

Covid-19 RA

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: 02.09.2021, 14.09.2021, 16.09.2021, 05.10.2021, 23.11.2021, 30.11.2021, 02.12.2021, 09.12.2021, 16.12.2021, 04.01.2022, 11.01.2022, 13.01.2022, 20.01.2022, 27.01.2022, 24.02.2022, 05.05.2022	
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)’.			
<p>This Covid Risk Assessment is based on the principles and guidance contained within DfE Guidance and explains the actions school leaders should take to manage coronavirus (Covid-19) in their school. From 1st April 2022 the Government set out the next steps for living with Covid_19. COVID-19 continues to be a virus that we must learn to live with and the imperative to reduce the disruption to children and young people’s education remains.</p> <ul style="list-style-type: none"> • Health and safety: responsibilities and duties for schools 19/07/2021). • Emergency planning and response for education, childcare, and children’s social care settings 		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.	
<p>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.</p>		Assessor(s): Claire Blagdon & Alison Coopman	

Significant Hazard Section	Control measures in place <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>
MOVEMENT OF PERSONS AROUND THE SCHOOL	
<p>Covid-19 prevention and encouraging good hygiene – UPDATED 05.05.2022</p>	<p>Control Measures</p> <p>You will not always know whether someone you come into contact with is at higher risk of becoming seriously ill from respiratory infections, including COVID-19. They could be strangers (for example people you sit next to on public transport) or people you may have regular contact with (for example friends and work colleagues).</p> <p>There are simple things you can do in your daily life that will help reduce the spread of COVID-19 and other respiratory infections and protect those at highest risk. Things you can choose to do are:</p> <ol style="list-style-type: none"> 1. Get vaccinated. 2. Let fresh air in if meeting others indoors. 3. Practise good hygiene: <ul style="list-style-type: none"> • wash your hands • cover your coughs and sneezes • clean your surroundings frequently 4. Wear a face covering or a face mask. <p>Face coverings and face masks can help reduce the chance of you spreading infection to others, especially in crowded and enclosed spaces, and may protect you from becoming infected by some respiratory viruses.</p> <p>If you have symptoms of a respiratory infection, such as COVID-19, and you have a high temperature or do not feel well enough to go to work or carry out normal activities, you are advised to try to stay at home and avoid contact with other people.</p> <p>There is guidance on steps you can take to protect other people if you are unwell with symptoms of a respiratory infection, including COVID-19.</p> <p>1. Get vaccinated</p> <p>Vaccines are the best defence we have against COVID-19 and other respiratory infections such as flu. They provide good protection against hospitalisation and death. They also reduce the risk of long-term symptoms. The COVID-19 vaccines are safe and effective and vaccine programmes are continuously monitored.</p> <p>If you are eligible and you have not yet received your full course of a COVID-19 vaccine, you should get vaccinated. A full course of a COVID-19 vaccine provides protection against severe disease, including against the Omicron variant, but this protection wears off over time. Booster doses significantly improve the protection offered by vaccines. You should get a booster vaccine for COVID-19 if you are offered one.</p> <p>You may be eligible for other vaccinations, particularly if you are at risk of becoming seriously ill. Get vaccinated as soon as you are able to.</p> <p>There is more information about the vaccinations available and when you should have them on the NHS website.</p> <p>2. Let fresh air in</p>

The amount of respiratory virus in the air can build up in poorly ventilated areas. This increases the risk of spreading COVID-19 and other respiratory infections, especially if there are lots of infected people present. The virus can also remain in the air after an infected person has left.

Meeting outdoors greatly reduces this risk, but this may not always be possible.

Bringing fresh air into a room by opening a door or a window, even for a few minutes at a time, helps remove older stale air that could contain virus particles and reduces the chance of spreading infections. Trickle vents (small vents usually on the top of a window) or grilles can also be useful for bringing a little fresh air constantly. The more fresh air that is brought inside, the quicker any viruses will be removed from the room.

