No.	Significant hazard / risk	Normal control measures	Any additional measures in place?	Further action? Yes / No
2.2	Changes to building use being safe for students & staff – e.g. storage, one-way systems, floor tape.	Review whole school risk assessment (RA22 or equivalent), to ensure control measures remain suitable and in place. Update risk assessments to include any changes that have been necessary (e.g. handwashing, one-way systems, allocation of specific classrooms) and this must include curriculum risk assessments where necessary. Consider how the layout will enable access to outdoor space and the equipment necessary for teaching the year groups. Consider how changes will impact on arrangements such as safe fire evacuation routes (see below). Carry out a premises safety check. Follow up work to be reported to the Premises Manager and action taken to resolve.	The normal fire evacuation process will apply. Signs around the building detailing social distancing, hand washing. Perspex screen in place at school rBlue eception to protect staff. Screens available for staff on their desks and for TA's to use should they choose. Student toilet external doors removed (where possible) to allow the monitoring of students in the toilet communal area. In addition, signs indicating two students at one time only on all doors. One way system in place.	No
2.3	First Aid procedures, Reduced numbers of first aiders and Paediatric first aider.	Review First Aid risk assessment (RA22 or equivalent). Rota systems in place to ensure adequate numbers of first aid and PFA trained staff. Communication of first aid arrangements during daily briefings. PPE within first aid supplies First aid during the coronavirus (COVID-19) pandemic guidance to be followed.	The team will be made up of trained staff. Full PPE will be provided to all first aiders. General first aid will take place where possible outside of the classroom and if necessary in the first aid room, students/staff presenting with symptoms will be isolated in room pending going home. On site, staff briefed of procedures for symptomatic people. Staff will set seating plans for each lesson and these will be adhered to at all times.	No
2.4	Fire Procedures	Review the fire risk assessment taking into consideration any changes made to the layout, and the impact this may have on fire evacuation and escape routes, and any increased risks of having significant amounts of high-alcohol-content hand sanitiser on the premises and compliance with its safe storage requirements. Ensure that testing and monitoring regimes are in place for fire detection and alarm systems, fire extinguishers and that any interim arrangements	Any interim arrangements (such as doors propped open where necessary to reduce hand contact), are managed so that they do not compromise fire protection (and security). Staff aware of the need to kick props out of the way allowing the door to shut in the case of a fire.	No

No.	Significant hazard / risk	Normal control measures	Any additional measures in place?	Further action? Yes / No
		(such as doors propped open where necessary to reduce hand contact), are managed so that they do not compromise fire protection (and security) measures. Review where required fire evacuation routes and assembly points to ensure that social distancing guidelines are being met. Ensure any PEEPs are still suitable and staff are aware of contents Fire drills to continue as normal	Measures remain the responsibility of the PFI contractor. Normal fire evacuation procedures apply. FRA undertaken during summer holidays. Fire evacuation overrides one way systems and Covid restrictions to ensure the fastest exit from the building. Fire practices have taken place with individual year's groups to ensure understanding along with one full practice drill.	
2.5	Water hygiene – management of legionella	Review the water hygiene management plan. Ensure that agreed regimes for flushing and monitoring of temperatures have been maintained throughout any period of closure / partial opening. Where regimes have not been maintained ensure that cleaning and disinfection has taken place prior to reoccupation as per government guidance. Hot water system heated to full temperature, and hot and cold systems flushed through, and temperatures monitored and recorded as standard.	Water hygiene remains ongoing and is the responsibility of the PFI contractor. Students will be asked to bring their own water bottle, as the water fountains will only be used for re-fill not drinking.	No
2.6	Using and monitoring new practices to reduce risk of Covid-19 transmission	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. Reiterating hygiene measures and the importance of them. Headteachers and school leaders must monitor arrangements and make remedial actions where needed. Ensure there are opportunities for all employees to raise concerns / make suggestions.	Covid plan circulated to all staff with the requirement that it is read and followed. Where necessary regular briefings to update staff and students on the procedures by lead ALT member/Headteacher. Staff given the opportunity to raise any concerns/make suggestions to the Headteacher through email. The risk assessment will be regularly reviewed and updated when new guidance is released and any changes will be implemented and communicated to staff and students accordingly.	No

