

Covid-19 Guidance for Full Opening September 2020

RA100 V2.4


IMPORTANT – please read this information before completing this risk assessment.

This is a model risk assessment and **MUST be adapted to reflect the significant hazards and control measures present in your site** to allow the safe return of pupils and staff to your school. This is a live document and it must be continuously reviewed alongside the latest Covid-19 government guidance. It must also be read alongside existing risk assessments and health and safety arrangements for your school.

The control measures listed **are prompts** and will not necessarily reflect those in all establishments and you **MUST** adapt it by adding (or removing) **and outlining in detail the control measures as appropriate to your establishment.**

If you need help to complete this risk assessment, please refer to HS47 (Risk Assessment Arrangements) or telephone the Devon Health & Safety Service on 01392 382027.

If you would like support for confirmed cases of COVID-19 call the DfE Coronavirus helpline on 0800 046 8687, they will work with you to assess the risk and advice what actions to take. Please do report confirmed cases to Devon County Council using this [smart survey link](#). You may also call the PHE SW Health Protection Team for advice on 0300 303 8162 if the following applies; you have taken action but are still seeing more cases, you think you may need to close your setting (you should also email the school priority alert mailbox - educate.schoolspriorityalerts-mailbox@devon.gov.uk), someone in your setting has been admitted to hospital or you are getting significant media interest). Special schools, boarding schools, or special post 16 providers should call the PHE SW Health Protection Team straight away.

	Establishment/Department: Sidmouth College	Establishment Risk Assessment	RA100 V2.3.2
	Address: Primley Road. Sidmouth EX10 9LG		
Person(s)/Group at Risk: Staff, Pupils, Visitors and Contractors		Date original assessment completed: 16/07/2020	
<p>Return to school risk assessment – based on the principles and guidance contained within DfE Guidance. The following guidance to reflect the changes announced by the Prime Minister on the wider reopening of schools and colleges from Monday 8 March:</p> <ul style="list-style-type: none"> • early years and childcare providers • actions for schools during the coronavirus outbreak • special schools, special post-16 providers and alternative provision <p>It is a legal requirement that schools should revisit and update their risk assessments (building on the learning to date and the practices they have already developed), to consider the additional risks and control measures to enable a return to full capacity in the autumn term. This risk assessment is generic, and each school is responsible for reviewing and amending to ensure it is applicable to their setting and the latest government guidance and <u>must consult with their staff regarding the risks and control measures being implemented.</u></p> <p>General guidance on completing risk assessments is available at arrangements note HS47. When conducting the risk assessment. it is important that the school adopts a considered collaborative approach in line with DfE Guidance.</p>		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.	
Version Control: RA 100 Version 2.4		Assessor(s): SBP accompanied by AB & EH	
Update – 15/7/20, page 6. Premises related matters - Management of waste			
Update – 25/08/20, page 12,13,14. School Transport			
Update – 25/08/20 and 02/09/20, page 14-15. Curriculum considerations (Science, art and D&T Music Dance and Drama – link to new guidance and guidance for performing arts)			

Update – 25/8/20, page 8. Managing supply teachers, visitors, contractors and other temporary visiting staff	
Update – 25/8/20, 28/08/20, 02/09/20 page 10-11. Dealing with suspected and confirmed case/cases and outbreak, link to access to testing kits, use of face coverings in education – link to new guidance, link to action cards and updated guidance of 31/820	
Update – 25/8/20, page 6-7. Contaminated surfaces spreading virus.	
Update – 02/09/20, page 4. Social distancing and reducing risk of transmission, Wraparound provision	
Update – 02/09/20, page 6. Premises related matters - Hiring of premises	
Update – 15/09/20, page 16. Educational Visits - updated link.	
Update – 29/10/20, page 5 – 6. Premises related matters, ventilation to reduce to spread and thermal comfort – Updated following HSE spot checks.	
Update – 29/10/20, page 15. Curriculum considerations, update on Music Dance and Drama	
Update – 14/12/2020, page 11 - Dealing with suspected and confirmed case/ cases and outbreak	
Update – 04/01/2021 – page 2 – new links to DfE school’s website for up to date guidance and consultation with staff	
Update – 04/01/2021 page 3 – definition of close contact	
Update – 04/01/2021 page 9 - Staff measures to reduce contact and transmission Covid-19.	
Update – 04/01/2021 page 14 – Lateral Flow Testing (Secondary Schools)	
Update – 08/03/2021 page 14 – Lateral Flow Testing (Secondary Schools)	
Update – 14/01/2021 page 14 - Lateral Flow Testing (primary staff home testing)	
Update – 08/03/2021 first page PHE information	
Update – 08/03/2021 page 2 – return to school March 8th guidance	
Update – 08/03/2021 page 4 – definition of close contact	
Update – 08/03/2021 page 5 - Guidance for EYFS	
Update – 08/03/2021 page 5 - Wraparound provision	
Update – 08/03/2021 page 12 - Accessing testing arrangements are clear for all staff	
Update – 08/03/2021 page 13 - Assessment of all staff, including high risk staff	
Update – 08/03/2021 page 13 - face covering	
Update – 08/03/2021 page 14 - Dealing with suspected and confirmed case/ cases and outbreak	
Update – 08/03/2021 page 14 - Lateral Flow testing (Secondary Schools)	
<i>First draft reviewed at progress meeting and by SLT</i>	<i>SBP accompanied by EH/AP & then SLT</i>

01/09/2020 - Reviewed and updated to reflect progress made on action points	EH then SBP & Governors
03/09/2020 – Reviewed and amended to bring into line with latest template	EH & SBP
04/10/2020 – Reviewed and amended following decision to wear face masks in public areas	EH & SBP then Governors
12/10/2020 – Reviewed and amended to reflect OEVOSA Autumn 2020 Newsletter guidance	EH
05/11/2020 – Updated ventilation information following LA guidance	EH & SBP
09/11/2020 – Updated following new guidance	SLT SBP EH then Governors
25/11/2020 – Updated following LA update (ventilation and curriculum changes) and classroom cleaning changes	SBP, EH all staff
03/01/2021 – Reviewed in preparation for return – Spring term	SBP, EH, governors
06/01/2021 – Reviewed for lockdown 3 (Spring Term 2021)	SBP, AB & EH
02/03/2021 – Reviewed for march reopening	SBP, AB, EH & Governors
06/03/2021 – Reviewed and amended to bring in line with latest template	SBP, AB, EH & Governors

