

# Covid-19 increase in school numbers from June 2020 Updated September 2021 for Autumn Term 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.





	<b>Establishment/Department:</b>	<b>Establishment Risk Assessment</b>	<b>RA100</b>
	<b>Address:</b> <b>Curledge Street Academy &amp; Kings Ash Academy</b>		
<b>Person(s)/Group at Risk</b> <b>Staff, Pupils, Visitors, Parents/Guardians and Contractors</b>		<b>Date assessment completed:</b> 02.09.2021, <b>14.09.2021</b>	
<b>Vulnerable groups</b> – 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)’.		<b>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.</b>	
<p><b>System of controls</b> 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.</p> <p>The Return to school risk assessment is based on the principles and guidance contained within DfE Guidance:</p> <ul style="list-style-type: none"> <li>• <a href="#">Health and safety: responsibilities and duties for schools 19/07/2021</a>,</li> <li>• <a href="#">Schools COVID-19 operational guidance (27/08/2021)</a>,</li> <li>• <a href="#">Actions for early years and childcare providers during the COVID-19 pandemic (17/08/2021)</a></li> </ul> <p><a href="#">Further education COVID-19 operational guidance (27/08/2021)</a></p>			
<p><b>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.</b></p> <p>Key Message: Don't just make the school or childcare setting <b>SAFE</b>, make it <b>FEEL SAFE</b> for employees, children and parents.</p>			

<b>Significant Hazard Section</b>	<b>Control measures in place</b>  <i>Additional measures or actions not included in this column below should be put in the assessor's recommendations at the end of this document</i>
<b>MOVEMENT OF PERSONS AROUND THE SCHOOL</b>	
<b>Covid-19 prevention and encouraging good hygiene</b>	<p><b>Control Measures</b></p> <p>You should:</p> <ol style="list-style-type: none"> <li>1. Ensure good hygiene for everyone.</li> <li>2. Maintain appropriate cleaning regimes.</li> <li>3. Keep occupied spaces well ventilated.</li> <li>4. Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19.</li> </ol> <p><b>Hand hygiene</b></p> <p>Frequent and thorough hand cleaning should now be regular practice. Continue to ensure pupils clean their hands regularly. This can be done with soap and water or hand sanitiser.</p> <p><b>Respiratory hygiene</b></p> <p>The 'catch it, bin it, kill it' approach continues to be very important. 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.</p> <p>Students and staff are encouraged not to touch their mouth, eyes and nose. Bins for tissues have lids and are emptied daily.</p> <p>Posters are displayed in prominent positions throughout the school sites to raise awareness of the need to regularly wash hands, and Government advice regarding how to prevent the spread of COVID-19.</p> <p>The <a href="#">e-Bug COVID-19 website</a> contains free resources, including materials to encourage good hand and respiratory hygiene.</p> <p><b>Response to any infection</b></p> <p>You must always:</p> <ol style="list-style-type: none"> <li>1) Promote and engage with the NHS Test and Trace process.</li> <li>2) Manage and report confirmed cases of coronavirus (COVID-19) amongst the school community.</li> <li>3) Contain any outbreak by following local health protection team advice.</li> </ol>

**Contact with individuals who have COVID-19 symptoms or who have tested COVID-19 positive**

*Pupils, staff and other adults should not come into school if they have symptoms, have had a positive test result or other reasons requiring them to stay at home due to the risk of them passing on COVID-19 (for example, they are required to quarantine).*

*Individuals are not required to self-isolate if they live in the same household as someone with COVID-19, or are a close contact of someone with COVID-19, and any of the following apply:*

- They are fully vaccinated (this means 14 days have passed since your final dose of a COVID-19 vaccine given by the NHS).*
- They are below the age of 18 years and 6 months*
- They have taken part in or are currently part of an approved COVID-19 vaccine trial*
- They are not able to get vaccinated for medical reasons*

*NHS Test and Trace shall inform an individual who has been in close contact with a positive COVID-19 case and shall be advised to take a PCR test. See [NHS When to self-isolate and what to do](#) Updated 19/08/2021.*

*Managers shall encourage all individuals to take a PCR test if advised to do so.*

*Adults (>18 years and 6 months old) if they choose not to get vaccinated will need to self-isolate if identified as a close contact.*

*Anyone with COVID-19 symptoms or a positive test result shall stay at home and self-isolate immediately. If they have symptoms of COVID-19, they should arrange to have a PCR test as soon as possible. This still applies even if they have received one or more doses of COVID-19 vaccine.*

*Pupils, staff and other adults could be fined if they do not self-isolate following a notification by NHS Test and Trace.*

*Early years children are not included in the rapid testing programme.*

*Children who are aged under 5 years old who are identified as close contacts will only be advised to take a PCR test if the positive case is in their own household.*

*See [stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#)' Updated 31/08/2021*

*If an individual is awaiting collection, they should be left in a room on their own if possible and safe to do so. Where possible this will be outside. A window should be opened for fresh air ventilation if possible. Appropriate PPE should also be used if close contact is necessary. Further information on this can be found in the use of PPE in education, childcare*

	<p>and children's social care settings guidance <a href="https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care">https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care</a></p> <p>Any rooms they use should be cleaned after they have left.</p> <p>Staff members to raise any concerns with their line manager.</p>
<b>Entrance and egress to school site causing large groups of people inside school grounds compromising social distancing.</b>	<p>No current control measures required</p> <p>Hand sanitiser at various points around sites</p> <p>Provide information to parents. Regular updates to be shared through letters, website and Facebook.</p> <p>SLT may identify that one-way systems are appropriate for ease of movement around the school premises.</p> <p>SLT to ensure the Outbreak Management Plan considers social distancing, if required.</p> <p>The government has removed the requirement to wear face coverings in law but expects and recommends that they are worn in enclosed and crowded spaces where staff may come into contact with people they don't normally meet. This includes public transport and dedicated transport to school or college.</p> <p>Extended drop-off and collection times avoiding any changes to pupils that arrive at school on school transport where possible.</p>

<p><b>Parents gathering at school gate not social distancing</b></p>	<p>No control measures required regarding social distancing.</p> <p>It is the employees personal choice to wear face coverings, unless exempt from doing so, in enclosed and crowded spaces where they may come into contact with people who they don't normally meet.</p> <p>SLT to ensure the Outbreak Management Plan considers social distancing, if required.</p> <p>Staff members to raise any concerns with their line manager.</p> <p>Curledge Street to have road outside main entrance closed by highways <b>between 8:30am-9:30am and 2:30pm-3:30pm</b> to ensure parents are able to social distance.</p>
<p><b>Overcrowding in extra-curricular provision (breakfast and afterschool clubs, holiday clubs).</b></p>	<ul style="list-style-type: none"> <li>▪ Frequent and thorough hand washing is conducted. Suitable hand washing facilities are provided. Hand sanitiser provided throughout.</li> <li>▪ Catch it, bin it, kill it approach is conducted.</li> <li>▪ Regular cleaning of areas and equipment is maintained, with a particular focus on frequently touched surfaces.</li> <li>▪ Keep occupied spaces well ventilated by natural and mechanical ventilation.</li> <li>▪ Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19.</li> <li>▪ It is the employees personal choice to wear face coverings, unless exempt from doing so, in enclosed and crowded spaces where they may come into contact with people who they don't normally meet.</li> </ul> <p>Out-of-school settings and wraparound childcare providers can offer provision to all children, without restriction on the reasons for which they may attend see</p> <p><a href="#">Guidance COVID-19: Actions for out-of-school settings</a> Updated 27/08/2021</p> <p>SLT to ensure the Outbreak Management Plan considers extra-curricular provision, if required.</p> <p>Staff members to raise any concerns with their line manager.</p>