Ventilation is most important if someone in your household has COVID-19 or another respiratory virus, to try and stop the virus spreading. [See further guidance here.](#)

Good ventilation has also been linked to health benefits such as better sleep and fewer sick days off from work or school.

There is further advice on [what you can do to improve ventilation.](#)

3. Remember the basics of good hygiene

Following these basic rules of good hygiene will help to protect you and others from COVID-19 as well as many other common infections:

- cover your nose and mouth when you cough and sneeze
- wash your hands
- clean your surroundings

[GermDefence](#) is a useful website that can help you identify ways to protect yourself and others in your household from COVID-19. It provides scientifically proven advice on reducing the risks from COVID-19 and other viruses in your home.

Cover your nose and mouth when you cough and sneeze

Coughing and sneezing increases the number of particles released by a person, the distance the particles travel and the time they stay in the air. If an infected person coughs or sneezes without covering their nose and mouth, it will significantly increase the risk of infecting others around them. By covering your nose and mouth, you will reduce the spread of particles carrying the virus.

Cover your mouth and nose with disposable tissues when you cough or sneeze. Put used tissues in a bin and immediately wash your hands or use hand sanitiser. If you do not have a tissue, cough or sneeze into the crook of your elbow, not into your hand.

Wash or sanitise your hands

Hands touch many surfaces and can become contaminated with viruses and other germs. Once contaminated, hands can transfer these to your eyes, nose or mouth. From there, the germs can enter your body and infect you.

Washing or sanitising your hands removes viruses and other germs, so you are less likely to become infected if you touch your face. Using soap and water is the most effective way to clean your hands, especially if they are visibly dirty. Hand sanitiser can be used when soap and water are not available. You should do this regularly throughout the day.

In addition, wash your hands:

- after coughing, sneezing and blowing your nose
- before you eat or handle food
- after coming into contact with surfaces touched by many others, such as handrails, and shared areas such as

kitchens and bathrooms

- when returning home

Frequent and thorough hand cleaning should now be regular practice. Continue to ensure pupils clean their hands regularly. **Please note that alcohol gel is not effective against norovirus, the winter vomiting bug.** If you have cases of diarrhoea and vomiting in your setting, please reinforce the need for handwashing. (Updated 30.11.2021)

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.

The [e-Bug COVID-19 website](#) contains free resources, including materials to encourage good hand and respiratory hygiene.

Clean your surroundings

Surfaces and belongings can be contaminated with COVID-19 and other germs when people who are infected touch them or cough, talk or breathe over them. Cleaning surfaces will reduce the risk of you catching or spreading infections.

Clean surfaces in your home often. Pay particular attention to surfaces that are touched frequently, such as handles, light switches, work surfaces and electronic devices such as remote controls.

4. When to consider wearing a face covering or a face mask

Wearing a face covering or face mask can reduce the number of particles containing viruses that are released from the mouth and nose of someone who is infected with COVID-19 and other respiratory infections. Face coverings can also protect the person wearing the face covering from becoming infected by some viruses.

When to wear a face covering

when you are coming into close contact with someone at higher risk of becoming seriously unwell from COVID-19 or other respiratory infections

when COVID-19 rates are high and you will be in close contact with other people, such as in crowded and enclosed spaces

when there are a lot of respiratory viruses circulating, such as in winter, and you will be in close contact with other people in crowded and enclosed spaces

If you have symptoms or have a positive COVID-19 test result and you need to leave your home, wearing a well-fitting face covering or a face mask can help reduce the spread of COVID-19 and other respiratory infections. See further advice in the [guidance for people with symptoms of a respiratory infection or a positive test result](#).

Those attending education or childcare settings will not normally be expected to wear a face covering. Face coverings for children under the age of 3 are not recommended for safety reasons.

