

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

Risk Assessment for:	Whole School - Covid 19 (September 2021 Onwards)			Version	4.0 Step 4			
School:	Isca Academy	Address:	Earl Richards Road South, Exeter EX2 6AP					
Person(s) / Group at risk:	Staff, pupils, visitors and contractors							
Risk Assessment carried out by:	 (Headteacher)	Date:	15/09/2021	Approved by:	ELT	Date:		
	 (H&S Lead)	Date:	15/09/2021	Approved by:	Governing body	Date:	16/9/2021	

This risk assessment refers to documents contained within the following guidance: https://www.gov.uk/government/collections/guidance-for-schools-coronavirus-covid-19	Current Tier: Step 4
<p>Confirmed cases of COVID-19 should follow the the latest guidance from PHE SW : https://www.england.nhs.uk/south/wp-content/uploads/sites/6/2021/08/schools-flowchart-v15-aug-21.pdf</p>	
<p>Definition of a close contact</p> <p>When completing your risk assessment, it is important that your mitigations control measures in all aspects of the school day, considers PHE definition of 'close contact' as:</p> <ul style="list-style-type: none"> • direct close contacts - face to face contact with an infected individual for any length of time, within 1 meter, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin) • proximity contacts - extended close contact (within 1 to 2 meters for more than 15 minutes) with an infected individual • travelling in a small vehicle, like a car, with an infected person <p>Focusing on obtaining mitigations they reduce close contact, will reduce staff and pupil absences when there are cases within the school. Staff will avoid close contact with students and colleagues wherever possible.</p> <p>Tables should be positioned in rooms to allow a 2m gap between the member of staff and the students.</p> <p>Any close contact with a student or member of staff MUST be logged on CPOMS immediately when it occurs.</p>	

No.	Significant hazard / risk	Normal control measures	Additional measures in place	Further action? Yes / No
1	Distancing and reducing risk of transmission			
1.1	Entrance and egress to school site causing large groups of people inside school grounds compromising social distancing	<p>Communicate school access processes clearly to staff and parents. Pupils and staff are asked to wash their hands, on arrival.</p> <p>Pupils, staff and others are not permitted entry to the school building and should not come to the school grounds if they have coronavirus (Covid 19) symptoms, or have tested positive in the last 10 days.</p> <p>Anyone who becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in. their normal sense of taste or smell, is sent home and advised to follow: Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection</p> <p>Display a QR code where members of the public use the premises.</p> <p>Use alternative drop off locations, utilise all entrance routes and encourage only one parent to attend where possible.</p> <p>Remind all to keep to the left when moving around the school.</p>	<p>Parents and students informed in multiple communications of the following:</p> <p>Designated entrances for year groups.</p> <p>Students should arrive at school no earlier than 8.30am unless they have made arrangements to attend the quiet club</p> <p>Students will wait outside their entrance until greeted by HOY/ALT and allowed to enter the building sanitising their hands on entry to classrooms. Students and staff will wear a face coverings when moving around the building unless they have an exemption.</p> <p>Unless a prior agreement/ appointment has been made, parents should avoid coming in to reception. If a child has a vulnerability or medical condition and needs to be dropped off at school then this should be done</p>	

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			<p>before 0845 and the school must be notified.</p> <p>All staff will sign in and out using the Inventory system.</p> <p>At the end of the day, students and staff must use the hand sanitiser before leaving their final session.</p> <p>The change of timetables mean that students will be staggered leaving the site. Vehicle access to the site is restricted between 3.10pm and 3.25pm.</p> <p>All on site will keep left in corridors.</p> <p>Anyone presenting with symptoms has been told not to enter the school building, signage in place to remind visitors. QR code displayed at the main entrance to the school.</p>	
1.2	Parents gathering at school gate not social distancing	Make clear to parents that they cannot gather at entrance gates or doors or enter the site (unless they have a pre-arranged appointment, which should be conducted safely).	Parents informed unless a prior agreement/ appointment has been made, parents should avoid coming in to reception / on to site. If a child has a vulnerability or medical condition and needs to be dropped off at school then this should be done before 0845 and the school	

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			<p>must be notified. Vehicle access to the site is restricted between 3.10pm and 3.25pm.</p> <p>Appointments with parents will be conducted in well ventilated meeting rooms or the canteen.</p> <p>Staff and parents to wear face coverings, unless exemption applies.</p>	
1.3	Overcrowding in classrooms and corridors.	School contingency planning will ensure it is possible to reintroduce 'bubbles' for a temporary period should they be instructed to do so.	<p>Exeter and Plymouth are currently in an Enhanced Response Area (ERA). Face coverings to be worn in communal areas by students and staff unless an exemption is held.</p> <p>A robust cleaning process between each lesson, alongside regular hand sanitisation on entering and leaving the classrooms.</p> <p>The requirement for staff to wear face coverings when in the building unless when teaching and the 2 metres (Min) safety distance can be maintained.</p> <p>Exemptions will still apply and they will be wearing a badge or lanyard to indicate this.</p>	

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			<p>Staff will need to have set seating plans and record these on Class Charts. Seating plans will be adhered to at all times to ensure easy identification of close contacts in the instance of a positive case of Covid19. Where possible seating plans should be alphabetical but the needs of the children (DS / SEN) supersedes this. All seating plans must be fixed once set and recorded on CPOMS.</p> <p>All classrooms will be organised in rows and with all students facing the front of the room, the tables should be positioned so that there is a 2m gap at the front of the room between the teacher and the nearest desk.</p> <p>If sharing devices/equipment needs to take place, then they must be cleaned before and after each person using it. This includes wiping the keyboard and mouse specifically.</p> <p>During lessons, windows should remain open wherever possible but if it is too cold, then they can be</p>	

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			<p>closed but must be opened again at lesson changeover and break times. Doors should remain open throughout the lessons. High level windows will remain open throughout the day All will keep left in the corridors.</p>	
1.4	Groups mixing during breaks and lunchtime compromising social distancing.	School contingency planning will ensure it is possible to reintroduce measures for a temporary period should they be instructed to do so.	<p>Staggered break one. Students and staff able to use the school canteen, only Year 7 students able to eat in the canteen other year groups take their food to their social zones. Anyone using the canteen must wear a face covering unless sitting down to eat. Students in years 7-10 will be expected to be outside at break times unless it is deemed a wet day (signified by an additional bell prior to the end of P2 & P4) when they will need go to their tutor bases. Tutor bases will remain in year group zones. Year Group Zones will remain in place for social time.</p>	