<p><b>Overcrowding in classrooms and corridors.</b></p>	<p><i>No control measures required regarding social distancing.</i></p> <p><i>No control measures required regarding the use of face coverings in classrooms.</i></p> <p><i>It is no longer recommended to keep children in consistent groups ('bubbles'). This means that bubbles will not need to be used in schools from the autumn term.</i></p> <p><i>Assemblies can resume, but will remain remote for the foreseeable future.</i></p> <p><i>Alternative arrangements for mixing at lunch/breaktimes do not need to be arranged. At KAA/CSA groups have been organised so only two-year groups will mix rather than 4.</i></p> <p><i>SLT may identify that one-way systems are appropriate for ease of movement around the school premises.</i></p> <p><i>SLT to ensure the Outbreak Management Plan considers social distancing, if required.</i></p> <p><i>Staff members to raise any concerns with their line manager.</i></p>
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<p><b>Increased numbers during breaks compromising social distancing.</b></p>	<p><i>No control measures required regarding social distancing.</i></p> <p><i>No control measures required regarding the use of face coverings.</i></p> <p><i>It is the employees personal choice to wear face coverings, unless exempt from doing so, in enclosed and crowded spaces where they may come into contact with people who they don't normally meet.</i></p> <p><i>SLT may identify that one-way systems are appropriate for ease of movement around the school premises.</i></p> <p><i>SLT to ensure the Outbreak Management Plan considers social distancing, if required.</i></p> <p><i>Staff members to raise any concerns with their line manager.</i></p>
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<p><b>Increased numbers during lunchtime compromising social distancing.</b></p>	<ul style="list-style-type: none"> <li>▪ Frequent and thorough hand washing is conducted. Suitable hand washing facilities are provided. Hand sanitiser provided throughout.</li> <li>▪ Catch it, bin it, kill it approach is conducted.</li> <li>▪ Regular cleaning of areas and equipment is maintained, with a particular focus on frequently touched surfaces.</li> <li>▪ Keep occupied spaces well ventilated by natural and mechanical ventilation.</li> <li>▪ Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19.</li> <li>▪ It is the employees personal choice to wear face coverings in enclosed and crowded spaces, unless exempt from doing so, where they may come into contact with people who they don't normally meet.</li> </ul> <p>SLT may identify that one-way systems are appropriate for ease of movement around the school premises.</p> <p>SLT to ensure the Outbreak Management Plan considers social distancing, if required.</p> <p>Staff members to raise any concerns with their line manager.</p>
<p><b>Spread of virus due to increased numbers of people within the building</b></p>	<p>Visitors, contractors and the public will be permitted to enter the school buildings, and recommended to wear face coverings.</p> <ul style="list-style-type: none"> <li>▪ Frequent and thorough hand washing is conducted. Suitable hand washing facilities are provided. Hand sanitiser provided throughout.</li> <li>▪ Catch it, bin it, kill it approach is conducted.</li> <li>▪ Regular cleaning of areas and equipment is maintained, with a particular focus on frequently touched surfaces.</li> <li>▪ Keep occupied spaces well ventilated by natural and mechanical ventilation.</li> <li>▪ Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19.</li> <li>▪ Employees should wear face coverings in enclosed and crowded spaces, unless exempt from doing so, where they may come into contact with people who they don't normally meet.</li> </ul> <p>SLT to ensure the Outbreak Management Plan considers social distancing, if required.</p> <p>Staff members to raise any concerns with their line manager.</p> <p><b>Asymptomatic testing</b> -Rapid testing using Lateral Flow Devices for school staff Testing remains important in reducing the risk of transmission of infection within schools. Staff should undertake twice weekly home tests whenever they are on site until the end of September, when</p>

	<p>this will also be reviewed.</p> <p><b>Confirmatory PCR tests</b></p> <p>Staff with a positive LFD test result should self-isolate in line with the <u>stay at home guidance for households with possible or confirmed coronavirus (COVID-19) infection</u>.</p> <p>They will also need to <u>get a free PCR test to check if they have COVID-19</u>.</p> <p>Whilst awaiting the PCR result, the individual should continue to self-isolate.</p> <p>If the PCR test is taken within 2 days of the positive lateral flow test, and is negative, it overrides the self-test LFD test and the individual can return to school, as long as they don't have COVID-19 symptoms.</p> <p>Additional information on <u>PCR test kits for schools and further education providers</u> is available.</p>
<p><b>Inadequate social distancing measures leading to spread of the virus</b></p>	<p>No control measures required for social distancing.</p> <ul style="list-style-type: none"> <li>▪ Frequent and thorough hand washing is conducted. Suitable hand washing facilities are provided. Hand sanitiser provided throughout.</li> <li>▪ Catch it, bin it, kill it approach is conducted.</li> <li>▪ Regular cleaning of areas and equipment is maintained, with a particular focus on frequently touched surfaces.</li> <li>▪ Keep occupied spaces well ventilated by natural and mechanical ventilation.</li> <li>▪ Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19.</li> <li>▪ Employees should wear face coverings in enclosed and crowded spaces, unless exempt from doing so, where they may come into contact with people who they don't normally meet.</li> </ul> <p>SLT to ensure the Outbreak Management Plan considers social distancing, if required</p> <p>Staff members to raise any concerns with their line manager.</p>
<p><b>REMOTE EDUCATION</b></p>	
<p>Plan for remote education at short notice</p>	<p>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.</p> <p>SLT to ensure the Outbreak Management Plan considers the possible reintroduction of remote education, if required.</p>

PREMISES RELATED MATTERS	
<p><b>Changes to building use being safe for pupils &amp; staff – e.g. storage, one-way systems, floor tape.</b></p>	<p>Update risk assessments to include any changes that have been necessary (e.g. handwashing, one-way systems, allocation of specific classrooms) to ensure control measures remain suitable and in place.</p> <p>Consider how changes will impact on arrangements such as safe fire evacuation routes (see below).</p> <p>Fire evacuation points will remain the same. Member of admin will be responsible for taking visitors' book, fire, asbestos and COSHH folders outside. Regular fire procedures should be followed.</p>
<p><b>First Aid procedures – Reduced numbers of first aiders and Paediatric first aider.</b></p>	<p>Review First Aid risk assessment (RA22 or equivalent).</p> <p>Adequate numbers of first aid and FAW trained staff and suitably stocked first aid kits located around each site.</p> <p>Dedicated first aid staff on each site and full staff first aider list shared with all staff and updated regularly.</p> <p>Communication of first aid arrangements via staff email system.</p>
<p><b>Fire Procedures</b></p>	<p>Review the fire risk assessment taking into consideration any changes made to the layout, and the impact this may have on fire evacuation and escape route. Fire evacuation points will remain the same.</p> <p>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, if safe to do so to increase natural ventilation and reduce hand contact), are managed so that they do not compromise fire protection (and security) measures.</p> <p>SLT to ensure Outbreak Management Plans cover the possibility that in some cases it may become necessary to reintroduce social distancing for a temporary period, to reduce mixing between groups. This will include a review of the fire evacuation routes and assembly points to ensure that social distancing can be introduced, if required. See fire evacuation plan.</p>
<p><b>Water hygiene – management of legionella</b></p>	<p>Review the water hygiene management plan. Ensure that agreed regimes for flushing and monitoring of temperatures have been maintained throughout any period of closure / partial opening. - All school sites have been maintained throughout the pandemic with site staff completing weekly water flushing tests. Last tests were taken during the Summer Break August 2021 and continue on a monthly basis via an external contractor.</p>

