Risk Assessment for:	**Covid 19 – Local restriction tiers onwards**						
School:	Isca Academy		Address:	Earl Richards Road South, Exeter EX2 6AP			
Person(s) / Group at risk:	Staff, students, visitors and contractors						
Risk Assessment carried out by:	Aimee Mitchell (Headteacher)	Date:	12/01/2021	Approved by:	ELT	Date:	04/11/2020 previous version
	Ali Moxey (H&S Lead)	Date:	12/01/2021	Approved by:	Governing body Chair (via email with a minute note added)	Date:	Approved on 13.01.20

National rules came into effect on 5th January 2021 placing England in Nation Lockdown. More information can be found here: https://www.gov.uk/guidance/national-lockdown-stay-at-home#high-alert	Current Tier: **National Lockdown stay at home**

Suspected or confirmed cases of COVID-19 may be reported to the local **Public Health England (PHE) Health Protection team** on **0300 303 8162 (press Option 1, Option 1).** This will enable you to discuss the outbreak control measures that are needed and the information to be communicated to others. You should also email the school priority alert mailbox (educate.schoolspriorityalerts-mailbox@devon.gov.uk to ensure the DCC Education team also know promptly.

Please see updated guidance from PHE SW HPT: Guidance for Childcare and Educational Settings in the management of COVID-19 Flowchart.

Changes in place for September are:

- There is no longer a need to routinely report individual suspected cases to Public Health England South West Health Protection Team (PHE SW HPT)
- There is still a need to report suspected cases to PHE SW HPT in the following scenarios:
  - The symptomatic person has been admitted to Hospital
  - The possible case REFUSES testing
  - There are a cluster of possible cases/unexpected increase in absenteeism
  - The possible case has DEFINITE link to a confirmed case
- The Flowchart has been changed to reflect the need to now self-isolate for 10 days in line with updated guidance.

No.	Significant hazard / risk	Normal control measures	Any additional measures in place?	Further action? Yes / No
1	**Social distancing and reducing risk of transmission**			
	Definition of a close contact	The following definition of 'close contact': Manage confirmed cases of coronavirus (COVID-19) amongst the school community. (Close contact means): • direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin) • proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual • travelling in a small vehicle, like a car, with an infected person Focusing on obtaining mitigations they reduce close contact, which will in turn will reduce staff and pupil absences when there are cases within the school.		
1.1	Entrance and egress to school site causing large groups of people inside school grounds compromising social distancing	Separate entrances for each year group. Staggered end to the day. Students escorted to the gate by teacher at the end of the day to speed up egress from site. Regular information provided to parents. If possible, only one parent to attend site with a pre-arranged appointment. Use alternative drop off locations and utilise all entrance routes where possible. One way system to be put in place where possible. All reminded to keep to the left when moving around the school. Have a process for safely removing and disposing of / storing face coverings when students and staff who use them arrive at school. Communicate this process clearly to them, following the recommendations in the government guidance Staying safe outside of your home: face coverings and Guidance for Full Opening.	2m markers will be placed outside the entrances. 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 left signs around the building. Staff positioned on the drive to direct students as they approach the building. Sanitizing stations available at each entrance. Bins for the safe disposal of face coverings/tissues in every classroom with appropriate signage, parents informed of the need for sealed containers/bags to safely store re-useable face coverings during the day.	No

No.	Significant hazard / risk	Normal control measures	Any additional measures in place?	Further action? Yes / No
		Students must be instructed to wash/sanitise their hands, on arrival. Students, 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: https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection which sets out that they must self-isolate for at least 10 days and should arrange to have a test to see if they have coronavirus (COVID-19). Other members of their household (including any siblings) should self-isolate for at least 14 days from when the symptomatic person first had symptoms.	Signing in and out will be contactless – using staff cards and the Inventry system A manual signing-in system will be in place for visitors via a signing-in sheet completed by the receptionist and labels issued to visitors whilst on the school site to avoid using the screen based Inventry system. Lanyards will not be issued to visitors. Signage at entrances regarding no entry if symptomatic. No waiting zones at the front of the school, bike sheds and school gates. Advice to staff and parents regarding what to do if symptomatic and self-isolating included in communications. QR code at front entrance for visitors track and trace. The entrance gate will be closed between 3.10pm and 3.25pm with no vehicle movement on site to allow students to leave the site remaining in their bubbles, where necessary using the roads to walk to the top gate. Duty staff to take hand sanitiser to their entrance for use at the start of the day.	
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, updated 23/10/2020. Social distancing markers in place. Signs in all entrances regarding social distancing will be clear and visible. Signs regarding wearing face coverings whilst moving on site in	No

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			place. No admittance on to the school site for anyone without an appointment. Reception staff to ask visitors to confirm they have no Covid symptoms. Track and trace information taken and held for the required period. Staggered entrance points into the building for each year group.	
1.3	Overcrowding in classrooms and corridors.	Children are to be grouped into consistent groups with contact between groups avoided (see Curriculum section below). Desks should be forward facing and spaced as far apart as possible and arranged so that face to face seating is avoided. Reduce movement around the school using timetabling and appropriate selection of classroom or other learning environments. All staff, students and visitors will be supported in their wishes to wear face coverings wherever possible. Schools will mandate the use of face masks in accordance with latest government guidance https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak and https://www.gov.uk/government/publications/face-coverings-in-education/face-coverings-in-education Where individuals are wearing a face mask they must provide their own and follow disposal measures as laid out by the school. Reusable masks must be kept on their person or inside their bag at all times. Where face coverings are detrimental to the needs of the staff or students, the school leadership team will work closely with individuals to find a resolution to help them feel comfortable and safe. In schools where pupils in year 7 and above are educated, face coverings should be worn by adults and pupils when moving around the premises, outside of classrooms, such as in corridors and communal areas where	Year group access points, designated toilet block and social spaces for break 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 way system in place.