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			<p>All staff will be allocated break duties, a member of ALT allocated will monitor the duties. If a member of staff has a planned absence they must swap their duty to ensure adequate cover. If they are sick on a duty day they must let Ann Broome know so that cover for the duty can be arranged.</p> <p>Staff may take their breaks in their FRB/classroom or in the staff room but social distancing, room capacity and personal care with regards to hand washing must be observed.</p> <p>Only Year 11 students will be allowed, with parent permission and a second break pass, to leave the site at second break.</p> <p>Students will be asked to take their breaks outside, where the opportunity to remove their face covering can be taken.</p> <p>Students will be reminded to limit the number of people in their social group.</p>	
1.5	Groups mixing during extra-	Extra-curricular activities to take place in accordance with Protective Measures for Out of School and Holiday clubs .	Extra-curricular activities can take place in line with the latest	

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	curricular provision		<p>guidance. Registers of attendance at after school clubs will be maintained.</p> <p>If sharing devices/equipment needs to take place, then they must be cleaned before and after each person using it. This includes wiping the keyboard and mouse specifically.</p>	
1.6	Spread of virus due to increased numbers of people within the building.	<p>Inform staff, parents, carers and other adults that:</p> <ul style="list-style-type: none"> • Pupils, staff and other adults must not to come into the school they have one or more symptoms, or they have had a positive test. • Pupils / staff travelling to the UK from abroad must adhere to government travel advice and staff / parents should bear in mind the impact on their child's education which may result from any requirement to quarantine or isolate upon return. • They must immediately cease to attend and not attend for at least 10 days from the day after: <ul style="list-style-type: none"> • the start of their symptoms • the test date if they did not have any symptoms but have had a positive test (whether this was a Lateral Flow Device (LFD) or Polymerase Chain Reaction (PCR) test) <p>Active engagement with NHS Test and Trace</p> <p>Posters and briefings to those who have access to the school to remind them to focus on the key points of infection control:</p> <ol style="list-style-type: none"> 1. Do not attend if symptomatic. If symptoms commence on site, isolate, inform leadership and leave. Unless caring for a student in which case PPE required, avoid contact with anyone with symptoms 	<p>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. Classrooms set up with front facing desks, 2m from the member of staff.</p> <p>Work spaces for staff will be adapted where social distancing is difficult to allow this to happen. The use of see-through Perspex screens where necessary.</p>	

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		<ul style="list-style-type: none"> 2. Frequent hand cleaning and good respiratory hygiene practices for all staff, visitors and students. Promote the 'catch it, bin it. Kill it' approach. 3. Regular cleaning of settings from (Devon Norse / Fusion / the in-house team / Cormac). In addition, antibacterial spray, gloves, aprons and goggles / visors are provided where required. 	<p>Face coverings will be worn by all staff except those with an exemption in the building, staff may remove their face covering if they can maintain 2m distance when teaching.</p> <p>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</p> <p>Staff provided with PPE.</p> <p>Close contact logging via CPOMS</p> <p>Windows to be opened by caretaking staff at the start of the day, they may be closed once the students are in the room (if it is too cold), 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) in the winter months. Doors must be kept open to all classrooms all of the time.</p> <p>Antibac wipes available at shared resources i.e. photocopiers.</p> <p>Meetings with visitors to take place online, outside or in the canteen to</p>	

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			<p>allow for social distancing, face coverings must be worn where social distancing cannot be maintained.</p> <p>Screens in place where distancing is not possible i.e. reception</p> <p>Staff will undertake twice weekly (Sunday and Wednesday) home lateral flow tests, the results will be logged on the NHS and school systems.</p> <p>Students, with consent, will have two LFD tests on site on return to school from 6th September, thereafter they will test twice weekly at home and record their results on the NHS and school systems.</p>	
2	Premises related matters			
2.1	Visitors and deliveries	Visits and deliveries to be arranged for quiet times or outside school hours wherever possible. Signing in system and lanyard use to be reviewed regularly. Signing in screen to be cleaned regularly and hand sanitiser provided. Visitors to be made aware of any relevant control measures.	<p>Visitors to the site will be limited and where possible meetings will be conducted remotely.</p> <p>All visitors' sign in with reception and contact details are taken and retained for the required period to aid track and trace.</p> <p>Appointments with parents will be conducted in well ventilated meeting rooms or the canteen,</p>	

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			<p>staff and parents to wear face coverings unless exemption applies.</p> <p>Signs to inform visitors not to enter if they have Covid symptoms.</p> <p>Reception staff to check if visitors have any symptoms prior to signing them in to the building.</p>	
2.2	<p>Changes to building use being safe for pupils & staff – e.g. storage, one-way systems, floor tape.</p>	<p>Review whole school risk assessment (RA22 or equivalent), to ensure control measures remain suitable and in place.</p> <p>Update risk assessments to include any necessary changes (e.g. handwashing), including curriculum risk assessments where necessary.</p> <p>Consider how the rooms will be adequately ventilated.</p> <p>Carry out a premises safety check, including any impact to evacuation routes. Follow up work to be reported to the Premises / Site Manager and action taken to resolve.</p>	<p>The normal fire evacuation process will apply.</p> <p>Signs around the building detailing social distancing, hand washing, face coverings and reiterating expectations. 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 and to reduce touch surfaces.</p> <p>Compulsory keep left system in place.</p> <p>Designated year group entrances – side gates closed after 0845 for safeguarding reasons.</p>	
2.3	<p>First Aid procedures, Reduced numbers of first aiders and</p>	<p>Review First Aid risk assessment (RA22 or equivalent).</p> <p>Rota systems in place to ensure adequate numbers of first aid and PFA trained staff.</p> <p>Communication of first aid arrangements to be undertaken.</p> <p>PPE available within first aid supplies</p>	<p>There is a rota for first aid in place.</p> <p>The team will be made up of trained staff. Full PPE will be provided to all first aiders. General first aid will take place where</p>	

