

Covid-19 increase in school numbers from June 2020

Updated 24.02.2021 for full opening in March 2021

RA100

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.

Please report **suspected or confirmed cases of COVID-19** to the local **Public Health England (PHE) Health Protection team** on **0300 303 8162 (press Option 1, Option 1)**. This will enable you to discuss the outbreak control measures that are needed and the information to be communicated to others.





	Establishment/Department:	Establishment Risk Assessment	RA100
	Address: Curledge Street Academy & Kings Ash Academy		
Person(s)/Group at Risk Staff, Pupils, Visitors, Parents/Guardians and Contractors		Date assessment completed: 19.05.2020, updated 01.06.2020, updated 04.06.2020, updated 17.06.2020, updated 09.07.2020, updated 05.08.2020, updated 10.09.2020, updated 16.09.2020, updated 23.09.2020, updated 02.10.2020, updated 08.10.2020, updated 13.10.2020, 14.10.2020, 29.10.2020, 16.11.2020, 17.11.2020, 14.12.2020, 06.01.2021, 24.02.2021	
Vulnerable groups – this risk assessment considers vulnerable groups which the NHS lists as ‘people at high risk (clinically extremely vulnerable)’; and ‘people at moderate risk (clinically vulnerable)’.			
System of controls We know that the predominant new variant of coronavirus (COVID-19) is more transmissible however, PHE advice remains that the way to control this virus is with the system of controls, even with the current new variants. If you follow the system of controls, you will effectively reduce risks in your setting and create an inherently safer environment. (Added 24.02.2021) https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/963541/Schools_coronavirus_operational_guidance.pdf		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.	
Return to school risk assessment – based on the principles and guidance contained within DfE Guidance: Schools Coronavirus Operational Guidance (Feb 2021) and Guidance for full opening: special schools and other specialist settings (2/7/20). This risk assessment is generic and each school is responsible for reviewing and amending to ensure it is applicable to their setting. This risk assessment should be read alongside DCC guidance document C-19, checklist C-19 and the latest government guidance: https://www.gov.uk/government/collections/coronavirus-covid-19-guidance-for-schools-and-other-educational-settings		Assessor(s): Claire Blagdon	

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
Movement of persons around the school	
New variant of Covid-19 prevention	<p>System of controls</p> <p>Prevention You must always:</p> <ol style="list-style-type: none"> 1) Minimise contact with individuals who are required to self-isolate by ensuring they do not attend the school. 2) Ensure face coverings are used in recommended circumstances. 3) Ensure everyone is advised to clean their hands thoroughly and more often than usual. 4) Ensure good respiratory hygiene for everyone by promoting the 'catch it, bin it, kill it' approach. 5) Maintain enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents. 6) Consider how to minimise contact across the site and maintain social distancing wherever possible. 7) Keep occupied spaces well ventilated. In specific circumstances. 8) Ensure individuals wear the appropriate personal protective equipment (PPE) where necessary. 9) Promote and engage in asymptomatic testing, where available. <p>Response to any infection You must always:</p> <ol style="list-style-type: none"> 10) Promote and engage with the NHS Test and Trace process. 11) Manage and report confirmed cases of coronavirus (COVID-19) amongst the school community. 12) Contain any outbreak by following local health protection team advice. <p>(Added 24.02.2021)</p>
Entrance and egress to school site causing large groups of people inside school grounds compromising social distancing.	<p>Stagger drop-off and collection times avoiding any changes to pupils that arrive at school on school transport where possible. Staggered start to CSA and KAA – parents will be notified on school websites. See control factors for details. (Updated 24.02.2021)</p> <p>Gates to be manned at all times and staff opening will ensure their hands are washed before and after.</p>

Provide information to parents. Regular updates to be shared through letters and Facebook.

Use alternative drop off locations where possible. These will be set and parents informed accordingly.

Parents and students encouraged to avoid public transport where possible. Ensure parents and young people are aware of recommendations on transport to and from education or childcare setting (including avoiding peak times). Read the [Coronavirus \(COVID-19\): safer travel guidance for passengers](#)

Liaise with School Transport Team where further consideration needs to be given to taxi and escort services. Liaising with the School Transport Team before change are made. Follow government guidance <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/vehicles>

Face coverings should be worn by staff and adult visitors in situations where social distancing between adults is not possible (for example, when moving around in corridors and communal areas).

Some individuals are exempt from wearing face coverings. This applies to those who:

- cannot put on, wear or remove a face covering because of a physical impairment or disability, illness or mental health difficulties
- speak to or provide help to someone who relies on lip reading, clear sound or facial expression to communicate

In the above cases the use of face visors or shields may be an alternative following an appropriate risk assessment.

Schools should also have a process for when face coverings are worn and how they should be removed. This process should be communicated clearly to staff and visitors and allow for adjustments to be made for pupils with SEND who may be distressed if required to remove a face covering against their wishes.

Safe wearing of face coverings requires the:

- cleaning of hands before and after touching – including to remove or put them on
- safe storage of them in individual, sealable plastic bags between use.

Where a face covering becomes damp, it should not be worn, and the face covering should be replaced carefully. Staff may consider bringing a spare face covering to wear if their face covering becomes damp during the day. (Added 24.02.2021)

Instructions for the removal of masks:

- do not touch the front of the face covering during use or when removing it
- dispose of temporary face coverings in a 'black bag' waste bin (not recycling bin)
- place reusable face coverings in a plastic bag to take home
- wash hands again

	<p>Separate guidance is available on:</p> <ul style="list-style-type: none"> • preventing and controlling infection, including the use of PPE, in education, childcare and children's social care settings <p>Consultation with Torbay Council highways to reduce impact on traffic</p> <p>The updated guidance 'Schools Coronavirus Operational Guidance Feb 2021' contains information on: Measures for arriving at and leaving school (Updated 24.02.2021)</p>
<p>Parents gathering at school gate not social distancing</p>	<p>Plan parents' drop-off and pick-up protocols that minimise adult to adult contact.</p> <p>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).</p> <p>Curledge Street to have road outside main entrance closed by highways between 8:30am-9:30am and 2:30pm-3:30pm to ensure parents are able to social distance (Updated 24.02.2021)</p>
<p>Overcrowding in extra-curricular provision (breakfast and afterschool clubs, holiday clubs).</p>	<p>Added 05.08.2020 from updated Local Authority guidance</p> <p>Consistent groups to reduce the risk of transmission. Limit the number of pupils and staff in contact with each other where possible.</p> <p>Face coverings should be worn by staff and adult visitors in situations where social distancing between adults is not possible (for example, when moving around in corridors and communal areas).</p> <p>Some individuals are exempt from wearing face coverings. This applies to those who:</p> <ul style="list-style-type: none"> • cannot put on, wear or remove a face covering because of a physical impairment or disability, illness or mental health difficulties • speak to or provide help to someone who relies on lip reading, clear sound or facial expression to communicate <p>In the above cases the use of face visors or shields may be an alternative following an appropriate risk assessment.</p> <p>The updated guidance 'Schools Coronavirus Operational Guidance Feb 2021' contains information on: Measures for arriving at and leaving school (Updated 24.02.2021)</p> <p>The updated guidance 23/02/2021 contains information on: Protective measures for out-of-school settings during the coronavirus (COVID-19) outbreak (Updated 24.02.2021)</p>
<p>Overcrowding in classrooms and corridors.</p>	<p>Keep to year group 'bubbles at Curledge Street Academy, however Reception classes, Starfish and Seahorse will mix as a year group in outdoor areas (Updated 08.10.2020 and 24.02.2021)</p>

Keep to year group 'bubbles' at Kings Ash Academy (Updated 02.10.2020, 23.09.2020, 10.09.2020 and 24.02.2021)

Key worker bubbles for breakfast and after school clubs only (Updated 24.02.2021)

Children and young people are kept in the same 'bubbles' at all times each day, and different groups are not mixed during the day, or on subsequent days.

Staff will move between the year group bubbles but will maintain social distancing. (Updated 24.02.2021)

Where possible children and young people use the same classroom or area of a setting throughout the day, with a thorough cleaning of the rooms at the end of the day.

Desks will be placed facing forwards in all KS2 classes. Where there are a small number of desks these will also be arranged to face forward or side by side

Set out classrooms where possible to ensure access to outside space and age appropriate equipment and resources, whilst preventing mixing with other 'bubbles'.

Reduce movement around the school using timetabling and appropriate selection of classroom or other learning environments.

One-way circulation will be established where possible in each setting. Marked on site maps.

Rooms that have access from outside to be accessed in this way to avoid going through other areas of the building unnecessarily. Marked on site maps.

Assemblies to take place within 'bubbles'.

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In the above cases the use of face visors or shields may be an alternative following an appropriate risk assessment. (Added 24.02.2021)

Some children and young people will need additional support to follow these measures (for example, routes round school marked in braille or with other meaningful symbols, and social stories to support them in understanding how to follow rules)

	<p>For pre-school children in early years settings, the staff to child ratios within Early Years Foundation Stage (EYFS) continue to apply as set out here, and we recommend using these to group children.</p> <p>The updated guidance 'Schools Coronavirus Operational Guidance Feb 2021' contains information on: Measures within the classroom. Measures elsewhere. (Updated 24.02.2021)</p>
<p>Increased numbers during breaks compromising social distancing.</p>	<p>Break times will be staggered to ensure that any corridors or circulation routes used have a limited number of pupils using them at any time. Groups will be supervised within their 'bubble'. (Updated 24.02.2021)</p> <p>Outdoor play equipment is open but will be restricted to the bubble use and will be cleaned after use where children touch. (Updated 24.02.2021)</p> <p>Face coverings should be worn by staff and adult visitors in situations where social distancing between adults is not possible (for example, when moving around in corridors and communal areas).</p> <p>Some individuals are exempt from wearing face coverings. This applies to those who:</p> <ul style="list-style-type: none"> - cannot put on, wear or remove a face covering because of a physical impairment or disability, illness or mental health difficulties - speak to or provide help to someone who relies on lip reading, clear sound or facial expression to communicate <p>In the above cases the use of face visors or shields may be an alternative following an appropriate risk assessment. (Added 24.02.2021)</p> <p>The updated guidance 'Schools Coronavirus Operational Guidance Feb 2021' contains information on: Measures within the classroom. Measures elsewhere. (Updated 24.02.2021)</p>
<p>Increased numbers during lunchtime compromising social distancing.</p>	<p>If using dining hall/canteen groups must wash hands on arrival, tables to be kept apart and areas cleaned between uses of different bubbles.</p> <p>KAA – tables for 'bubbles' will be socially distanced and benches marked so that children do not sit opposite one another. Clear systems in place for one-way movement through the hall to avoid contact between 'bubbles'. No hand washing facilities in the hall so children must wash hands before leaving their classrooms to go to the hall. (Updated 24.02.2021)</p> <p>CSA – All children with the exception of Piranhas (6RU) and Reception classes, will have lunch in their classrooms. Dinners will be delivered to classrooms and supervised by staff in the bubbles. Piranhas who have school dinners will have this in the hall at tables and benches and will be distanced. Tables and benches will be cleaned after use. Each reception class will have their own time in the EYFS hall to eat their school dinner. Classes will have assigned tables. Cleaning will take place between bubbles going into the hall. (Updated 24.02.2021)</p>