No.	Significant hazard / risk	Normal control measures	Any additional measures in place?	Further action? Yes / No
			Monitored email set up as a central point for staff to raise queries/concerns *headteacher@stlukescofe.school* Regular updates to staff as necessary. Posters around the building reminding staff of the symptoms and regular hand washing/sanitising.	
2.7	Management of premises related risks e.g. asbestos, delayed statutory testing (LOLER)	Communication arrangements to ensure that requirements and controls are understood by responsible persons (e.g. signing in processes for contractors). If equipment is not within statutory test periods (e.g. lifts and hoists) then it should be taken out of use until the inspection and test can be completed.	Communication arrangements from PFI contractor/MSEL via the Trust PFI lead are in place to notify of any controls that are not in place or equipment that hasn't been checked and has been taken out of use. School procedures shared with Trust team through Estates Manager. Adjustments to the RA will take place should any area be unavailable. If the risk is increased and correct safety measures cannot be adhered to, the number of staff / students on site will be adjusted accordingly. Visitors to site to be limited during the school day.	No
2.8	Staff rooms and offices to comply with social distancing and safe working practice	Where possible reduce the use of communal / shared facilities such as tea and coffee facilities and encourage staff to bring their own food and utensils. Enhanced cleaning regimes where possible. Face coverings may be worn.	When using the staff room and faculty bases ensure windows are open for ventilation. Room capacity shown on the door where necessary. Staff briefings to take place in the main hall to easily enable social distancing Where possible when the use of communal / shared facilities such as staff room and use of tea and coffee	No

No.	Significant hazard / risk	Normal control measures	Any additional measures in place?	Further action? Yes / No
			facilities staff to bring their own cup and utensils. Enhanced cleaning regimes as per below.	
2.9	Ventilation to reduce spread	Open windows and prop doors open, where safe to do so (bearing in mind fire safety, security and safeguarding). Air conditioning will only be used when it is deemed safe to do so. Where 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. 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. Further information can be found here: Ventilation and air conditioning during the coronavirus (COVID-19) pandemic Schools will utilise government provided equipment (i.e. Co2 monitors) to monitor ventilation	Where staff have propped open doors, these will be un-propped as the staff member leaves the room in a fire evacuation situation. Staff to please open their classroom windows on arrival in the morning they may be closed once the students are in the room, but must be opened again on lesson change over and break times to allow for change of air. Students and staff will be advised to wear extra layers for warmth (under their uniform). Doors must be kept open to all classrooms all of the time.	No
2.10	Management of waste	Ensure bins for tissues are regularly emptied. Follow the guidance and Government guidance on disposal of waste. Where it is necessary to wear PPE, this must be disposed of properly rather than going into recycling bins. For testing waste, refer to the testing specific risk assessment and latest government guidance.	Lidded bins for potentially contaminated waste disposal. PFI contractor to ensure lidded bins used for tissues/disposable facemasks are emptied throughout the day	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.	Deliveries are to one point in the school, reception. Electronic communication the preferred method. IT issues to be dealt with by on site IT technician.	No

No.	Significant hazard / risk	Normal control measures	Any additional measures in place?	Further action? Yes / No
2.12	Contractors on-site whilst school is in operation	Ongoing works and scheduled inspections for schools (e.g. estates related) to continue. Before contractors come onto site the following should be in place: An assessment has been carried out to see if any additional control measures are required to keep staff, pupils and contractors safe. 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. 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).	Maintenance work is under the control of the PFI contractor. Contractors are managed by the FM team, contractors will not be allowed in areas where staff and students are working.	No
2.14	Hiring out premises	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: • considered the relevant government guidance for their sector • put in place protective measures • are aware that changes may be required at short notice	Letting is the responsibility of the PFI contractor. All customers have also been made aware of the rules for the site use.	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	Transitional team to look at this and update.	
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.		

No.	Significant hazard / risk	Normal control measures	Any additional measures in place?	Further action? Yes / No
3	**Cleaning and reducing contamination**			
3.1	Contaminated surfaces spreading virus.	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.	Desks, chairs and touch surfaces and any shared resources will be sprayed with Virucidal cleaner at the end of each lesson by the member of staff and wiped by the incoming students. Regular cleaning to all areas which are being used. Daytime cleaning to include cleaning door handles and surfaces, handrails and toilets. Cleaning team to follow government cleaning guidance if a someone becomes ill with suspected COVID-19 at the setting Where a student/staff member shows symptoms the first aider will spray the persons work space immediately as the affected person leaves the room. Staff and students are issued with clear guidance on maintaining their own personal infection control measures such as regular handwashing, avoid touching your face, social distancing. Seating plans recorded in class charts, and students remain in allocated seats during lessons. Cleaning schedules to be agreed by Trust PFI lead and monitored to ensure they meet the needs of the school.	No
3.2	Shared resources and equipment	Prevent the sharing of stationery and other equipment where possible Suitable procedures in place for managing access to items of 'heavy use' Pupils and teachers can take books and other shared resources home.	Prevent the sharing of stationery and other equipment where possible. Student's equipment is checked every	No