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	Paediatric first aider.	First aid during the coronavirus (COVID-19) pandemic guidance to be followed.	possible outside of the classroom and if necessary in the first aid room. Students/staff presenting with Covid symptoms will be sent home to have a PCR test. On site, staff briefed of procedures for symptomatic people. Staff will set seating plans for each lesson and these will be adhered to at all times. First aid logged on CPOMS.	
2.4	Fire Procedures	<p>Review the fire risk assessment taking into consideration any changes made to the layout, and the impact this may have on fire evacuation and escape routes, and any increased risks of having significant amounts of high-alcohol-content hand sanitiser on the premises and compliance with its safe storage requirements.</p> <p>Ensure that testing and monitoring regimes are in place for fire detection and alarm systems, fire extinguishers and that any interim arrangements (such as doors propped open where necessary to reduce hand contact), are managed so that they do not compromise fire protection (and security) measures.</p> <p>Review where required fire evacuation routes and assembly points to ensure that social distancing guidelines are being met.</p> <p>Ensure any PEEPs are still suitable and staff are aware of contents</p> <p>Fire drills to continue as normal</p>	<p>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 are aware of the need to kick props out of the way allowing the door to shut in the case of a fire.</p> <p>Measures remain the responsibility of the PFI contractor. Normal fire evacuation procedures apply. FRA undertaken during the summer holidays by FM Contractor. Fire evacuation overrides Covid restrictions to ensure the fastest exit from the building. Fire practices take place termly to ensure understanding</p>	

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2.5	Water hygiene – management of legionella	<p>Review the water hygiene management plan. Ensure that agreed regimes for flushing and monitoring of temperatures have been maintained throughout any period of closure / partial opening. Where regimes have not been maintained ensure that cleaning and disinfection has taken place prior to reoccupation as per government guidance.</p> <p>Hot water system heated to full temperature, and hot and cold systems flushed through, and temperatures monitored and recorded as standard.</p>	<p>Water hygiene remains ongoing and is the responsibility of the PFI contractor.</p> <p>Students will be asked to bring their own water bottle, water fountains can be used to fill bottles.</p> <p>Water will be available in the canteen at break times.</p>	
2.6	Using and monitoring new practices to reduce risk of Covid-19 transmission	<p>Training of all staff on return and new employees – to include contents of this RA, alternative layouts and any changes to fire evacuation routes, use of PPE, and location of designated room for suspected cases.</p> <p>Reiterating hygiene measures and the importance of them.</p> <p>Headteachers and school leaders must monitor arrangements and make remedial actions where needed.</p> <p>Ensure there are opportunities for all employees to raise concerns / make suggestions.</p>	<p>Covid safety details circulated to all staff by email and briefed on the NPD's. 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.</p> <p>Regular updates to staff as necessary.</p> <p>Posters around the building reminding staff of the symptoms and regular hand washing/sanitising.</p>	

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			Weekly information to students and staff on updates, shared with students during tutorial sessions.	
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.	
2.8	Staff rooms and offices to comply with social distancing and safe working practice	Where possible reduce the use of communal / shared facilities such as tea and coffee facilities and encourage staff to bring their own food and utensils. Enhanced cleaning regimes where possible. Face coverings may be worn.	Staff should restrict the use of the staffroom during busy periods and should only use the staffroom and offices if they are able to socially distance themselves from each other and only for a short time. Room capacity shown on the	

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			<p>outside of the room must be adhered to at all times.</p> <p>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.</p>	
2.9	Ventilation to reduce spread	<p>Open windows and prop doors open, where safe to do so (bearing in mind fire safety, security and safeguarding).</p> <p>Air conditioning will only be used when it is deemed safe to do so.</p> <p>Where mechanical ventilation is present, recirculatory systems should be adjusted to full fresh air. If mechanical ventilation systems cannot be adjusted to full fresh air systems should be operated as normal – where possible to be run continuously, with any air recirculation switched off or set to as low a level as possible, following REHVA guidance.</p> <p>Ventilation to chemical stores should remain operational. LEV systems in secondary school workshops and specialist rooms, which are used to remove dust and other particles from the air as part of practical making and finishing processes will remain in use when required.</p> <p>Further information can be found here: Ventilation and air conditioning during the coronavirus (COVID-19) pandemic</p>	<p>Where staff have propped open doors, these will be un-propped as the staff member leaves the room in a fire evacuation situation.</p> <p>Windows to be opened by FM staff at the start of the day, they may be closed once the students are in the room (if cold), 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. High level windows to be kept open at all times during the day.</p>	

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		Schools will utilise government provided equipment (i.e. Co2 monitors) to monitor ventilation.	Air handling units to be set to draw fresh air in to the rooms.	
2.10	Management of waste	<p>Ensure bins for tissues are regularly emptied.</p> <p>Follow the guidance and Government guidance on disposal of waste.</p> <p>Where it is necessary to wear PPE, this must be disposed of properly rather than going into recycling bins.</p> <p>For testing waste, refer to the testing specific risk assessment and latest government guidance.</p>	<p>Lidded bins for potentially contaminated waste disposal in each room.</p> <p>Cleaning 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.</p> <p>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</p> <p>Testing waste to be disposed of in the normal bins using black bin bags, in accordance with their risk assessment. See Testing risk assessment</p>	

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2.11	Management of incoming goods	<p>Follow measures in place at the school regarding supplies coming into and out of the school, which takes into consideration hygiene measures.</p> <p>Encourage regular hand washing and encourage messages to be passed electronically or by telephone.</p>	<p>Deliveries are to one point in the school, reception.</p> <p>Electronic communication the preferred method. IT issues to be dealt with by the onsite IT technician.</p> <p>Staff dealing with post adhere to strict hand washing procedures.</p>	
2.12	Contractors on-site whilst school is in operation	<p>Ongoing works and scheduled inspections for schools (e.g. estates related) to continue.</p> <p>Before contractors come onto site the following should be in place: An assessment has been carried out to see if any additional control measures are required to keep staff, pupils and contractors safe. Assurances have been sought from the contractors that all staff attending the setting will be in good health (symptom-free) and that contractors have procedures in place to ensure effective social distancing is maintained at all times.</p> <p>In addition to arrangements for COVID-19, normal contractor procedures are being applied and have been updated in light of COVID-19 (including contractor risk assessments and method statements, and contractor induction).</p>	<p>Maintenance work is under the control of the PFI contractor.</p> <p>Contractors are managed by the FM team, contractors will not be allowed in areas where staff and students are working. They will be issued with a safety guide for Isca on arrival.</p> <p>Reception staff to record all visitors contact details for track and trace purposes.</p>	
2.13	Hiring out premises	<p>Lettings to take place in accordance with the current regulations. If you hire out your premises for use by external wraparound childcare providers, such as after-school or holiday clubs, make sure these organisations have:</p> <ul style="list-style-type: none"> • considered the relevant government guidance for their sector • put in place protective measures • are aware that changes may be required at short notice 	<p>Use of internal spaces during school hours by third parties is not permitted during Covid restrictions.</p>	