<p><b>Using and monitoring new practices to reduce risk of Covid-19 transmission</b></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. All updates to Covid risk assessments are uploaded onto iHasco for all staff to view.</i></p> <p><i>Regular updates from Heads of school and SLT.</i></p> <p><i>Head and SLT must monitor arrangements throughout the day and make remedial actions where needed. SLT to inform staff members that robust contingency plans are in place, if required.</i></p> <p><i>Ensure there are opportunities for all employees to raise concerns / make suggestions. Staff members to raise any concerns with their line manager.</i></p> <p><i>Outbreak Management Plan in place – to be used if deemed necessary.</i></p>
<p><b>Management of premises related risks e.g. asbestos, delayed statutory testing (LOLER)</b></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. Staff members to raise any concerns with their line manager.</i></p> <p><i>All school sites have been maintained throughout the pandemic with site staff completing fire tests, water flushing, defib checks, toilet alarms and evacuation chairs.</i></p> <p><i>All servicing and inspections are up to date across all sites. Last set of servicing and inspections was completed during the Summer 2021 break. Any area where there has been a delay to servicing and inspections due to Covid, the relevant line manager will be advised to undertake additional checks.</i></p>
<p><b>Staff rooms and offices to comply with social distancing and safe working practice</b></p>	<ul style="list-style-type: none"> <li>▪ <i>Frequent and thorough hand washing is conducted. Suitable hand washing facilities are provided. Hand sanitiser provided throughout.</i></li> <li>▪ <i>Catch it, bin it, kill it approach is conducted.</i></li> <li>▪ <i>Regular cleaning of areas and equipment is maintained, with a particular focus on frequently touched surfaces.</i></li> <li>▪ <i>Keep occupied spaces well ventilated by natural and mechanical ventilation.</i></li> <li>▪ <i>Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19.</i></li> <li>▪ <i>Employees should wear face coverings in enclosed and crowded spaces, unless exempt from doing so, where they may come into contact with people who they don't normally meet.</i></li> </ul>

	<p>Communal/shared facilities such as tea and coffee facilities may resume.</p> <p>Avoiding unnecessary gatherings.</p> <p>Enhanced cleaning regimes will continue. This will include regular cleaning of areas and equipment, with a particular focus on frequently touched surfaces. PHE has published guidance on the <a href="#">cleaning of non-healthcare settings</a>.</p> <p>Staff members to raise any concerns with their line manager</p>
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<b>Ventilation to reduce spread</b>	<p>Ensure school sites are well ventilated and that a comfortable teaching environment is maintained.</p> <p>Opening external windows can improve natural ventilation, and in addition, opening internal doors can also assist with creating a throughput of air. If necessary, external opening doors may also be used (if they are not fire doors and where safe to do so, bearing in mind fire safety, security and safeguarding).</p> <p>Fans should not be used in poorly ventilated areas. Any room without natural ventilation is considered to be poorly ventilated. In this case these areas can only be used by one individual at a time and not shared if staying in the area for longer than 15 minutes. Where possible, prop door open. Where staff toilets have no natural ventilation, it is recommended that individuals do not wait in the toilet area and adopt a one-in-one-out system. In all rooms that have natural ventilation e.g. windows, these need to be kept open when the rooms are occupied.</p> <p>CO<sub>2</sub> monitors will be provided to all state-funded education settings from September, so staff can quickly identify where ventilation needs to be improved. Further information will be issued as monitors are rolled out. Manufacturer's recommendations and HSE <a href="#">Ventilation and air conditioning during the coronavirus (COVID-19) pandemic</a> guidance shall be followed. Management to identify any poorly ventilated spaces from the CO<sub>2</sub> monitors (see <a href="#">HSE Ventilation and air conditioning during the coronavirus (COVID-19) pandemic</a>) and take steps to improve fresh air flow in these areas.</p> <p>Where mechanical ventilation is present, recirculatory systems should be adjusted to full fresh air. Recirculation units for heating and cooling that do not draw in a supply of fresh air can remain in operation as long as there is a supply of outdoor air e.g. this means leaving windows and doors open while using air conditioning. Hand dryers may be used in naturally ventilated toilets. If no natural ventilation, dryers and air conditioning must not be used.</p> <p>Ventilation to chemical stores and server rooms should remain operational.</p> <p>You should balance the need for increased ventilation while maintaining a comfortable temperature.</p>
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	<p>The <a href="#">Health and Safety Executive guidance on air conditioning and ventilation during the COVID-19 pandemic</a> and <a href="#">CIBSE COVID-19 advice</a> provides more information.</p> <p>To balance the need for increased ventilation while maintaining a comfortable temperature, consider:</p> <ul style="list-style-type: none"> <li>• opening high level windows in colder weather in preference to low level to reduce draughts</li> <li>• increasing the ventilation while spaces are unoccupied (for example, between classes, during break and lunch, when a room is unused)</li> <li>• providing flexibility to allow additional, suitable indoor clothing</li> <li>• rearranging furniture where possible to avoid direct draughts</li> </ul> <p>Heating should be used as necessary to ensure comfort levels are maintained particularly in occupied spaces.</p>
<p><b>Management of waste</b></p>	<p>Ensure bins for tissues/wipes/face masks/hand towels are emptied regularly.</p> <p>Staff members to raise any concerns with their line manager.</p> <p>Follow guidance on disposal of waste (such as used fluid resistant masks)  <a href="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">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</a></p> <p>Waste from possible cases and cleaning of areas where possible cases have been (including disposable cloths and tissues):</p> <ol style="list-style-type: none"> <li>1. Should be put in a plastic rubbish bag and tied when full.</li> <li>2. The plastic bag should then be placed in a second bin bag and tied.</li> <li>3. It should be put in a suitable and secure place and marked for storage until the individual's test results are known.</li> </ol> <p>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.</p> <ul style="list-style-type: none"> <li>• if the individual tests negative, this can be put in with the normal waste</li> <li>• if the individual tests positive, then store it for at least 72 hours and put in with the normal waste</li> </ul> <p>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.</p>