Significant Hazard Section	Control measures in place Additional measures or actions not included in this column below should be put in the assessor’s recommendations at the end of this document	Optional: School’s comments re. mitigations put in place
Social distancing and reducing risk of transmission		
NOTE: Definition of close contact	<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’. The following definition of ‘close contact’:</p> <p>Manage confirmed cases of coronavirus (COVID-19) amongst the school community. (Close contact means): The current definition of close contact in a school setting is shown below.</p> <ul style="list-style-type: none"> ○ face-to-face contact including being coughed on or having a face-to-face conversation within one metre (this will include times when you have been wearing a face covering or face mask) ○ been within one metre for one minute or longer without face-to-face contact 	

	<ul style="list-style-type: none"> ○ been within 2 metres of someone for more than 15 minutes (either as a one-off contact, or added up together over one day) ○ travelled in the same vehicle or a plane (this includes school transport) <p>Focusing on obtaining mitigations to reduce close contact, will reduce staff and pupil absences when there are cases within the school. Note that the use of face masks and other forms of PPE does not exclude somebody from being considered a close contact (unless they are providing direct care with patients or residents in a health and care setting, NHS Test and Trace: how it works - GOV.UK (www.gov.uk))</p>	
Entrance and egress to school site causing large groups of people inside school grounds compromising social distancing.	<ul style="list-style-type: none"> • Staggered drop-off and collection times avoiding any changes to pupils that arrive at school on school transport where possible. • Students going directly to their Tutor Room on arrival. • Information provided to parents. • If possible, only one parent to attend to drop off students at school. • Use alternative drop off locations where possible. • Lidded pedal bins available at entrances for safe disposal of used, single-use face coverings and/or gloves • Procedure for safely removing and disposing of / storing face coverings when pupils and staff who use them arrive at school communicated clearly to them, following the recommendations in the government guidance Staying safe outside of your home: face coverings and Guidance for Full Opening. • Pupils instructed to wash or sanitise their hands, on arrival. 	<ul style="list-style-type: none"> • Tutor rooms open from 08:30
Parents gathering at school gate not social distancing	<ul style="list-style-type: none"> • Parents' drop-off and pick-up protocols planned to minimise adult to adult contact. • Information makes it 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). • Staggered drop-off and collection times avoiding any changes to pupils that arrive at school on school transport. • Students going directly to their Tutor Room on arrival. 	
Overcrowding in classrooms and corridors.	<ul style="list-style-type: none"> • Children are to be grouped into Year groups with contact between groups avoided (see Curriculum section below). • Desks/tables all forward facing and spaced as far apart as possible, and arranged so that face to face seating is avoided unless this is precluded by the presence of fixed benching. 	<ul style="list-style-type: none"> • Sixth form (Years 12 & 13) are one group. • Mitigation for rooms with fixed benching agreed with individual staff affected.

	<ul style="list-style-type: none"> • Classrooms set out where possible to ensure access to outside space and their age appropriate equipment and resources, whilst preventing mixing with other groups. • Removal of some furniture where possible to enable this. • Reduced movement around the school using timetabling and appropriate selection of classroom or other learning environments. • One-way system in place around the buildings to reduce face-to-face contact in corridors and other internal spaces. • Staggered assembly groups, break and lunch times. • Timetable and room/outdoor space usage agreed by SLT to control this. • Staff and students to wear face masks in corridors when moving around the site. • Face masks to be worn in assemblies or similar gathering. • Face masks to be worn in classrooms (see government guidance Face coverings in education - GOV.UK (www.gov.uk)) 	<ul style="list-style-type: none"> • Items to be removed identified by staff
Groups mixing during breaks and lunchtime compromising social distancing.	<ul style="list-style-type: none"> • Staggered break times and ensure appropriate supervision is in place. • Groups on break/lunch at the same time use different food and social space locations where possible. • Staggered lunchtimes & in set groups with handwashing – tables kept apart without face-to-face seating. Staff on duty ensuring everyone keeps further apart than normal. • Cleaning of tables and water dispensers between uses by different groups. • One-way system in place around the buildings. • Staff and students to wear face masks in corridors when moving around the site. • Canteen furniture arranged to be forward facing. 	
Wraparound provision: Groups mixing during extra-curricular provision	<ul style="list-style-type: none"> • Playing field not used as recreational space at break and lunchtimes for remainder of the spring term. • AWP subject to a strict booking system with clear rules when used as recreational space at lunchtimes. <p>Schools should work to resume any breakfast and after-school provision, where possible, from the start of the autumn term. Carefully consider with external providers 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. Schools can consult the guidance produced for providers who run community activities, holiday clubs, after-school clubs, tuition and other out-of-school provision for children, as much of this will be useful in planning extra-curricular provision. Where parents use childcare providers or out of school extra-curricular activities for their children, schools should encourage parents and carers to seek assurance that the providers are carefully considering their own protective measures, and children</p>	

	<i>should only attend settings that can demonstrate this. DfE have issued guidance for parents and carers, which schools may want to circulate.</i>	
Spread of virus due to increased numbers of people within the building.	<ul style="list-style-type: none"> • <i>Parents informed that if their child needs to be accompanied to school only one parent should attend</i> • <i>Parents bringing children in to school asked not to come on to site unless they have a meeting booked</i> • <i>All those coming on to site are recorded by Reception even if not signed in formally, e.g. deliveries</i> • <i>All visitors, staff and students expected to wear face masks in circulation spaces, classrooms, and meeting rooms</i> • <i>Updated guidance visits to College only to be essential and where possible to take place online or by phone.</i> 	
Staff moving between groups and spreading the virus	<ul style="list-style-type: none"> • <i>Staff should maintain Public health guidance of 2m wherever possible.</i> • <i>If not possible may be reduced to 1m as long as mitigations are in place, e.g. not face to face or wearing PPE, or a Perspex screen in place.</i> • <i>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 pupils. Schools coronavirus (COVID-19) operational guidance (publishing.service.gov.uk)</i> 	<ul style="list-style-type: none"> • <i>Mitigations where 2m social distancing is not practicable agreed with individuals</i>
Premises related matters		
Changes to building use being safe for pupils & staff – e.g. storage, one-way systems, floor tape.	<ul style="list-style-type: none"> • <i>Whole school risk assessment (RA22) reviewed, to ensure control measures remain suitable and in place.</i> • <i>Risk assessments updated 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.</i> • <i>Consider how the layout will enable access to outdoor space and the equipment necessary for teaching the year groups.</i> • <i>Consider how changes will impact on arrangements such as safe fire evacuation routes (see below).</i> 	<ul style="list-style-type: none"> • <i>Surplus items of furniture and equipment removed from classrooms & kept in storage container agreed with staff.</i> • <i>Additional departmental risk assessments created and agreed with SLT</i>
First Aid procedures – Reduced numbers of first aiders and Paediatric first aider.	<ul style="list-style-type: none"> • <i>First Aid risk assessment (RA09) reviewed.</i> • <i>Rota systems in place to ensure adequate numbers of first aid trained staff available.</i> • <i>Communication of first aid arrangements during staff briefings.</i> • <i>Essential PPE available within first aid supplies and room</i> 	
Fire Procedures – safety adversely affected by procedures in place relating to the virus	<ul style="list-style-type: none"> • <i>Fire risk assessments reviewed taking into consideration any changes made to the layout, and the impact this may have on fire evacuation and escape routes.</i> 	