No.	Significant hazard / risk	Normal control measures	Any additional measures in place?	Further action? Yes / No
	increasing spread	Resources, equipment and specialist equipment (i.e. Therapy) should be cleaned.	morning by tutor to ensure they have all that is needed – if not this is provided via student reception. Antibacterial wipes available at each resource i.e. photocopier / printer to allow for cleaning prior to use. Staff to bring their own cups / water bottles. Clear guidance issued to students and staff regarding personal infection control.	
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	The Trust PFI Lead will discuss and agree with cleaning staff onsite, the cleaning requirements and ensure cleaning products being used are suitable and that adequate supplies of cleaning materials are available. Virucidal cleaner spray and blue roll available in all classrooms. Concerns will be raised through the following email headteacher@stlukescofe.school Poor practice is challenged on sight and reported to the PFI helpdesk	No
3.4	Sufficient handwashing facilities for staff and students	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	Hand sanitizer will be available in communal areas and classrooms. Student can use their own hand sanitizer. Allocated toilet facilities will be in place for students to reduce cross contamination as much as possible.	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.	Hand washing posters in facilities to guide. Information to parents and staff regarding latest guidance circulated.	No

No.	Significant hazard / risk	Normal control measures	Any additional measures in place?	Further action? Yes / No
3.6	Handwashing practice with children	Consider risks around ingestion of sanitiser and where this is a risk substitute for skin friendly sanitiser wipes for young children / those with complex needs.	Individual discussions with students where necessary regarding the correct use of hand sanitiser.	No
3.7	Good respiratory hygiene	Promote 'catch it, bin it, kill it' ensuring that enough tissues and bins are available. Support should be provided for young children and those with complex needs, particularly where children spit / use saliva. In such cases this should be considered within the pupil's individual risk assessment.	Tissues and a lidded pedal bin will be available around the site for disposal of used tissue/single use masks.	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.	Cleaning team to regularly check supplies across the site.	No
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.	The use of toilets will be carefully managed throughout the day to avoid overcrowding. Outer doors removed to allow easy monitoring of use where possible. Regular cleaning of the toilet facilities will also take place. Duty staff to monitor numbers in toilets at break times	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.	Medical rooms available and spray available if needed. Windows to be opened. PFI cleaning to be advised if deep cleaning in needed.	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.		No
4.2	Staff measures to reduce contact and	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.		No

No.	Significant hazard / risk	Normal control measures	Any additional measures in place?	Further action? Yes / No
	transmission Covid-19.	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		
4.3	Managing supply teachers, visitors, contractors and other temporary visiting staff.	Supply teachers, peripatetic teachers and/or other temporary staff can move between schools. Specialists, therapists, clinicians and other support staff for pupils with SEND should provide interventions as usual. 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. It is important that staff who are managing supply teachers, visitors, contractors and other temporary visiting staff are conversant with protocols within the school.	As part of their induction supply staff will be advised of our COVID RA and sign in will be used for track and trace. Visitors will be signed in at reception staff once checks regarding symptoms have been made and a list including contact number will be held for 14 days. Risk assessments checked for compliance with school requirements. Rooms used allow for social distancing, a record of who has been on school site is maintained.	No
4.4	Insufficient staff capacity to deal with increased numbers of students - Shortage of teachers to maintain staff to pupil ratios	If there are any shortages of teachers to teach the number of classes, appropriately trained teaching assistants can be allocated to lead a group, working under the direction of a teacher. Careful planning of the year groups/classes should be undertaken based on staff availability. Supply teachers and other peripatetic staff can be engaged where necessary. 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.	SLT to monitor staff availability where necessary cover supervisors/associate teachers/TA's or supply staff used to cover absent staff. If necessary, due to multiple staff absences SLT will decide on how to safely manage students on site.	No

No.	Significant hazard / risk	Normal control measures	Any additional measures in place?	Further action? Yes / No
4.5	Anxiety levels of staff and community causing breakdown in staffing ratios, compromising group sizes.	Staff should refer to the Staff Hub for guidance and support. Schools advisory service is available to provide free, remote and confidential counselling for any employee. Managers to hold discussions with individuals to alleviate concerns and to establish whether additional training or support would be helpful. HR have provided managers with guidance on Absence Management and supporting employees. If appropriate, seek GP or occupational health advice. 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' Further advice is available from HR if required.	Regular communication offering support and advice, staff understand who and where they can go for support. Regular communications to all staff and parents. Clear guidance is provided for staff about the expectations and support for them as the situation progresses. Additional support available through the Trust central HR team.	No
4.6	Staff understanding of new changes – safe practice at work & in classroom. Teaching in a safe environment	Talk to staff about the plans (for example, safety measures, timetable changes), including discussing whether training would be helpful. Ensure staff are aware of who to contact and how to raise suggestions or concerns.	Regular communication with staff will take place. Risk Assessment shared with staff, changes to plans communicated in as timely a manner as possible. Provide opportunities for staff to feedback and raise concerns. Staff can raise concerns at any time and active feedback will be sought.	No
4.7	Accessing testing arrangements are clear for all staff	Guidance about testing, including the NHS 'Test and Trace' service, is available via this link https://inside.devon.gov.uk/task/guidance-for-dealing-with-coronavirus-covid-19/essential-worker-testing/ Testing Specific risk assessment in school and specific guidance is distributed to all participants.	Staff have been informed of the process and regular reminders will be circulated. Home testing kits provided for home testing Staff are required to log the test result.	No
4.8	Conditions for use of fluid resistant face mask and other equipment	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.	See first aid risk procedures above. Glasses, goggles and or visors will be thoroughly cleaned after use. First aiders will be provided with PPE for wearing when fulfilling this duty.	No