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<p>Spread of virus due to increased numbers of people within the building.</p>	<p><i>Inform parents that if their child needs to be accompanied to school only one parent should attend.</i></p> <p><i>Visitors, contractors and the public are only permitted on site if it is for an essential reason; all other visits, meetings and contract work are postponed until further notice. Inspection and servicing will still be required and this will be worked around the school day where possible.</i></p> <p><i>Parents are not permitted to enter school buildings, unless prior arrangements are made to receive them.</i></p> <p><i>Staff should not enter the main reception office.</i></p> <p><i>Employees able to work from home have been provided with equipment, advice and guidance to facilitate this. Management maintain regular communication with them to ensure wellbeing and ongoing support.</i></p> <p><i>Social distancing is observed and measures put in place to enable personnel to maintain at least 2 metres (1 metre if not possible) between themselves and other people.</i></p> <p><i>Face coverings should be worn by staff and adult visitors in situations where social distancing between adults is not possible (for example, when moving around in corridors and communal areas).</i></p> <p><i>Some individuals are exempt from wearing face coverings. This applies to those who:</i></p> <ul style="list-style-type: none"> <i>· cannot put on, wear or remove a face covering because of a physical impairment or disability, illness or mental health difficulties</i> <i>· speak to or provide help to someone who relies on lip reading, clear sound or facial expression to communicate</i> <p><i>In the above cases the use of face visors or shields may be an alternative following an appropriate risk assessment. (Added 24.02.2021)</i></p>

	<p>Rapid testing using Lateral Flow Devices for primary school staff, following 'Schools Coronavirus Operational Guidance Feb 2021' (Added 24.02.2021)</p> <p>The updated guidance 'Schools Coronavirus Operational Guidance Feb 2021' contains information on: Measures within the classroom, Measures elsewhere. (Updated 24.02.2021)</p>
<p>Inadequate social distancing measures leading to spread of the virus.</p>	<p>Always keep cohorts together where possible – in same 'bubbles'</p> <p>Where dinner hall is needed, this should be limited and classes kept to bubbles. Thorough cleaning should take place in between use.</p> <p>KAA – Four areas within the hall have been created for 'bubbles', which will be distanced from each other with clear pathways through the hall. Dinner will be served in two sittings to enable 4 'bubbles' to eat. (Updated 10.09.2020 and 24.02.2021)</p> <p>CSA - Tables and benches will be distanced. Classes will have assigned tables. Cleaning will take place between bubbles going into the hall. (Updated 24.02.2021)</p> <p>Face coverings should be worn by staff and adult visitors in situations where social distancing between adults is not possible (for example, when moving around in corridors and communal areas).</p> <p>Some individuals are exempt from wearing face coverings. This applies to those who:</p> <ul style="list-style-type: none"> · cannot put on, wear or remove a face covering because of a physical impairment or disability, illness or mental health difficulties · speak to or provide help to someone who relies on lip reading, clear sound or facial expression to communicate <p>In the above cases the use of face visors or shields may be an alternative following an appropriate risk assessment. (Added 24.02.2021)</p> <p>Refer to 'How to group children' section in the updated guidance 'Schools Coronavirus Operational Guidance Feb 2021': https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools (Updated 24.02.2021)</p> <p>Where a child routinely attends more than one setting on a part time basis, for example because they are dual registered at a mainstream school and an alternative provision setting or special school, schools should work through the system of controls collaboratively, enabling them to address any risks identified and allowing them to jointly deliver a broad and balanced curriculum for the child.</p>
<p>Remote Education</p>	

<p>Plan for remote education at short notice</p>	<p><i>Develop remote education so that it is integrated into school curriculum planning: Remote education may need to be an essential component in the delivery of the school curriculum for some pupils, alongside classroom teaching, or in the case of a local lockdown. All schools are therefore expected to plan to ensure any pupils educated at home for some of the time are given the support they need to master the curriculum and so make good progress.</i></p>
<p>Premises related matters</p>	
<p>Changes to building use being safe for pupils & staff – e.g. storage, one-way systems, floor tape.</p>	<p><i>Review Whole school risk assessment (RA22 or equivalent), to ensure control measures remain suitable and in place.</i></p> <p><i>Update risk assessments to include any changes that have been necessary (e.g. handwashing, one-way systems, allocation of specific classrooms).</i></p> <p><i>Consider how the layout will enable access to outdoor space and the equipment necessary for teaching the year groups. Equipment will be used from classroom base and not from a central store.</i></p> <p><i>Consider how changes will impact on arrangements such as safe fire evacuation routes (see below). Fire evacuation points will remain the same.</i></p> <p>Member of admin will be responsible for taking visitors book outside. Regular fire procedures should be followed at KAA. CSA fire procedures will still follow the updated procedures. (Updated 24.02.2021)</p>
<p>First Aid procedures – Reduced numbers of first aiders and Paediatric first aider.</p>	<p><i>Review First Aid risk assessment (RA22 or equivalent).</i></p> <p><i>Rota systems in place to ensure adequate numbers of first aid and PFA trained staff.</i></p> <p><i>Essential first aid items i.e. gloves, plasters, dressings, wipes and accident books to be kept in each ‘bubble’ area to minimise sharing first aid equipment.</i></p> <p><i>Communication of first aid arrangements during regular staff briefings.</i></p>
<p>Fire Procedures</p>	<p><i>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 route. Fire evacuation points will remain the same.</i></p> <p><i>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.</i></p> <p><i>Review where required fire evacuation routes and assembly points are to ensure that social distancing guidelines are being met. See fire evacuation plan. (Added 06.01.2021)</i></p>

<p>Water hygiene – management of legionella</p>	<p><i>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. – All school sites have been maintained throughout lockdown with site staff completing weekly water flushing tests. All servicing that was not completed by external contractors is now booked to be completed before sites reopen fully. Water samples have been taken at all sites by Wemco to check for Legionella in Aug 2020. All tests came back negative for all sites. Staff will maintain flushing regimes during partial closure. Last tests were taken in February half term (Updated 24.02.2021)</i></p> <p><i>Where regimes have not been maintained ensure that cleaning and disinfection has taken place prior to reoccupation as per government guidance</i> https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak (and NPS guidance: Water Hygiene Management during Covid-19 Lockdown)</p> <p>https://www.cieh.org/media/4208/legionella-guidance-covid-19.pdf</p> <p>https://www.hse.gov.uk/coronavirus/legionella-risks-during-coronavirus-outbreak.htm</p>
<p>Using and monitoring new practices to reduce risk of Covid-19 transmission</p>	<p><i>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 and completion of iHasco Infection Prevention and Control course</i></p> <p><i>Regular updates from Heads of school and SLT ensuring social distancing is observed.</i></p> <p><i>Heads of school and SLT must monitor arrangements throughout the day and make remedial actions where needed.</i></p> <p><i>Ensure there are opportunities for all employees to raise concerns / make suggestions.</i></p>
<p>Management of premises related risks e.g. asbestos, delayed statutory testing (LOLER)</p>	<p><i>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.</i></p> <p><i>All school sites have been maintained throughout lockdown with site staff completing fire tests, water flushing, defib checks, toilet alarms, evacuation chairs and outdoor playground equipment.</i></p> <p><i>All testing is up to date across all sites. Last set of testing was completed during February half term. (Added 24.02.2021)</i></p>
<p>Staff rooms and offices to comply with social distancing and safe working practice</p>	<p><i>Numbers of people reduced at one time on a rota to allow social distancing – chairs removed/placed apart.</i></p> <p><i>Stagger the use of offices to limit occupancy – Office staff on a rota maintaining social distancing.</i></p>

	<p>Avoiding unnecessary gatherings.</p> <p>Where possible reduce the use of communal / shared facilities such as tea and coffee facilities and staff to bring their own food and utensils.</p> <p>Enhanced cleaning regimes as per below.</p>
<p>Ventilation to reduce spread</p>	<p>Fans are not to be used, unless an individual is alone in a room, with the window open and no one else is likely to enter the room, as this could potentially spread the virus.</p> <p>Open windows and prop doors open, where safe to do so (bearing in mind fire safety, security and safeguarding).</p> <p>If rooms get hot, children will need to be taken outside to shade and social distancing guidance/instructions must be observed. (Added 12.06.2020 NASUWT)</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 these should be switched off and signage applied. Ventilation to chemical stores and server rooms should remain operational.</p> <p>The Health and Safety Executive guidance on air conditioning and ventilation during the coronavirus outbreak and CIBSE coronavirus (COVID-19) advice provides more information. (Updated 24.02.2021)</p> <p>To balance the need for increased ventilation while maintaining a comfortable temperature, consider:</p> <ul style="list-style-type: none"> • opening high level windows in colder weather in preference to low level to reduce draughts • increasing the ventilation while spaces are unoccupied (for example, between classes, during break and lunch, when a room is unused) • providing flexibility to allow additional, suitable indoor clothing • rearranging furniture where possible to avoid direct draughts <p>Heating should be used as necessary to ensure comfort levels are maintained particularly in occupied spaces. (Added 24.02.2021)</p>
<p>Management of waste</p>	<p>Ensure bins for tissues/wipes/face masks are emptied throughout the day.</p> <p>Follow guidance on disposal of waste (such as used fluid resistant masks) 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><i>Waste from possible cases and cleaning of areas where possible cases have been (including disposable cloths and tissues):</i></p> <ol style="list-style-type: none"> 1. <i>Should be put in a plastic rubbish bag and tied when full.</i> 2. <i>The plastic bag should then be placed in a second bin bag and tied.</i> 3. <i>It should be put in a suitable and secure place and marked for storage until the individual's test results are known.</i> <p><i>Waste should be stored safely and kept away from children. You should not put your waste in communal waste areas until negative test results are known or the waste has been stored for at least 72 hours.</i></p> <ul style="list-style-type: none"> • <i>if the individual tests negative, this can be put in with the normal waste</i> • <i>if the individual tests positive, then store it for at least 72 hours and put in with the normal waste</i> <p><i>If storage for at least 72 hours is not appropriate, arrange for collection as a Category B infectious waste either by your local waste collection authority if they currently collect your waste or otherwise by a specialist clinical waste contractor. They will supply you with orange clinical waste bags for you to place your bags into so the waste can be sent for appropriate treatment.</i></p> <p><i>Note: Waste to be placed in yellow bins</i></p>
<p>Lessons or activities to take place outdoors in line with social distancing.</p>	<p><i>Decide which lessons or classroom activities can take place outdoors and refresh risk assessment for outdoor space.</i></p>
<p>Cleaning and reducing contamination</p>	
<p>Contaminated surfaces spreading virus.</p>	<p><i>Remove unnecessary items from classrooms and other learning environments where there is space to store it elsewhere. Regular cleaning. Remove items such as soft furnishings and toys from early years setting to reduce contact surfaces. Follow government cleaning guidance if a someone becomes ill with suspected COVID-19 at the setting. (Updated 24.02.2021)</i></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</p> <p><i>Chromebooks will be kept in the trolley and cleaned before being returned.</i></p> <p><i>Tables to be placed apart if possible. EYFS</i></p> <p>https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures/coronavirus-covid-19-early-years-and-childcare-closures#early-years-foundation-stage</p>