	<ul style="list-style-type: none"> • 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. • Internal fire doors on circulation routes fitted with 'hold-open' devices which will release the door when the fire alarm sounds. • Review, where required, fire evacuation routes and assembly points to ensure that social distancing guidelines are being met. • One-way system not enforced when evacuating as all people moving in one direction 	
Water hygiene – management of legionella	<ul style="list-style-type: none"> • The water hygiene management plan has been reviewed. • 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. 	
Using and monitoring new practices to reduce risk of Covid-19 transmission	<ul style="list-style-type: none"> • 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, location of designated room for suspected cases. • Explaining to children about the use of face coverings – to support children with adhering to social distancing. • Principal, SLT and teachers on duty must monitor arrangements and make remedial actions where needed. • Ensure there are opportunities for all employees to raise concerns / make suggestions. • Quarantine arrangements in place for the storage of returned books and other equipment to ensure that they are not touched by someone else for at least the minimum recommended period unless they are able to be sanitised. 	
Management of premises related risks inadequate e.g. asbestos, delayed statutory testing (LOLER)	<ul style="list-style-type: none"> • 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 will be taken out of use until the inspection and test can be completed. • Ensure that all building maintenance checks are up-to-date. 	
Staff rooms and offices too small to comply with social distancing and safe working practice	<ul style="list-style-type: none"> • Numbers of people reduced at one time to allow social distancing – chairs removed/placed apart. • Soft furnishings removed from offices where they cannot be assigned to an individual person or rotated. • Staff break and lunch times staggered in line with that of students • Avoiding unnecessary gatherings. 	<ul style="list-style-type: none"> • Staff briefings and meetings are to be held online. • Soft furnishings left in staff room but staff instructed to spray to sanitise after use.

	<ul style="list-style-type: none"> • 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. 	
<p>Ventilation inadequate or inappropriate to reduce spread</p>	<p>Schools need to balance the need for increased ventilation while maintaining a comfortable temperature, the following measures should also be used as appropriate:</p> <ul style="list-style-type: none"> • Opening high level windows in preference to low level to reduce draughts • Increasing the ventilation while spaces are unoccupied (e.g. Between classes, during break and lunch, when a room is unused) • Providing flexibility to allow additional, suitable indoor clothing. For more information see School uniform • Rearranging furniture where possible to avoid direct drafts • Mechanical ventilation systems – these should be adjusted to increase the ventilation rate wherever possible, and checked to confirm that normal operation meets current guidance (if possible, systems should be adjusted to full fresh air or, if not, then systems should be operated as normal as long as they are within a single room and supplemented by an outdoor air supply) • Opening internal doors can also assist with creating a throughput of air • Natural ventilation – if necessary external opening doors may also be used. Where schools believe that ventilation could be improved by leaving fire doors, either internal or external, open, this must only be done once the fire risk assessment has been reviewed and amended. Schools must ensure that systems are in place to close doors in the event of a fire alarm, during breaks if they cannot be monitored or at the end of the day. There is also the security risk of leaving external doors open and therefore there must be procedures in place to mitigate this such as ensuring that they are closed at times when they cannot be sufficiently monitored. • Ventilation to chemical stores should remain operational. <p>It is advisable to use a thermometer to monitor temperatures where opening windows and doors is being used as a mechanism to aid ventilation. For more information on suitable workplace temperatures see HSE: Guidance on temperature in the workplace</p>	<ul style="list-style-type: none"> • Temperatures will be monitored using the BMS wherever possible and set points adjusted as necessary to balance the need for an acceptable working temperature with that for adequate ventilation.
<p>Management of waste inappropriate or incorrect allowing people to come into contact with contaminated waste</p>	<ul style="list-style-type: none"> • Ensure bins for tissues are emptied throughout the day. • Lids removed from internal bins to reduce the risk of transmission of infection through touching shared items. • Lidded pedal bins designated for the disposal of used PPE • One main waste bin designated for each day of the week and only staff will take out waste. 	

	<ul style="list-style-type: none"> • 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. • Waste from lateral flow testing disposed of in accordance with government guidance. 	
<p>Management of incoming goods compromises Covid Security</p>	<ul style="list-style-type: none"> • Consider how to manage supplies coming into the school, which takes into consideration SD and hygiene measures. • Agreed drop-off point and location to store goods until distributed. • One person or group controls the process etc. • All deliveries recorded in Reception with details of supplier, delivery company (if different), and recipient(s) where known 	<ul style="list-style-type: none"> • Premises Team have sheets to record deliveries received and distributed. • Signage at delivery area indicates Caretaker mobile to be called for deliveries & collections.
<p>School owned outdoor equipment contributes to spread of the virus</p>	<ul style="list-style-type: none"> • Promote good hygiene and social distancing using signage and other methods of comms (community noticeboards, school newsletters) to set out: maximum numbers to enable SD, and disposal of all rubbish. • Limit numbers of students by using specified time slots, one-way system around the area etc. • Cleaning regimes, if applicable, for high traffic touch points such as court gates that are not left open, benches and picnic tables, refuse areas and bins. • Effective hand hygiene encouraged amongst users. • Consult guidance on Managing Outdoor Playgrounds for equipment also used by the community. • When used by the school, outdoor equipment must be appropriately cleaned between groups of children and only used by one group at a time. 	<ul style="list-style-type: none"> • Court gates are left open except at weekends • Hand sanitiser available close to court entrances
<p>Hiring out premises compromises Covid security and contributes to risk of spreading the virus</p>	<ul style="list-style-type: none"> • 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. • Risk assessments required from all external hirers and additional cleaning put in place at the hirer's expense to ensure areas are safe for College use the next day. 	