	<i>Note: Waste to be placed in yellow bins and staff to wear correct PPE when dealing with waste.</i>
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<b>Lessons or activities to take place outdoors in line with social distancing.</b>	<p>No current control measures required.</p> <p>SLT to ensure the Outbreak Management Plan considers lessons or classroom activities taking place outdoors and review the relevant risk assessment for outdoor space.</p>
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<b>CLEANING AND REDUCING CONTAMINATION</b>	
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<b>Contaminated surfaces spreading virus</b>	<ul style="list-style-type: none"> <li>▪ Frequent and thorough hand washing is conducted. Suitable hand washing facilities are provided. Hand sanitiser provided throughout.</li> <li>▪ Catch it, bin it, kill it approach is conducted.</li> </ul> <p>Regular cleaning of areas and equipment is maintained, with a particular focus on frequently touched surfaces in between lessons. 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.</p> <p>Surfaces that children and young people are touching, such as, 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.</p> <p>Staff members to raise any concerns with their line manager.</p> <p>Tables and chairs in classrooms to be cleaned between classes by the class teacher using Eliminator Max spray., if groups change rooms.</p> <p>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.</p> <p>The library will be managed by the librarian and books will be kept to one side for 72 hours before returning to the library.</p> <p>Chromebooks will be kept in the trolley and cleaned before being returned.</p>
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	<p><i>Toys won't be cleaned by evening cleaners – but should routinely washed by staff in classroom each day, where possible</i></p>
<p><b>Using play equipment - multiple-use</b></p>	<ul style="list-style-type: none"> <li>· <i>Frequent and thorough hand washing is conducted. Suitable hand washing facilities are provided. Hand sanitiser provided throughout.</i></li> <li>· <i>Catch it, bin it, kill it approach is conducted.</i></li> </ul> <p><i>Regular cleaning of areas and equipment is maintained, with a particular focus on frequently touched surfaces.</i></p> <p><i>Staff members to raise any concerns with their line manager.</i></p>
<p><b>Shared resources and equipment increasing spread</b></p>	<ul style="list-style-type: none"> <li>▪ <i>Frequent and thorough hand washing is conducted. Suitable hand washing facilities are provided. Hand sanitiser provided throughout.</i></li> <li>▪ <i>Catch it, bin it, kill it approach is conducted.</i></li> </ul> <p><i>Regular cleaning of areas and equipment is maintained, with a particular focus on frequently touched surfaces</i></p> <p><i>Staff members to raise any concerns with their line manager.</i></p> <p><i>At Curledge Street and Kings Ash gloves, masks, apron and goggles are used during nappy changing. Changing station wiped down before and after using</i></p> <p><i>Suitable procedures in place for managing access to items of 'heavy use' such a photocopiers - use hand sanitiser before and after use.</i></p> <p><i>Hand sanitiser is at front reception for all staff and located around the sites in dispensers.</i></p> <p><i>Wipes for computers/telephones/tablet PCs are kept in the Site Manger's office and distributed as required.</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>



**Cleaning staff and hygiene contractor's capacity - providing additional requirements**

Discuss with cleaning contractors or staff the additional cleaning requirements and agree additional hours to allow for this.

Ensure cleaning products being used are suitable and that adequate supplies of cleaning materials are available. See <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

<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings>

Staff members to raise any concerns with their line manager.

- 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.
- Wear disposable or washing-up gloves and aprons for cleaning. These should be double-bagged then placed in yellow bins.
- 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
- 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
- Wash hands regularly with soap and water for 20 seconds, and after removing gloves, aprons and other protection used while cleaning
- 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.
- All surfaces that the symptomatic person has come into contact with must be cleaned and disinfected, including:
  - objects which are visibly contaminated with body fluids
  - all potentially contaminated high-contact areas such as bathrooms, door handles, telephones, grab-rails in corridors and stairwells
- 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:
- 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

	<ul style="list-style-type: none"> <li>● Avoid creating splashes and spray when cleaning.</li> <li>● Any cloths and mop heads used must be disposed of and should be put into waste bags as outlined below in waste management above.</li> <li>● When items cannot be cleaned using detergents or laundered, for example, upholstered furniture and mattresses, steam cleaning should be used.</li> <li>● 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.</li> </ul> <p><a href="#">COVID-19: cleaning of non-healthcare settings guidance</a></p>
<p><b>Sufficient handwashing facilities for staff and pupils</b></p>	<p>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.</p> <p>Pupils, students, staff and visitors should wash their hands:</p> <ul style="list-style-type: none"> <li>before leaving home</li> <li>on arrival at school</li> <li>after using the toilet</li> <li>after breaks and sporting activities</li> <li>before food preparation</li> <li>before eating any food, including snacks</li> <li>before leaving school</li> </ul> <p>Soap and water are more effective than using sanitisers - Where a sink is not nearby, hand sanitiser will be provided around the site in wall dispensers or bottles.</p> <p>Paper towels to be placed in toilets. Signs on hand dryers saying do not use. Hand dryers reinstated where the room has natural ventilation.</p> <p>KAA – All hand dryers to remain off.</p> <p>CSA – Toilets with natural ventilation: Year 1-2 girls, Year 3 girls, Year 4-5-6 girls/boys, staff toilet (first aid room), Reception boys.</p> <p>Staff members to raise any concerns with their line manager.</p>

<b>Additional time for staff and pupils to carry out handwashing</b>	<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>
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<b>Handwashing practice with children</b>	<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: <a href="#">E-bug Information about the Coronavirus (COVID-19)</a></i></p> <p><i>Staff members to raise any concerns with their line manager.</i></p>
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<b>Sufficient supplies of soap and cleaning products</b>	<p><i>Discuss with suppliers and contractors to ensure sufficient supplies and deliveries. Use regular detergents and cleaning products. Review COSHH assessments (RA05) and implement additional controls required where there has been any change in products.</i></p> <p><i><a href="#">COVID-19: cleaning of non-healthcare settings guidance.</a></i></p>
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<b>Toilets being overcrowded</b>	<p><i>General use of toilet facilities should ensure normal usage.</i></p> <p><i>Staff members to raise any concerns with their line manager.</i></p>
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<b>STAFF RELATED ISSUES</b>	
<b>Inadequate training for Heads on completion of RA for covid-19 return leading to anxiety and lack of the reassurance needed for staff</b>	<i>Guidance, risk assessment and checklist provided to schools, Schools DfE Helpline and resources, access to support via LA and Devon Health &amp; Safety.</i>
<b>Insufficient staff capacity to deal with increased numbers of pupils - Shortage of teachers to maintain staff to pupil ratios</b>	<i>Schools may need to alter the way in which they deploy their staff and use existing staff more flexibly to welcome back all pupils on the 6<sup>th</sup> September 2021. Managers should discuss and agree any changes to staff roles with individuals.</i>

<p><b>Anxiety levels of staff and community causing breakdown in staffing ratios, compromising group sizes.</b></p>	<p>Talk to staff about (or where not possible put in writing) the plans (for example, following current Government guidance, safety measures, Lateral Flow Device testing, Government vaccination progress etc.), including discussing whether training would be helpful.</p> <p>Staff members to raise any concerns with their line manager. If appropriate, staff to seek GP or occupational health advice.</p>
<p><b>Staff understanding of new changes – safe practice at work &amp; in classroom. Teaching in a safe environment</b></p>	<p>Talk to staff about the plans (for example, following current Government guidance, safety measures, Lateral Flow Device testing, Government vaccination progress etc.), including discussing whether training would be helpful.</p> <p>Staff members to raise any concerns with their line manager.</p>
<p><b>Accessing testing arrangements are clear for all staff</b></p>	<p>Access to lateral flow testing is already available.</p> <p>Staff members currently conduct lateral flow self-tests.</p> <p>All secondary school pupils should receive 2 on-site lateral flow device tests, 3 to 5 days apart, on their return in the autumn term (testing may commence from 3 working days before the start of term and can stagger return of pupils across the first week to manage this. Pupils should then continue to test twice weekly at home until the end of September) in accordance with <a href="#">Schools COVID-19 operational guidance updated 17/08/2021</a></p> <p>Staff and pupils with a positive LFD test result should self-isolate and get a PCR test.</p> <p>You should encourage students to take up the offer of both doses of the vaccine, as soon as they become eligible.</p> <p>Staff members to raise any concerns with their line manager.</p>
<p><b>Conditions for use of fluid resistant face mask and other equipment when dealing with a symptomatic child are clear and understood by staff.</b></p>	<p>See ‘Dealing with suspected and confirmed cases / cases’ below.</p> <p>If contact with a symptomatic 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, a supply is maintained and correct donning/doffing and correct use of is conducted.</p> <p><a href="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">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</a></p> <p>Staff training may be required for the correct use of PPE.</p>