Students walked out of the building via the one way system to the nearest exit to join their bubble exit to the top gate at the end of the day by their P5 teacher. When moving in the building face coverings will be worn by students and staff, except those with an exception pass/badge. Staff may remove their face covering in their 'safe marked zone' in the classroom, but face coverings must be worn when moving out of this area in the classroom. Bins in each room for the safe disposal of face coverings, otherwise they are stored in sealed | No |

No.	Significant hazard / risk	Normal control measures	Any additional measures in place?	Further action? Yes / No
		social distancing cannot easily be maintained. Some individuals are exempt from wearing face coverings and adults and pupils should be sensitive to those needs. Where year 7 and above are educated, face coverings should be worn by adults (staff and visitors) and pupils when moving around indoors, such as in corridors and communal areas where social distancing is difficult to maintain. As in the general approach, it will not usually be necessary to wear face coverings in the classroom, where protective measures already mean the risks are lower, and they may inhibit teaching and learning. You should also follow latest lockdown guidance: https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/950653/Education_and_childcare_settings_-_national_lockdown_from_5_January_2021_.pdf	container when not in use. Exemption cards issued where a medical exemption exists	
1.4	Groups mixing during breaks and lunchtime compromising social distancing.	Staggered break times and ensure appropriate supervision is in place. Use different social spaces where possible Staggered lunchtimes & in set groups with handwashing Tables kept apart. Or lunches delivered to classrooms. Ensuring everyone keeps further apart than normal. Cleaning of tables between uses by different groups.	Staggered first break times with supervision and different social spaces per zone is in place. Students will enter the building at the nearest entrance from their social zone and will follow the one way systems to their next lesson. Pre-ordered food served in cardboard packaging and delivered to each zone at breaks. Where possible to be eaten outside	No
1.5	Groups mixing during extra-curricular provision	Carefully consider how such provision can work alongside wider protective measures, including keeping children within their year groups or bubbles where possible. If it is not possible to maintain bubbles being used during the school day then use small, consistent groups.	Extra-curricular clubs will be run in year groups or small consistent groups, registers of attendance will be taken and records kept for track and trace. Tables/equipment will be sanitised after use.	No

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		As with physical activity during the school day, contact sports should not take place and recommendations set out in Protective measures for out-of-school settings during the coronavirus (COVID-19) outbreak should also be taken into consideration.		
1.6	Spread of virus due to increased numbers of people within the building.	Parents informed that if their child needs to be accompanied to school only one parent should attend Active engagement with NHS Test and Trace Children will be grouped together in bubbles for all lessons Contact between groups limited so far as possible Forward facing desks where practical and possible Staff maintaining distance from others as much as possible and wearing a face covering if this is not possible. Posters and briefings to those who have access to the school to remind them to focus on the 4 key points of infection control: 1. Do not attend if symptomatic. If symptoms commence on site, isolate, inform leadership and leave. Unless caring for a student in which case PPE required, avoid contact with anyone with symptoms 2. Frequent hand cleaning and good respiratory hygiene practices. Promote the 'catch it, bin it. Kill it' approach. 3. Regular cleaning of settings has been increased with additional cleaning support from (Devon Norse / Sodexo / the in-house team / Cormac). Cleaning time allocation amended to enable a more thorough clean in the areas of the building that are in use. In addition, antibacterial spray, gloves, aprons and goggles / visors are provided where required. 4. Minimising contact and mixing by; grouping students into year groups and zones for social time and toilet use, entry to administration and support offices is limited to those who work in these areas so far as reasonably practicable, lunch served to zones to minimise any gatherings, mass use of touch points. Face	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. Face coverings will be worn by all except those with a medical exemption every time they leave o move around a room. 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 CPOMS Assemblies take place virtually to avoid mass gatherings. Staff briefings in sports hall to allow for social distancing and staff will wear face coverings. Windows to be opened by Sodexo staff at the start of the day, they may be	No

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		coverings are worn at all times when staff and students are 'moving'.	closed once the students are in the room, but must be opened again on lesson change over (every hour) 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. Antibac wipes available at shared resources i.e. photocopiers. Meetings with visitors to take place online, outside or in the canteen to allow for social distancing, PPE to be worn. Screens in place where distancing is not possible i.e. reception	
1.7	Staff	Staff should maintain Public health guidance 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 the member of staff will ensure that all students are wearing their face coverings before getting out of their seats. Staff will spray the tables, chairs and door handles with D10 spray and move to the threshold position to greet the next class, issuing Blue roll to each student to wipe their space before sitting down. Students must keep face coverings on until they are sat down. Staff to wear PPE at all times when moving around the classroom to assist students. Hand sanitiser available in each room.	No

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			Perspex screens in place for vulnerable staff/ where distancing is not possible.	
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 santiser 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
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, face coverings and reiterating expectations. Floor tape will be used to indicate social distancing on the approaches to the entrances of the school and at reception. Perspex screen in place at school reception to protect staff. Student toilet external doors removed to allow the monitoring of students in the toilet communal area. Compulsory one way system in place.	No

No.	Significant hazard / risk	Normal control measures	Any additional measures in place?	Further action? Yes / 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	Rota for first aid in place. The team will be made up of trained staff. A central briefing will take place at the start of term. 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 G01 pending going home. On site, staff briefed of procedures for symptomatic people. Staffing and zones designed so that isolation of year/small groups can take place if someone has tested positive for Covid19. Staff will set seating plans for each lesson and these will be adhered to at all times. Track and trace through Class charts will help to identify close contacts in the classroom. First aid logged on CPOMS.	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 (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	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. Measures remain the responsibility of the PFI contractor. Normal fire evacuation procedures apply. FRA undertaken 17/8/2020 in conjunction with Sodexo and DCC.	No

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		Fire drills to continue as normal	Fire evacuation overrides one way systems and Covid restrictions to ensure the fastest exit from the building. Fire practices have taken place with individual years groups to ensure understanding	
2.5	Water hygiene – management of legionella	Review the water hygiene management plan. Ensure that agreed regimes for flushing and monitoring of temperatures have been maintained throughout any period of closure / partial opening. Where regimes have not been maintained ensure that cleaning and disinfection has taken place prior to reoccupation as per government guidance Managing School Premises during the Covid-19 outbreak. Hot water system heated to full temperature, and hot and cold systems flushed through, and temperatures monitored and recorded as standard.	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 be out of use. A small supply of water will be available in the classroom in case a student forgets their water bottle and on the canteen trolleys during break times.	No
2.6	Using and monitoring new practices to reduce risk of Covid-19 transmission	Training of all staff via briefing prior to start – 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. Explaining to children about the use of face coverings – to support children with adhering to social distancing. 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. Monitored email set up as a central point for staff to raise queries/concerns *operationalhelpdesk@iscaexeter.co.uk*	No

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			Regular updates to staff as necessary. Posters around the building reminding staff of the symptoms and regular hand washing/sanitising. Weekly information to students and staff on updates, shared with students during tutorial sessions. Parents evenings changed from on site to telephone calls through the school booking system Mass testing to start w/c 4/1/2021, see separate risk assessment	
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	Numbers of people reduced at one time to allow social distancing – chairs removed/placed apart. Avoiding unnecessary gatherings.	Staff advised to minimise the use of the staffroom whilst recognising the need for staff to have a break, each staff member is responsible for ensuring they maintain social distancing. Additional rooms available	No

No.	Significant hazard / risk	Normal control measures	Any additional measures in place?	Further action? Yes / No
	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 as per below.	for staff use during break times to allow rest areas whilst social distancing. Room capacity shown on the door where necessary. Each zone has sanitising spray and blue roll and hand sanitiser for staff use. Staff briefings to take place in the sports hall to easily enable social distancing. Where possible reduce the use of communal / shared facilities such as tea and coffee facilities staff to bring their own cup and utensils. Enhanced cleaning regimes as per below. Work spaces for the support staff teams will be adjusted to allow for adequate social distancing measures to be adhered to.	
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, re-circulatory 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. <mark>Further information can be found here:</mark>	Where staff have propped open doors, these will be un-propped as the staff member leaves the room in a fire evacuation situation. Windows to be opened by Sodexo staff at the start of the day, 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