Cleaning and reducing contamination		
Contaminated surfaces spreading virus.	<ul style="list-style-type: none"> 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. In order to facilitate cleaning, unnecessary items removed from classrooms and other learning environments and stored elsewhere where there is space to do so. Public health advice is to remove all soft toys, and any toys that are hard to clean, such as those with intricate parts. Where practicable, remove soft furnishings, for example pillows, bean bags and rugs. In cases where soft furnishings are still in use, they should be laundered by following the guidance in the attached link: https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings Consideration should also be given to soft furnishings within Sensory Rooms and where possible these furnishings should be child specific so as to avoid cross contamination. If this is not possible then they should be laundered as per the guidance contained in the above link. Anti-bacterial wipes, disinfectant spray, cloths, paper towels and disposable gloves provided in all teaching rooms and shared work spaces Paper tissues and hand gel provided in all classrooms Government guidance for working in education and childcare to be followed if someone becomes ill with suspected COVID-19 at the setting. Guidance on Cleaning and decontamination of non-health care settings to be followed as soon as it is safe to do so if someone becomes ill with suspected COVID-19 and affected areas closed off until such time as this has taken place. 	<ul style="list-style-type: none"> Departments have agreed which items can be rotated and which have to be cleaned, and when. Two storage containers have been hired to store unnecessary items removed from rooms. Shared items such as soft furnishings removed to reduce contact surfaces or designated for one individual and stored when not required. Some cleaning staff on site from break time to sanitise touch points, empty bins and clean toilet areas. Meeting rooms provided with a means of indicating to cleaning staff that they have been used and need cleaning/sanitising
Shared resources and equipment increasing spread of the virus	<ul style="list-style-type: none"> The sharing of stationery and other equipment is prevented where possible, and controlled by staff where this is necessary. Students expected to have their own standard items of equipment such as pens, pencils etc. Suitable procedures in place for managing access to items of 'heavy use' such a photocopiers to maintain social distancing. Enhanced cleaning regimes. 	<ul style="list-style-type: none"> Class sets of items such as scissors put out of general reach and systems agreed by staff on how to deal with students who do not have their own equipment. Some cleaning staff on site from break time to sanitise

	<ul style="list-style-type: none"> • Corridor doors held open and toilet areas with 3 or more individual cubicles/urinals have no door to the corridor. • Hand sanitiser is provided inside entrance doors to blocks and outside toilet areas with less than 3 individual cubicles for use on entry/exit as a shared door will be touched. • Where upholstered furniture is likely to be shared by staff/students/visitors it will be replaced with chairs that can be sanitised more easily, or sanitising spray provided. • Boxes provided in classrooms for the return of College items used, e.g. tools & specialist equipment, at the end of lessons so that they can be sanitised ready for use the next day or quarantined for the necessary period of time (72 hours minimum – 24 hours for paper). • Boxes provided for deposit and storage of items returned from off site 	<p>touch points, empty bins and clean toilet areas.</p>
Cleaning staff and hygiene contractor's capacity inadequate - providing additional requirements	<ul style="list-style-type: none"> • Discussions have taken place with cleaning staff regarding the additional cleaning requirements and additional hours agreed 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 COVID-19: cleaning of non-healthcare settings outside the home - GOV.UK (www.gov.uk). • Put in place an enhanced cleaning schedule and establish more frequent cleaning of shared areas and touch points. • Refer to the additional guidance on cleaning of non-health care settings is to be published by Public Health England by the end of the summer term and action as appropriate. 	<ul style="list-style-type: none"> • Some cleaning staff on site from break time to sanitise touch points, empty bins and clean toilet areas.
Insufficient handwashing facilities for staff and pupils	<ul style="list-style-type: none"> • 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. • Provide handwashing facilities at additional sinks, such as those in Science labs, where possible • Ensure enough hand wash and sanitiser stations are available based on what we have learned from usage to date. 	<ul style="list-style-type: none"> • Staff agreed where hand sanitiser dispensers should be located inside their classroom.
Inadequate time for staff and pupils to carry out handwashing	<ul style="list-style-type: none"> • Frequent hand cleaning as part of normal routine. • Stagger regular access to handwashing facilities through the day. • Build routines into behaviour expectations and school culture. 	
Ineffective Handwashing practice with children	<ul style="list-style-type: none"> • Review the guidance on hand cleaning. • 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 	

	<i>complex needs. In such cases this should be considered within the pupil's individual risk assessment and/or IHCP.</i>	
Good respiratory hygiene not practiced	<ul style="list-style-type: none"> • <i>Promote 'catch it, bin it, kill it' ensuring that enough tissues and bins are available.</i> • <i>Classroom bins with tissues emptied during the day</i> • <i>Tissues available in all classrooms</i> • <i>Support should be provided for young children and those with complex needs, particularly where children spit / use saliva. In such cases this should be considered within the pupil's individual risk assessment.</i> 	
Insufficient supplies of soap and cleaning products	<ul style="list-style-type: none"> • <i>Discussions with suppliers and contractors to ensure sufficient supplies and deliveries.</i> • <i>Use regular detergents and bleach.</i> • <i>COSHH assessments (RA05) reviewed and additional controls required implemented where there has been any change in products.</i> 	
Toilets being overcrowded	<ul style="list-style-type: none"> • <i>Limit the number of children or young people who use the toilet facilities at one time.</i> • <i>The practice of visiting the toilet one after the other, if necessary, is encouraged.</i> • <i>Different groups won't be allocated their own toilet blocks, but toilets will need to be cleaned regularly and pupils must be encouraged to clean their hands thoroughly after using the toilet.</i> 	<ul style="list-style-type: none"> • <i>Staggered break and lunch times for different year groups</i> • <i>Cleaning staff on site from break time to sanitise touch points and clean toilets</i>
Staff related issues		
<p>Staff measures to reduce contact and transmission Covid-19 inadequate or ineffective.</p> <p>NOTE: New variant of the Covid-19 virus. It is also noted that the new variant may present an increased risk amongst children and young people who present as asymptomatic.</p>	<ul style="list-style-type: none"> • <i>When assessing the return to full opening 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</i> • <i>Where this cannot be met, then the school must record why and what other control measures they will adopt.</i> • <i>All teachers and other staff can operate across different classes and year groups in order to facilitate the delivery of the school timetable.</i> • <i>Where staff need to move between classes and year groups, they should try and keep their distance from pupils and other staff as much as they can, 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 pupils who have complex needs or who need close contact care. These pupils' educational and care support should be provided as normal.</i> • <i>Staff and students expected to follow the agreed one-way system to reduce face-to-face contact in corridors.</i> 	