	<p>Staff members to raise any concerns with their line manager.</p> <p><a href="#">Safe working in education, childcare and children’s social care settings, including the use of personal protective equipment (PPE)</a></p>
<p><b>Assessment of all staff, including high risk staff with vulnerable / shielding family member, underlying health conditions or other risk factors</b></p>	<p>School leaders are best placed to determine the workforce required to meet the needs of their pupils.</p> <p>Clinically extremely vulnerable (CEV) people are advised, as a minimum, to follow the same guidance as everyone else. It is important that everyone adheres to this guidance, but CEV people may wish to think particularly carefully about the additional precautions they can continue to take. Further information can be found in the <a href="#">guidance on protecting people who are CEV from COVID-19</a>.</p> <p>Social distancing measures have now ended in the workplace and it is no longer necessary for the government to instruct people to work from home. Employers should be able to explain the measures they have in place to keep CEV staff safe at work. The Health and Safety Executive (HSE) has published guidance on <a href="#">protecting vulnerable workers</a>, including advice for employers and employees on <a href="#">how to talk about reducing risks in the workplace</a>.</p> <p>We encourage all staff who are eligible for a vaccination to attend booked vaccine appointments where possible even during term time.</p> <p>As a general principle, pregnant women are in the CV category and are advised to follow the guidance for clinically vulnerable people. <a href="#">Guidance Coronavirus (COVID-19): advice for pregnant employees</a></p> <p>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.</p> <p>Guidance on shielding and protecting extremely vulnerable persons  <a href="#">Guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19</a> and social distancing  <a href="https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing#clinically-vulnerable-people">https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing#clinically-vulnerable-people</a>  should also be followed when considering staffing arrangements.</p> <p>The Royal College of Obstetrics and Gynecology (RCOG) has published occupational health advice for employers and pregnant women</p> <ul style="list-style-type: none"> <li>• <a href="#">Coronavirus (COVID-19) Infection in Pregnancy</a></li> </ul>

	<p>Schools are advised to complete individual risk assessments for staff.</p> <ul style="list-style-type: none"><li>• Guidance on <a href="#">School workforce</a> is in the updated guidance 'Schools Coronavirus Operational Guidance COVID-19: review of disparities in risks and outcomes</li></ul> <p>Staff members to raise any concerns with their line manager.</p> <p>Some pregnant workers will be at greater risk of severe illness from coronavirus. Employers to put in place measures to ensure workplace safety where a significant health and safety risk is identified for a <a href="#">new or expectant mother</a>.</p>
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<b>Use of PPE</b>	<p>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 <a href="#">Safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE)</a></p> <p>Face coverings advised for all <b>adults</b> and <b>students</b> in communal areas unless an individual is exempt, while under ERA guidance.</p> <p>Staff training may be required for the correct use of PPE - all staff receive guidance on iHasco when undertaking the Infection Control course and use of Face Masks.</p> <p>Staff members to raise any concerns with their line manager.</p>
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<p><b>Use of PPE</b> <b>Lack of understanding</b></p>	<p>Adequate training / briefing on donning / doffing, use of and safe disposal</p> <p><a href="https://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures">https://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures</a></p> <p>Follow guidance on putting on and taking off standard PPE and above guidance on use in education settings.</p> <p>Staff members to raise any concerns with their line manager.</p> <p>All staff to undertake training on iHasco (Infection Prevention and Control course)</p>
<p><b>Dealing with suspected and confirmed cases / cases</b></p> <p><b>Member of a class or staff becoming unwell with suspected COVID-19</b></p>	<p>Additional PPE for COVID-19 is only required in a very limited number of scenarios:</p> <ul style="list-style-type: none"> <li>• <a href="#">if an individual child, young person or student becomes ill with COVID-19 symptoms and only then if close contact is necessary</a></li> <li>• when performing <a href="#">aerosol generating procedures (AGPs)</a></li> </ul> <p>Individuals are not required to self-isolate if they live in the same household as someone with COVID-19, or are a close contact of someone with COVID-19, and any of the following apply:</p> <ul style="list-style-type: none"> <li>• They are fully vaccinated (this means 14 days have passed since your final dose of a COVID-19 vaccine given by the NHS).</li> <li>• They are below the age of 18 years and 6 months</li> <li>• They have taken part in or are currently part of an approved COVID-19 vaccine trial</li> <li>• They are not able to get vaccinated for medical reasons</li> </ul> <p>NHS Test and Trace shall inform an individual who has been in close contact with a positive COVID-19 case and shall be advised to take a PCR test.</p> <p>Managers shall encourage all individuals to take a PCR test if advised to do so.</p> <p>Adults (&gt;18 years and 6 months old) if they choose not to get vaccinated will need to self-isolate if identified as a close contact.</p> <p>Anyone with COVID-19 symptoms or a positive test result shall stay at home and self-isolate immediately. If you have symptoms of COVID-19, you should arrange to have a PCR test as soon as possible. This still applies even if you have received one or more doses of COVID-19 vaccine.</p> <p>You could be fined if you do not self-isolate following a notification by NHS Test and Trace.</p>

Early years children are not included in the rapid testing programme

Children who are aged under 5 years old who are identified as close contacts will only be advised to take a PCR test if the positive case is in their own household.

See [stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#)' Updated 31/08/2021

If a staff member has a confirmed positive diagnosis of COVID-19 and there is reasonable evidence that it is likely to have been caused by an occupational exposure (work related), it must be initially reported to Operations who will report this on OSHENS as an occupational health incident and the Devon Health and Safety team must be informed to enable them to identify if the incident is reportable to the HSE under RIDDOR. If the incident is reportable the Devon Health and Safety Team will complete the required notification and will inform the relevant school.

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.

Staff members to raise any concerns with their line manager.

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.

The household (including any siblings) should follow the PHE [stay at home guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#)

Child is sent to sit in the Head of School Office at Curledge Street/or under the tree 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. Appropriate PPE should be used if close contact is necessary. Further information on this can be found in the [use of PPE in education, childcare and children's social care settings](#) guidance. 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 disabled toilet by the main school office.

Any rooms they use should be cleaned after they have left.