	<p><i>Regular cleaning. Anti-bacterial wipes and/or appropriate cleaning materials are available for wiping down contact points on shared equipment, computer/office and telephone equipment, i.e. in reception where there is shared use of equipment.</i></p> <p><i>Surfaces that children and young people are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters, are cleaned more regularly than normal. Wipes and cleaning products made available by site staff throughout the day.</i></p> <p><i>Limit the amount of shared resources that are taken home and limit exchange of take-home resources between children, young people and staff.</i></p> <p><i>Outdoor equipment will be available for use within the bubble and when not in use by that bubble will be brought inside.</i></p> <p><i>There will be daytime cleaners across the general site cleaning light switches, hand rails, door handles etc.</i></p> <p><i>Staff in bubbles will be provided with wet wipes, disposable towels and cleaning spray. Tables should be routinely wiped throughout the day especially before and after children eat their lunch.</i></p> <p><i>Toys won't be cleaned by evening cleaners – but should routinely washed by staff in bubble each day, where possible.</i></p> <p><i>Where specialised equipment is needed such as musical instruments and PE equipment, it will be divided up and if this is not possible it will be thoroughly cleaned at the end of use.</i></p> <p><i>The library will be managed by the librarian and books will be kept to one side for 72 hours before returning to the library. Children do not have access to the library. At CSA the library will be used for groups and 1:1 sessions for pupils in Year 3 only. (Updated 06.01.2021 and 24.02.2021)</i></p> <p><i>Added 05.08.2020 from updated Local Authority guidance COVID-19: cleaning of non-healthcare settings guidance</i></p>
Using play equipment – multiple-use	<i>Appropriately cleaned between groups of children and only one 'bubble' of 30 maximum at a time</i>
Shared resources and equipment increasing spread	<p><i>Prevent the sharing of stationery and other equipment where possible.</i></p> <p><i>Suitable procedures in place for managing access to items of 'heavy use' such a photocopiers to reduce social distancing.</i></p>

	<p><i>Cleaning regimes have been enhanced and frequency of cleaning has been increased with particular attention given to ‘touch points’ such as door handles in line with the “Local Requirements for Cleaning to Protect from COVID-19” document.</i></p> <p><i>Hand sanitiser is at front reception for all staff and located in classrooms as required.</i></p> <p><i>Wipes for computers/telephones/tablet PCs are kept in reception and distributed as required.</i></p> <p><i>At Curledge Street and Kings Ash gloves, masks, apron and goggles are used during nappy changing. Changing station is wiped down before and after using.</i></p> <p><i>Doors to be propped open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation.</i></p> <p><i>Outdoor play equipment will be on a rota and cleaned between use or zoned off for use by a particular bubble. (Updated 24.02.2021)</i></p> <p><i>Water fountains to be cordoned off with signage stating out of use. Pupils to bring in named water bottles which can be refilled in school by taps.</i></p>
<p>Cleaning staff and hygiene contractor’s capacity – providing additional requirements</p>	<p><i>Discuss with cleaning contractors or staff the additional cleaning requirements and agree additional hours to allow for this.</i></p> <p><i>Ensure cleaning products being used are suitable and that adequate supplies of cleaning materials are available. See</i></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 and</p> <p>https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings.</p> <ul style="list-style-type: none"> ● <i>Cleaning an area with normal products after someone with suspected coronavirus (COVID-19) has left will reduce the risk of passing the infection on to other people.</i> ● <i>Wear disposable or washing-up gloves and aprons for cleaning. These should be double-bagged then placed in yellow bins.</i> ● <i>Using a disposable cloth, first clean hard surfaces with warm soapy water. Then disinfect these surfaces with the cleaning products you normally use. Pay particular attention to frequently touched areas and surfaces, such as bathrooms, grab-rails in corridors and stairwells and door handles</i> ● <i>If an area has been heavily contaminated, such as with visible bodily fluids, from a person with coronavirus (COVID-19), use protection for the eyes, mouth and nose, as well as wearing gloves and an apron</i> ● <i>Wash hands regularly with soap and water for 20 seconds, and after removing gloves, aprons and other protection used while cleaning</i>

	<ul style="list-style-type: none"> ● <i>Public areas where a symptomatic individual has passed through and spent minimal time, such as corridors, but which are not visibly contaminated with body fluids can be cleaned thoroughly as normal.</i> ● <i>All surfaces that the symptomatic person has come into contact with must be cleaned and disinfected, including:</i> <ul style="list-style-type: none"> - <i>objects which are visibly contaminated with body fluids</i> - <i>all potentially contaminated high-contact areas such as bathrooms, door handles, telephones, grab-rails in corridors and stairwells</i> ● <i>Use disposable cloths or paper roll and disposable mop heads, to clean all hard surfaces, floors, chairs, door handles and sanitary fittings, following one of the options below:</i> ● <i>Use either a combined detergent disinfectant solution at a dilution of 1,000 parts per million available chlorine or a household detergent followed by disinfection (1000 ppm av.cl.). Follow manufacturer's instructions for dilution, application and contact times for all detergents and disinfectants or if an alternative disinfectant is used within the organisation, this should be checked and ensure that it is effective against enveloped viruses</i> ● <i>Avoid creating splashes and spray when cleaning.</i> ● <i>Any cloths and mop heads used must be disposed of and should be put into waste bags as outlined below in waste management above.</i> ● <i>When items cannot be cleaned using detergents or laundered, for example, upholstered furniture and mattresses, steam cleaning should be used.</i> ● <i>Any items that are heavily contaminated with body fluids and cannot be cleaned by washing should be disposed of as outlined in waste management above.</i> <p><i>Added 05.08.2020 from updated Local Authority guidance</i> <u>COVID-19: cleaning of non-healthcare settings guidance</u></p>
<p>Sufficient handwashing facilities for staff and pupils</p>	<p><i>Hand washing facilities are made available to all people who use the site, both employees and visiting people alike and regular checks are made to ensure soap and hand drying facilities are kept well stocked.</i></p> <p><i>Pupils, students, staff and visitors should wash their hands:</i></p> <ul style="list-style-type: none"> <i>before leaving home</i> <i>on arrival at school</i> <i>after using the toilet</i> <i>after breaks and sporting activities</i> <i>before food preparation</i> <i>before eating any food, including snacks</i>

	<p><i>before leaving school</i></p> <p><i>Soap and water are more effective than using sanitisers – Where a sink is not nearby, hand sanitiser will be provided in classrooms and other learning environments.</i></p> <p><i>Paper towels to be placed in toilets. Signs on hand dryers saying do not use.</i></p> <p><i>Added 05.08.2020 from updated Local Authority guidance</i> <u>COVID-19: cleaning of non-healthcare settings guidance</u></p>
Additional time for staff and pupils to carry out handwashing	<p><i>Frequent hand cleaning as part of normal routine.</i></p> <p><i>Stagger regular access to handwashing facilities through the day</i></p>
Handwashing practice with children	<p><i>Review the guidance on hand cleaning and introduce handwashing songs for younger children.</i></p> <p><i>Ensure that help is available for children and young people who have trouble cleaning their hands independently. See guidance and resources available at:</i> <u>https://e-bug.eu/eng_home.aspx?cc=eng&ss=1&t=Information%20about%20the%20Coronavirus</u></p>
Encourage good hygiene	<p><i>Children and adults are advised to cover their mouth and nose with a disposable tissue when they cough or sneeze and put the tissue in the bin. If no bin is available, they should put the tissue into their pocket or up their sleeve for disposing of later. If they don't have any tissues available, they should cough and sneeze into the crook of their elbow. Ensuring good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.</i></p> <p><i>Students and staff are encouraged not to touch their mouth, eyes and nose.</i></p> <p><i>Bins for tissues are emptied throughout the day.</i></p> <p><i>Posters are displayed in prominent positions throughout the school sites to raise awareness of the need to maintain social distancing, regularly wash hands, and Government advice regarding how to prevent the spread of COVID-19.</i></p>
Sufficient supplies of soap and cleaning products	<p><i>Discuss with suppliers and contractors to ensure sufficient supplies and deliveries.</i></p> <p><i>Use regular detergents and cleaning products.</i></p> <p><i>Review COSHH assessments (RA05) and implement additional controls required where there has been any change in products.</i></p>
Toilets being overcrowded	<p><i>Limit the number of children or young people who use the toilet facilities at one time. Visiting the toilet one after the other if necessary.</i></p>