	<ul style="list-style-type: none"> • <i>When considering the return of non-teaching staff school leaders should recognise the wider government policy that staff who can work from home should do so and apply this where feasible (e.g. in administrative roles).</i> • <i>Staff all provided with personal bottles of hand sanitiser</i> • <i>Staff and students expected to wear face masks in corridors when moving around the site</i> • <i>Whole or large staff meetings to take place online</i> <p>Focusing on control measures that reduce close contact, will reduce the number of staff and pupils required to self-isolate when there are cases within the school.</p> <p><i>PHE have identified issues that have arisen in IMTs in schools and some adjustments are being made by schools as a result. There may be difficult to implement due to disruption to learning or operational issues. But schools are also identifying that actually having positive cases and seeing the impact on numbers being sent home to self-isolate (staff and pupils) will also affect learning and operational issues.</i></p> <p><i>Mitigating measures that will reduce the number of close contacts between individuals and therefore numbers required to self-isolate as the result of a positive case in the school:</i></p> <ul style="list-style-type: none"> ▪ <i>Reducing bubble sizes,</i> ▪ <i>reducing face to face meetings (move to video calling if appropriate),</i> ▪ <i>reducing or eliminating the number of staff and pupils mixing across year groups / classes at lunch, breaks, staff rooms etc.</i> ▪ <i>reducing or eliminating the movement around the school of pupils and teaching staff,</i> ▪ <i>reducing or eliminating the movement across bubbles of pupils and teaching staff,</i> ▪ <i>no car sharing between staff to school</i> ▪ <i>keeping to the 2m distancing (for teachers especially) if at all possible</i> <p><i>Other measures that will reduce the spread of the virus in the school</i></p> <ul style="list-style-type: none"> • <i>face coverings,</i> • <i>thorough regular cleaning regimes throughout the day (of hands and of hard surfaces / high use touch points),</i> • <i>catch it bin it kill it messages.</i> 	
<p>Managing supply teachers, visitors, contractors and other temporary visiting staff not carried out correctly.</p>	<ul style="list-style-type: none"> • <i>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.</i> 	<ul style="list-style-type: none"> • <i>Peripatetic teachers all supplied with Lateral Flow Test kits and</i>

	<ul style="list-style-type: none"> • Specialists, therapists, clinicians and other support staff for pupils with SEND should provide interventions as usual, but with appropriate precautions in place. • 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 staff who may be working throughout the school and across different groups / sites. This will require close co-operation between both schools and 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 is kept in Reception of all visitors, including those just making deliveries etc. • 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. • All visitors will be expected to wear face masks in corridors, meeting rooms etc. unless exempt. 	<p>expected to test in the same way as permanent staff.</p> <ul style="list-style-type: none"> • Supply teachers and other temporary staff, and visitors are expected to undertake a Lateral Flow test on first day of visit and repeat tests in line with other staff testing if the visit extends beyond 3 days. • Contractor's staff on site and visiting contractors also subject to Lateral Flow testing in the same way
<p>Insufficient staff capacity to deal with increased numbers of pupils - Shortage of teachers to maintain staff to pupil ratios</p>	<ul style="list-style-type: none"> • If there are any shortages of teachers to teach the number of classes, then HLTAs may be allocated to lead a group in the short term, 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 and will 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 	
<p>Anxiety levels of staff and community causing breakdown in staffing ratios, compromising group sizes.</p>	<ul style="list-style-type: none"> • Staff spoken to about (and/or put in writing) the plans (for example, safety measures, timetable changes and staggered arrival and departure times), including a discussion on whether training would be helpful. • If appropriate, GP or occupational health advice to be sought. • Polycarbonate screens fitted on the Reception counter • 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/ESoXeZkAQyLupPG5VVG6yQB2iEFDD4pgkko5qBbtOSEkw?e=040Qiy • Further advice is available from HR if required. 	

<p>Staff understanding of new changes incomplete – safe practice at work & in classroom. Teaching in a safe environment</p>	<ul style="list-style-type: none"> • Staff spoken to about the plans (for example, safety measures, timetable changes and staggered arrival and departure times), including discussing whether training would be helpful. • Whole staff meeting / Staff briefings held regularly 	
<p>Accessing testing arrangements are not clear for all staff</p>	<ul style="list-style-type: none"> • Guidance on the new asymptomatic testing programmes taking place in schools are on a shared document platform hosted by DfE, including FAQ, webinars and step-by-step 'how to guides. • For secondary schools - Resources - Google Drive. • 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/ • Home PCR Test kits supplied to the school can be accessed via the Principal in the event that staff or students are unable to book a test when necessary. • Staff advised about weekly Lateral Flow testing when in school with registration cards available at sign-in. • Lateral flow home tests to begin from 8th March for staff. Signpost information and video to support these being carried out. 	
<p>Conditions for use of fluid resistant face mask and other equipment when dealing with a symptomatic child are not clear and understood by staff.</p>	<ul style="list-style-type: none"> • 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. • 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 	<ul style="list-style-type: none"> • All necessary PPE is available in the First Aid Room for staff dealing with injury or illness. • Small, emergency PPE kits are available in all Science Labs, Technology workrooms and other locations where First Aiders are working. • Fluid resistant face masks are available in the First Aid Room, SDC and at Reception with the Business Manager maintaining an emergency supply of 50 masks in case of late delivery.
<p>Assessment of all staff, including high risk staff with vulnerable / shielding family member, underlying health conditions or other risk factors incomplete</p>	<ul style="list-style-type: none"> • Clinically Extremely Vulnerable staff (CEV) are advised not to attend the workplace. Staff who are CEV will previously have received a letter from the NHS or their GP telling them this (no new letter is required) and there is guidance for this group. Employers should talk to their staff about how they will be supported, including to work from home. These new formal shielding measures will apply across the whole of England until at least 31 March. • Staff who are Clinically Vulnerable (CV) can continue to attend school. While in school they must follow the system of controls to minimise the 	<ul style="list-style-type: none"> • Risk assessments have been completed for staff known to be clinically extremely vulnerable, clinically vulnerable, those who have family members or those sharing living accommodation in either of these groups, and any who indicated anxiety about returning or a BAME

	<p>risks of transmission Schools coronavirus (COVID-19) operational guidance (publishing.service.gov.uk) p37</p> <ul style="list-style-type: none"> A risk assessment should be undertaken with clinically extremely vulnerable and clinically vulnerable staff returning to the school, especially where they are returning to the school for the first time since the pandemic commenced. 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://devoncc.sharepoint.com/:w:/s/PublicDocs/Education/ESoXeZkAQylLupPG5VVG6yQB2iEFDD4pgkko5qBbtOSEkw?e=040Qiy Current guidance on shielding and protecting clinically extremely vulnerable and clinically vulnerable people is followed when considering staffing arrangements 	<p>background. The findings of these have been communicated to the necessary people and reasonable adjustments agreed where applicable.</p>
<p>Staff use of PPE incorrect</p>	<ul style="list-style-type: none"> 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. Staff should follow the current guidance, including the use of PPE in education settings 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 	
<p>Use of face coverings incorrect</p> <p>Lack of understanding about the correct use of PPE</p>	<ul style="list-style-type: none"> New Guidance on the use of face coverings for pupils in year 7 and above should be followed with consideration given to communal areas such as corridors where social distancing is hard to maintain. In addition, we now also recommend in those schools, that face coverings should be worn in classrooms or during activities unless social distancing can be maintained. This does not apply in situations where wearing a face covering would impact on the ability to take part in exercise or strenuous activity, for example in PE lessons. 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. Additional precautionary measures would also be taken where local restrictions apply. 	<ul style="list-style-type: none"> All pupils have been told that unless they are exempt they will have to wear face masks in classrooms and other learning spaces, corridors and other circulation areas, and when queueing for food in the canteen. They will not be worn for PE lessons. All staff and pupils have been briefed on how to put on, wear and remove face masks correctly