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2.14	Transitional, taster and open days	A risk assessment must be carried out before running transitional, taster and open days to ensure that they run within the school system of controls and align with the latest guidance	All visitors requested to wear face coverings whilst on site unless an exemption is held. Hand sanitising on entry to each room and strict cleaning between groups to be adhered to.	
2.15	Outbreak Management Plans not being in place	Maintain an outbreak management plan as per Step 4 Contingency Framework in Education outlining how to operate if any measures described within the contingency framework are recommended in this area for any reason. A copy of the Outbreak Management Plan will be saved centrally Where asymptomatic testing sites are required, follow the latest guidance and testing risk assessment.		
3 Cleaning and reducing contamination				
3.1	Contaminated surfaces spreading virus.	Maintain an effective cleaning schedule. Follow the guidance in the attached link: Cleaning in Non-healthcare Settings Follow government guidance if someone becomes ill with suspected COVID-19 at the setting.	Shared resources cleaned between use. Desks, chairs and touch surfaces and any shared resources will be sprayed with Sanitising spray at the end of each lesson by the member of staff and wiped by the incoming students of the next lesson. 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	

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			<p>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.</p> <p>Staff and students are issued with clear guidance on maintaining their own personal infection control measures such as regular handwashing, avoid touching your face, social distancing.</p> <p>Seating plans recorded in Class Charts, and students remain in allocated seats during lessons.</p> <p>Cleaning schedules to be agreed by Trust PFI lead and monitored to ensure they meet the needs of the school.</p>	
3.2	Shared resources and equipment increasing spread	Pupils and teachers can take books and other shared resources home. Resources, equipment and specialist equipment (i.e. Therapy) should be cleaned.	Students issued with a student's pack to avoid sharing of resources. Spares available each day in G11.	

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			<p>Face coverings issued as necessary on each entrance. 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 if requested but stringent hand washing / sanitation will be adhered to in all cases. Tables and chairs sprayed with sanitising spray after each class use and wiped by incoming students. Shared resources such as keyboards are wiped after use with antibacterial wipes.</p>	
3.3	Cleaning staff and hygiene contractor's capacity - providing additional requirements	<p>Discuss with cleaning contractors or staff any additional cleaning requirements and agree additional hours to allow for this. Ensure cleaning products being used are suitable and that adequate supplies of cleaning materials are available. Maintain the cleaning schedule and establish regular cleaning of shared areas. Review COSHH risk assessments where there is any change in products</p>	<p>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. sanitising spray and blue roll available in all classrooms.</p>	

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			Sanitising spray bottles are date stamped to ensure they are active. Poor practice is challenged on sight and reported to the PFI helpdesk	
3.4	Sufficient handwashing facilities for staff and pupils	Where a sink is not nearby, provide supervised access to hand sanitiser in classrooms and other learning environments. Ensure enough hand wash and sanitiser stations are available based on what you have learned from usage to date.	Hand sanitizer will be available in all classrooms and other learning environments, including offices and meeting rooms.	
3.5	Additional time for all to carry out handwashing	Frequent hand cleaning as part of normal routine. Regular access to handwashing facilities through the day. Build routines into behaviour expectations and school culture.	Toilets with hand washing facilities are available to all across the school. Hand washing posters in facilities to guide. Information to parents and staff regarding latest guidance circulated.	
3.6	Handwashing practice with children	Review the guidance on hand cleaning and introduce handwashing songs for younger children. Ensure that help is available for children and young people who have trouble cleaning their hands independently. See guidance and resources available at e Bug . Consider risks around ingestion of sanitiser and where this is a risk substitute for skin friendly sanitiser wipes for young children / those with complex needs.	Individual discussions with students and parents where necessary regarding the correct use of hand sanitiser.	
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.	

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3.8	Sufficient supplies of soap and cleaning products	Discuss with suppliers and contractors to ensure sufficient supplies and deliveries. Use regular detergents and bleach. Review COSHH assessments (RA05) and implement additional controls required where there has been any change in products.	Cleaning team to regularly check supplies across the site. See additional measures listed above for cleaning supplies too. Sanitising spray and blue roll in each classroom.	
3.9	Toilets being overcrowded	Measures to reintroduce allocation of toilet facilities to be noted in outbreak management planning in case they are required for a temporary period. Toilets to be cleaned regularly and pupils must be encouraged to clean their hands thoroughly after using the toilet.	Maximum occupancy shown on a poster outside of the room. Outer doors removed to allow easy monitoring of use and to reduce touch surfaces. Regular cleaning of the toilet facilities will also take place. Duty staff to monitor numbers in toilets at break times. Hand washing posters in each facility	
3.10	Dedicated spaces	Dedicated space to be arranged should anyone require a space for i.e. worship, breast feeding or expressing. Area to be cleaned thoroughly between uses.		
4	Staff related issues			
4.1	Staff access and egress to site and buildings	Staff will arrive and leave the building in their normal way. It is all staff responsibility to adhere to government guidance. Staff must wash their hands when they arrive and encouraged to maintain hygiene standards.	Staff sign in using the Inventory system and hand sanitise on arrival and when leaving the building.	
4.2	Staff measures to reduce contact and transmission Covid-19.	The latest DfE guidance must be followed. All teachers and other staff can operate across different classes and year groups in order to facilitate the delivery of the school timetable. IT Technicians provide IT support remotely and within teaching and office spaces. The ticketing service desk is in use.	See the start of term letter which identifies specific procedures to manage all elements of the guidance in more detail.	

No.	Significant hazard / risk	Normal control measures	Additional measures in place	Further action? Yes / No
		<p>Staff and student reception in place. Site helpdesk in place</p>	<p>Perspex screens at reception, F61 and F04 where it is not possible to maintain 2m distance without facing each other. No car sharing unless in the same household Staff to teach in their normal classrooms moving around the corridors will be on the left. Sanitising spray and hand sanitiser available in each room, staff to monitor student use. Close contact to be avoided wherever possible and to be logged immediately on CPOMS where it does happen. Use of visualizers in the classroom to aid the explanation of techniques. Increased testing to identify asymptomatic students and staff. IT amnesty box for returns of borrowed equipment in staffroom.</p>	
4.3	<p>Managing supply teachers, visitors, contractors and other temporary visiting staff.</p>	<p>Supply teachers, peripatetic teachers and/or other temporary staff can move between schools. Specialists, therapists, clinicians and other support staff for pupils with SEND should provide interventions as usual. Schools should have discussions with key contractors about the school's control measures and ways of working. Where visits can happen outside of school hours, they should.</p>	<p>As part of their induction supply staff will be informed of the covid measures in place. Supply staff to ensure students are sat in their seating plan, this will be checked by on call.</p>	