	<ul style="list-style-type: none"> <li>• Staff/other pupils who have had contact with the symptomatic individual must wash their hands thoroughly for 20 seconds.</li> </ul> <p>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.</p> <p>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.</p> <p>You can ask for a test online at: <a href="https://www.nhs.uk/conditions/coronavirus-covid-19/testing-for-coronavirus/ask-for-a-test-to-check-if-you-have-coronavirus/">https://www.nhs.uk/conditions/coronavirus-covid-19/testing-for-coronavirus/ask-for-a-test-to-check-if-you-have-coronavirus/</a></p> <p>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. <a href="#">Coronavirus (COVID-19): getting tested</a></p> <p>Clean and disinfect rooms the suspected case was using – ensure appropriate PPE (gloves and apron) are used.</p> <p>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.</p> <p><a href="#">stay at home guidance for households with possible or confirmed coronavirus (COVID-19) infection</a></p>
<p><b>Member of a class or staff has a confirmed positive test for COVID-19</b></p>	<p>If a pupil is awaiting collection, they should be left in a room on their own if possible and safe to do so.</p> <ul style="list-style-type: none"> <li>▪ Frequent and thorough hand washing is conducted. Suitable hand washing facilities are provided. Hand sanitiser provided throughout.</li> <li>▪ Catch it, bin it, kill it approach is conducted.</li> <li>▪ Regular cleaning of areas and equipment is maintained, with a particular focus on frequently touched surfaces.</li> <li>▪ Keep occupied spaces well ventilated by natural and mechanical ventilation.</li> <li>▪ Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19.</li> </ul>

A window should be opened for fresh air ventilation if possible. Appropriate PPE should also be used if close contact is necessary. Further information on this can be found in the use of PPE in education, childcare and children's social care settings guidance <https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care> Updated 20/07/2021

Any rooms they use should be cleaned after they have left. Allocate a suitable room for this purpose and communicate intentions to staff.

Anyone with COVID-19 symptoms or a positive test result shall stay at home and self-isolate immediately. If they have symptoms of COVID-19, they should arrange to have a PCR test as soon as possible. This still applies even if they have received one or more doses of COVID-19 vaccine.

Staff members to raise any concerns with their line manager.

Individuals can return to school and stop self-isolating after 10 full days if their symptoms have gone, or if the only symptoms they have are a cough or anosmia (loss of smell), which can last for several weeks. If they still have a high temperature after 10 days or are otherwise unwell, they must stay at home and seek medical advice.

If individuals are isolating because of a positive test result but did not have any symptoms, and they develop COVID-19 symptoms within their isolation period, start a new 10-day isolation period by counting 10 full days from the day following their symptom onset. If they develop COVID-19 symptoms at any point after ending their first period of isolation the individual and the household should follow the steps in this guidance again.

If an individual's PCR test result is negative but they still have symptoms, they may have another viral illness such as a cold, flu or a stomach bug. Individual should stay at home until they feel well and for at least 2 more days if they have had diarrhea or vomiting.

Individuals can stop isolating as long as:

- they are well and have not had diarrhea or vomiting for at least 2 days
- no one else in their household has symptoms
- no one else in their household has tested positive for COVID-19
- they have not been advised by NHS Test and Trace that they are legally required to self-isolate

Anyone in their household who is isolating because of the individual's symptoms can also stop isolating.

<b>First Aiders</b>	<p>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.</p> <p>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.</p> <p>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. <a href="#">Guidance on putting on and taking off PPE is available</a>. Use and dispose of all PPE safely, preferably in a yellow clinical waste bin (found in First Aid)</p> <p>First aiders to be based around the site.</p> <p>Disposable cold packs to be used or reusable ones cleaned between uses and parents informed regarding medication and use of heat packs e.g. for menstrual cramps, parents to provide own disposable packs if appropriate by sole use for that child.</p> <p>Students are to be seen on a one to one basis and staggered times if needing to receive medication at break or lunch.</p> <p>Parents must supply an inhaler for all children deemed to have asthma. <i>The emergency inhaler will continue to be available when needed and be thoroughly cleaned if used.</i>"</p>
<b>PUPIL RELATED ISSUES</b>	

<p><b>Vulnerable groups who are clinically, extremely vulnerable.</b></p>	<p><i>Clinically extremely vulnerable (CEV) people are advised, as a minimum, to follow the same guidance as everyone else. It is important that everyone adheres to this guidance, but CEV people may wish to think particularly carefully about the additional precautions they can continue to take. Further information can be found in the <a href="#">guidance on protecting people who are CEV from COVID-19</a> Updated 11/08/2021</i></p> <p><i>All clinically extremely vulnerable (CEV) children and young people should attend their education setting unless they are one of the very small number of children and young people under pediatric or other specialist care who have been advised by their clinician or other specialist not to attend.</i></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><i>Staff members to raise any concerns with their line manager.</i></p>
<p><b>Children with EHCP</b></p>	<p><i>In particular, young people with a social worker or EHC plans are expected to attend provision (subject to public health advice), because of their safeguarding and welfare needs.</i></p> <p><i>If vulnerable students do not attend, you should:</i></p> <ul style="list-style-type: none"> <li><i>● work together with the local authority and social worker (where applicable) to follow up with the parent or carer to explore the reason for absence and discuss their concerns</i></li> <li><i>● work closely with other professionals, where appropriate, to support attendance</i></li> <li><i>● notify the student’s social worker, if they have one, particularly where the social worker (where applicable) agrees that the student’s attendance would be appropriate</i></li> </ul> <p><i>If the vulnerable student wishes to be absent from face-to-face education during local or national restrictions, they should let their setting know. The young person should not be included in the COVID-19 attendance monitoring data as ‘expected to attend’. Further guidance is available on <a href="#">how to complete the educational setting status form</a> Updated 25/08/2021.</i></p>

	<p>Where you have had to close, you should inform the local authority to discuss alternative arrangements for vulnerable students and work towards reopening as soon as possible.</p> <p>Additionally, provision for children who have SEND may have been disrupted during partial school closure and there may be an impact on their behavior. 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.</p> <p><a href="https://www.gov.uk/government/publications/coronavirus-covid-19-send-risk-assessment-guidance/coronavirus-covid-19-send-risk-assessment-guidance">https://www.gov.uk/government/publications/coronavirus-covid-19-send-risk-assessment-guidance/coronavirus-covid-19-send-risk-assessment-guidance</a> Updated 27/08/2021)</p> <p>Staff members to raise any concerns with their line manager.</p> <p>Additionally, provision for children who have SEND may have been disrupted during partial school closure and there may be an impact on their behavior. 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.</p> <p><u>Special schools and other specialist settings: coronavirus (COVID-19)</u></p>
<p><b>Application of sun cream</b></p>	<p>Sun cream to be applied by parents prior to arrival at school. Parents to be made aware.</p> <p>In the nursery staff may apply sun cream as per school policy.</p>
<p><b>Pupils unable to follow guidance</b></p>	<p>Some children will need additional support to follow these measures.</p> <p>Staff members to raise any concerns with their line manager.</p>