	<p>Toilets to be used by different 'bubbles' and will be marked up to indicate this.</p> <p>The number of children or young people who use the toilet facilities at one time will be limited to ensure they do not become crowded.</p> <p>CSA – 1 at a time and a bubble allocated a specific toilet</p> <p>KAA – 1 at a time and a bubble allocated a specific toilet</p>
Staff related issues	
Inadequate training for Heads on completion of RA for covid-19 return leading to anxiety and lack of the reassurance needed for staff	<p>Guidance, risk assessment and checklist provided to schools, Schools DfE Helpline and resources, access to support via LA</p>
Insufficient staff capacity to deal with increased numbers of pupils – Shortage of teachers to maintain staff to pupil ratios	<p>Staffing ratios in the absence of a teacher will be looked at to see if alternative arrangements can be made or if reduced staffing compromises the safety of the children. Decision will be made with the Head of School and Executive Head accordingly.</p> <p>Managers should discuss and agree any changes to staff roles with individuals.</p> <p>https://www.gov.uk/guidance/school-workload-reduction-toolkit</p> <p>https://www.gov.uk/government/collections/case-studies-remote-education-practice-for-schools-during-coronavirus-covid-19</p>
<p>Anxiety levels of staff and community causing breakdown in staffing ratios, compromising group sizes.</p> <p>Staff understanding of new changes – safe practice at work & in classroom. Teaching in a safe environment</p>	<p>Talk to staff about (or where not possible put in writing) the plans (for example, safety measures, timetable changes and staggered arrival and departure times), including discussing whether training would be helpful.</p> <p>If appropriate, seek GP or occupational health advice</p>
Accessing testing arrangements are clear for all staff	<p>Staff may request a test using this link: https://www.nhs.uk/conditions/coronavirus-covid-19/testing-for-coronavirus/ask-for-a-test-to-check-if-you-have-coronavirus/</p> <p>Issues with access to tests (Added 23.09.2020)</p> <p>There have been some recent problems with access to COVID-19 testing. This is not unique to Torbay and is a result of national laboratory capacity being stretched and having to prioritise analysing tests for areas with a higher prevalence of COVID-19 cases.</p>

	<p>4. Parents or carers of children attending school or school staff with symptoms of coronavirus should book a test as normal via the government website.</p> <p>2. However, if they are unable to book a local slot then they can email: d-ccg.devon.urgenttesting@nhs.net making clear the test is for either a child attending school or a member of school staff, and they will be supported to access local testing.</p> <p>5. In the event that a child attending school cannot be supported to access local testing then schools could consider providing one of their 10 home testing kits to the parent or carer of the child. Schools should be aware that the method of re-ordering home test kits has not yet been published.</p> <p>6. Individuals should only get tested if they have symptoms of coronavirus.</p>
Possible Infection brought to site	<p>Follow government cleaning guidance if a someone becomes ill with suspected COVID-19 at the setting https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe</p> <p>Any staff member with any symptoms of Covid 19 must inform their line manager, senior staff and personnel and isolate for a minimum of 10 days from <u>the day after</u> their symptoms started or from a positive test. (Lateral Flow Device (LFD) or Polymerase Chain Reaction (PCR) test). (Updated 17.11.2020, 14.12.2020 and 24.02.2021))</p> <p>Other members of their household (including any siblings and members of their support or childcare bubble if they have one) should self-isolate. If a member of the household starts to display symptoms while self-isolating they will need to <u>restart</u> the 10-day isolation period and book a test. If anyone tests positive whilst not experiencing symptoms but develops symptoms during the isolation period, they must <u>restart</u> the 10-day isolation period from the day they developed symptoms. (Added 24.02.2021)</p> <p>Staff can now be tested locally by booking an online appointment. https://www.nhs.uk/conditions/coronavirus-covid-19/testing-for-coronavirus/ask-for-a-test-to-check-if-you-have-coronavirus/</p> <p>Or: if they are unable to book a local slot then they can email: d-ccg.devon.urgenttesting@nhs.net making clear the test is for either a child attending school or a member of school staff, and they will be supported to access local testing. (Added 23.09.2020)</p> <p>Any staff working in other organisations, i.e. cleaners who work in care homes to discuss working arrangements with the Operations Officer to minimise any infection into the school sites.</p> <p>If a member of staff feels unwell at school and is too ill to make their own way home call a relative of staff member and explain reasons for suspicions of exposure and ask for them to come to school.</p>

	<p>Advise them that all household members will need to isolate and refer them to the guidance for households with possible or confirmed coronavirus (COVID-19) infection https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance (Updated 16.09.2020)</p> <p>Call 999 if they are seriously ill or injured or their life is at risk.</p> <ul style="list-style-type: none"> · Adult is sent to the main school office and will be seated in the Head of School Office at Curledge Street and the undercover outside area at Kings Ash. Explain to them that they are safe and that you will close the door – make sure the blinds are up, so that they can be monitored and the window is open for ventilation. · They should avoid touching people, surfaces and objects and be advised to cover their mouth and nose with a disposable tissue when they cough or sneeze and put the tissue in the bin. If no bin is available, they should put the tissue into their pocket or up their sleeve for disposing of later. If you don't have any tissues available, they should cough and sneeze into the crook of their elbow. · If they need to go to the bathroom whilst waiting for medical assistance, they should use the public toilet by the main school office. · The room and the public toilet will need to be cleaned once they have left. <ul style="list-style-type: none"> ● Staff/other pupils who have had contact with the symptomatic individual must wash their hands thoroughly for 20 seconds. (Updated 16.09.2020) <p>https://www.gov.uk/government/publications/closure-of-educational-settings-information-for-parents-and-carers/reopening-schools-and-other-educational-settings-from-1-june As part of the national test and trace programme, if other cases are detected within the child or young person's cohort or in the wider education or childcare setting, Public Health England's local Health Protection Teams will conduct a rapid investigation and will advise schools and other settings on the most appropriate action to take. In some cases, a larger number of other children and young people may be asked to self-isolate at home as a precautionary measure – perhaps the whole class, site or year group.</p> <p>Where settings are observing guidance on infection prevention and control, which will reduce risk of transmission, closure of the whole setting will not generally be necessary.</p>
<p>Conditions for use of fluid resistant face mask and other equipment when dealing with a symptomatic child are clear and understood by staff.</p>	<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 then gloves, an apron and a face mask should be worn by the supervising adult if a distance of 2 meters cannot be maintained.</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 Ensuring that fluid resistant face masks are available for all schools and that a supply is maintained.</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</p>

Assessment of all staff, including high risk staff with vulnerable / shielding family member, underlying health conditions or other risk factors

Where schools apply full measures in the Guidance for full opening of schools (Feb 2021) the risks to all staff will be mitigated significantly, including those who are clinically extremely vulnerable (CEV) and clinically vulnerable (CV). A risk assessment should be undertaken for all vulnerable groups.

School leaders should be flexible in how CEV members of staff are deployed to enable them to work remotely where possible or in roles in school where it is possible to maintain social distancing.

As a general principle, pregnant women are in the CV category and are advised to follow the guidance for clinically vulnerable people.

<https://www.gov.uk/government/publications/coronavirus-covid-19-advice-for-pregnant-employees/coronavirus-covid-19-advice-for-pregnant-employees>

(Added 24.02.2021)

In some cases pregnant women may also have other health conditions that mean they are considered CEV, where the advice for clinically extremely vulnerable staff will apply. (Added 24.02.2021)

Guidance on shielding and protecting extremely vulnerable persons

<https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19> and social distancing

<https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing#clinically-vulnerable-people>

should also be followed when considering staffing arrangements.

Added 05.08.2020 from updated Local Authority guidance

The Royal College of Obstetrics and Gynaecology (RCOG) has published occupational health advice for employers and pregnant women

- Guidance on shielding and protecting extremely vulnerable persons has been updated 14/7/20

<https://www.rcog.org.uk/globalassets/documents/guidelines/2020-07-24-coronavirus-covid-19-infection-in-pregnancy.pdf>

Added 05.08.2020 from updated Local Authority guidance

Schools are advised to complete individual risk assessments for staff.

- Guidance on School workforce is in the updated guidance 'Schools Coronavirus Operational Guidance Feb 2021' (Updated 24.02.2021)

<https://www.gov.uk/government/publications/covid-19-review-of-disparities-in-risks-and-outcomes>

<p>Staff use of PPE</p>	<p><i>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. Follow guidance</i> 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</p>
<p>Use of PPE Lack of understanding</p>	<p><i>Government advice is that PPE is not required unless it was already part of everyday use.</i></p> <p><i>Adequate training / briefing on use and safe disposal.</i> <i>Follow guidance on putting on and taking off standard PPE</i> 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.</p> <p><i>All staff to undertake training on iHasco (Infection Prevention and Control course)</i></p>
<p>Dealing with suspected and confirmed cases / cases</p> <p>Member of a class or staff becoming unwell with suspected COVID-19</p>	<p><i>Follow government guidance on what happens if someone becomes ill and what happens if there is a confirmed case of coronavirus in a setting</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#when-open</p> <p><i>Ensure accurate records of staff and pupils are maintained to enable public health contact tracking and test regimes.</i></p> <p><i>As in usual practice, in an emergency call 999 if someone is seriously ill or injured or their life is at risk. Anyone with Corona Virus / Covid 19 symptoms should not visit the GP, pharmacy, urgent care centre or a hospital.</i></p> <p><i>Any staff member who helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case they should arrange a test) or if the symptomatic person subsequently tests positive from an LFD/PCR test or they have been requested to do so by NHS test and trace (Amended 24.02.2021)</i></p> <p><i>Staff/other pupils who have had contact with the symptomatic individual must wash their hands thoroughly for 20 seconds. (Updated 16.09.2020)</i></p> <p><i>If a case of Covid-19 (pupil or school adult) is suspected no restrictions or special control measures are required while laboratory test results for COVID-19 are awaited. No need to close the setting or send other learners or staff home.</i></p> <p><i>If a case is confirmed</i></p> <p><i>Contact with the local Public Health England Protection Team will be made to discuss the case, identify people who have been in contact with them and to advise on any actions or precautions that should be taken. An</i></p>

assessment of each childcare or education setting will be undertaken by the Health Protection Team with relevant staff. Advice on the management of pupils or students and staff will be based on this assessment.

· The Health Protection Team will also be in contact with the patient directly to advise on isolation and identifying other contacts and will be in touch with any contacts of the patient to provide them with appropriate advice. Advice on cleaning of communal areas such as classrooms, changing rooms and toilets will be given by the Health Protection Team.

· If there is a confirmed case, a risk assessment will be undertaken by the educational establishment with advice from the local Health Protection Team. In most cases, closure of the childcare or education setting will be unnecessary, but this will be a local decision based on various factors such as establishment size and pupil mixing.

If a student feels unwell at school – Call parent and explain reasons for suspicions of exposure and ask for the parent to come to school, Advise them that all household members will need to isolate and refer them to the guidance for households with possible or confirmed coronavirus (COVID-19) infection <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance> (Updated 16.09.2020)

Children aged 5 and above can now be tested. Call 999 if they are seriously ill or injured or their life is at risk.

· Child is sent to the main school office and will be seated in the Head of School Office at Curledge Street and the undercover outside area at Kings Ash. Explain to them that they are safe and that you will close the door – make sure the blinds are up, so that they can be monitored and the window is open for ventilation.