No.	Significant hazard / risk	Normal control measures	Any additional measures in place?	Further action? Yes / No
	when dealing with a symptomatic child are clear and understood by staff.	If contact with the child or young person is necessary, then gloves, an apron and a face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn Ensuring that fluid resistant face masks are available for all schools and that a supply is maintained.	Student will be collected from class and where possible first aid will be administered outside of the classroom. Where a student presents with symptoms they will be isolated in a medical room until collected from school and parents asked to arrange a test, if a test is not sought or is returned incomplete students will remain off of school for 10 days. Confirmation of test results sought form parents prior to return to school.	
4.9	Assessment of all staff, including high risk staff with vulnerable / shielding family member, underlying health conditions or other risk factors	Headteacher will refer to the HR FAQ document to manage individual working arrangements. CEV individuals are no longer advised to shield but must continue to follow the rules in place for everyone under the current national restrictions. All pregnant employees will have an individual risk assessment which will be reviewed regularly. Individual risk assessment with clinically extremely vulnerable and clinically vulnerable staff should be reviewed regularly. A risk assessment should 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 - https://staffhub.tedwraggtrust.co.uk/managers-area/covid-19/#Risk-Assessment-anchor-link 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	Trust issued HR guidance will be followed in terms of advising and supporting staff. Open door policy in terms of communication with staff regarding personal circumstances and the support available. A review with high-risk staff will be undertaken following a positive case on site.	No

No.	Significant hazard / risk	Normal control measures	Any additional measures in place?	Further action? Yes / No
		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 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. 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.		
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	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.		No
4.12	Staff member becoming unwell with Covid 19	If anyone in your school develops symptoms of covid 19, follow latest government guidance 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. Where the employee is symptomatic but feels well, the employee may work from home whilst isolating in accordance with the Government Guidance. The employee may not return to work unless their test is	Students and staff who become symptomatic in school will be taken by a first aider to medical (isolation room) to await collection from school. If necessary they will use the disabled toilet in this area, this will then be taken out of use until they have left the site and will be thoroughly cleaned before anyone else can use it. Anyone with symptoms will have a test and inform the school of the result. A record of the result will be held. Staff will follow government guidance on what happens if someone becomes ill and what happens if there is a	No

No.	Significant hazard / risk	Normal control measures	Any additional measures in place?	Further action? Yes / No
		negative, they are well enough to return and they have completed the appropriate isolation period in accordance with the Government Guidance	confirmed case of coronavirus in school. Accurate records of staff and students will be maintained to enable public health contact tracking and test regimes, including seating plans/extra-curricular activities/close contacts (through CPOMS)	
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	Contact DFE for further guidance/advice if needed Inform DCC/Governors	No
4.14	Lateral Flow testing (Secondary Schools)	See school specific testing risk assessment and School Operational Guidance for further details. All staff are encouraged to partake in twice weekly testing.	Staff and students will be encourage and communicated with regarding weekly home testing and logging	
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	Communication will take place with parents to ensure that they follow the guidance.	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	Support through the wellbeing room will be available for students alongside tutor support.	No

No.	Significant hazard / risk	Normal control measures	Any additional measures in place?	Further action? Yes / No
		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 education will be followed and where appropriate referrals to statutory services (and the police) as appropriate.		
5.3	Children with EHCP and students who attend dual settings	A risk assessment should be completed before attendance. For dual settings work through the system of controls collaboratively, enabling any risks identified to be addressed and allowing the joint delivery of a broad and balanced curriculum for the child		No
5.4	Pupils unable to follow guidance	Some students will need additional support to follow these measures. Insert measures here or attach additional document.	High risk students will have a risk assessment completed, as detailed above.	No
5.5	Pupils equipment	Pupils can now bring their equipment into school each day	Equipment checked daily by tutor and replenished if needed via student reception.	No
5.6	Member of a class becoming unwell with COVID-19	If anyone in your school develops symptoms of covid 19, follow latest government guidance