No.	Significant hazard / risk	Normal control measures	Additional measures in place	Further action? Yes / No
		<p>It is important that staff who are managing supply teachers, visitors, contractors and other temporary visiting staff are conversant with protocols within the school.</p>	<p>Visitors will be signed in by reception staff once checks regarding symptoms have been made and a list including contact 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. Regular supply staff and peripatetic teachers will be given a home testing kits and will register their result on the NHS and school systems.</p>	
4.4	<p>Insufficient staff capacity to deal with increased numbers of pupils - Shortage of teachers to maintain staff to pupil ratios</p>	<p>If there are any shortages of teachers to teach the number of classes, appropriately trained teaching assistants can be allocated to lead a group, working under the direction of a teacher. Careful planning of the year groups/classes should be undertaken based on staff availability. Supply teachers and other peripatetic staff can be engaged where necessary. Where there are not sufficient staff to cover staff absences, the school emergency plans will be followed to condense the school or curriculum, or, enact partial or full school closure.</p>	<p>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. All staff covering a</p>	

No.	Significant hazard / risk	Normal control measures	Additional measures in place	Further action? Yes / No
			<p>lesson will ensure students are sat in their designated seating plans as per Class Charts and this will be reiterated to supply / cover staff during their brief.</p>	
4.5	<p>Anxiety levels of staff and community causing breakdown in staffing ratios, compromising group sizes.</p>	<p>Staff should refer to the Staff Hub for guidance and support. Schools advisory service is available to provide free, remote and confidential counselling for any employee. Managers to hold discussions with individuals to alleviate concerns and to establish whether additional training or support would be helpful. HR have provided managers with guidance on Absence Management and supporting employees. If appropriate, seek GP or occupational health advice. Where the member of staff has anxieties about returning, this conversation can be held and recorded using the ‘Risk assessment for all staff including vulnerable groups’ Further advice is available from HR if required.</p>	<p>Regular communication offering support and advice, staff understand who and where they can go for support. Regular communications to all staff and parents. Clear guidance is provided for staff about the expectations and support for them as the situation progresses. Additional support available through the Trust central HR team. Individual risk assessments in place as necessary and reviewed regularly.</p>	
4.6	<p>Staff understanding of new changes – safe practice at work & in classroom. Teaching in a safe environment</p>	<p>Talk to staff about the plans (for example, safety measures, timetable changes), including discussing whether training would be helpful. Ensure staff are aware of who to contact and how to raise suggestions or concerns.</p>	<p>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 rooms, cleaning, evacuation, PPE and social distancing. Staff can raise concerns</p>	

No.	Significant hazard / risk	Normal control measures	Additional measures in place	Further action? Yes / No
			at any time and active feedback will be sought.	
4.7	Accessing testing arrangements are clear for all staff	<p>Guidance about testing, including the NHS 'Test and Trace' service, is available via this link https://inside.devon.gov.uk/task/guidance-for-dealing-with-coronavirus-covid-19/essential-worker-testing/</p> <p>Testing Specific risk assessment in school and specific guidance is available to all participants.</p>	<p>Staff have been informed of the process and regular reminders are be circulated. Staff and students who have tested positive should not take LFD tests for 90 days following their positive test. Staff advised on the need to seek a priority test as a critical worker on the onset of symptoms and not to wait for a postal test. Staff are required to provide the test result to the NHS and to the school using covid@iscaexeter.co.uk</p>	
4.8	Conditions for use of fluid resistant face mask and other equipment when dealing with a symptomatic child are clear and understood by staff.	<p>If a child, young person or other learner becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home appropriate PPE should be worn by the supervising adult if a distance of 2 meters cannot be maintained.</p> <p>If contact with the child or young person is necessary, then gloves, an apron and a face mask should be worn by the supervising adult.</p> <p>If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn</p> <p>Ensuring that fluid resistant face masks are available for all schools and that a supply is maintained.</p>	<p>See first aid risk procedures above. Glasses and 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/trolley providing essential medical supplies, 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</p>	

No.	Significant hazard / risk	Normal control measures	Additional measures in place	Further action? Yes / No
			<p>classroom. No students will be sent direct to the first aid room. Where a student presents with symptoms they will be sent home from school and parents asked to arrange a test, if a test is not sought or is returned incomplete students will remain off of school for 10 days. Confirmation of test results sought from parents prior to return to school.</p>	
4.9	<p>Assessment of all staff, including high risk staff with vulnerable / shielding family member, underlying health conditions or other risk factors</p>	<p>Headteacher will refer to the HR FAQ document to manage individual working arrangements. CEV individuals are no longer advised to shield but must continue to follow the rules in place for everyone under the current national restrictions. All pregnant employees will have an individual risk assessment which will be reviewed regularly. Individual risk assessment with clinically extremely vulnerable and clinically vulnerable staff should be reviewed regularly. A risk assessment should also be undertaken with staff who may be anxious. The 'Risk assessment for all staff including vulnerable groups' can be used to aid and record this assessment - https://staffhub.tedwraggtrust.co.uk/managers-area/covid-19/#Risk-Assessment-anchor-link Managers Guide to Supporting BAME or other vulnerable colleagues: will follow guidance and undertake a risk assessment with staff member: https://staffhub.tedwraggtrust.co.uk/managers-area/covid-19/#Risk-Assessment-anchor-link</p>	<p>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 the latest guidance. Decision for all pregnant employees over 28 weeks in line with risk assessment outcome.</p>	

No.	Significant hazard / risk	Normal control measures	Additional measures in place	Further action? Yes / No
		<p>Pregnancy: The Expectant Mother risk assessment has been amended to include Covid 19 and should be completed. https://staffhub.tedwraggtrust.co.uk/managers-area/covid-19/#Risk-Assessment-anchor-link Staff with concerns over their availability to work should refer to the Absence Management Toolkit on the website staff area for further details, risk assessments and resources. Staff with concerns over their availability to work should refer to the Absence Management Toolkit on the website staff area for further details, risk assessments and resources.</p>		
4.10	Staff use of PPE	Pupils whose care routinely already involves the use of PPE due to their intimate care needs will continue to receive their care in the same way.	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 and a shield if they need to be within 1m of a child in class.	
4.11	Use of PPE Lack of understanding	Adequate training / briefing on use and safe disposal to be given to relevant staff. Follow guidance on putting on and taking off standard PPE COVID-19: personal protective equipment use for non-aerosol generating procedures and above guidance on use in education settings. Staff to read and raise any queries to their H&S lead.	Staff briefing on the safe use and disposal of PPE, latest guidance will be followed.	
4.12	Staff member becoming unwell with Covid 19	<p>If anyone in your school develops symptoms of Covid 19, follow latest government guidance</p> <p>A staff member should let the leadership team know and go home. Where that person needs to use the bathroom before they go home, they should use a separate bathroom if possible. The bathroom must be cleaned and disinfected before being used by anyone else. Everyone</p>	<p>Students and staff who become symptomatic in school will be sent home by a first aider.</p> <p>Anyone with symptoms will have a test and inform the school of the result. A record of the result will be held.</p>	