· They should avoid touching people, surfaces and objects and be advised to cover their mouth and nose with a disposable tissue when they cough or sneeze and put the tissue in the bin. If no bin is available, they should put the tissue into their pocket or up their sleeve for disposing of later. If you don't have any tissues available, they should cough and sneeze into the crook of their elbow.

· If they need to go to the bathroom whilst waiting for medical assistance, they should use the public toilet by the main school office.

· The room and the public toilet will need to be cleaned once they have left.

- Staff/other pupils who have had contact with the symptomatic individual must wash their hands thoroughly for 20 seconds. (Updated 16.09.2020)

<https://www.gov.uk/government/publications/closure-of-educational-settings-information-for-parents-and-carers/reopening-schools-and-other-educational-settings-from-1-june> As part of the national test and trace programme, if other cases are detected within the child or young person's cohort or in the wider education or childcare setting, Public Health England's local Health Protection Teams will conduct a rapid investigation and will advise schools and other settings on the most appropriate action to take. In some cases, a larger number of other children and young people may be asked to self-isolate at home as a precautionary measure – perhaps the whole class, site or year group.

Where settings are observing guidance on infection prevention and control, which will reduce risk of transmission, closure of the whole setting will not generally be necessary.

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 metres 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. Eye protection should also be worn if there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting.

In the event that a child presents with any symptoms then the parent/guardians will be contacted immediately as all should have provided contacts of someone who will be available at any time via SIMS

Contact PHE Health Protection Team on 0300 303 8162 to notify so they can support risk assessment and follow up.

If a child is awaiting collection, they will be moved to a room where they can be isolated behind a closed door with ventilation with appropriate adult supervision. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people.

Adult is sent to the main school office and will be seated in the Head of School Office at Curledge Street and the undercover outside area at Kings Ash. Explain to them that they are safe and that you will close the door – make sure the blinds are up, so that they can be monitored and the window is open for ventilation.

Ensure suitable PPE, including fluid resistant face mask is available at this location and worn by the supervising adult delegated to monitor the child so they are prepared to respond to the child in the event that they need urgent attention.

On collection of the child, it will be confirmed with the parent that they are aware of how to get the child tested and confirm that they will let the school know the result as soon as they are aware.

If a pupil displays coronavirus (COVID-19) symptoms, or has a positive test, while at their school they should avoid using public transport and, wherever possible, be collected by a member of their family or household. (Added 24.02.2021)

You can ask for a test online at: <https://www.nhs.uk/conditions/coronavirus-covid-19/testing-for-coronavirus/ask-for-a-test-to-check-if-you-have-coronavirus/>

Or: if they are unable to book a local slot then they can email: d-ccg.devon.urgenttesting@nhs.net making clear the test is for either a child attending school or a member of school staff, and they will be supported to access local testing. (Added 23.09.2020)

For children under five it is a good idea to call NHS 111 to check out their symptoms.

	<p><i>In the event that a member of staff presents with symptoms, they will immediately remove themselves from the school having notified a member of staff, at a safe distance, as well as confirming where they've been and with whom so cleaning can be immediately initiated to any affected areas and contacts within school closely monitored. The member of staff will, as soon as they are able, arrange to be tested and will provide the school with the test results as soon as practicable. https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested</i></p> <p><i>Clean and disinfect rooms the suspected case was using – ensure appropriate PPE (gloves and apron) are used.</i></p> <p><i>Added 05.08.2020 from updated Local Authority guidance</i></p> <p><i>Ensure that all staff, parents and children have clear guidance from the school to ensure that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school.</i></p> <p><i>stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection</i></p>
<p>Member of a class or staff has a confirmed positive test for COVID-19</p>	<p><i>On confirmation that a member of a class cohort, either child or member of staff, has had a positive test, ensure they stay at home for 10 days (either from the day after the start of symptoms, or if no symptoms from the day after the test was taken). If symptoms develop after a test, restart the 10-day isolation period from the day symptoms start. The rest of their household need to self-isolate for 10 days from the day after the individual tested positive. (Updated 17.11.2020, 14.12.2020, 24.02.2021)</i></p> <p><i>Contact the PHE SW Health Protection Team on 0300 303 8162 immediately so they can support the risk assessment and advise about follow up.</i></p> <p><i>Advise that anyone with symptoms get tested: Children under 5: Call NHS 111.</i></p> <p><i>Any siblings also in the same setting (but a different, unaffected area) would need to isolate at this point</i></p> <p><i>The HPT will undertake an assessment to determine whether contacts in the setting need to self-isolate at home for 10 days from the day after the individual tested positive. (Updated 14.12.2020)</i></p> <p><i>Clean and disinfect rooms the case was using if this has not already been done – ensure appropriate PPE (minimum gloves and apron) are used.</i></p> <p><i>Subject to PHE advice, the whole cohort may need to be isolated within their room or, if weather permits, in an outside location, whilst parents/guardians are notified to collect them.</i></p> <p><i>Subject to PHE advice, once all children have been collected then the staff will make their way home to begin their isolation and the classroom will be subject to a cleaning regime agreed with the cleaners for a location where there has been a positive test (schools to ensure that this has been agreed in advance).</i></p> <p><i>https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance</i></p> <p><i>https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings</i></p>

<p>First Aiders</p>	<p><i>Where it is not possible to maintain a 2 metre or more distance away from an individual, disposable gloves and a disposable plastic apron are recommended. Disposable gloves should be worn if physical contact is likely to be made with potentially contaminated areas or items.</i></p> <p><i>The use of a fluid repellent surgical face mask is recommended and additional use of disposable eye protection (such as face visor or goggles) should be risk assessed when there is an anticipated risk of contamination with splashes, droplets of blood or body fluids.</i></p> <p><i>Clean your hands thoroughly with soap and water or alcohol sanitiser before putting on and after taking off PPE. In all circumstances where some form of PPE is used, the safe removal of the PPE is a critical consideration to avoid self-contamination. Guidance on putting on and taking off PPE is available. Use and dispose of all PPE safely, preferably in a yellow clinical waste bin (found in First Aid)</i></p>
<p>Pupil related issues</p>	
<p>Vulnerable groups who are clinically, extremely vulnerable.</p>	<p>Read the current advice on shielding</p> <p>COVID-19 – ‘shielding’ guidance for children and young people.</p> <p><i>Where a pupil is unable to attend school because they are complying with clinical and/or public health advice, we expect schools to be able to immediately offer them access to remote education. Schools should monitor engagement with this activity.</i></p> <p><i>If parents of pupils with significant risk factors are concerned, we recommend schools discuss their concerns and provide reassurance of the measures they are putting in place to reduce the risk in school. Schools should be clear with parents that pupils of compulsory school age must be in school unless a statutory reason applies (for example, the pupil has been granted a leave of absence, is unable to attend because of sickness, is absent for a necessary religious observance etc).</i></p>
<p>Children with EHCP</p>	<p><i>Complete risk assessment before attendance</i></p> <p><i>Schools should also provide more focused pastoral support where issues are identified that individual pupils may need help with, drawing on external support where necessary and possible. Schools should also consider support needs of particular groups they are already aware need additional help (for example, children in need), and any groups they identify as newly vulnerable on their return to school</i></p> <p><i>Additionally, provision for children who have SEND may have been disrupted during partial school closure and there may be an impact on their behaviour. Schools will need to work with local services (such as health and the local authority) to ensure the services and support are in place for a smooth return to schools for pupils.</i></p>

	https://www.gov.uk/government/publications/coronavirus-covid-19-send-risk-assessment-guidance/coronavirus-covid-19-send-risk-assessment-guidance
Application of sun cream	<i>Sun cream to be applied by parents prior to arrival at school. Parents to be made aware.</i>
Water bottles	<i>Water fountains will be cordoned off. Pupils to bring in a named water bottle that can be refilled using taps at school. Parents to be made aware.</i>
Pupils unable to follow guidance	<i>Ensure that the same teacher(s) and other staff are assigned to each group. Some children will need additional support to follow these measures.</i>
Specific issues for EY stage children understanding social distancing	<i>Further EYFS stage guidance to be issued .</i>
Interventions	<p><i>Children will stay in year bubbles. If the children are attending an intervention they will come out with the teacher who will socially distance and the area will be thoroughly cleaned before another group attends from a different year group. Children will not be mixed across year group bubbles. Staff will socially distance when moving between classes. (Updated 14.10.2020)</i></p> <p><i>CSA: Additional maths intervention for Year 4 and 6. Children will be in a separate room within the year group. The teacher will wipe down all touch points between groups. Teacher to teach from the front wearing a visor. When a child requires additional support, teacher must wear a mask. (Added 29.10.2020)</i></p>
PE lessons	<p><i>PE staff will collect children by standing at the door adhering to social distancing. They will deliver PE outside, and will not mix the children across bubbles. If the weather is wet then quizzes will be used with strict social distancing. Kings Ash may use the indoor hall, but with permission and under direction of the head of school. (Updated 24.02.2021)</i></p> <p><i>Pupils should be kept in consistent groups, sports equipment thoroughly cleaned between each use by different individual groups, and contact sports avoided.</i></p> <p><i>Outdoor sports should 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></p> <p><i>Older children will be changing for PE and will place their uniforms in a set place, not mixed with other students.</i></p> <p><i>Added 05.08.2020 from updated Local Authority guidance</i></p>

	<p>Schools should refer to the following advice:</p> <ul style="list-style-type: none"> • guidance on the phased return of sport and recreation and guidance from Sport England for grassroots sport • advice from organisations such as the Association for Physical Education and the Youth Sport Trust <p>CSA: After school sports club will commence week beginning 15th March for Years 3-6 but pupils will be kept in year group bubbles. These sessions will be taught outside and will be cancelled if the weather is bad. (Added 29.10.2020, updated 24.02.2021)</p>
Transport	
Travel to school and provision of safe school transport:	<p>Consider school transport arrangements and where possible encourage parents and children and young people to walk or cycle to school where possible.</p> <p>Liaise with School Transport Team where further consider needs to be given to taxi and escort services.</p> <p>Adults, children and young people aged 11 and over must wear a face covering when travelling on dedicated transport to secondary school, unless exempt from doing so. Added 24.02.2021)</p>
School Transport arrangements support changes to school times	<p>Liaising with the School Transport Team before change are made.</p> <p>Follow government guidance https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/vehicles</p> <p>Added 05.08.2020 from updated Local Authority guidance</p> <p>Ensure that the school is satisfied with transport arrangements by liaising with the School Transport Team.</p> <p>Refer to the section Dedicated school transport, including statutory provision in the updated guidance 'Schools Coronavirus Operational Guidance Feb 2021' (Updated 24.02.2021)</p>
Provision of food	
Kitchen facilities comply with latest Covid19 guidance to reduce risk of infection/contamination and food prepared on premises is compliant with Covid – 19 health and hygiene guidance	<p>We expect that kitchens will be fully open and normal legal requirements will apply about provision of food to all pupils who want it, including for those eligible for benefits-related free school meals or universal infant free school meals.</p> <p>School kitchens can continue to operate, but must comply with the guidance for food businesses on coronavirus (COVID-19)</p>