No.	Significant hazard / risk	Normal control measures	Any additional measures in place?	Further action? Yes / No
2.10	Management of waste	Ensure bins for tissues are emptied throughout the day. Follow Guidance on disposal of PPE waste (such as used fluid resistant masks) and Government guidance on disposal of waste, including waste such as wipes and cloths generated by additional cleaning and disposable face coverings where for instance they have been worn for the journey to school. You must make sure that these items are disposed of properly rather than going into recycling bins.	Lidded bins for potentially contaminated waste disposal in each room. PFI contractor to ensure lidded bins used for tissues/disposable facemasks are emptied throughout the day and correct procedures are followed for its safe disposal as per the guidance. *https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe#how-should-ppe-and-face-coverings-be-disposed-of*	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 SD and hygiene measures. E.g. drop-off point – one person controls the process etc. Reduce paper based correspondence as far as possible. Where possible send all messages electronically Internal messages to be passed electronically or by telephone Where post needs to be sent, this should be handled by one individual to minimise contact Incoming post – stringent hand washing should take place where post cannot wait 72 hours before opening.	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

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2.12	Contractors on-site whilst school is in operation	Ongoing works and scheduled inspections for schools (e.g. estates related) have been designated as essential work by the government and so are set to continue. Maintenance work is under the control of the PFI contractor. They will be responsible for ensuring before contractors come onto site: An assessment has been carried out to see if any additional control measures are required to keep staff, students 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. Alternative arrangements have been considered such as using a different entrance for contractors and organising classes so that contractors and staff/students are kept apart. Social distancing is being maintained throughout any such works and where this is not possible arrangements are reviewed. 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). Relevant Contractors to be informed of positive cases in school to ascertain any potential contact.	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. We will notify the FM manager of any positive cases and they can notify any sub-contractors accordingly.	No
2.14	Hiring out premises	Schools should ensure they are considering carefully how to hire out to external bodies or organisations, such as external coaches or after-school or holiday clubs or activities. Such arrangements can only operate within their wider protective measures and should also have regard to any other relevant government guidance. For example, where opening up school leisure facilities for external use, ensuring they do so in line with government guidance on working safely during coronavirus (COVID-19) for providers of grassroots sport and gym or leisure facilities.	Letting is the responsibility of the PFI contractor. Use of internal spaces during school hours by third parties is not permitted during covid restrictions.	No

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		Schools and hirers to be aware that changes may be required at short notice depending on local covid alert levels https://www.gov.uk/guidance/local-covid-alert-levels-what-you-need-to-know		
3	**Cleaning and reducing contamination**			
3.1	Contaminated surfaces spreading virus.	Classroom based resources such as sports, art and science equipment can be used and shared within the bubble. Such resources should be cleaned frequently and meticulously and always between bubbles or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles. Fabric chairs to be removed from G01 and taken out of use in the library and replaced with plastic chairs. Follow government guidance for working in education and childcare if someone becomes ill with suspected COVID-19 at the setting. Follow guidance on Cleaning and decontamination of non-health care settings.	Shared resources cleaned between bubble use. Desks, chairs and touch surfaces and any shared resources will be sprayed with D10 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 *https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe* 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	No

No.	Significant hazard / risk	Normal control measures	Any additional measures in place?	Further action? Yes / No
			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.	
3.2	Shared resources and equipment increasing spread	Prevent the sharing of stationery and other equipment where possible Suitable procedures in place for managing access to items of 'heavy use' such a photocopiers to maintain social distancing. Enhanced cleaning regimes. Limit items being brought in from home or taken home from school and store when returned for 72 hours if it cannot be cleaned Limit handling of pupil work by staff where possible, submit work online in preference to paper and books	Prevent the sharing of stationery and other equipment where possible. Students issued with a student's pack to avoid sharing of resources. Staff to have a pack to take to each classroom to avoid the loss of learning time due to lack of resources. Antibacterial wipes available at each resource i.e. photocopier / printer to allow for cleaning prior to use. Enhanced cleaning regimes by cleaning staff. Staff to bring their own cups / water bottles. Clear guidance issued to students and staff regarding personal infection control. Gloves will be available for use by staff when handling books.	No
3.3	Cleaning staff and hygiene contractor's capacity - providing additional requirements	Discuss with cleaning contractors or staff the 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. See Safe working in education and childcare for guidance on PPE and guidance on https://www.gov.uk/government/publications/covid-19-	The Trust PFI Lead will discuss and agree with cleaning staff onsite, the additional cleaning requirements and ensure cleaning products being used are suitable and that adequate supplies of cleaning materials are available.	No

No.	Significant hazard / risk	Normal control measures	Any additional measures in place?	Further action? Yes / No
		. Put in place an enhanced cleaning schedule and establish more frequent cleaning of shared areas or those used by different groups. Additional guidance on cleaning of non-health care settings is to be published by Public Health England by the end of the summer term. Review COSHH risk assessments where there is any change in products	D10 spray and blue roll available in all classrooms. Concerns will be raised through the following email operationalhelpdesk@iscaexeter.co.uk Poor practice is challenged on sight and reported to the PFI helpdesk	
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. Plan in regular access to facilities throughout the day. Provide additional sinks where possible. 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 all classrooms and other learning environments. Allocated toilet facilities will be in place for each group of people on site to reduce cross contamination as much as possible.	No
3.5	Additional time for all to carry out handwashing	Posters near sinks and around the building communicating hand washing techniques. Information shared through tutor time information for students. Hand sanitiser available in each room.	Each zone to have designated toilet and hand washing facilities. Hand washing posters in facilities to guide. Information to parents and staff regarding latest guidance circulated.	No
3.6	Effective handwashing techniques, misuse of hand sanitiser	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 in each room for disposal of used tissue/single use masks. Specific risk assessments for students who spit/use saliva shared.	No
3.8	Sufficient supplies of soap	Discuss with suppliers and contractors to ensure sufficient supplies and deliveries. Use regular detergents and bleach. Review COSHH	Cleaning team to regularly check supplies across the site. See additional measures listed above for cleaning supplies too.	No