<p><b>PE lessons</b></p>	<ul style="list-style-type: none"> <li>▪ Frequent and thorough hand washing is conducted. Suitable hand washing facilities are provided. Hand sanitiser provided throughout.</li> <li>▪ Catch it, bin it, kill it approach is conducted.</li> <li>▪ Regular cleaning of areas and equipment is maintained, with a particular focus on frequently touched surfaces.</li> <li>▪ Keep occupied spaces well ventilated by natural and mechanical ventilation.</li> <li>▪ Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19.</li> <li>▪ Employees should wear face coverings, unless exempt from doing, so in enclosed and crowded spaces where they may come into contact with people who they don't normally meet.</li> </ul> <p>SLT to ensure the Outbreak Management Plan considers physical education, if required.</p> <p>Staff members to raise any concerns with their line manager.</p> <p>All children will be changing for PE and will place their uniforms in a set place, not mixed with other students. Pupils too young to manage this will just change their footwear.</p> <p>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 sport setting because of the way in which people breathe during exercise</p> <p>Schools should refer to the following advice:</p> <ul style="list-style-type: none"> <li>• <a href="#">guidance on the phased return of sport and recreation</a> and guidance from <a href="#">Sport England</a> for grassroots sport</li> <li>• advice from organisations such as the <a href="#">Association for Physical Education</a> and the <a href="#">Youth Sport Trust</a></li> </ul>
<p><b>TRANSPORT</b></p>	
<p><b>Travel to school and provision of safe school transport</b></p>	<p>Consider school transport arrangements and where possible, as good practice, encourage parents and children and young people to walk or cycle to school where possible.</p> <p>The government has removed the requirement to wear face coverings in law but expects and recommends that they are worn in enclosed and crowded spaces where you may come into contact with people you don't normally meet. This includes public transport and dedicated transport to school or college.</p> <p>SLT to ensure the Outbreak Management Plan considers possible reintroduction of the use of face coverings, if required.</p> <p>Staff members to raise any concerns with their line manager.</p>

<p><b>School Transport arrangements support changes to school times</b></p>	<p>SLT to ensure the Outbreak Management Plan considers possible changes to arrangements regarding school transport, if required.</p>
<p><b>PROVISION OF FOOD</b></p>	
<p><b>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</b></p> <p><b>Catering staff are operating in a safe environment</b></p>	<p><i>Kitchens should 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.</i></p> <p>School kitchens can continue to operate, but must comply with the <a href="#">Working Safely during Coronavirus (COVID-19)</a> Updated 21/05/2021</p> <p>Staff members to raise any concerns with their line manager.</p> <p>Catering staff to follow government guidance <a href="#">Restaurants, pubs, bars and takeaway services - Working safely during coronavirus (COVID-19) - Guidance</a></p>
<p><b>COMMUNICATIONS WITH PARENTS AND OTHERS</b></p>	
<p>Parents, contractors and other staff entering or working in the building – school</p>	<p><i>A record is kept of all visitors with sufficient detail to support rapid contact tracing if required by NHS Test and Trace.</i></p> <p><i>Inform parents, careers or any visitors, such as suppliers, not to enter the education or childcare setting if they are displaying any symptoms of coronavirus.</i></p> <p><i>Staff members to raise any concerns with their line manager.</i></p>

<p><b>Parents wanting meetings</b></p>	<p>Encourage parents to phone school and make telephone or virtual appointments if they wish to discuss their child or safety measures. If a meeting has to take place face to face follow the measure below:</p> <ul style="list-style-type: none"> <li>▪ Frequent and thorough hand washing is conducted. Suitable hand washing facilities are provided.</li> <li>▪ Hand sanitiser provided throughout.</li> <li>▪ Catch it, bin it, kill it approach is conducted.</li> <li>▪ Regular cleaning of areas and equipment is maintained, with a particular focus on frequently touched surfaces.</li> <li>▪ Keep occupied spaces well ventilated by natural and mechanical ventilation.</li> <li>▪ Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19.</li> <li>▪ Employees should wear face coverings, unless exempt from doing, so in enclosed and crowded spaces where they may come into contact with people who they don't normally meet.</li> </ul>
<p><b>Suppliers understanding and complying with new arrangements</b></p>	<p>Inform suppliers of the current control measures in place and that not to enter the education or childcare setting if they are displaying any symptoms of coronavirus.</p> <p>Ensure that key contractors are aware of the school's control measures and ways of working. All site contractors must be booked through the Operations Officer.</p> <p>All contractors to wear face coverings whilst in any crowded or communal areas.</p>
<p><b>Communications to parents and staff</b></p>	<p>Plan a communications strategy, including Following public health advice on testing, self-isolation and managing confirmed cases of COVID-19 and time-table, let parents know when they can expect to hear from the school, manage expectations to avoid any parental confusion. Ensure staff are briefed daily and have a forum for raising concerns and issues.</p> <p>SLT to ensure the Outbreak Management Plan considers communication to parents and staff members, if required.</p>
<p><b>Parent aggression due to anxiety and stress.</b></p>	<p>Inform parents of the current control measures in place. Reassure parents that the school is following relevant / current guidance.</p> <p>Keep parents up to date with regular communications.</p> <p>All incidents involving Violence, Aggression and Threatening Behaviour shall be reported via the Devon Health &amp; Safety OSHENS incident reporting system via the Operations Department.</p>



<b>REVIEW – MONITOR ARRANGEMENTS, CONSULT WITH STAFF AND PARENTS</b>	
<b>Continually review the steps put in place to ensure they remain effective and maintain communication with staff.</b>	<p><i>Consultation with employees and trades union Safety Reps on risk assessments.</i></p> <p><i>Risk assessment published on school intranet and website.</i></p> <p><i>Nominated employees tasked to monitoring protection measures.</i></p> <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>

<b>Assessor's Recommendations - Additional Control Measures or Actions</b>			
<b>Section</b>	<b>List Actions / Additional Control Measures</b>	<b>Date action to be carried out</b>	<b>Person Responsible</b>
Premises Related Matters	<p><i>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. Fans should not be used in poorly ventilated areas. Any room without natural ventilation is considered to be poorly ventilated. In this case these areas can only be used by one individual at a time and not shared if staying in the area for longer than 15 minutes. Where possible, prop door open. Where staff toilets have no natural ventilation, it is recommended that individuals do not wait in the toilet area and adopt a one-in-one-out system. In all rooms that have natural ventilation e.g. windows, these need to be kept open when the rooms are occupied.</i></p> <p><i>KAA to prop open doors with door stops where possible.</i></p>	Ongoing	Claire Blagdon
Staff related issues	<i>Lone Working. If staff are in a position where they need to be left alone with a child, they must alert SLT or another member of staff and, if appropriate, leave the door open.</i>	Ongoing	Staff
Movement of Persons	<i>Use of lifts - persons must wear face coverings unless exempt.</i>	Ongoing	Staff

Cleaning and Reducing Contamination	Photocopier touch panels for staff and students – minimise the use of photocopying by students. Wipes cannot be used on this equipment. Staff to ensure they use hand sanitiser before and after use.	Ongoing	Staff
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. Cleaning staff are not to arrive on site more than 10 minutes before their shift begins.	Ongoing	Claire Blagdon
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. I	Ongoing	Staff
Cleaning and reducing contamination	<p><b>Malleable materials (messy play):</b></p> <p>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"> <li>• 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.</li> <li>• 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 (<a href="https://www.playengland.org.uk/resource/managing-risk-in-play-provision-implementation-guide/">https://www.playengland.org.uk/resource/managing-risk-in-play-provision-implementation-guide/</a>)</li> </ul> <p>Settings should follow the 'system of controls' and ensure that:</p> <ul style="list-style-type: none"> <li>• children wash their hands thoroughly before and after messy play</li> <li>• frequently touched surfaces, equipment, tools and resources for messy play are thoroughly cleaned and dried before they are used by a different group</li> </ul> <p>Further general cleaning advice can be found in the cleaning of non-healthcare settings guidance. <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</a></p>	Ongoing	Jess Humphrey