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. | Designated isolation area where they can be isolated behind a closed door, remote supervision through a window will be maintained. PPE (including fluid resistant face mask) is available at this location. Attending staff will wear PPE. The student will be asked to wear a mask in the room. Parents informed that where students have symptoms they remain home and take a PCR test as per the current guidance. Staff guidance also in place with regards to symptoms. The child's classroom work area will be cleaned immediately, isolation room | No |

No.	Significant hazard / risk	Normal control measures	Any additional measures in place?	Further action? Yes / No
		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 after they have left to reduce the risk of passing the infection on to other people.	will be cleaned when the child has left the building. If necessary the child will use the disabled toilet which will be cleaned when they have left the building. Where a student has symptoms parents will be asked to book a test and the attendance team will follow up regarding the result, this will be logged on CPOMS and SIMs and appropriate action in line with the guidance taken for a positive result.	
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.		No
5.8	Behaviour	The behaviour policy will be applied effectively should students not follow health and safety procedures. As they will have been directed any refusal to follow guidelines on things such as distancing will be treated as defiance and sanctioned appropriately.		No
5.9	Wrap around care	Wrap around care is not provided. Parents, carers and staff will be made aware.	N/A	No
6	Transport			
6.1	Travel to school and provision of safe school transport:	Consider school transport arrangements and where possible encourage parents and children and young people to walk or cycle to school where possible. Liaise with School Transport Team where further consideration needs to be given to taxi and escort services.	Cycle routes from nearby areas shared with students and staff on the school website, students encouraged not to use public transport unless necessary. Where issues arise due to overcrowded public buses the school will liaise with DCC Transport and Stagecoach to ensure students can	No

No.	Significant hazard / risk	Normal control measures	Any additional measures in place?	Further action? Yes / No
			safely return home at the end of the day.	
7	**Curriculum considerations**			
7.1	Curriculum provision in all subjects not provided	In accordance with the guidance, this school will ensure that the key principals underpin the curriculum planning: • 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. Any risk to this to be brought to the attention of SLT. Managers should refer to the outbreak / contingency plan to ensure they can respond to the risk.		No
7.2	Suspension of some subjects for some students 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.		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.	Guidance will be followed to ensure safe practice. (Singing in music to follow department risk assessments) Safe distancing in drama activities to ensure social distancing. Peripatetic lessons will continue with strict sanitising routines between students.	No

No.	Significant hazard / risk	Normal control measures	Any additional measures in place?	Further action? Yes / 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 addition to their regular PE lessons. Sports equipment should be regularly cleaned. 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). External facilities can also be used in line with government guidance for the use of, and travel to and from, those facilities. Also refer to the following advice: • 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	Guidance will be followed. Shared equipment sanitised between bubble use. In severe weather internal classrooms are used.	No
7.5	Practical science, art and D&T lessons	Guidance from CLEAPSS should be followed when planning lessons, using resources from i.e. the following website: https://www.cleapss.org.uk/ http://science.cleapss.org.uk/Whats-New/Guides/ http://dt.cleapss.org.uk/Resources/Whats-New/Administration/ and for primaries Practical activities in a bubble. Schools must ensure that they stay up to date with the latest guidance in these specialist areas.	Guidance will be followed. All rooms cleaned between bubbles use and equipment sanitised. Technicians to support this daily	No
7.6	Groups of children mixing resulting in risk of more widespread transmission	This school will follow the government lead system of controls to minimise risk of infection.	Year group access points, designated toilet block and social spaces for social times. Students desks will be positioned so that students face the front of the classroom, there will be a space at the front of the classroom to allow 2m distance between the teacher and the nearest table. One	No

No.	Significant hazard / risk	Normal control measures	Any additional measures in place?	Further action? Yes / No
			way system in place. Screens available for staff should they wish to use it.	
7.7	Remote education	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. Policies, training and guidance will reflect additional measures where necessary. Remote lessons to follow school protocol to ensure safeguarding of staff and students	We will communicate with staff and parents should we need to put remote learning provisions in place	No
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.	Canteen contractor must ensure Health & Safety policies are followed. Clear reporting procedures will be in place where this is not being followed.	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	Canteen contractor to follow usual food safety and hygiene procedures and Government guidance for catering establishments	No
9	**Communications with parents and others**			