No.	Significant hazard / risk	Normal control measures	Additional measures in place	Further action? Yes / No
		<p>must wash their hands after any contact with someone who is unwell. The area around the person with symptoms must be cleaned after they have left to reduce the risk of passing the infection on to other people.</p> <p>Where the employee is symptomatic but feels well, the employee may work from home whilst isolating in accordance with the Government Guidance. The employee may not return to work unless their test is negative, they are well enough to return and they have completed the appropriate isolation period in accordance with the Government Guidance</p>	<p>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 activity registers/close contacts (through CPOMS)</p> <p>Positive cases identified through the mass testing procedures will have a PCR test to confirm the result, they will need to self-isolate in line with the latest government guidance.</p> <p>Staff must inform the school immediately of a positive test result (home test and / or PCR) using covid@iscaexeter.co.uk and they must also complete the notification form which details any close contact.</p>	
4.13	Dealing with suspected and confirmed case/ cases and outbreak.	<p>Follow most up to date government guidance and flow chart from PHE SW : https://www.england.nhs.uk/south/wp-content/uploads/sites/6/2021/08/schools-flowchart-v15-aug-21.pdf</p> <p>Reporting cases as necessary</p>	<p>See school plan in place and actioned previously for the steps required for a positive case. PCR Tests available to be issued in line with guidance.</p>	

No.	Significant hazard / risk	Normal control measures	Additional measures in place	Further action? Yes / No
			<p>Arrange for parallel curriculum information to be sent home with the student and via group call. Arrange for Food Parcels for FSM students to be sent home.</p>	
4.14	Lateral Flow testing	<p>See school specific testing risk assessment and School Operational Guidance for further details. All staff are encouraged to partake in twice weekly testing.</p>	<p>Mass testing of students with parental consent commences 6/9/21, see separate risk assessment. Staff and students given home testing kits for twice weekly tests, Sunday and Wednesday. Results to be recorded on the NHS and School systems.</p>	
5	Pupil related issues			
5.1	Vulnerable groups who are clinically, extremely vulnerable	<p>All pupils should attend education settings unless they have been advised by their GP or clinician not to attend an education setting. Where a pupil is unable to attend school because of this, systems to be put in place to keep in contact with them, offer pastoral support, and check they are able to access education support. Any pregnancy in pupils to follow guidance for pregnant employees. Covid 19 - advice for Pregnant Employees. Also see 4.9</p>	<p>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 regarding both academic and pastoral support. Risk assessments undertaken for pregnant students reviewed frequently</p>	

No.	Significant hazard / risk	Normal control measures	Additional measures in place	Further action? Yes / No
5.2	Pupil wellbeing and support	<p>Measures are in place where children are distressed. Some pupils may be experiencing a variety of emotions in response to the COVID-19 pandemic, such as anxiety, stress or low mood. This may particularly be the case for vulnerable children, including those with a social worker and young carers. It is important to contextualise these feelings as normal responses to an abnormal situation.</p> <p>Where there is a concern a pupil is in need or suffering or likely to suffer harm, the child protection policy and part 1 of keeping children safe in education will be followed and where appropriate referrals to statutory services (and the police) as appropriate.</p>	<p>Ongoing support through the wellbeing room will be available for students alongside tutor support. Additional support through the Attendance and Welfare Co-ordinator for individual students, bespoke arrangements will be made to reintegrate them back into school life as necessary</p>	
5.3	Children with EHCP and pupils who attend dual settings	<p>Appropriate documentation to be completed and maintained, identifying the risks and measures in place to support individual students.</p> <p>For dual settings, work through the system of controls collaboratively, enabling any risks identified to be addressed and allowing the joint delivery of a broad and balanced curriculum for the child</p>	<p>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.</p> <p>Students with additional needs will be invited in for an enhanced transition back to school week commencing 6/9/2021 before the rest of their year group come back at the start of term so they can familiarise themselves with the changes in school.</p>	
5.4	Pupils unable to follow guidance	<p>Some pupils will need additional support to follow these measures. Appropriate documentation to be completed and maintained.</p>	<p>A specific COVID19 guide for discussion with students will be produced and shared.</p>	

No.	Significant hazard / risk	Normal control measures	Additional measures in place	Further action? Yes / No
5.5	Pupils equipment	Pupils can now bring their equipment into school each day	Students will be issued with and asked to bring their student packs with them daily through communication with home. Staff have a supply of spares to issue as necessary to avoid the sharing of resources.	
5.6	Member of a class becoming unwell with COVID-19	<p>If anyone in your school develops symptoms of Covid 19, follow latest government guidance</p> <p>If a child is awaiting collection, they will be moved to a room where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required. Ideally, a window should be opened for ventilation.</p> <p>If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people.</p> <p>Allocate a suitable room for this purpose and communicate intentions to staff.</p> <p>Ensure suitable PPE (including fluid resistant face mask) is available at this location.</p> <p>Where that person needs to use the bathroom they should use a separate bathroom if possible. The bathroom must be cleaned and disinfected before being used by anyone else.</p> <p>Everyone must wash their hands after any contact with someone who is unwell. The area around the person with symptoms must be cleaned after they have left to reduce the risk of passing the infection on to other people.</p>	<p>Students presenting with symptoms will be sent home from school. Attending staff will wear PPE.</p> <p>Parents informed that where students have symptoms they remain home as per the current guidance and get a PCR test. Staff guidance also in place with regards to symptoms.</p> <p>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.</p>	
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	Students arrive in school in their uniform and change into PE kit for their PE lessons and change at the	