<p>Incorrectly dealing with suspected and confirmed case / cases and outbreak.</p>	<p>Dealing with suspected and confirmed case/ cases and outbreak.</p> <ul style="list-style-type: none"> • To obtain advice, contact the DfE Coronavirus Helpline on 0800 046 8687. • You may also call the PHE SW Health Protection Team for advice on 0300 303 8162 if the following applies:- <ul style="list-style-type: none"> ○ you have taken action but are still seeing more cases, ○ you think you may need to close your setting (you should also email the school priority alert mailbox - educate.schoolspriorityalerts@mailbox@devon.gov.uk), ○ someone in your setting has been admitted to hospital ○ or you are getting significant media interest. <p>Manage confirmed cases of coronavirus (COVID-19) amongst the school community. (Close contact means):</p> <ul style="list-style-type: none"> • The current definition of a close contact in a school setting is shown below. <ul style="list-style-type: none"> ○ face-to-face contact including being coughed on or having a face-to-face conversation within one metre ○ been within one metre for one minute or longer without face-to-face contact ○ been within 2 metres of someone for more than 15 minutes (either as a one-off contact, or added up together over one day) ○ travelled in the same vehicle or a plane (this includes school transport) <p>https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#soc</p> <p>a) If a child or staff member in your education setting becomes symptomatic, you should advise them to access a PCR test through the normal channels.</p> <p>b) 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 PCR home test kits to improve the chances that the individual will get tested. See the DfE guidance on test kits for schools.</p> <p>c) If you have any infection control concerns or questions, please call the South West Health Protection Team on 0300 303 8162</p> <p>d) For ALL SUSPECTED OR CONFIRMED CASE IN SCHOOL ALWAYS inform the local authority by completing the smart survey form: COVID 19 - Education Provision/School Notification of Positive COVID 19 Test Results or who have been advised to isolate (smartsurvey.co.uk)</p>	<ul style="list-style-type: none"> • Any suspected or confirmed cases, hospital admissions or possible close contacts are reported to the Principal (or SLT member in charge in their absence) as soon as this information is available in order to co-ordinate the response and provide the earliest warning of a possible outbreak • Home PCR test kits for those otherwise unable to access them supplied, with instructions, for school use, via the Principal.
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Lateral Flow testing (Secondary Schools) carried out incorrectly or	Guidance on the coronavirus (COVID-19) testing programme for secondary schools and colleges: With the start of mass testing by Lateral Flow Devices (LFD) in some schools, it is also important to remember	

<p>gives false information leading to spread of the virus</p> <p>It is important to note that LFT/PCR testing and vaccination and the wearing of face coverings is only part of the preventative measures in place and school must continue to implement the mitigation actions.</p>	<p>that these are only one part of the process and although they are a way of identifying asymptomatic individuals quickly, they are not a replacement for all other fundamental mitigating measures previously in place, but should be used alongside. It is vitally important that schools who are using mass testing do not relax other fundamental measures.</p> <p>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.</p> <ul style="list-style-type: none"> • Guidance on the coronavirus (COVID-19) testing programme for secondary schools and colleges has been followed • A separate risk assessment has been completed for this process and staff involved have been appropriately trained 	
<p>Lateral Flow testing programme incorrectly implemented.</p> <p>It is important to note that LFD/PCR testing and vaccination and the wearing of face coverings is only part of the preventative measures in place and school must continue to implement the mitigation actions, particularly in relation to contact between staff.</p>	<p>Guidance on the coronavirus (COVID-19) LFD testing programme for staff and secondary school pupils at home.</p> <p>It is also important to remember that the LFD tests are only one part of the process and although they are a way of identifying asymptomatic individuals quickly, they are not a replacement for all other fundamental mitigating measures previously in place but should be used alongside. It is vitally important that schools who are using mass testing do not relax other fundamental measures.</p> <p>Key points:</p> <ul style="list-style-type: none"> • All staff working in primary and secondary schools, and Colleges are encouraged to take part in the LFD testing programme • Secondary age pupils are recommended to undertake 3 tests in school at their Asymptomatic Test Site (ATS) BEFORE moving to use LFD home test kits • Recommended twice weekly testing before coming into school, 3-4 days apart • Read guidance and watch video • This process is not for releasing people early from Self Isolation • It is not mandatory - DfE have created the link below for asymptomatic testing for schools to follow. This area contains additional information to support primary schools and secondary staff in preparing and operating home testing LFD. <p>Resources for testing:</p> <ol style="list-style-type: none"> 1. youtube video 2. Google Drive 3. Primary Phase - Google Drive 	<ul style="list-style-type: none"> • All staff able to come to work completed Lateral Flow test and issued with home LFD test kits and instruction booklets during week commencing 1st March 2021 • All staff asked to complete home LFD tests on Sunday and Wednesday evenings with effect from Sunday 7th March 2021 and act appropriately upon the results received. • All students able to return to school during week commencing 8th March 2021 given appointment for Lateral Flow Test on site prior to their commencement date. • All students attending school given two further appointments for Lateral Flow tests on site, 3-5 days apart before being issued with home LFD test kits and instructions. • Once mass testing has been completed there will still be a small test facility for any staff or students unable to test at home and for visitors etc.

Pupil related issues		
<p>Vulnerable groups who are clinically extremely vulnerable returning to school.</p>	<p>Clinically extremely vulnerable (CEV) adults and children. <i>It has been confirmed by the DfE that all CEV (and those who have been newly identified by letter in recent days) staff and pupils should continue to self-isolate until March 31st.</i></p> <p><i>The Department of Health and Social Care has added a third category to the definition of clinically extremely vulnerable (CEV). The definition has been expanded to include a new group of adults who have been identified through the <u>COVID-19 population risk assessment</u> as potentially being at high risk of serious illness if they catch the virus. Individuals identified as CEV through this risk assessment are advised to follow <u>guidance for clinically extremely vulnerable people</u>, which has now been extended until 31 March. Anyone newly identified as part of this group will be notified.</i></p>	<ul style="list-style-type: none"> • <i>EHCPs have all been reviewed and updated where necessary to reflect the latest guidance and individual's own circumstances.</i> • <i>IHCPs are being reviewed and updated/created where necessary to reflect the latest guidance, specialist advice and the individual's own circumstances as appropriate.</i> • <i>Recording of non-attendance for those who are continuing to be shielding will take place in accordance with latest guidance and advice received from the EWO.</i> • <i>Any additional temporary recommendations received from local health agencies due to localised higher rates of transmission should be implemented as required.</i>
<p>Children with EHCP and pupils who attend dual settings spreading the virus</p>	<ul style="list-style-type: none"> • <i>A risk assessment has been completed before attendance.</i> • <i>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</i> 	
<p>Pupils unable to follow guidance</p>	<p><i>Some pupils will need additional support to follow these measures.</i> https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings</p> <ul style="list-style-type: none"> • <i>Where possible ensure that the same teacher(s) and other staff are assigned to each group to facilitate this.</i> • <i>All staff follow the Behaviour Policy Annex prepared in response to the pandemic.</i> • <i>Where applicable an additional document relating to an individual in this category will be prepared and shared with the relevant staff.</i> 	