What makes a good face covering

Face coverings work best if they are made with multiple layers (at least 2 and preferably 3) and form a good fit around the nose and mouth. A wire nose bridge can improve the fit and may also help to prevent glasses from fogging. Scarves, bandanas or religious garments are likely to be less effective if they do not fit securely around the mouth and nose, and are of a single layer.

Reusable face coverings should be able to be washed with other items of laundry according to fabric washing instructions and dried without causing the face covering to be damaged. Single-use disposable masks should not be washed or reused and should be disposed of responsibly.

Individuals who have COVID-19 symptoms or who have tested COVID-19 positive

UPDATED 05.05.2022

There is no longer a legal requirement for people with coronavirus (COVID-19) infection to self-isolate, however if you have any of the main symptoms of COVID-19 or a positive test result, the public health advice is to stay at home and avoid contact with other people. (Updated 24.02.2022)

Pupils, staff and other adults should follow guidance on [People with symptoms of a respiratory infection including Covid-19](#) and if they have [COVID-19 symptoms](#) (Updated 24.02.2022, 05.05.2022)

Children and young people who are unwell and have a high temperature should stay at home and avoid contact with other people. They can go back to school when they no longer have a high temperature, and they are well enough to attend. Adults with the symptoms of a respiratory infection, and who have a high temperature or feel unwell, should try to stay at home and avoid contact with other people until they feel well enough to resume normal activities and they no longer have a high temperature. (Updated 05.05.2022)

Adults with a positive COVID-19 test result should try to stay at home and avoid contact with other people for 5 days, which is when they are most infectious. For children and young people aged 18 and under, the advice will be 3 days

In most cases, parents and carers will agree that a pupil with the key symptoms of COVID-19 should not attend the school, given the potential risk to others. If a parent or carer insists on a pupil attending your school where they have a confirmed or suspected case of COVID-19, you can take the decision to refuse the pupil if, in your reasonable judgement, it is necessary to protect other pupils and staff from possible infection with COVID-19. (Updated 05.05.2022)

Symptoms of COVID-19, flu and common respiratory infections include:

- continuous cough
- high temperature, fever or chills
- loss of, or change in, your normal sense of taste or smell
- shortness of breath
- unexplained tiredness, lack of energy
- muscle aches or pains that are not due to exercise
- not wanting to eat or not feeling hungry
- headache that is unusual or longer lasting than usual
- sore throat, stuffy or runny nose
- diarrhoea, feeling sick or being sick

(Updated 05.05.2022)

If you are concerned about your symptoms, or they are worsening, contact 111 or speak to your GP. In an emergency dial 999.

Some people may continue to have a cough or feel tired after other symptoms have improved, but this does not mean that they are still infectious. You can find information about these symptoms on the [NHS website](#).

There is [additional guidance](#) for people who have been informed by the NHS that they are at highest risk of becoming severely unwell and who might be eligible for new COVID-19 treatments. (Updated 24.02.2022)

If you have symptoms of a respiratory infection/positive test result, such as COVID-19, and you have a high temperature or do not feel well enough to go to work or carry out normal activities, try to stay at home and avoid contact with other people, until you no longer have a high temperature (if you had one) or until you no longer feel unwell.

Many people with COVID-19 will no longer be infectious to others after 5 days. If you have a positive COVID-19 test result, try to stay at home and avoid contact with other people for 5 days after the day you took your test. There is [different advice for children and young people aged 18 and under](#).

It is particularly important to avoid close contact with anyone who you know is at higher risk of becoming seriously unwell if they are infected with COVID-19 and other respiratory infections, especially those whose immune system means that they are at higher risk of serious illness, despite vaccination.

Try to work from home if you can. If you are unable to work from home, talk to your employer about options available to you.

If you have been asked to attend a medical or dental appointment in person, contact your healthcare provider and let them know about your symptoms/positive test result.

You may wish to ask friends, family or neighbours to get food and other essentials for you.