Catering staff are operating in a safe environment	<i>Catering staff to follow government guidance https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/restaurants-offering-takeaway-or-delivery</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	<i>Tell parents, carers or any visitors, such as suppliers, not to enter the education or childcare setting if they are displaying any symptoms of coronavirus (following the COVID-19: guidance for households with possible coronavirus infection) Inform all visitors, suppliers, and contractors that only pre-arranged calls will be allowed on site. Publish a site telephone number in case of immediate access required. All site contractors must be booked through the Operations Officer.</i>
Parents wanting meetings	<i>Encourage parents to phone school and make telephone appointments if they wish to discuss their child or safety measures (avoid all face to face meetings).</i>
Suppliers understanding and complying with new arrangements	<i>Discuss new arrangements with suppliers and deliveries to be arranged for quiet times or outside school hours.</i>
Communications to parents and staff	<i>Plan a communications strategy, including Lateral Flow Device testing of staff members, and timetable, let parents know when they can expect to hear from the school, manage expectations to avoid any parental confusion. Ensure staff are briefed regularly and have a forum for raising concerns and issues. (Updated 24.02.2021) All relevant information made available by the Government through their gov.uk website is shared with school staff via Head of Schools. All entrance and exit points marked on sites maps.</i>
Parent aggression due to anxiety and stress.	<i>Tell parents their allocated drop off and collection times and the process for doing so, including protocols for minimising adult to adult contact (for example, which entrance to use) to reduce anxiety, keep parents up to date with regular communications.</i>
Review – Monitor Arrangements, Consult with Staff and Parents	
Continually review the steps put in place to ensure they remain effective and maintain communication with staff.	<i>Consultation with employees and trades union Safety Reps on risk assessments. Risk assessment published on school intranet and website. Nominated employees tasked to monitoring protection measures.</i>

	<p><i>Employees encourage to report any non compliance.</i></p> <p><i>The effectiveness of prevention measures will be monitored by school leaders.</i></p> <p><i>This risk assessment will be reviewed if the risk level changes and/or in light of updated guidance.</i></p> <p><i>Encourage feedback from parents via message boards or parent mail systems</i></p>
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Assessor's Recommendations – Additional Control Measures or Actions			
Section	List Actions / Additional Control Measures	Date action to be carried out	Person Responsible
Premises Related Matters	If any room has no ventilation or windows do not open, room is not to be used unless only daily single workers are occupying the space and the area is cleaned thoroughly between uses for different individuals.	Ongoing (Added 09.07.2020)	Claire Blagdon
Movement of Persons	One-way pedestrian routes to be established on site to reduce the likelihood people will need to pass each other in corridors. Heads to mark-up school site maps and this to be attached to the risk assessment.	Ongoing	Claire Blagdon
Staff related issues	Lone Working. If staff are in a position where they need to be left alone with a child, they must alert SLT and, if appropriate, leave the door open. This may happen occasionally; e.g. if there is a child in an after-school provision and the other member of staff in their bubble has had to leave.	Ongoing (Added 04.06.2020)	Staff member
Cleaning and Reducing Contamination	Staff not to wear ties or items of clothing that could trail or hang onto different surfaces. Staff to wear smart clothes. Pupils are expected to wear uniform, which is to be regularly cleaned.	Ongoing (Added 09.07.2020)	Jess Humphrey
Movement of Persons	KAA Drop off/collection arrangements: Drop off arrangements: 8.45am 3yr and 4yr nursery children will line up in the coned area at the nursery gate and wait to be collected by the class teacher. The gate will be opened at 8.45am. Parents will not be permitted to enter the gate.	Ongoing (added 09.07.2020 , updated 24.02.2021)	Jess Humphrey

	<p>For children arriving for an afternoon session, the same procedure will be in place. The gate will be opened at 12.15pm.</p> <p>8.50am Reception Turtle children will line up against the classroom wall in a coned area and enter through the external classroom door. Sealions will line up along the office walls in a coned area and enter through main office doors and through to the classroom.</p> <p>From 8.50am, 2yr old nursery children will line up in the area vacated by Sealions. At 9am 2yr old nursery children will enter through the main office, main doors and into the 2yr nursery. Parents will not be permitted to enter the building.</p> <p>Children in years 1-4 should use the double fire escape door to the classroom to avoid overcrowding in the cloakroom.</p> <p>Year 5 and 6 will need to enter through the cloakroom. Social distancing needs to be explained and maintained where possible for these year groups.</p> <p>End of school day Nursery-children KS1 Only children will leave at 2.40pm. Sibling groups will leave at 3.00pm. KS2 only children will leave at 2.45pm. Sibling groups will leave at 3.05pm.</p> <p>Gates will need to be opened at 2.35pm. Staff need to be aware that the site will therefore not be secure from 2.35pm.</p>		
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	<p>CSA Drop off/collection arrangements:</p> <p>Start of school day Families will have separate start times to avoid overcrowding on site.</p> <p>Using the alphabet, children with surnames A-L will start 8:40-8:50am – classroom doors need to be open at 8:40am. Children with surnames M -Z will start 8:50-9:00am. If children have different surnames within a family the eldest child's surname will be used.</p> <p>Penguins will be exempt from the staggered start.</p> <p>Parents will be asked not to arrive before their start time and to drop children and leave the site immediately following set pathways. SLT / assigned members of staff will be around the site to monitor this.</p> <p>One-way systems will be in place around the site – please see map (appendix A).</p> <p>End of school day As with at the beginning of the day, we will use the alphabet. Children with surnames A-L 3:05-3:15pm Children with surnames M -Z 3:15-3:25pm</p> <p>Gates will need to be opened at 3pm.</p>	Ongoing (added 09.07.2020 , updated 24.02.2021)	Jess Humphrey
Movement of Persons	<p>Staff and visitors are advised to wear masks in communal areas and where social distancing between adults is not possible, for example when moving around in corridors and communal areas (Updated 16.09.2020 and 24.02.2021).</p> <p>Some individuals are exempt from wearing face coverings. This applies to those who:</p> <ul style="list-style-type: none"> · cannot put on, wear or remove a face covering because of a physical impairment or disability, illness or mental health difficulties · speak to or provide help to someone who relies on lip reading, clear sound or facial expression to communicate. 	Ongoing	Jess Humphrey

	In the above cases the use of face visors or shields may be an alternative following an appropriate risk assessment (Added 24.02.2021)		
Cleaning and Reducing Contamination	All cleaning staff are to wear PPE (apron/tabard) and gloves if able to (those with allergies/medical reasons are exempt). Staff must also wear masks when cleaning in offices where other staff are present. (Updated 16.09.2020).	Ongoing	Claire Blagdon/Wrightclean
Cleaning and reducing contamination	The use of the mud kitchen is permitted if strict hand hygiene is adhered to and equipment is meticulously cleaned using appropriate cleaning spray/wipes between groups of children/bubbles. If different bubbles are to use the mud kitchen, areas that have been used by one group must be cordoned off for 72 hours. (Updated 16.09.2020)	Ongoing	Staff
Movement of Persons	University students - when in the school for teacher training they will be assigned to a 'bubble' and will follow school procedures. The university is to inform the school if there are any positive cases. (Added 02.10.2020)	Ongoing	Jess Humphrey
Pupil related issues	Kings Ash Academy - where appropriate parents will be permitted on site to the nurture room to support a child, but will wear a mask, use hand sanitiser and socially distance. The area can be entered directly from outside. (Added 13.10.2020) Curlidge Street Academy – Parents may be invited to enter the building to support individual children. They will be asked to wear a mask, use hand sanitiser and socially distance. Parents will need to come through the main building. (Added 14.10.2020)	Ongoing	Jess Humphrey
Pupil related issues	KAA and CSA: Additional adults may enter bubbles to support individual children. They will adhere to social distancing wherever possible and be vigilant regarding hand washing and hand sanitisers. (Added 29.10.2020)	Ongoing	Jess Humphrey
Staff related issues	KAA and CSA: Staff may mark pupils' books. This is to be done outside the classroom on a designated table that the member of staff will wipe down afterwards, with appropriate wipes or cleaning spray. Staff will also wear PPE when looking at books, including gloves and face masks. (Added 16.11.2020)	Ongoing	Staff
Staff and Student Related Issues	Any staff or students that are classed as Critically Extremely Vulnerable will not be on site (Added 06.01.2021). See Guidance on Shielding . Staff who are clinically extremely vulnerable will previously have received a letter from the NHS or their GP telling them this (no new letter is required) (Added 24.02.2021)	From 06.01.2021 and ongoing (Updated 24.02.2021)	Jess Humphrey

Staff related issues	<p>Staff to undertake twice weekly testing at home. Staff are responsible for providing their results (positive, negative or void) to NHS Test and Trace via the self-reporting gov.uk page or by telephone (online https://www.gov.uk/report-covid19-result OR by telephone calling 119. Lines are open 7am-11pm every day).</p> <p>Staff must contact SLT if a positive result occurs and self-isolate following Government guidance.</p>	Ongoing from 21.01.2021, updated 24.02.2021	Staff
Staff Related Issues	Clinically Vulnerable staff can continue to attend school. While in school they must follow the system of controls to minimise the risks of transmission. Staff who live with those who are CV can attend the workplace but should ensure they maintain good prevention practice in the workplace and at home.)	Ongoing (Added 24.02.2021)	Jess Humphrey
Movement of Persons	Face visors or shields should NOT be worn as an alternative to face coverings. They may protect against droplet spread in specific circumstances but are unlikely to be effective in reducing aerosol transmission when used without an additional face covering. They should only be used after carrying out a risk assessment for the specific situation and should always be cleaned appropriately	Ongoing (Added 24.02.2021)	Jess Humphrey
Cleaning and reducing contamination	<p>Malleable materials (messy play): Settings should risk assess activities that involve malleable materials for messy play such as sand, mud and water, as part of their regular curriculum planning. A risk assessment should consider whether:</p> <ul style="list-style-type: none"> • materials can be handled by a consistent group of children of and that no one else outside this group can come into contact with it. • the malleable material for messy play (for example sand/water/mud) can be used and cleaned - including being replaced - in accordance with the manufacturer's instructions, where applicable. For example, see the managing risk in play provision implementation guide (https://www.playengland.org.uk/resource/managing-risk-in-play-provision-implementation-guide/) <p>Settings should follow the 'system of controls' and ensure that:</p> <ul style="list-style-type: none"> • children wash their hands thoroughly before and after messy play • frequently touched surfaces, equipment, tools and resources for messy play are thoroughly cleaned and dried before they are used by a different group <p>Further general cleaning advice can be found in the cleaning of non-healthcare settings guidance. https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</p>	Ongoing (Added 24.02.2021)	Jess Humphrey