Movement of Persons	<p>University students - when in the school for teacher training they will be assigned to a class and will follow school procedures. The university is to inform the school if there are any positive cases. (Added 02.10.2020)</p>	Ongoing	Jess Humphrey
Pupil related issues	<p>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.</p> <p>Curledge 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.</p>	Ongoing	Jess Humphrey
Cleaning and Reducing Contamination	<p>If groups move between classes then teachers to clean tables and chairs between classes using Eliminator Max spray. A bottle and paper towels to be placed in all classrooms for use. Spray to be kept in a safe place in the classroom out of students' reach. Spray is only to be used by staff.</p> <p>COSHH info for Windmill Eliminator Max is available for staff to view in the shared Health &amp; Safety folders.</p>	Ongoing	Staff
Staff and Pupil Related issues	<p>Testing will be reviewed at the end of September.</p> <p>A person who has been Covid positive should not take an LFD test for at least 90 days. They could show a positive result but this would be false. Individuals are exempt from testing by both PCR and LFD within 90 days of a positive PCR test, unless they develop new symptoms.</p> <p>A person who has had the vaccine should still be offered an LFD test and if they are positive they need to be treated as a positive case.</p> <p>Positive LFD test result: Staff must return home. Self-isolate based on current public health guidance. <u><a href="#">stay at home guidance for households with possible or confirmed coronavirus (COVID-19) infection</a></u></p> <p>From September, 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 <a href="https://www.gov.uk/report-covid19-result">https://www.gov.uk/report-covid19-result</a> OR by telephone calling 119. Lines are open 7am-11pm every</p>	Ongoing-	Jess Humphrey

	<p>day). Staff must contact SLT if a positive result occurs, self-isolate following Government guidance and book a PCR test to confirm the result. See separate risk assessment ‘Secondary Staff Covid-19 Home Testing’</p> <p>From Monday 10 May, NHS Test and Trace introduced a new type of LFD test called Orient Gene. These are for use at ATS in schools and colleges. These tests involve double nasal swab samples only – a throat sample is not needed. The Orient Gene devices return a positive or negative result in under 30 minutes</p> <p>Refer to the link below showing the Government’s ‘Covid-19 Self-Test (Rapid Antigen Test)’ videos:</p> <p><a href="https://www.gov.uk/guidance/covid-19-self-test-help#videos-how-to-do-a-rapid-test-at-home">https://www.gov.uk/guidance/covid-19-self-test-help#videos-how-to-do-a-rapid-test-at-home</a></p> <p><b>Throat and nose test: blue and white pack</b>  <u>Watch a video demonstration of how to do a throat and nose test (blue and white pack).</u></p> <p><b>Nose-only test: green and white pack (Orient Gene)</b>  <u>Watch a video demonstration of how to do a nose-only test (green and white pack).</u></p>		
Student related issues	Parents travelling abroad should bear in mind the impact on their child’s education which may result from any requirement to quarantine or isolate upon return.	Ongoing	Parents
Covid-19 Prevention	<p><b>In circumstances where face coverings are recommended</b></p> <p>If you have a substantial increase in the number of positive cases in your school (see <a href="#">Stepping measures up and down</a> section for more information), a director of public health might advise you that face coverings should temporarily be worn in communal areas or classrooms (by staff and visitors, unless exempt). You should make sure your contingency plans cover this possibility.</p> <p>In these circumstances, transparent face coverings, which may assist communication with someone who relies on lip reading, clear sound or facial expression to communicate, can also be worn. Transparent face coverings may be effective in reducing the spread of COVID-19. However, the evidence to support this is currently very limited. Face coverings (whether transparent or cloth) should fit securely around the face to cover the nose and mouth and be made with a breathable material capable of filtering airborne particles.</p> <p>The main benefit from a transparent face covering is that they can aid communication, for example enabling lip-reading or allowing for the full visibility of facial expressions, but this should be considered alongside the comfort and breathability of a face covering that contains plastic, which may mean that the face covering is less breathable than layers of cloth.</p> <p>Face visors or shields can be worn by those exempt from wearing a face covering but they are not an equivalent alternative in terms of source control of virus transmission. They may protect the wearer against droplet spread in specific circumstances but are unlikely to be effective in preventing the escape of smaller</p>	Ongoing	Staff

	<p>respiratory particles 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.</p> <p>The use of face coverings may have a particular impact on those who rely on visual signals for communication. Those who communicate with or provide support to those who do, are exempt from any recommendation to wear face coverings in education and childcare settings.</p> <p>You have a duty to make reasonable adjustments for disabled pupils to support them to access education successfully. Where appropriate, you should discuss with pupils and parents the types of reasonable adjustments that are being considered to support an individual.</p> <p>Refer to Outbreak Management Plan</p>		
Covid-19 Prevention	<p>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.</p>		
	<p><b>KAA information given to parents</b></p> <p><b>Start times</b></p> <p><b>Reception to Year 6 8.50am</b></p> <ul style="list-style-type: none"> <li>● The school day starts at 8.50am. <b>Classroom doors will be open from 8.40am</b>-staff will be ready to welcome your child in from then.</li> <li>● It's really important that everyone is ready to start their learning on time. If your child arrives after 9am, they will be marked on the register as late. You will need to take them in via the office and give a reason.</li> <li>● Staff will be outside to direct you to the correct classroom.</li> </ul> <p><b>Starfish (2yr) and Jellyfish (3yr/4yr) Nurseries 8.45am</b></p> <ul style="list-style-type: none"> <li>● Children in the Starfish nursery will need to be dropped to the Jellyfish nursery door, at the end of the EYFS playground, where they will be greeted by a member of the Starfish nursery team.</li> <li>● Children in the Jellyfish nursery will need to be dropped to the nursery door at 8.45am.</li> </ul> <p><b>End of the day</b></p> <ul style="list-style-type: none"> <li>● Nursery afternoon sessions finish at 3.15pm however, children can be collected from 3pm.</li> <li>● Reception, Year 1 and 2 classes finish at 3pm.</li> <li>● Year 3, 4, 5 and 6 classes finish at 3.05pm.</li> <li>● Children will be dismissed from classroom doors at the end of the day.</li> <li>● All children must be collected by a responsible person-usually an adult. Older siblings may be permitted to collect pupils with the agreement of the Head of School.</li> <li>● Children in year 5 &amp; 6 are allowed to leave unaccompanied where permission has been given by a parent and the Head of School is in agreement.</li> </ul>		

	<p><b>CSA Drop off/collection arrangements:</b></p> <ul style="list-style-type: none"> <li>• <b>Classroom doors will be open from 8.40am</b></li> </ul> <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>		
Movement of Persons	<p>Due to a rise in cases at CSA, staff have been asked to wear masks in communal areas, unless exempt. All year groups to have lunch in their classrooms. All assemblies to be virtual. Indoor clubs to moved outside where possible or postponed.</p> <p>Staff in the affected classes to complete daily lateral flow tests - Cuttlefish, Turtles and Piranhas. Other staff may consider doing this as well to keep our school community as safe as possible</p> <p>Staff to be extra vigilant and be mindful of distancing from people they are not usually in contact with.</p>	14.09.2021	Tor Carter
Covid 19-Prevention	<p>Advice from Public Health for rise of cases at CSA - Symptoms to be aware of at CSA to now include sore throat, runny nose and headaches.</p> <p>Year group classrooms with positive cases to be thoroughly cleaned with a sanitizing fogger.</p>	14.09.2021	Tor Carter

**Signed: Principal: Jess Humphrey / Laura Kies / Tor Carter**

**Date: 02.09.21, 14.09.2021**

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.