No.	Significant hazard / risk	Normal control measures	Any additional measures in place?	Further action? Yes / No
9.1	Parents, contractors and other staff entering or working in the building – school complying with external requirements for staff safety	Regular communication to be sent to parents and carers (i.e. newsletters) including any relevant updates and reminders. Inform all visitors, suppliers, and contractors that no one should enter if they are displaying symptoms of coronavirus. Publish a telephone number in case of immediate access required. Regular updates to website communicating this risk assessment	Parents, carers or any visitors, such as suppliers, not to enter the school setting if they are displaying any symptoms of coronavirus. Signage to tell visitors, suppliers, and contractors informed that only pre-arranged visits will be allowed on site is visible on the school entrance with a contact number available in case immediate access is required. Deliveries will be made to the reception area, a staff name will be given but no signature. Visitors to be kept to a minimum during school hours.	No
9.2	Suppliers understanding and complying with new arrangements	Discuss new arrangements to encourage and facilitate delivery of goods and services during quiet times or outside school hours wherever possible. All to follow visitor guidance. new arrangements with suppliers and deliveries to be arranged for quiet times or outside school hours	See measures above in addition to this.	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.	Regular communications to parents are shared with staff, these will be increased as and when required. . Staff feedback encouraged and clear and regular messages are shared.	No
9.4	Pupils and families anxious about return	Support in place to address concerns and communications with parents on measures in place to reduce anxiety. Clear messaging on expectations for attendance and identification of those who may be disengaged, disadvantaged or vulnerable and where catch up funding may need to be applied.	Parents will only be permitted on site by appointment, regular communication to inform them of how to contact staff as necessary. Wellbeing guides provided to the parents via our website and signposted in the parent communications.	No

No.	Significant hazard / risk	Normal control measures	Any additional measures in place?	Further action? Yes / No
			Communications and meetings held for the most vulnerable students prior to the start of term to reduce anxiety levels.	
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.	Parents will only be permitted on site by appointment, regular communication to inform them of how to contact staff as necessary. Communication with anxious parents is undertaken by SLT by telephone or email to avoid unnecessary meetings on site.	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
10	**Oversight of the governing body**			
10.1	Lack of governor oversight during the COVID-19 crisis leads to the school failing to meet statutory requirements	The governing body continues to meet regularly. The governing body agendas are structured to ensure all statutory requirements are discussed and school leaders are held to account for their implementation. The Headteacher' s report to governors includes content and updates on how the school is continuing to meet its statutory obligations in addition to covering the school's response to COVID-19. Regular dialogue with the Chair of Governors and those governors with designated responsibilities is in place. Minutes of governing body meetings are reviewed to ensure that they accurately record governors' oversight and holding leaders to account for areas of statutory responsibility.	Regular communication between Head and Co-Chair of Governors, in addition regular updates at each LGB meeting.	No
11	**Rapid, asymptomatic testing**			

No.	Significant hazard / risk	Normal control measures	Any additional measures in place?	Further action? Yes / No
11.1	Lack of knowledge of processes	Government led training to be undertaken by all necessary staff Procedures to be put in place and signed when understood by staff Signs and notices in place to indicate location and queue / progress through the testing area	Staff in testing site have completed online training. COVID risk assessment shared.	
11.2	Poor cleaning standard	All areas cleaned and disinfected after each session See Rapid, asymptomatic testing risk assessment for further information		
11.3	PPE use, waste and test use and waste removal not in place	PPE to be worn, training to be undertaken and disposal to be in line with government guidance Hazardous waste removal to be put in place as per government requirements See Rapid, asymptomatic testing risk assessment for further information		
11.4	Testing Location	A designated location for testing will be identified in accordance with the government guidance. See Rapid, asymptomatic testing risk assessment for further information	Main Hall	
11.5	Positive test result not confirmed	All positive LFD tests must be followed up with a PCR test as per the latest government guidance.		
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.		

Further action required				
Section of RA	Additional Actions / Control measures required	Person responsible	Deadline date:	Date action completed
1.3	Face coverings			Introduced during 3rd week of September.

No.	Significant hazard / risk	Normal control measures	Any additional measures in place?		Further action? Yes / No
	Walk the floor	Health and Safety Lead to check RA is being followed in practise	H&S Lead	Sept. 2020	30th Sept. 2020
	Staff signature	Ensure all staff have read and understood the RA Upload document onto Hays Training Package or distribute using school communications	Headteacher	15th Sept. 2020	02.12.2020
	Exam arrangements	Review guidance regarding exams, change of dates, any additional papers. Arrange and consider exam timetables, facilities and staffing for changes to exams and results dates.	Headteachers and exam officers	Dec 31st	No – Risk assessment been completed for exam environment, social distancing, hand sanitizing and toilets to be used.
	Contingency plan for exams	Consider and plan for exams taken during local tiered measures, consider and plan for exams where invigilators may be isolating, consider and plan for other potential major issues.	Headteacher		20.11.2020 – RA for exams done
	4.4 Staff absence	Schools to review their emergency plans to ensure they have a plan should staff absences increase to an unsafe point. Review condensing plans across the school and curriculum to feed into the critical plan.	Headteacher	31st November 2020	Waiting to update this KMO 19.11.2020 02.12.2020 – This has been done
	Positive case	Schools to check and review their communications systems to ensure they can effectively work remotely (i.e. access to SIMS) to ensure prompt communication with pupils, parents and staff in the event of a positive case and isolation requirements.	Headteacher	20th October 2020	
	Communications	Schools to work with Marketing and Communications Manager to create templates to proactively respond to any outbreak.	Headteacher	Done	Done (15/10/2020)