Pupils' equipment contributing to the spread of the virus	<ul style="list-style-type: none"> • Pupils 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 pupils have their own items that are not shared. • On days when they have a PE lesson students will be expected to attend school in their PE kit and not bring an extra bag. 	<ul style="list-style-type: none"> • Lists of equipment required have been sent home to parents with help offered to PP students if necessary.
Member of a class becoming unwell with COVID-19	<ul style="list-style-type: none"> • 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 will be opened for ventilation. • If it is not possible to isolate them, they will be moved to an area which is at least 2 metres away from other people. • Allocate a suitable room for this purpose and communicate intentions to staff. • Ensure suitable PPE (including fluid resistant face mask) is available at this location. 	<ul style="list-style-type: none"> • The designated room for isolating an unwell individual has appropriate ventilation although it does not have an opening window. • Suitable PPE is available in the First Aid room for staff to don before going to the 'isolation' area.
School Uniform	<ul style="list-style-type: none"> • 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. • Students expected to wear normal school uniform except on days when they have a PE lesson when they will wear their PE kit 	
Transport		
Travel to school and provision of safe school transport:	<ul style="list-style-type: none"> • 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. 	
Dedicated school transport, including statutory provision	<ul style="list-style-type: none"> • The guidance contained in the document <u>transport-to-school-and-other-places-of-education-autumn-term-2020</u> has been read and applied as appropriate. • Although there is no requirement for students to sit with the group of students or "bubble" with which they are educated, students are expected to sit in year groups as far as possible when travelling – this will be in ascending year groups front to back (youngest students at the front of the vehicle). Schools may even wish to draw up seating arrangements on vehicles. • Consider how you are going to "police" any seating arrangements as this is not the driver's responsibility – their role is to focus on driving the vehicle safely. 	<ul style="list-style-type: none"> • College staff supervise the boarding of and disembarking from school transport on the College campus and will deal with any issues arising

<p>Face coverings & PPE</p>	<ul style="list-style-type: none"> • Any arrangements will require clear communication between schools and families/students, and school staff will initially be on hand at the end of each day to assist the students. • Where possible, transport operators will aim to keep windows on home to school transport open to increase ventilation; or use air conditioning. • Ensure organised queuing/boarding and distancing within vehicles if possible. • It is now the law that people age 11 and over must wear a face covering on public transport. This law does not apply to school transport. However, DCC, 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. 	<p>including seating and wearing of face masks.</p> <ul style="list-style-type: none"> • A small stock of disposable face masks is held at Reception and students without one can go there before boarding their bus or taxi to obtain one.
<p>Loading for vehicles above nine passenger seats</p>	<ul style="list-style-type: none"> • Transport Co-ordination Service will work with operators, schools and parents to manage arrangements for organised queueing and boarding. • Students will be asked to respect the driver's personal space and hold back from entering the vehicle until the driver has indicated it is safe to do so, and then do so one by one in an orderly manner. • Students are expected to hold their bus pass so it is visible to the driver (and produce for closer examination if requested). • Seats alongside or immediately to rear of the driver may be out of use and if so, would be clearly marked as "out of use" by the operator. 	
<p>Good practice & personal care</p>	<ul style="list-style-type: none"> • ALL students will be expected to abide by the DCC Code of Conduct • Students, drivers and escorts should clean their hands, before boarding home to school transport and when arriving at school or home. It should not normally be necessary for students to clean their hands during the journey. • Coughs/sneezes – students/parents to be given guidance on good management of coughs and sneezes, in line with the "catch it, bin it, kill it" approach – this will be reinforced in schools. • Students will be encouraged to carry tissues on home to school transport. These will need to be disposed of in a covered bin. Where it is not possible 	<ul style="list-style-type: none"> • Bins are available where staff and students come on to the College campus and disembark from school transport.

	<ul style="list-style-type: none"> Follow government guidance https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/vehicles 	
Curriculum considerations		
Planned return to normal curriculum in all subjects by Summer Term 2021 not possible	<ul style="list-style-type: none"> We recognise that substantial modification to the curriculum may be needed at the start of the year. Benchmarking assessments will be used. CIP objectives reflect the need for a recovery curriculum. Teaching time will be prioritised to address significant gaps in pupils' knowledge with the aim of returning to the school's normal curriculum content by no later than summer term 2021. 	
Suspension of some subjects for some pupils in exceptional circumstances.	<ul style="list-style-type: none"> Will be done on an individual basis and always in the best the interests of the pupils. Would be subject to discussion with parents during the autumn and/or spring terms. Would also involve a coherent plan for returning to their normal curriculum for all pupils by the summer term 2021. 	
Music, dance and drama activities	<ul style="list-style-type: none"> We note that there may be an additional risk of infection in environments where you or others are singing, chanting, playing wind or brass instruments or shouting, and also in drama and dance activities. This applies even if individuals are at a distance. Schools must refer to the detailed Guidance for Music, Dance and Drama as well as Guidance for the Performing Arts and should take particular care to observe social distancing which may limit numbers taking part in group activity, and prevent physical correction by teachers, and contact between pupils in drama and dance. Consideration has been given to how to reduce the risk, particularly when pupils 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 pupils back-to-back or side-to-side, avoiding sharing of instruments, and ensuring good ventilation. We will not be singing or playing wind and brass instruments in larger groups such as school choirs and ensembles, or school assemblies. Schools should keep any background or accompanying music to levels which do not encourage teachers or other performers to raise their voices unduly. If possible, use microphones to reduce the need for shouting or prolonged periods of loud speaking or singing. If possible, do not share microphones. If they are shared, follow the guidance on handling equipment 	<ul style="list-style-type: none"> GCSE and 'A' level Drama students have face shields to wear when undertaking the required practical work. Music Department have produced their own COVID Plan which sets out the detail for lesson planning, cleaning and scheduling of individual music lessons. Drama teachers have been provided with floor standing screens from which they can observe and teach