Parents, contractor and other staff entering or working in the building	Face coverings should be worn, unless exempt from doing so. Good hand hygiene conducted. A record is kept of all visitors with sufficient detail to support rapid contract tracing if required by NHS Test and Trace	Ongoing (Added 24.02.2021)	Jess Humphrey
Dealing with suspected and confirmed cases	If a staff member has a confirmed diagnosis of COVID-19 and there is reasonable evidence that it is likely to have been caused by an occupational exposure, it must be RIDDOR reported via the Operations Department. (Added 24.02.2021)	Ongoing (Added 24.02.2021)	Jess Humphrey/ Operations Department

Signed: Headteacher: Jess Humphrey, Stephen Kings, Laura Kies, Tor Carter

Date 22.05.2020, updated 01.06.2020, updated 04.06.2020, updated 17.06.2020, updated 09.07.2020, updated 05.08.2020, updated 10.09.2020, updated 16.09.2020, updated 23.09.2020, updated 02.10.2020, updated 08.10.2020, updated 13.10.2020, updated 14.10.2020, updated 29.10.2020, updated 16.11.2020, 17.11.2020, 14.12.2020, 06.01.2021, **24.02.2021**

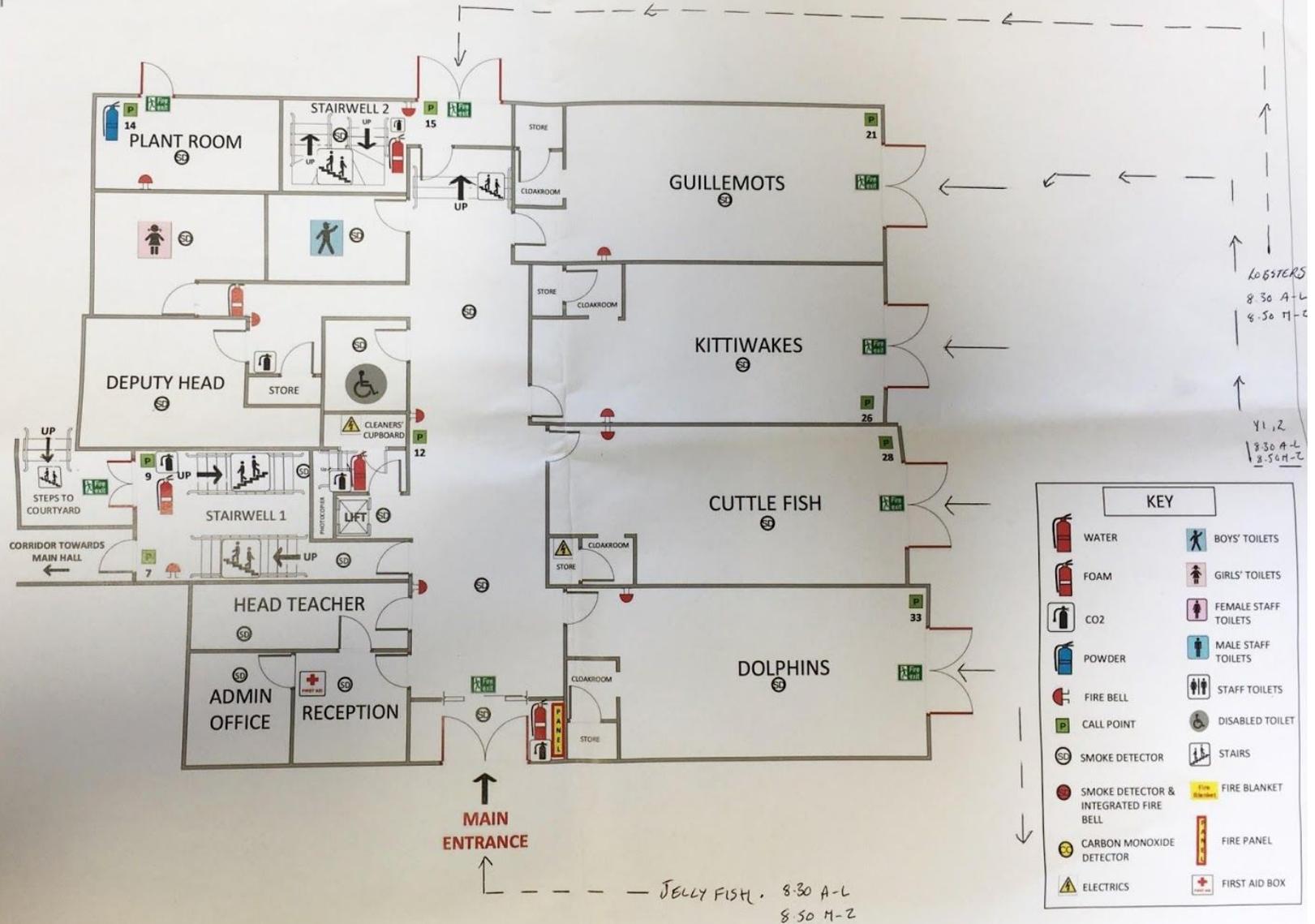
The outcome of this assessment should be shared with the relevant staff.