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

Headteacher	Name:	Kealey Sherwood	Signed:		Date:	03/11/2020

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\Estates\Risk Assessments\September 2020 onwards\Approved final 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:
V.2	Weekly	02/09/20		1.3 - Face coverings
V.3	Weekly	03/09/20		1.7 – Wrap around care
				1.8 - Lunch may be served in classrooms
				2.4 – Fire risk assessment review
				2.10 - Waste management
				2.14 – Hiring out premises
				3.1 – Soft surfaces
				4.3 – Managing supply teachers, visitors, contractors
				4.11 - Use of PPE
				4.13 – Dealing with suspected / confirmed case
				6.4 – 6.9 - Transport
				7.3 – Music and drama
				7.5 – Science, Art, D&T
				7.6 – Groups of children mixing
V.4	Weekly	22/09/20		1.3 – Face coverings

No.	Significant hazard / risk	Normal control measures			Any additional measures in place?	Further action? Yes / No
		14/09/20		2.9 – Air conditioning		
		18/09/20		4.2 – IT technicians		
		23/09/20		1.9 – Staff working		
V 5.0	Weekly	06/10/20		Staff signature page removed. All to be loaded onto Hays training package instead. Lucy Hancock is available to support with this should assistance be required. School administrator to load to system. H&S Lead to ensure staff undertake this module by the deadline they set.		
				7.7 – Remote education added		
V.6	Weekly			1.4 – EYFS date removed from document as updated		
				2.14 – Hiring premises		
				4.4 - Staffing		
				6.2 - Transport		
				7.1 - Exams		
V.7	Fortnightly	19/10/20		4.9 - Clinically extremely vulnerable guidance added		
		23/10/20		4.13 – Removed always and must in line with updated guidance		
				Added Plymouth details as per MAP Primary for LA contact details		
				Front page – removed suspected in line with reporting guidance 231020		
V.8	Fortnightly	05/11/20		1.3 - Face coverings		
				1.7 – Wrap around care updated		
				2.13 – Contractor information		
				4.2 – Staff measures updated		
				4.9 – CEV – staff		
				5.1 – CEV – pupils		
				5.7 – Uniform updated		
				6.5 – Requirement to wear masks on School Transport		
				7.4 - Sports		
V.9	Fortnightly	16/11/20		1.7 – Wrap around care and clubs		
				4.4 – Staff absence – added school emergency plan		

No.	Significant hazard / risk		Normal control measures		Any additional measures in place?	Further action? Yes / No
					4.4 – Action to take amended to show school emergency plan as schools use emergency plans instead of a critical pathway document	
V.10	Fortnightly	30/11/12			Tier information added	
					1.3 – Face coverings updated to reflect tier system	
					4.9 – Assessment of staff	
					5.1 – Vulnerable pupils	
					6.5 – Transport staff	
V.11	Fortnightly	14/12/20			1.1 – Updated link for reduced isolation period	
					1.7 – Wraparound care – removed essential restrictions	
					2.9 – Ventilation update from HSE included for further reference	
					3.3 – Cleaning staff – updated guidance link	
					7.5 – Practical science, D&T and arts – updated links	
					2.14 - Lettings	
V.12	Fortnightly	07/01/2021			Front page: Tier update	
					1 – Close contact definition	
					1.7 – Guidance for return in January added	
					4.2 - Staffing	
					4.9 – Staffing in tiers	
					4.13 – Close contact definition added (from DCC) & updated flowchart	
					4.14 – Lateral flow	
					7.4 – Physical activity updates	
					7.7 – Remote education requirement for Jan 2021	
					7.8 – Educational visits renumbered	
					11.0 – Rapid, asymptomatic testing included	
					Walk the floor – H&S lead to agree date to take place in addition to fortnightly RA review.	
V.13	Lockdown				Tier updated to show national lockdown	
					Link to national lockdown guidance included	
					1.3 – Overcrowding in classrooms and corridors	
					4.9 – Assessment of all staff	