No.	Significant hazard / risk	Normal control measures	Any additional measures in place?	Further action? Yes / No
	and cleaning products	assessments (RA05) and implement additional controls required where there has been any change in products. Each classroom provided with gloves and disinfectant spray in case a pupil or staff member coughs or sneezes on a piece of equipment or furniture.		
3.9	Toilets being overcrowded	Limit the number of children or young people who use the toilet facilities at one time. Visiting the toilet one after the other if necessary. Different groups don't need to be allocated their own toilet blocks, but toilets will need to be cleaned regularly and students must be encouraged to clean their hands thoroughly after using the toilet.	Zones have allocated toilets to use and the use of them will be carefully managed throughout the day to avoid overcrowding. Outer doors removed to allow easy monitoring of use. 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	G01 designated isolation room for anyone presenting with symptoms awaiting collection from school, room to be sprayed with D10 after use.		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 distancing measures wherever possible. The majority of staff travel by car, cycle or walk. Staff using public transport must follow government guidance https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers and dispose of their mask appropriately. Staff must wash their hands when they arrive		No
4.2	Staff measures to reduce contact and transmission Covid-19. New variant of the Covid-19 virus.	The following section of the DfE guidance must be followed: https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#section-1-public-health-advice-to-minimise-coronavirus-covid-19-risks All teachers and other staff can operate across different classes and year groups in order to facilitate the delivery of the school timetable.	See the Covid plan for September which identifies specific procedures to manage all elements of the guidance in more detail. Perspex screens at reception, F56 and F04 where it is not possible to	No

No.	Significant hazard / risk	Normal control measures	Any additional measures in place?	Further action? Yes / No
	==It is also noted that the new variant may present an increased risk amongst children and young people who present as - asymptomatic.==	Where staff need to move between classes and year groups, they should try and keep their distance from students and other staff wherever possible, ideally 2 metres from other adults and should avoid close face to face contact and minimise time spent within 1 metre of anyone. Similarly, it will not be possible when working with many students who have complex needs or who need close contact care. These students' educational and care support should be provided as normal. IT Technicians provide IT support remotely and within teaching and office spaces. The ticketing service desk has been promoted to ensure issues are resolved remotely wherever possible. Posters are displayed on IT offices to minimise access. Where it is not possible to resolve an issue remotely, separate drop off and collection points for devices are in place. Items are sanitised before and after repairs are made. Where the technician needs to attend a location within the school, the work will be carried out when the room is empty wherever possible. They will wear face coverings while outside of their office and will request staff and students maintain distancing while in a room. They will maintain good hygiene using hand washing and sanitation products and maintain stringent social distancing.	maintain 2m distance without facing each other. ==No mass meetings, move to video meetings or use of large open spaces where social distancing can easily be adhered to== ==No car sharing unless in the same household== ==Minimising the movement around school where possible== IT amnesty box for returns of borrowed equipment in staffroom.	
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. They should ensure they minimise contact and maintain as much distance as possible from other staff. Specialists, therapists, clinicians and other support staff for students with SEND should provide interventions as usual. Schools should consider how to manage other visitors to the site, such as contractors, catering staff and deliveries, as well as cleaning staff and site	As part of their induction supply staff will be given a copy of the Covid plan. Visitors will be signed in by reception staff once checks regarding symptoms have been made and a list including contact	No

No.	Significant hazard / risk	Normal control measures	Any additional measures in place?	Further action? Yes / No
		staff who may be working throughout the school and across different groups / sites. This will require close cooperation between both schools and the other relevant employers. Schools should have discussions with key contractors about the school's control measures and ways of working as part of planning for the autumn term and ensure site guidance on physical distancing and hygiene is explained to visitors on or before arrival. Where visits can happen outside of school hours, they should. A record should be kept of all visitors. It is important that staff who are managing supply teachers, visitors, contractors and other temporary visiting staff are conversant with SD and hygiene protocols within the school.	number will be held for 14 days. The QR code for the school will be displayed at the reception to allow visitors to comply with the Governments Track and Trace. 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.	
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. See 'school Workforce' section of the DfE guidance: https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#section-1-public-health-advice-to-minimise-coronavirus-covid-19-risks Where there are not sufficient staff to cover staff absences, the critical incident plan/ school emergency plan will be followed to condense the school or curriculum, or, enact partial or full school closure.	ALT 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 ALT will decide on how to safely manage students on site whilst adhering to social distancing requirements.	No
4.5	Anxiety levels of staff and community causing breakdown in staffing ratios,	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.	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	No

No.	Significant hazard / risk	Normal control measures	Any additional measures in place?	Further action? Yes / No
	compromising group sizes.	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' - https://devoncc.sharepoint.com/:w:/s/PublicDocs/Education/ESoXeZkAQylLupPG5VVG6yQB2iEFDD4pgkko5qBbtOSEkw?e=040Qiy Further advice is available from HR if required.	support available through the Trust central HR team. Reset covid addendum in place	
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 and staggered arrival and departure times), including discussing whether training would be helpful.	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. See above the safety measures that will be put in place in terms of zones, cleaning, evacuation, PPE and social distancing. 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/	Staff have been informed of the process and regular reminders will be circulated. Priority test requests processed as soon as absence is notified Staff are required to provide proof of the test result.	No
4.8	Conditions for use of fluid resistant face mask and other equipment when dealing with a	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 a face mask should be worn by the supervising adult if a distance of 2 meters cannot be maintained. If contact with the child or young person is necessary, then gloves, an apron and a face mask should be worn by the supervising adult.	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, they will have a first aid rucksack providing essential medical supplies,	No

No.	Significant hazard / risk	Normal control measures	Any additional measures in place?	Further action? Yes / No
	symptomatic child are clear and understood by staff.	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. https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe	along with details of the most vulnerable students with specific needs. All students will be collected from classes and where possible first aid will be administered outside of the classroom. No students will be sent direct to the first aid room. Where a student presents with symptoms they will be isolated in G01 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, siblings for 14days from first day of symptoms. 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	All staff can continue to attend school during lockdown, see government guidance below *You may only leave your home for work if you cannot reasonably work from home. Where people cannot work from home - including, but not limited to, people who work in critical national infrastructure, construction, or manufacturing - they should continue to travel to their workplace. This is essential to keeping the country operating and supporting sectors and employers.* **Public sector employees working in essential services, including childcare or education, should continue to go into work.** *Where it is necessary for you to work in other people's homes - for example, for nannies, cleaners or tradespeople - you can do so.*	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 RA will be completed for all staff over the age of 60 if not already in place for other reasons. A review with high-risk staff will be undertaken following a positive case on site. Risk assessments for CEV and CV staff to be reviewed in light of National Lockdown and flexibility afforded with	No

| | | ==Individual flexibility will be afforded to staff on request and the Headteacher will refer to the HR FAQ document to manage individual working arrangements.==

 A risk assessment should also be undertaken (or reviewed/updated if one was previously undertaken) with staff who may be anxious about returning to school and/or due to the increased numbers.
 The 'Risk assessment for all staff including vulnerable groups' can be used to aid and record this assessment -
 https://staffhub.tedwraggtrust.co.uk/managers-area/covid-19/#Risk-Assessment-anchor-link
 Managers Guide to Supporting BAME or other vulnerable colleagues: will follow guidance and undertake a risk assessment with staff member: <br> https://staffhub.tedwraggtrust.co.uk/managers-area/covid-19/#Risk-Assessment-anchor-link
 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.