No.	Significant hazard / risk	Normal control measures	Additional measures in place	Further action? Yes / No
		normal. Uniform policies may be temporarily reviewed in light of seasonal weather where necessary.	<p>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.</p> <p>PE lessons will take place outside wherever possible. Changing will take place in the changing rooms, these areas will be sprayed with sanitising spray between use.</p> <p>Students and parents have been advised that layers should be worn under their normal uniform as the windows will be open for ventilation, coats may also be worn at the discretion of the member of staff. Expectations will be made clear to parents and students.</p>	
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 RTL policy will apply for Covid related incidents. Chrome books will be wiped before and after use to prevent cross contamination. Tables sprayed with sanitising spray between use. Hand sanitiser to be used on entry and exit to the Reset room by everyone.	
5.9	Wrap around care	Wrap around care will be provided in line with the latest guidance.		
6	Transport			

Transport

No.	Significant hazard / risk	Normal control measures	Additional measures in place	Further action? Yes / No
6.1	Travel to school and provision of safe school transport:	<p>Consider school transport arrangements and where possible encourage parents and pupils to walk or cycle to school where possible.</p> <p>Liaise with School Transport Team where further consideration needs to be given to taxi, escort services.</p> <p>Recommend that staff and pupils wear face coverings during their journey and wash their hands before and after their journey.</p> <p>See guidance: transport-to-school-and-other-places-of-education-guidance</p> <p>Where changes are required as a result of a local outbreak, refer to school contingency plans and liaise with school transport team.</p> <p>ALL students will be expected to abide by the DCC / PCC Code of Conduct</p> <p>Students, drivers and escorts should clean their hands before boarding and when arriving at school or home.</p> <p>Parents must be advised that students MUST NOT use school transport if they or a member of their household has symptoms of coronavirus.</p> <p>Any pupil who displays coronavirus symptoms at school should be sent home immediately. They must not travel on home to school transport.</p> <p>Where this is not possible you must contact the Transport Coordination Service at DCC / PCC. Transport Coordination Service will work with Public Health colleagues to manage any virus outbreak.</p>	<p>Cycle routes from nearby areas shared with students and staff on the school website, students encouraged not to use public transport unless necessary.</p> <p>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.</p> <p>Students and staff advised to wear a mask on public transport.</p>	
7	Curriculum considerations			
7.1	Curriculum provision in all subjects not provided	<p>In accordance with the guidance, this school will ensure that the key principals underpin the curriculum planning:</p> <ul style="list-style-type: none"> • All pupils to receive a high-quality education that promotes their development and equips them with the knowledge and cultural capital they need to succeed in life. • The curriculum remains broad and ambitious. 	<p>Normal timetables will be followed, students will move between lessons adhering to the keep left system.</p> <p>Cleaning of touch surfaces in all rooms between lessons.</p>	

No.	Significant hazard / risk	Normal control measures	Additional measures in place	Further action? Yes / No
		<ul style="list-style-type: none"> All pupils continue to be taught a wide range of subjects, maintaining their choices for further study and employment. Any risk to this to be brought to the attention of SLT. Managers should refer to the outbreak / contingency plan to ensure they can respond to the risk. 	<p>Isca anthology used to encourage and engage students in reading CAT test and Lexia used to identify learning needs.</p> <p>Interventions take place in small consistent groups, seating plans maintained.</p> <p>Catch up programme defined.</p>	
7.2	Suspension of some subjects for some pupils in exceptional circumstances.	Suspension and modification should form part of the Outbreak Management plan in the event that it is necessary and schools should be able to show that this is in the best the interests of these pupils and this should be subject to discussion with parents. A coherent plan for returning to their normal curriculum for all pupils where this is necessary to be in place.	Deputy Head to liaise regarding students reducing the number of subjects they study. This will be kept to a minimum and on an individual basis.	
7.3	Music, dance and drama activities	Music, dance and drama to continue using systems of control as per the Head of Department risk assessment. Ensure good hygiene measures relating to people and equipment are followed and rooms are adequately ventilated.	<p>Latest guidance will be followed to ensure safe practice. Non-wind instruments used and will be carefully sanitised after each year group use.</p> <p>Safe distancing in drama activities to ensure social distancing.</p> <p>Peripatetic lessons will continue with strict sanitising routines between students. Peripatetic staff will home test twice weekly and inform NHS and school of results. Any staff presenting with any Covid symptoms will not enter the school building and the latest</p>	

No.	Significant hazard / risk	Normal control measures	Additional measures in place	Further action? Yes / No
			government guidance will be followed.	
7.4	Physical activity in schools	<p>PE, sport and physical activity, under the school systems of control can continue. This includes sports clubs or activities before or after school, in addition to their regular PE lessons. Sports equipment should be regularly cleaned.</p> <p>Outdoor sports should be prioritised where possible, and large indoor spaces used where it is not, maximising natural ventilation flows (through opening windows and doors or using air conditioning systems wherever possible).</p> <p>External facilities can also be used in line with government guidance for the use of, and travel to and from, those facilities.</p> <p>Also refer to the following advice:</p> <ul style="list-style-type: none"> • Coronavirus (COVID-19): guidance on the phased return of elite sport and guidance from Sport England for grassroots sport • advice from organisations such as the Association for Physical Education and the Youth Sport Trust • Using changing rooms safely 	<p>Latest guidance will be followed. Shared equipment will be sanitised between year group (bubble) use. In severe weather internal classrooms are used. At this time seating plans recorded in class charts.</p> <p>Students arrive in school in their uniform and change into PE kit for their PE lessons and change again 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.</p> <p>The changing rooms will be sprayed after use and allowed to air dry between groups. Students will wear face covering whilst changing.</p> <p>The ventilation system in the sports hall will be switched on and this fits with the recommendations in terms of the type of system.</p> <p>Visiting schools arriving for competitions will be asked to arrive in kit, they will be allocated a</p>	

No.	Significant hazard / risk	Normal control measures	Additional measures in place	Further action? Yes / No
			separate toilet which will be cleaned before and after the competition.	
7.5	Practical science, art and D&T lessons	Guidance from CLEAPSS should be followed when planning lessons, using resources from i.e. the following website: https://www.cleapss.org.uk/ http://science.cleapss.org.uk/Whats-New/Guides/ http://dt.cleapss.org.uk/Resources/Whats-New/Administration/ and for primaries Practical activities in a bubble . Schools must ensure that they stay up to date with the latest guidance in these specialist areas.	Latest guidance will be followed. All rooms cleaned between use and equipment sanitised between use. Technicians to support this daily.	
7.6	Groups of children mixing resulting in risk of more widespread transmission	This school will follow the government lead system of controls to minimise risk of infection.	Two entrances to the building designated 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. Face coverings will be worn by staff and students in the building, except where an exemption is held. Bins in each room for the safe disposal of face coverings/tissues as necessary.	
7.7	Remote education	School leaders will develop a contingency plan in accordance with the remote education expectations which supports pupils who are unable to attend due to covid restrictions.	A parallel remote curriculum is in place and details of access are shared with parents/ students who have to self-isolate to avoid loss	