No.	Significant hazard / risk			Normal control measures	Any additional measures in place?	Further action? Yes / No
				5.1 – Vulnerable groups who are CEV		
V.14	Lockdown			Front cover – guidance link for ease of reference		
				4.9 – Pregnant workers over 28weeks		
				4.14 – Testing updated		
				5.1 – Updated list of essential workers added		
				7.7 – Remote learning to include protocol for safe practise for staff and students		
V.15	Lockdown			Front page – title amended to Lockdown		
				1.6 – (5.) School dog 'Poppy'		
V.16	Whole School - Covid 19 (8th March 2021 Onwards)			Significant number of changes made – please see all yellow highlights		
V.16	Whole School - Covid 19 (8th March 2021 Onwards)			No changes made		
V2.1	Whole School - Covid 19 (8th March 2021 Onwards)			4.9 - CEV shielding changes		
				5.1 – Pregnancy in pupils		
				7.4 – Physical Education		
				7.8 – Education visits		
V2.2	Whole School - Covid 19 (8th March 2021 Onwards)	14/04/21		7.4 – Sports – indoor competitions possible		
				11.5 – Added need to follow up positive LFD test with PCR test		
V2.3	Whole School - Covid 19 (8th March 2021 Onwards)	14/05/21		1.3 - Face coverings updates		
				1.6 – Replaced Sodexo with Fusion and added travel information		
				2.15 – Added open days information		
				5.2 – Distressed children changed to Pupil wellbeing and support and updated		
				7.3 – Music changes		
V2.4	Post half term update	21/06/21		1.1 – NHS app and QR code update		
				2.16 – Added Outbreak Management Plans		
				7.8 – Educational visits		
				DfE contact number amended in Exeter schools section		

No.	Significant hazard / risk	Normal control measures			Any additional measures in place?	Further action? Yes / No
					Testing guidance updated with link to new factsheet	
V2.5			28/06/21		Updated reporting in line with PHSW – HPT update	
V4		V4 – Step 4	06/09/2021		Multiple across – full document to be read and confirmed	
V4		Monthly	07/10/2021		**Vaccination Programme**	

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

Walk the floor

Review due: (w/c)	14/09/20	Date reviewed:	14/09/2020	By:	KSH	Any action required?	
Review due: (w/c)	28/09/20	Review undertaken:	28/09/2020	By:	KSH	Any action required?	
Review due: (w/c)	12/10/20	Review undertaken:	13/10/2020	By:	KSH	Any action required?	Change use of sign in inventory machine and include track and trace information (mobile) as well as declaration for visitors re not having Cv-19 symptoms. Email all staff with regards to track and trace app and availability of testing.
Review due: (w/c)	09/11/20	Review undertaken:	03/11/2020	By:	KSH	Any action required?	Update staff during briefing on 4th November with regards to ventilation of rooms. Remind regarding the need for staff to record close contacts and maintain social distancing in own offices during briefing.

No.	Significant hazard / risk	Normal control measures					Any additional measures in place?	Further action? Yes / No
							Yr11 year group to have 'rule of 6' at social times which is monitored and recorded for track and trace. Face coverings to be worn in PE changing rooms and Drama/PE to keep small working groups consistent and have record of this for track and trace.	
Review due: (w/c)	23/11/20	Review undertaken:	16.11.20	By:	KMO	Any action required?	Tape has been ordered and will be put in all classrooms as student desks creeping forward. Not maintaining 2 meter distance Plan for staff absence	
Review due: (w/c)	07/12/20	Review undertaken	02.12.20	By:	KMO	Any action required?	Tape has arrived – need to get put down in classrooms – Put on hold during lock down	
Review due: (w/c)	14/12/20	Review undertaken	14.12.2020	By:	KMO	Any action required?		
Review due: (w/c)	06/01/21	Review undertaken	06/01/2021	By:	KMO	Any action required?		
Review due: (w/c)	17/01/21	Date reviewed:	11/01/2021	By:	KMO	Any action required?		
Review due: (w/c)	25/01/21	Review undertaken:	21/01/21	By:	KMO	Any action required?	N/A	
Review due: (w/c)	05/02/2021	Review undertaken:	03/02/2021	By:	KMO	Any action required?	N/A	
Review due: (w/c)	05/03/2021	Review undertaken:	03/03/2021	By:	KMO	Any action required?		
Review due: (w/c)	22/03/2021	Review undertaken:	26/03/2021	By:	KMO	Any action required?	N/A	
Review due: (w/c)	26/04/2021	Review undertaken:	28/04/2021	By:	KMO	Any action required?	N/A	

No.	Significant hazard / risk	Normal control measures					Any additional measures in place?		Further action? Yes / No
Review due: (w/c)	10/05/2021	Review undertaken:	14/04/2021	By:	KMO	Any action required?	N/A		
Review due: (w/c)	23/06/2021	Review undertaken:	29/06/2021	By:	KMO	Any action required?	N/A		
Review due: (w/c)	10/09/2021	Review undertaken:	06/09/2021	By:	KMO	Any action required?	N/A		
Review due: (w/c)	13/10/2021	Review undertaken:	07/10/2021	By:	KMO	Any action required?	N/A		