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



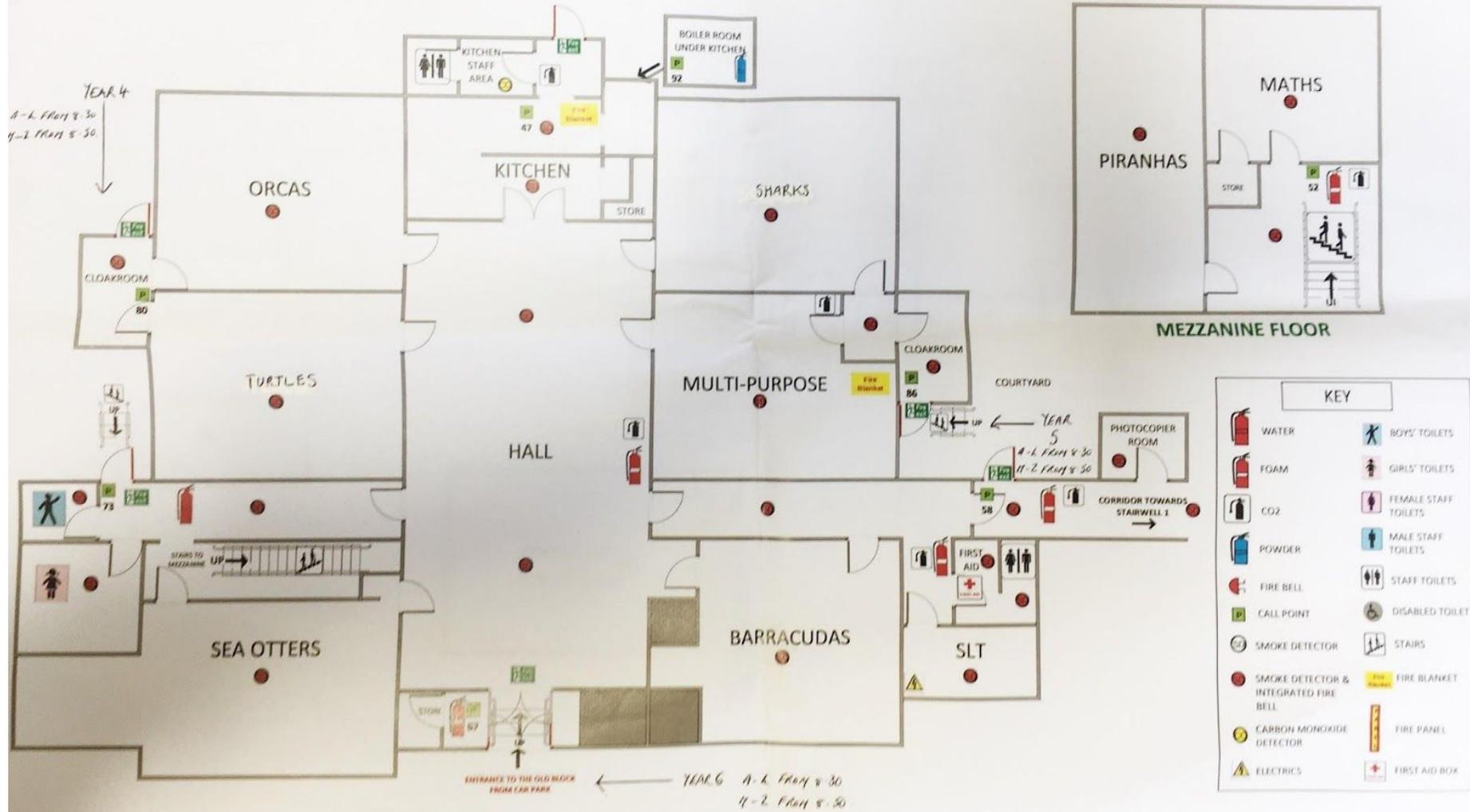
CURLLEDGE STREET
ACADEMY

GROUND FLOOR NEW BLOCK





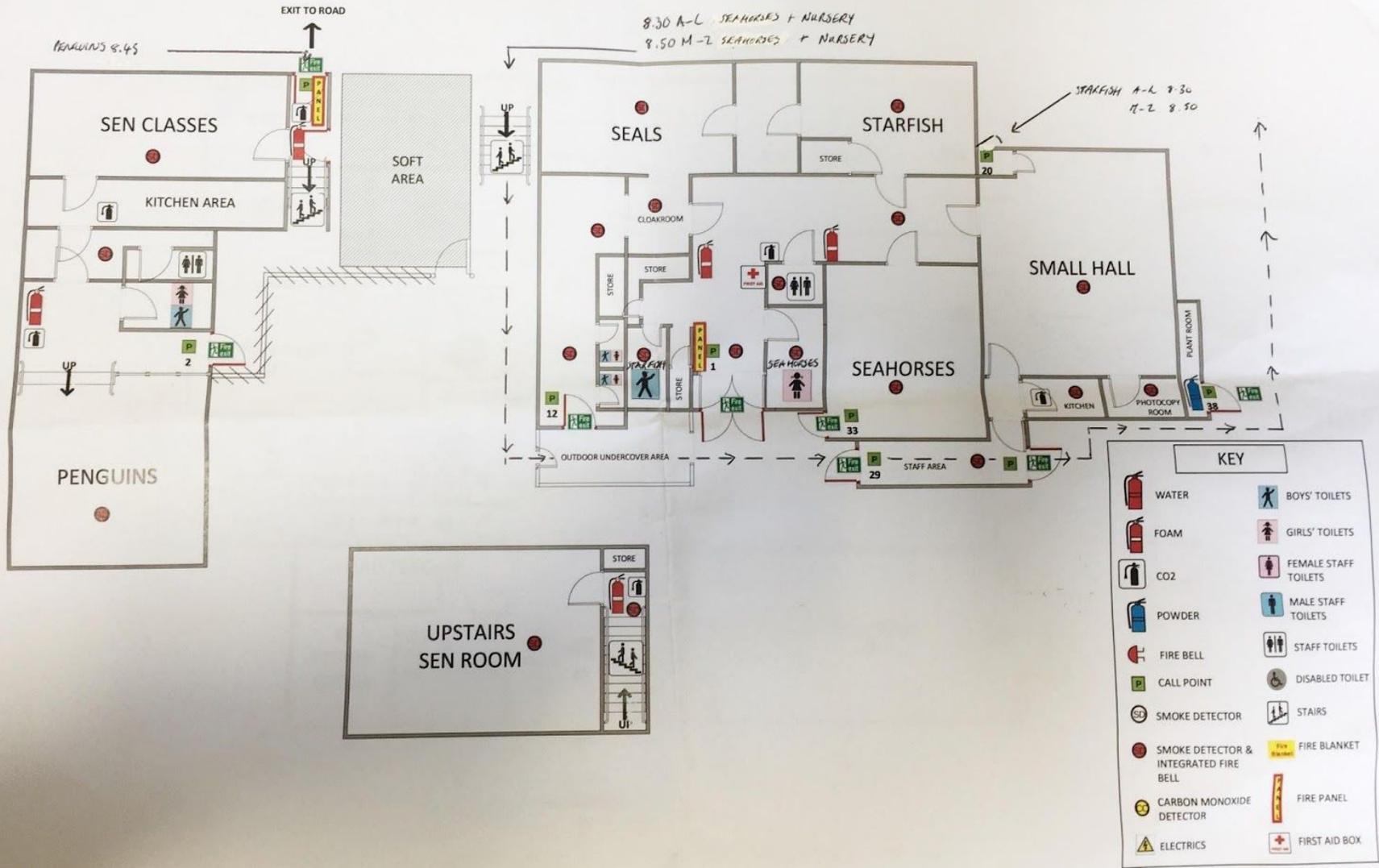
GROUND FLOOR



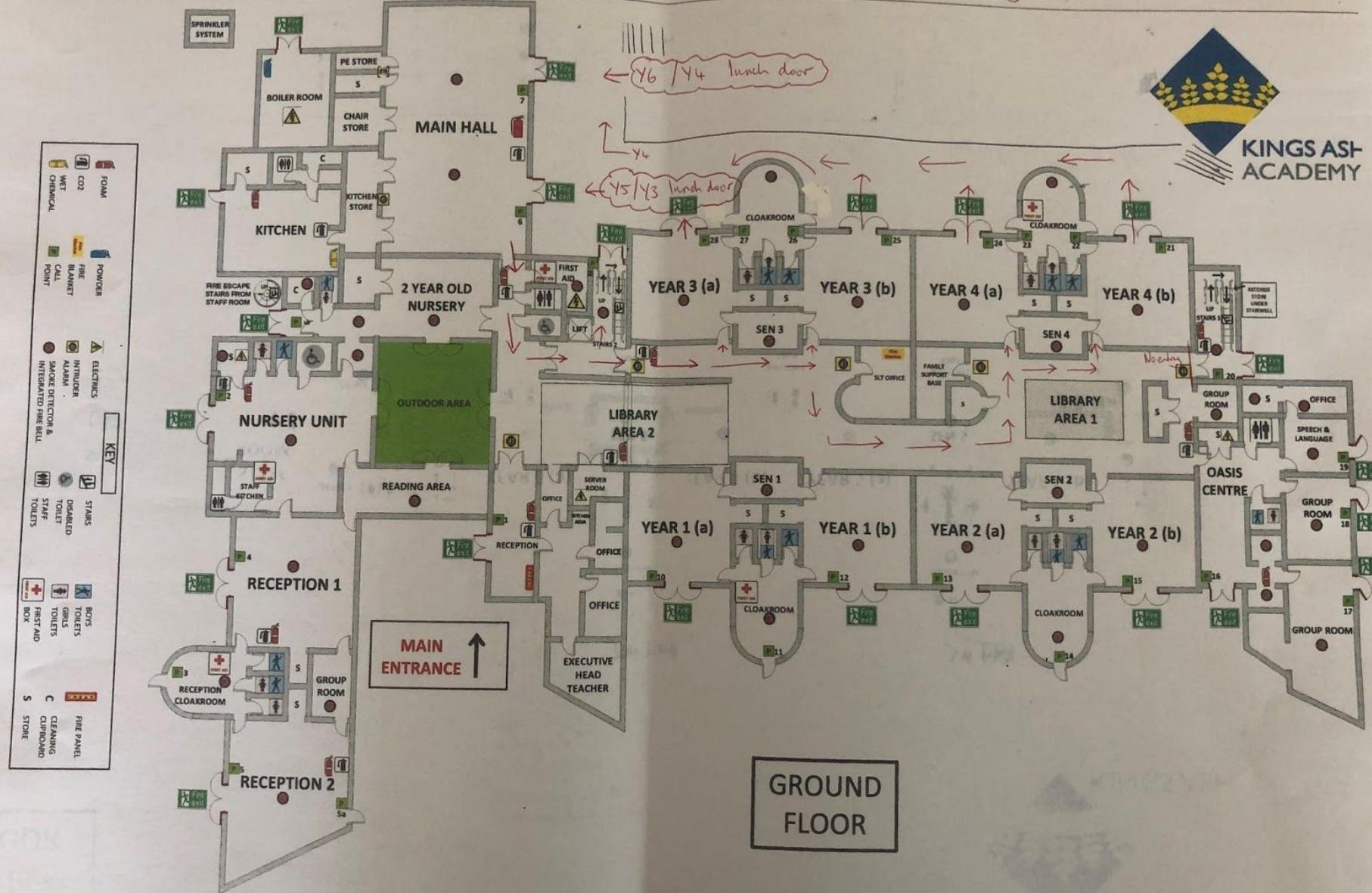


CURLIDGE STREET
ACADEMY

NURSERY, RECEPTION & SEN



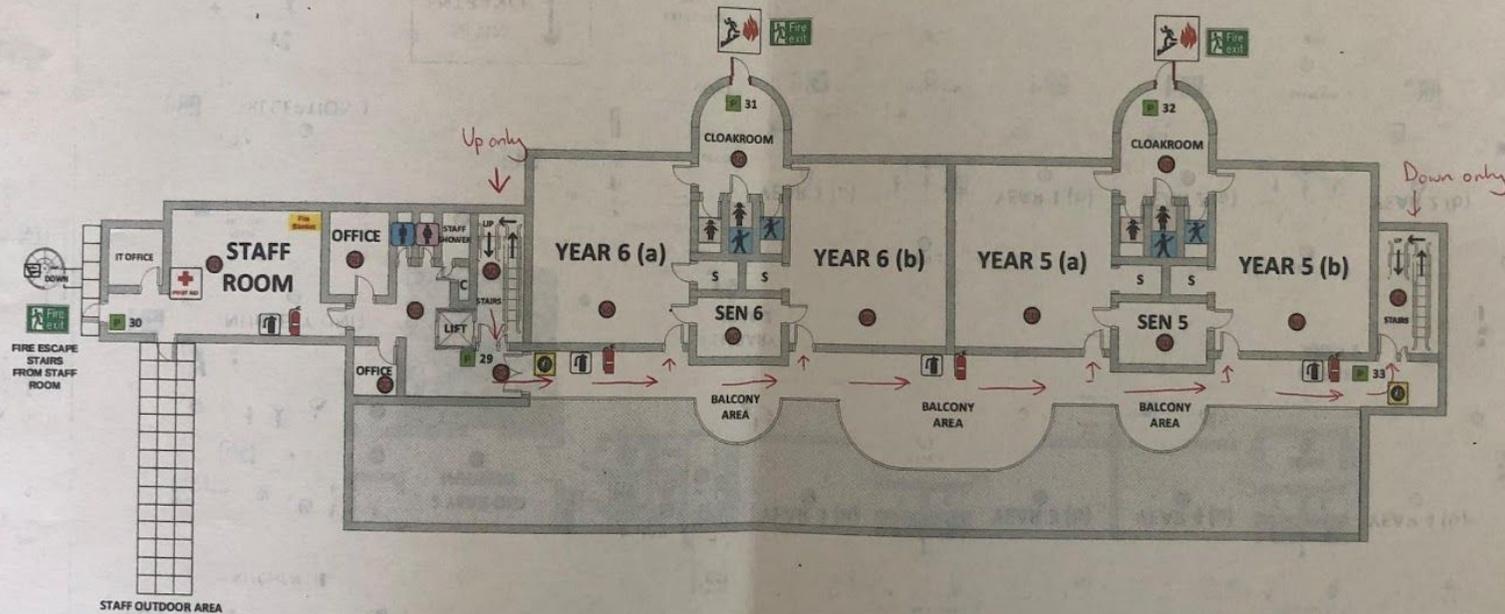
Key Stage 2 direction of travel



UPPER FLOOR

Direction of travel

At lunchtime, Y6 + Y5 bubbles leave via the cloakrooms and go to the hall via external fire doors. They return to their classrooms via the internal route through the school.



KEY					
FOAM	POWDER	ELECTRICS	STAIRS	BOYS TOILETS	FIRE PANEL
CO2	FIRE BLANKET	INTRUDER ALARM	DISABLED TOILET	GIRLS TOILETS	CLEANING CUPBOARD
WET CHEMICAL	CALL POINT	SMOKE DETECTOR & INTEGRATED FIRE BELL	STAFF TOILETS	FIRST AID BOX	STORE