 The government have reintroduced formal restrictive shielding advice during national lockdown, alert level 5 National Lockdown, this has been advised by the Chief Medical Officer, and only for a limited period of time. The government will write to individuals to inform them if they are advised to follow formal shielding and not attend the workplace.
 See this link for further information <br> https://www.gov.uk/government/publications/guidance-on-shielding- | ==regards to working arrangements for them.== | |

No.	Significant hazard / risk	Normal control measures	Any additional measures in place?	Further action? Yes / No
		and-protecting-extremely-vulnerable-persons-from-covid-19/cev-from-2-dec Following any break in National Lockdown measures: If staff travel from one tier into another, they should follow the guidance for whichever area is in the higher tier.		
4.10	Staff use of PPE	Students 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. Follow guidance https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe Guidance on the appropriate selection and use of PPE from DCC can be found here: http://devon.cc/ppe	See first aid procedures above with regards to PPE. PPE will be available for staff use in school and issued to those using public transport as necessary. All staff use face coverings if they need to be within 1m of a child in class. Everyone to use face coverings when moving out of a room around the building.	No
4.11	Use of PPE Lack of understanding	Guidance on the use of face coverings for students in year 7 and above should be followed with consideration given to communal areas such as corridors where social distancing is hard to maintain. Additional precautionary measures should also be taken where local restrictions apply. Adequate training / briefing on use and safe disposal Follow guidance on putting on and taking off standard PPE https://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures and above guidance on use in education settings.	Staff briefing on the safe use and disposal of PPE, latest guidance will be followed. Video shared with students and advice on the school website regarding the safe use, storage and disposal of face coverings, https://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures.	No
4.12	Staff member becoming unwell with Covid 19	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	Students and staff who become symptomatic in school will be taken by a first aider to G01, (isolation room) to await collection from school. If	No

No.	Significant hazard / risk	Normal control measures	Any additional measures in place?	Further action? Yes / No
		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. The staff member must arrange testing as soon as possible and must remain in isolation until a negative result is returned, or within the timeframe set by the government for isolation. Managers should complete a COVID notification form sending this to HR, this will provide relevant information including potential contacts to inform track and trace, as well as test results. The employee will be instructed to get an essential worker test without delay. Where the employee is symptomatic but feels well, the employee may work from home whilst isolating in accordance with the Government Guidance. The employment may not return to work until their test is negative, they are well enough to return and they have completed the appropriate isolation period in accordance with the Government Guidance https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection	necessary they will use the disabled toilet in G07, 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 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.	**Dealing with suspected and confirmed case/ cases and outbreak.** Follow most up to date guidance. Contact the local Health Protection Team on 0300 303 8162 or swhpt@phe.gov.uk *(If the matter is not urgent you can also email ask.swhpt@phe.gov.uk)* AND inform the local authority by emailing educate.schoolspriorityalerts-mailbox@devon.gov.uk. if one of the following: 1) The symptomatic person has been admitted to Hospital 2) The Possible case REFUSES testing 3) There are a cluster of possible cases/unexpected increase in absenteeism	Plan in place and actioned previously. Tests available to be issued in line with guidance. Identify close contacts – class charts seating plans, social time friendship groups, extra-curricular activities registers. Inform Trust ELT Contact DFE for further guidance/advice. Inform DCC/Governors	No

No.	Significant hazard / risk	Normal control measures	Any additional measures in place?	Further action? Yes / No
		4) The Possible case has DEFINITE link to a confirmed case 5) ALL confirmed cases. If a child or staff member in your education setting becomes symptomatic, you should advise them to access testing through the normal channels. However, in exceptional circumstances when you do not think a child or staff member would be able to access testing by these routes, you should consider using one of the school provided home test kits to improve the chances that the individual will get tested. See the DfE guidance on test kits for schools. For **ALL SUSPECTED OR CONFIRMED CASE IN SCHOOL** follow the latest guidance which can include informing the local authority via the attendance form and / or emailing educate.schoolspriorityalerts-mailbox@devon.gov.uk. Devon County Council's Local Outbreak Management Plan (LOMP) is available here: https://www.devon.gov.uk/coronavirus-advice-in-devon/lomp/. If there is a confirmed case, a complex situation or an outbreak is declared in your setting you may be asked to join an Incident Management Team or Outbreak Control Team Meeting. Schools should up-date the **Schools Emergency Plan** to incorporate the above links. The following resources should also be referred to in the event of cases at the setting: Educational settings Action cards https://www.devon.gov.uk/eycs/important-information-seeking-advice-on-confirmed-cases-of-coronavirus-covid-19-in-educational-settings-for-nurseries-schools-and-colleges/	Contact parents of students who are close contacts Arrange for parallel curriculum information to be sent home with student and via group call. Inform other stakeholders. Arrange for Food Parcels for FSM students to be sent home. An order of actions sheet is available for confirmed cases is in use within the school.	

No.	Significant hazard / risk	Normal control measures	Any additional measures in place?	Further action? Yes / No
		Schools should also consider their contingency planning for outbreaks, including local outbreaks – using the Actions for Schools Guidance Section 5		
		Management of confirmed cases of coronavirus (COVID-19) amongst the school community. (Close contact means):		
		• direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin)		
		• proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual		
		• travelling in a small vehicle, like a car, with an infected person		
		https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#soc		
		It remains vitally important that schools continue to inform the LA of positive cases through the smart survey link: https://www.smartsurvey.co.uk/s/Covid19NotificationTestResults/		
		..\..\..\..\..\Guidance\PHE SW HPT Educational Settings Flowchart V7 14122020.pdf		
4.14	Lateral Flow testing (Secondary Schools)	*Guidance on the coronavirus (COVID-19) testing programme for secondary schools and colleges* https://www.gov.uk/guidance/asymptomatic-testing-in-schools-and-colleges DfE have created a schools and colleges document sharing platform for asymptomatic testing. This area contains additional information to support schools and college staff in preparing and operating LFT.		

No.	Significant hazard / risk	Normal control measures	Any additional measures in place?	Further action? Yes / No
		Schools and colleges testing handbook.pdf Coronavirus (COVID-19) asymptomatic testing in schools and colleges Also see school specific testing risk assessment.		
5	**Pupil related issues**			
5.1	Vulnerable groups who are clinically, extremely vulnerable.	During national lockdown measures all pupils (with the exception of children of keyworkers and those with an EHCP) will undertake remote learning. Children of critical workers and vulnerable children who can access schools or educational settings

When national lockdown measures end: All pupils and students should continue to attend education settings at all local tiers unless they are one of the very small number of pupils or students under paediatric or other NHS care and have been advised by their GP or clinician not to attend an education setting. Children and young people whose parents or carers are clinically extremely vulnerable can also continue to go to school.