	<ul style="list-style-type: none"> • <i>If planning an indoor or outdoor face-to-face performance in front of a live audience, schools should follow the latest advice in the DCMS performing arts guidance, implementing events in the lowest risk order as described. If planning an outdoor performance they should also give particular consideration to the guidance on delivering outdoor events.</i> • <i>Schools should consult the guidance for further information relating to:</i> <ul style="list-style-type: none"> - <i>peripatetic music staff,</i> - <i>cleaning and handling of equipment,</i> - <i>singing and playing brass and woodwind instruments</i> - <i>Avoiding sharing of musical instruments</i> - <i>Handling scripts</i> 	<ul style="list-style-type: none"> • <i>No outdoor events are planned at present</i> • <i>During lockdown peripatetic music lessons are taking place electronically</i> • <i>Singing and the playing of brass/woodwind instruments is not taking place in groups</i> • <i>Class sets of scripts and other equipment are kept separate or isolated/sanitised before re-use.</i>
Physical activity in schools	<ul style="list-style-type: none"> • <i>Pupils should be kept in consistent groups,</i> • <i>Sports equipment will be thoroughly cleaned between each use by different individual groups,</i> • <i>Contact sports avoided.</i> • <i>Outdoor sports will be prioritised where possible, and large indoor spaces used where it is not, maximising 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.</i> • <i>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:</i> <ul style="list-style-type: none"> • <i>guidance on the phased return of sport and recreation and guidance from Sport England for grassroots sport</i> • <i>advice from organisations such as the Association for Physical Education and the Youth Sport Trust</i> • <i>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.</i> • <i>Schools should consider carefully how such arrangements can operate within their wider protective measures.</i> • <i>Activities such as active miles, making break times and lessons active and encouraging active travel help enable pupils to be physically active while encouraging physical distancing.</i> 	<ul style="list-style-type: none"> • <i>PE Department have produced their own risk assessment modelled on guidance from AfPE</i> • <i>Playing field is not used as recreational space at break and lunch times – this is kept for PE department use</i> • <i>AWP is subject to a strict booking regime and rules when used as recreational space at lunch times.</i>

<p>Practical science, art and D&T lessons</p>	<ul style="list-style-type: none"> • Guidance from CLEAPSS should be followed when planning practical lessons, using resources such as the Guide to doing practical science work during Covid-19, Guide to doing practical work in D&T, food and art , Carrying out practical science work in non-lab environments. • Schools must ensure that they stay up to date with the latest guidance in these specialist areas. 	
<p>Educational visits</p>	<ul style="list-style-type: none"> • The DfE advises against all educational visits at this time. This advice will be kept under review. Schools coronavirus (COVID-19) operational guidance (publishing.service.gov.uk) • For additional information check with EVOLVE guidance on website. 	<ul style="list-style-type: none"> • All First Aid kits taken on visits will contain appropriate PPE for Emergency use, e.g. face masks, aprons, extra gloves & hand sanitiser • School or hired minibuses, where used, are cleaned between use by each “bubble”, and extra cleaning materials are kept in the vehicle/supplied to the visit leader as appropriate • Where coaches are to be booked through coach companies the company will be asked if they are Covid-Secure before booking and for details of their cleaning regime
<p>Groups of children mixing resulting in risk of more widespread transmission</p>	<ul style="list-style-type: none"> • Children have been 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 Years 7-11 inclusive this is up to the size of that year group. Years 12 & 13 are deemed to be one 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 pupils 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 older children should be encouraged to keep their distance within groups. • Steps have been taken to limit interaction, sharing of rooms and social spaces between groups as much as possible. • It is accepted that the curriculum cannot be delivered if students remain in one room for the whole day so tables will be sanitised between groups so that staff can remain in their own rooms most of the time. Measures should 	<ul style="list-style-type: none"> • Assemblies only take place with one year group/bubble at a time.

	<p><i>be combined and implemented as far as is possible at all times (even if not always achieved 100% of the time).</i></p> <ul style="list-style-type: none"> • <i>Large gatherings, such as assemblies, and with more than one group should be avoided</i> 	
Provision of food		
Food prepared on premises is not compliant with Covid - 19 health and hygiene guidance	<ul style="list-style-type: none"> • <i>School kitchens must comply with the Guidance for food businesses on coronavirus (COVID-19)</i> • <i>All the usual food safety and hygiene procedures will be followed where there is no specific Coronavirus guidance</i> 	
Catering staff are not operating in a safe environment	<ul style="list-style-type: none"> • <i>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</i> • <i>Procedures for the break and lunch time service of food and management of the different locations have been agreed in advance</i> • <i>Additional cleaning is taking place between year groups</i> • <i>Cash loader use and, therefore, the handling of cash by catering staff has been discontinued – all parents have to top-up their children’s cashless catering account via Parentpay.</i> 	
Communications with parents and others		
Parents, contractors and other staff entering or working in the building – school complying with external requirements for staff safety	<ul style="list-style-type: none"> • <i>Parents, carers or any visitors, such as suppliers, told not to enter the education setting if they are displaying any symptoms of coronavirus.</i> • <i>Inform all visitors, suppliers, and contractors that only pre-arranged calls will be allowed on site.</i> • <i>Publish a site telephone number in case of immediate access required.</i> 	
Suppliers not understanding and complying with new arrangements	<ul style="list-style-type: none"> • <i>Discuss new arrangements with suppliers and deliveries to be arranged for quiet times or outside school hours</i> 	<ul style="list-style-type: none"> • <i>Deliveries no longer need to come through the Reception area and the Caretaker mobile has been placed on signage for drivers to call on arrival</i>
Communications to parents and staff inadequate	<ul style="list-style-type: none"> • <i>Regular communications</i> 	
Pupils and families anxious about return	<ul style="list-style-type: none"> • <i>Support in place to address concerns and communications with parents on measures in place to reduce anxiety.</i> • <i>Clear messaging on expectations for attendance and identification of those who may be disengaged, disadvantaged or vulnerable and where catch up funding may need to be applied.</i> 	
Parent aggression due to anxiety and stress.	<ul style="list-style-type: none"> • <i>Parents/carers informed of 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</i> 	

Oversight of the governing body		
Lack of governor oversight during the COVID-19 crisis leads to the school failing to meet statutory requirements	<ul style="list-style-type: none"> • <i>The governing body continues to meet regularly via online platforms.</i> • <i>The governing body agendas are structured to ensure all statutory requirements are discussed and school leaders are held to account for their implementation.</i> • <i>The Principal'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.</i> • <i>Regular dialogue with the Chair of Governors and those governors with designated responsibilities is in place.</i> • <i>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.</i> • <i>Chair of Governors attends SLT meetings</i> 	

Signed: Principal:

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Date:

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

A copy of the completed assessment to be kept on file and copied to the Health & Safety Co-ordinator.

Section	List Actions / Additional Control Measures	Date action to be carried out	Person Responsible