At the end of this period, if you have a high temperature or feel unwell, try to follow this advice until you feel well enough to resume normal activities and you no longer have a high temperature if you had one.

Although many people will no longer be infectious to others after 5 days, some people may be infectious to other people for up to 10 days from the start of their infection. You should avoid meeting people at higher risk of becoming seriously unwell from COVID-19, especially [those whose immune system means that they are at higher risk of serious illness from COVID-19, despite vaccination](#), for 10 days after the day you took your test.

If you leave your home

If you leave your home during the 5 days after a positive test result or while you have symptoms of a respiratory infection, and you have a high temperature or feel unwell, avoid close contact with anyone who you know is at higher risk of becoming seriously unwell, especially [those whose immune system means that they are at higher risk of serious illness, despite vaccination](#).

The following actions will reduce the chance of passing on your infection to others:

- wearing a well-fitting face covering made with multiple layers or a surgical face mask

- avoiding crowded places such as public transport, large social gatherings, or anywhere that is enclosed or poorly ventilated
- taking any exercise outdoors in places where you will not have close contact with other people
- covering your mouth and nose when you cough or sneeze; wash your hands frequently with soap and water for 20 seconds or use hand sanitiser after coughing, sneezing and blowing your nose and before you eat or handle food; avoid touching your face

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Reduce the spread of infection in your household

While you are unwell there is a high risk of passing your infection to others in your household. These are [simple things you can do to help prevent the spread](#):

- try to keep your distance from people you live with
- in shared areas wear a well-fitting face covering made with multiple layers or a surgical face mask, especially if you live with people whose [immune system means that they are at higher risk of serious illness, despite vaccination](#)
- ventilate rooms you have been in by opening windows and leaving them open for at least 10 minutes after you have left the room
- wash your hands regularly and cover your mouth and nose when coughing or sneezing
- regularly clean frequently touched surfaces, such as door handles and remote controls, and shared areas such as kitchens and bathrooms
- advise anyone that does need to come into your home that you have symptoms/positive test result, so they can take precautions to protect themselves such as wearing a well-fitting face covering or a surgical face mask, keeping their distance if they can, and washing their hands regularly.

[GermDefence](#) is a website that can help you identify simple ways to protect yourself and others in your household from COVID-19 and other viruses. People who use GermDefence are less likely to catch flu and other infections and are less likely to spread them at home.

Staff members to raise any concerns with their line manager.

When children and young people with symptoms should stay at home and when they can return to education

Children and young people with mild symptoms such as a runny nose, sore throat, or slight cough, who are otherwise well, can continue to attend their education setting.

Children and young people who are unwell and have a high temperature should stay at home and avoid contact with other people, where they can. They can go back to school, college or childcare, and resume normal activities when they no longer have a high temperature and they are well enough to attend.

	<p>All children and young people with respiratory symptoms should be encouraged to cover their mouth and nose with a disposable tissue when coughing and/or sneezing and to wash their hands after using or disposing of tissues.</p> <p>It can be difficult to know when to seek help if your child is unwell. If you are worried about your child, especially if they are aged under 2 years old, then you should seek medical help.</p> <p>Children and young people aged 18 years and under who have a positive test result</p> <p>It is not recommended that children and young people are tested for COVID-19 unless directed to by a health professional.</p> <p>If a child or young person has a positive COVID-19 test result they should try to stay at home and avoid contact with other people for 3 days after the day they took the test, if they can. After 3 days, if they feel well and do not have a high temperature, the risk of passing the infection on to others is much lower. This is because children and young people tend to be infectious to other people for less time than adults.</p> <p>Children and young people who usually go to school, college or childcare and who live with someone who has a positive COVID-19 test result should continue to attend as normal.</p>
<p>Attendance</p>	<p>School attendance is mandatory for all pupils of compulsory school age and it is a priority to ensure that as many children as possible regularly attend school. Where they are unable to attend because they have a confirmed case of COVID-19 they should be recorded as code I (illness). For pupils abroad who are facing challenges to return, code X is unlikely to apply. In some specific cases, code Y (unable to attend due to exceptional circumstances) will apply. (Updated 05.05.2022)</p>
<p>Entrance and egress to school site causing large groups of people inside school grounds compromising social distancing.</p>	<p>No current control measures required - this may change if the Outbreak Plan is implemented (Updated 04.01.2022)</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>Staff are more than welcome to continue to wear masks if they would like to. Staff and pupils should follow living safely with coronavirus (COVID-19), outside of school, including on transport to and from school. (Updated 05.05.2022)</p> <p>SLT to ensure the Outbreak Management Plan considers social distancing, if required DfE has stated that local directors of public health are able to recommend the use of facemasks in communal areas if there are specific health concerns the local area or if the infection rates in Torbay or a particular school increase significantly. (Updated 27.01.2022)</p>