Where a pupil is unable to attend school because they are complying with clinical or public health advice, schools should be able to immediately offer them access to remote education. Schools should keep a record of, and monitor engagement with this activity but this does not need to be formally recorded in the attendance register. | Communication will take place with parents to ensure that they follow the guidance. Those students required to stay at home will follow the parallel curriculum and these will be monitored regularly with contact from school staff. | No |
| 5.2 | Distressed children | Measures are in place where children are distressed. | Support through the wellbeing room will be available for students alongside tutor support. | No |
| 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 |

No.	Significant hazard / risk	Normal control measures	Any additional measures in place?	Further action? Yes / No
5.4	Students unable to follow guidance	Some students will need additional support to follow these measures. Insert measures here or attach additional document.	Briefing or modelling for some students of what is expected. A specific COVID19 guide for discussion with students will be produced and shared as necessary and will be accessible by all students. High risk students will have a risk assessment completed, as detailed above. Students with additional needs will be invited in to school the day before the rest of their year group come back at the start of term so they can familiarise themselves with the changes in school.	No
5.5	Students equipment	Students to limit the amount of equipment they bring into school each day, to essentials For individual and very frequently used equipment, such as pencils and pens, it is recommended that staff and students have their own items that are not shared.	Student packs given to every students at the start of term, spares given to staff to issue as needed.	No
5.6	Member of a class becoming unwell with COVID-19	If a child is awaiting collection, they will be moved to a room G01 where they can be isolated behind a closed door, with appropriate adult supervision if required through the door panel. The window will be opened for ventilation. Suitable PPE (including fluid resistant face mask) will be given to the student to use. Where that person needs to use the bathroom they should use a separate bathroom G07. 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.	Designated isolation area G01 (separate to first aid) 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. Procedures for isolating the rest of zone in line with the guidance if the child is positive for COVID-19 will be followed under the instruction of PHE.	No

No.	Significant hazard / risk	Normal control measures	Any additional measures in place?	Further action? Yes / No
			Parents informed that where students have symptoms they remain home as per the current guidance. Staff guidance also in place with regards to symptoms. The child's classroom work area will be cleaned immediately, G01 will be cleaned when the child has left the building. If necessary the child will use the disabled toilet G07 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 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 colder weather where necessary.	On days where students have PE lessons they will attend school in their PE uniform and change after their PE lesson into their school uniform, so that they are not in wet clothes as more PE lessons will take place outside wherever possible. Changing will take place in the changing rooms (girls) and sports hall (boys), these areas will be sprayed with D10 between use. Students and parents have been advised that layers should be worn under their normal uniform as the	No

No.	Significant hazard / risk	Normal control measures	Any additional measures in place?	Further action? Yes / No
			windows will be open for ventilation, coats may also be worn at the discretion of the member of staff.	
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.	An addendum to the RLT policy will apply for Covid related incidents. Reset moved to the hall and students from all bubbles will be in the same room, socially distanced. Chrome books will be wiped before and after use to prevent cross contamination. Tables sprayed with D10 between use.	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 safely return home at the end of the day.	No
6.2	Dedicated school transport, including	Where a taxi is used students will be required to wear a face covering		No

No.	Significant hazard / risk	Normal control measures	Any additional measures in place?	Further action? Yes / No
	statutory provision			
6.3	Wider public transport	It is the law that you must wear a face covering when travelling in England on public transport. Some people don't have to wear a face covering including for health, age or equality reasons. You should also wear a face covering in other enclosed spaces where it is difficult to maintain social distancing. Staff must dispose of their mask appropriately, using school processes for disposing of masks. Staff must wash their hands when they arrive.	Discussions with DCC Transport regarding public bus demand ongoing. Parents and staff advised to wear a mask on public transport. Further liaisons as necessary where the school is informed of overcrowded buses delaying a student's return from school.	No
6.4	School Transport arrangements support changes to school times	The school will liaise with the School Transport Team before change are made. Communicate with families / students. Follow government guidance https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/vehicles		No
6.5	Face coverings and PPE	It is now the law that people age 11 and over must wear a face covering on public and school transport. However, TWT, supported by PHE, recommend that people aged 11 and over wear a face covering when travelling on dedicated school transport from the start of the autumn term. However, there are some exemptions: https://www.gov.uk/government/publications/coronavirus-covid-19-safer-transport-guidance-for-operators/coronavirus-covid-19-safer-transport-guidance-for-operators#exemptions-from-mandatory-face-coverings Face coverings should not be worn by those who may not be able to handle them as directed (for example, young students, or those with special educational needs or disabilities) as it may inadvertently increase the risk of transmission. Drivers may wear face coverings if they wish to, although guidance indicates that PPE is not normally needed on home to school transport.		No

No.	Significant hazard / risk	Normal control measures	Any additional measures in place?	Further action? Yes / No
		Drivers and passenger assistants should maintain a distance from their passengers wherever possible and be mindful that implementing the measures as per the latest guidance will reduce the risk to staff.		
7	**Curriculum considerations**			
7.1	Planned return to normal curriculum in all subjects by Summer Term 2021	Substantial modification to the curriculum may be needed at the start of the year, so teaching time should be prioritised to address significant gaps in students' knowledge with the aim of returning to the school's normal curriculum content by no later than summer term 2021. Staff and students preparing for exams to be taken in 2021. Timetables will reflect any changes to exam dates and consider national, local and individual student needs in accordance with the most up to date guidance.	Cleaning of touch surfaces in all rooms between lessons to allow all lessons to take place in normal classrooms from November 2020. Isca anthology introduced in September to encourage and engage students in reading CAT test and Lexia used to identify learning needs. Catch up programme defined.	No
7.2	Suspension of some subjects for some students in exceptional circumstances.	The full curriculum will be followed with the exception of individual decisions made in the best the interests of the individual students and this will be subject to discussion with parents during the autumn term.	Deputy Head to liaise regarding students reducing the number of subjects they study.	No
7.3	Music activities	Due to the risk of transmission in environments where students are singing, chanting, playing wind or brass instruments or shouting and also in drama and dance activities the school will follow the national subject specific guidance and tailor the curriculum accordingly. This applies even if individuals are at a distance. Plans to reduce the risk, particularly when students are playing instruments or singing in small groups such as in music lessons by, for example, physical distancing and playing outside wherever possible, limiting group sizes to no more than 15, positioning students back-to-	Guidance will be followed to ensure safe practice. Non-wind instruments used and will be carefully sanitised after each year group use. Safe distancing in drama activities to ensure social distancing.	No