No.	Significant hazard / risk	Normal control measures	Additional measures in place	Further action? Yes / No
		Policies, training and guidance will reflect additional measures where necessary. Remote lessons to follow school protocol to ensure safeguarding of staff and students	learning time. See website for more details. Visits to vulnerable students self-isolating where other forms of contact have failed or if needed, within the system of controls. Including the issuing of food parcels/vouchers. Weekly contact with all self-isolating students by tutors/HOY	
7.8	Educational visits	Educational visits to be planned in line with government roadmaps and any relevant Covid 19 secure guidelines. Consult the health and safety guidance on educational visits when considering visits. For additional information check with EVOLVE guidance on website.	Guidance sought by DCC through the Evolve system prior to the visit taking place	
8	Provision of food			
8.1	Food prepared on premises is compliant with Covid - 19 health and hygiene guidance	School kitchens must comply with the Guidance for food businesses on coronavirus (COVID-19) Free school meals to be provided in accordance with the guidance.	Canteen contractor must ensure Health & Safety policies are followed. Clear reporting procedures will be in place where this is not being followed	
8.2	Catering staff are operating in a safe environment	In addition to the standard operations for safe working practices, catering staff to follow the relevant aspects of government guidance for food premises: Standards for school food in England	Canteen contractor to follow usual food safety and hygiene procedures and Government guidance for catering establishments	
9	Communications with parents and others			

No.	Significant hazard / risk	Normal control measures	Additional measures in place	Further action? Yes / No
9.1	Parents, contractors and other staff entering or working in the building – school complying with external requirements for staff safety	Regular communication to be sent to parents and carers (i.e. newsletters) including any relevant updates and reminders. Inform all visitors, suppliers, and contractors that no one should enter if they are displaying symptoms of coronavirus. Publish a telephone number in case of immediate access required. Regular updates to website communicating this risk assessment	Parents, carers or any visitors, such as suppliers, are not to enter the school setting if they are displaying any symptoms of coronavirus. Signage to tell visitors, suppliers, and contractors that only pre-arranged visits will be allowed on site is visible on the school entrance with a contact number available in case immediate access is required. Deliveries will be made to the reception area, a staff name will be given but no signature. Visitors to be kept to a minimum during school hours.	
9.2	Suppliers understanding and complying with new arrangements	Discuss new arrangements to encourage and facilitate delivery of goods and services during quiet times or outside school hours wherever possible. All to follow visitor guidance.	See measures above	
9.3	Communications to parents and staff	Updates to risk assessments, processes and procedures are communicated to staff when updates are approved. Regular communication to parents and staff will be provided, usually through newsletters and official school communication systems.	Regular communications to parents are shared with staff, these will be increased as and when required. Regular staff briefings and emails. Staff feedback encouraged and clear and regular messages are shared.	
9.4	Pupils and families anxious about return	Support in place to address concerns and communications with parents on measures in place to reduce anxiety.	Parents will only be permitted on site by appointment, regular communication to inform them of	

No.	Significant hazard / risk	Normal control measures	Additional measures in place	Further action? Yes / No
		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.	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.	
9.5	Parent aggression due to anxiety and stress.	Support parents and carers by providing regular communication share appropriate methods they can raise issues and concerns. Staff to escalate any concerns to a member of SLT for support.	Parents will only be permitted on site by appointment, regular communication to inform them of how to contact staff as necessary. Communication with anxious parents is undertaken by telephone or email to avoid unnecessary meetings on site. Where anxiety is identified increased communication and support will be provided.	
9.6	Confirmed case in school	Where there is a confirmed case: Engage with the NHS Test and Trace process where necessary. Manage confirmed cases of coronavirus (Covid 19) amongst the school community.	Student or staff member sent home and asked to get a PCR test	
10	Oversight of the governing body			
10.1	Lack of governor oversight during the COVID-19 crisis leads to the school failing to	The governing body continues to meet regularly. The governing body agendas are structured to ensure all statutory requirements are discussed and school leaders are held to account for their implementation.	Regular communication between the Headteacher and Chair of Governors, in addition regular updates at each LGB meeting	

No.	Significant hazard / risk	Normal control measures	Additional measures in place	Further action? Yes / No
	meet statutory requirements	<p>The Headteacher's report to governors includes content and updates on how the school is continuing to meet its statutory obligations in addition to covering the school's response to COVID-19.</p> <p>Regular dialogue with the Chair of Governors and those governors with designated responsibilities is in place.</p> <p>Minutes of governing body meetings are reviewed to ensure that they accurately record governors' oversight and holding leaders to account for areas of statutory responsibility.</p>		
11	Asymptomatic testing - See testing risk assessments for further information			
11.1	Lack of knowledge of processes	<p>Government led training to be undertaken by all necessary staff</p> <p>Procedures to be put in place and signed when understood by staff</p> <p>Signs and notices in place to indicate location and queue / progress through the testing area</p>	<p>Staff complete certified training prior to testing commencement.</p> <p>'Dry run' completed prior to roll out.</p> <p>Signage in place to ensure clear procedures.</p> <p>Ongoing quality assurance in place</p> <p>Clear information to parents/students to ease anxiety regarding testing</p>	
11.2	Poor cleaning standard	All areas cleaned and disinfected regularly	Mid testing cleaning in place	
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	<p>Training in the safe use and disposal of PPE.</p> <p>Signage to remind team of procedures</p>	
11.4	Testing Location	A designated location for testing will be identified in accordance with the government guidance.	Testing in movement space for mass student testing when appropriate	

No.	Significant hazard / risk	Normal control measures	Additional measures in place	Further action? Yes / No
11.5	Positive test result not confirmed	All positive LFD tests to be followed up with a PCR test as per the latest government guidance.	Parents will be contacted to ensure this happens, where the parents do not drive and are unable to access a test swiftly a PCR test from school stock will be offered to speed up the process	

Further action required				
Section of RA	Additional Actions / Control measures required	Person responsible	Deadline date:	Date action completed
	Educational visits consult with Evolve system prior to trip taking place	AM	Ongoing	

Headteacher	Name:	Aimee Mitchell	Signed:		Date:	15.09.2021
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The outcome of this assessment should be shared with the relevant staff.