No.	Significant hazard / risk	Normal control measures	Any additional measures in place?	Further action? Yes / No
		back or side-to-side, avoiding sharing of instruments, and ensuring good ventilation. Singing, wind and brass playing should not take place in larger groups such as school choirs and ensembles, or school assemblies. Schools should also consider Guidance for Music, Dance and Drama as well as Guidance for the Performing Arts	Peripatetic lessons will continue with strict sanitising routines between students.	
7.4	Physical activity in schools	<mark>PE, sport and physical activity will be undertaken in line with the current government guidance appropriate to the alert level.</mark> Students will be kept in consistent groups, sports equipment thoroughly cleaned between each use by different individual groups, and contact sports avoided. Outdoor sports should be prioritised where possible, and large indoor spaces used where it is not, maximising natural ventilation flows (through opening windows and doors or using air conditioning systems wherever possible), distancing between pupils and paying scrupulous attention to cleaning and hygiene. This is particularly important in a sports setting because of the way in which people breathe during exercise. External facilities can also be used in line with government guidance for the use of, and travel to and from, those facilities. External facilities can also be used in line with government guidance for the use of, and travel to and from, those facilities. Schools should refer to the following advice: • guidance on the phased return of sport and recreation and guidance from Sport England for grassroots sport • advice from organisations such as the Association for Physical Education and the Youth Sport Trust <mark>In tiers 1-3</mark> The school is able to work with external coaches, clubs and organisations for curricular and extra-curricular activities where relevant checks and risk assessments are in place and it is safe to do so. Sports whose national governing bodies have developed guidance under the principles of the government's guidance on team sport and been approved by the government are permitted. Schools must only provide	Guidance will be followed, non-contact sports will be taught for the Autumn term. Shared equipment sanitised between bubble use. In severe weather internal classrooms are used. At this time seating plans recorded in class charts for track and trace. Students arrive in school in their PE kit and change at the end of their PE lessons so that lessons outside can take place even if it is wet but students do not spend the rest of the day in wet clothing. The changing areas will be allocated to individuals and sprayed after use and allowed to air dry between groups. Students will wear face covering whilst changing. The ventilation system in the sports hall will be switched on and this fits with the recommendations in terms of the type of system.	No

No.	Significant hazard / risk	Normal control measures	Any additional measures in place?	Further action? Yes / No
		team sports listed on the return to recreational team sport framework. Competition between different schools should not take place, in line with the wider restrictions on grassroots sport. Where schools are offering extra-curricular activities (that is, before and after school clubs) they should only do so where it is reasonably necessary to support parents to work, search for work, or undertake training or education, or where the provision is being used for the purposes of respite care. Activities such as active miles, making break times and lessons active and encouraging active travel help enable students to be physically active while encouraging physical distancing. In tier 4 schools can continue to hold PE lessons in line with the latest guidance, including those that involve activities related to team sports (i.e. practising techniques). In tiers 1-3 Schools are able to work with external coaches, clubs and organisations for curricular and extra-curricular activities where they are satisfied that this is safe to do so.		
7.5	Practical science, art and D&T lessons	Guidance from CLEAPSS should be followed when planning practical 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	Students grouped into consistent groups that do not mix to enable track and trace and self-isolation where necessary. Maintaining distinct groups or 'bubbles' that do not mix makes it quicker and easier in the event of a positive case to identify those who may need to self-isolate and keep that number as small as possible. Groups should be as small as possible whilst providing the full range of curriculum subjects and for primary this is likely to be up to the size of a	Year group access points, designated toilet block and social spaces for break 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	No

No.	Significant hazard / risk	Normal control measures	Any additional measures in place?	Further action? Yes / No
		year group. When using larger groups the other measures from the system of controls become even more important, to minimise transmission risks and to minimise the numbers of students and staff who may need to self-isolate. Whatever the size of the group, they should be kept apart from other groups where possible and children should be encouraged to keep their distance within groups. Measures should be combined and implemented as far as is possible at all times (even if not always achieved 100% of the time). Assemblies will be virtually	teacher and the nearest table. One way system in place. Students walked out of the building via the one way system to the nearest exit to join their bubble exit to the top gate at the end of the day by their P5 teacher. When moving out of a room face coverings will be worn by students and staff. Bins in each room for the safe disposal of face coverings, otherwise they are stored in sealed container when not in use. Exemption cards issued where a medical exemption exists.	
7.7	Remote education	School leaders will develop a contingency plan in accordance with the remote education expectations section set out in Part 5 of the Guidance for Full Opening Schools which supports students who need to isolate and / or where local restrictions require students to remain at home. Further information can be found here: https://www.gov.uk/guidance/remote-education-during-coronavirus-covid-19 Keeping children safe in education provides information on what schools should be doing to help protect their students on line. https://www.gov.uk/government/publications/keeping-children-safe-in-education--2 Updates to policies, safeguarding policy and any training and guidance to be listed in additional measures where appropriate. ==Publish remote education offer on the website from January 2021. A template is available in this link:== Actions for schools during the coronavirus outbreak	A parallel curriculum is in place and details of access are shared with parents/ students who have to self-isolate to avoid loss learning time. See website for more details. Visits to most vulnerable students self-isolating. Including the issuing of food parcels.	No

No.	Significant hazard / risk	Normal control measures	Any additional measures in place?	Further action? Yes / No
7.8	Educational visits	All educational visits should be planned and risk assessed following the usual school procedures and taking into consideration the Covid-19 DfE travel guidance for educational settings For additional information check with EVOLVE guidance on website.	Residential visits and overnight camping will not be permitted	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)	Canteen contractor must ensure Health & Safety policies are followed. Clear reporting procedures will be in place where this is not being followed. Canteen to provide boxed food for pre-ordered meals. Food delivery points available in each zone. Food parcels issued to the school for self-isolating FSM students, school staff deliver these to homes following social distancing rules.	No
8.2	Catering staff are operating in a safe environment	Catering staff to follow the relevant aspects of government guidance for food premises: https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/restaurants-offering-takeaway-or-delivery	Canteen contractor to follow usual food safety and hygiene procedures and Government guidance for catering establishments	No
9	**Communications with parents and others**			
9.1	Parents, contractors and other staff entering or working in the building – school complying with	Inform parents, carers or any visitors, such as suppliers, not to enter the education or childcare setting if they are displaying any symptoms of coronavirus. Signage at entrance to school Inform all visitors, suppliers, and contractors that only pre-arranged calls will be allowed on site. Publish a site telephone number in case of immediate access required.	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	No

No.	Significant hazard / risk	Normal control measures	Any additional measures in place?	Further action? Yes / No
	external requirements for staff safety		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.	
9.2	Suppliers understanding and complying with new arrangements	Discuss 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	Regular communications	Regular communications to parents are shared with staff, these will be increased as and when required. Regular staff video briefings and emails. Staff feedback encouraged and clear and regular messages are shared.	No
9.4	Students 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. Visit arranged for the most vulnerable students prior to the start of term to reduce anxiety levels.	No
9.5	Parent aggression due to anxiety and stress.	Tell parents their allocated drop off and collection times and the process for doing so, including protocols for minimising adult to adult contact (for example, which entrance to use) to reduce anxiety	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 AM by telephone or	No

No.	Significant hazard / risk	Normal control measures	Any additional measures in place?	Further action? Yes / No
			email to avoid unnecessary meetings on site.	
9.6	Confirmed case in school	Where there is a confirmed case: Engage with the NHS Test and Trace process Manage confirmed cases of coronavirus (Covid 19) amongst the school community Contain any outbreak by following local health protection team advice	See plan Process for confirmed case	No
10	**Oversight of the governing body**			
10.1	Lack of governor oversight during the COVID-19 crisis leads to the school failing to meet statutory requirements	The governing body continues to meet regularly via online platforms. The governing body agendas are structured to ensure all statutory requirements are discussed and school leaders are held to account for their implementation. The Headteacher' s report to governors includes content and updates on how the school is continuing to meet its statutory obligations in addition to covering the school's response to COVID-19. Regular dialogue with the Chair of Governors and those governors with designated responsibilities is in place. 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 Chair of Governors, in addition regular updates at each LGB meeting.	No
11	**Rapid, asymptomatic testing – See also the additional Testing RA**			
11.1	Lack of knowledge of processes	Government led training to be undertaken by all necessary staff Procedures to be put in place and signed when understood by staff Signs and notices in place to indicate location and queue / progress through the testing area See Rapid, asymptomatic testing risk assessment for further information	Staff complete certified training prior to testing commencement. 'Dry run' completed prior to roll out. Signage in place to ensure clear procedures. Ongoing quality assurance in place	
11.2	Poor cleaning standard	All areas cleaned and disinfected after each session See Rapid, asymptomatic testing risk assessment for further information		

No.	Significant hazard / risk	Normal control measures	Any additional measures in place?	Further action? Yes / No
11.3	PPE use, waste and test use and waste removal not in place	PPE to be worn, training to be undertaken and disposal to be in line with government guidance Hazardous waste removal to be put in place as per government requirements See Rapid, asymptomatic testing risk assessment for further information	Training in the safe us and disposal of PPE. Signage to remind team of procedures	
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	Testing in movement space during lockdown, move to sports hall for mass student testing when appropriate	
12	Essential school on site from 5/1/2021 during National Lockdown	Control measures in place are as detailed for whole school attendance with the specific adjustments as shown in this section	Students use their designated entrances. One computer room and one/two classrooms allocated per year group. Students allocated desks/workspaces. Seating plan in place. Register taken every lesson. Students allocated PC's/Chromebooks for use each day Work spaces/PC's Chromebooks cleaned after each session/break Designated outside space for social time, unless it is raining where students will remain in their workspace. Resources not shared between students Where possible consistent staff designated to supervise Essential School Year groups. Face coverings worn when moving out of designated seat. Allocated toilet block for year group One way system adhered to by all.	

No.	Significant hazard / risk	Normal control measures	Any additional measures in place?	Further action? Yes / No
			On call to visit each room every lesson. Reset available if required in G55. Online food orders delivered to zones as previously. Break duty rota in place. No extracurricular clubs in operation Hand sanitiser in use in every room. First aid phone to be used for any first aid incidents, where possible treatment to happen outside of the designated room. Fire evacuation – leave building via the nearest exit, make way to Astro, line up in alphabetical order in appropriate Year group zone, in silence. Lead member of staff for each year to check the days register. Mass testing to take place as soon as possible after consent received, then weekly testing thereafter. Where possible windows and doors to remain open all day. Air conditioning not to be used.	

Further action required				
Section of RA	Additional Actions / Control measures required	Person responsible	Deadline date:	Date action completed
1.3	Face coverings	Headteacher	28/09/2020	28/09/2020
Walk the floor	Health and Safety Lead to check RA is being followed in practise	H&S Lead	31/10/2020	

No.	Significant hazard / risk	Normal control measures	Any additional measures in place?		Further action? Yes / No
	Staff signature	Ensure all staff have read and understood the RA

Upload document onto Hays Training Package or distribute using school communications | Headteacher | 31/10/2020 | |
	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	15/11/2020	
	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	15/11/2020	
	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	5/12/2020	
	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	31/10/2020	
	Communications	Schools to work with Marketing and Communications Manager to create templates to proactively respond to any outbreak.	Headteacher	31/10/2020	

Headteacher	Name:	A Mitchell	Signed:		Date:	12/01/2020

The outcome of this assessment should be shared with the relevant staff.

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

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	VS / BH	1.3 - Face coverings
V.3	Weekly	03/09/20	VS	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	VS / BH	1.3 – Face coverings
		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	VS / BH	Staff signature page removed. All to be loaded onto Hays training package instead. Lucy Hancock is available to support with this should

No.	Significant hazard / risk				Normal control measures	Any additional measures in place?	Further action? Yes / No
					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 – EYFS date removed from document as updated		
					2.14 – Hiring premises		
					4.4 - Staffing		
					6 - 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		
					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		4.4 – Staff absence – added school emergency plan		
					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		

No.	Significant hazard / risk	Normal control measures			Any additional measures in place?	Further action? Yes / No
					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	
V.12	Fortnightly				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.	
					12 Essential school – lockdown requirement	
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	
					5.1 – Vulnerable groups who are CEV	
V14	Lockdown				4.14 testing	

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**

No.	Significant hazard / risk	Normal control measures					Any additional measures in place?	Further action? Yes / No
Review due: (w/c)	14/09/20	Date reviewed:	14/9/2020	By:	AMI AM	Any action required?		
Review due: (w/c)	28/09/20	Review undertaken:	28/9/2020	By:	AMI AM	Any action required?	Face coverings added	
Review due: (w/c)	12/10/20	Review undertaken:	14/10/2020	By:	AMI AM	Any action required?		
Review due: (w/c)	09/11/20	Review undertaken:	6/11/2020	By:	AMI AM	Any action required?		
Review due: (w/c)	23/11/20	Review undertaken:	18/11/2020	By:	AMI AM	Any action required?	Review emergency plans – completed 26/11/2020	
Review due: (w/c)	07/12/20	Review undertaken:	1/12/2020	By:	AMI AM	Any action required?		
Review due: (w/c)	21/12/20	Review undertaken:	18/12/2020	By:	AMI AM	Any action required?	<mark>Ensure HOD Science, D7T and Arts read up to date guidance</mark>	
Review due: (w/c)	<mark>H&S lead to agree</mark>	Date reviewed:	6/1/2021	By:	AM	Any action required?		
Review due: (w/c)	<mark>H&S lead to agree</mark>	Review undertaken:		By:		Any action required?		
Review due: (w/c)	<mark>H&S lead to agree</mark>	Review undertaken:		By:		Any action required?		
Review due: (w/c)	<mark>H&S lead to agree</mark>	Review undertaken:		By:		Any action required?		