<p>Parents gathering at school gate not social distancing</p>	<p>No control measures required regarding social distancing - this may change if the Outbreak Plan is implemented (Updated 04.01.2022)</p> <p>Staff are more than welcome to continue to wear masks if they would like to. Staff and pupils should follow living safely with coronavirus (COVID-19) outside of school, including on transport to and from school. (Updated 05.05.2022)</p> <p>SLT to ensure the Outbreak Management Plan considers social distancing, if required. DfE has stated that local directors of public health are able to recommend the use of facemasks in communal areas if there are specific health concerns in the local area or if the infection rates in Torbay or a particular school increase significantly. (Updated 27.01.2022)</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 between 8:30am-9:30am and 2:30pm-3:30pm to ensure parents are able to social distance.</p>
<p>Overcrowding in extra-curricular provision (breakfast and afterschool clubs, holiday clubs).</p>	<ul style="list-style-type: none"> ▪ Frequent and thorough hand washing is conducted. Suitable hand washing facilities are provided. Hand sanitiser provided throughout. ▪ Catch it, bin it, kill it approach is conducted. ▪ Regular cleaning of areas and equipment is maintained, with a particular focus on frequently touched surfaces. ▪ Keep occupied spaces well ventilated by natural and mechanical ventilation. ▪ Follow public health advice on self-isolation and managing confirmed cases of COVID-19. ▪ Staff are more than welcome to continue to wear masks if they would like to. Staff and pupils should follow living safely with coronavirus (COVID-19), outside of school, including on transport to and from school. (Updated 05.05.2022) <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 code of practice for keeping children safe in out-of-school settings. (Updated 05.05.2022)</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>Overcrowding in classrooms and corridors.</p>	<p>No control measures required regarding social distancing - this may change if the Outbreak Plan is implemented. (Updated 04.01.2022)</p> <p>Staff are more than welcome to continue to wear masks if they would like to. Staff and pupils should follow living safely with coronavirus (COVID-19), outside of school, including on transport to and from school. (Updated 05.05.2022)</p> <p>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 2021 - this may change if the Outbreak Plan is implemented. (Updated 04.01.2022)</p> <p>Assemblies can resume - this may change if the Outbreak Plan is implemented (Updated 05.05.2022)</p> <p>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</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. DfE has stated that local directors of public health are able to recommend the use of facemasks in communal areas if there are specific health concerns in the local area or if the infection rates in Torbay or a particular school increase significantly. (Updated 27.01.2022)</p> <p>Staff members to raise any concerns with their line manager.</p>
<p>Increased numbers during breaks compromising social distancing.</p>	<p>No control measures required regarding social distancing – this may change if the Outbreak Plan is implemented. (Updated 04.01.2022)</p> <p>Staff are more than welcome to continue to wear masks if they would like to. Staff and pupils should follow living safely with coronavirus (COVID-19), outside of school, including on transport to and from school. (Updated 05.05.2022)</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. DfE has stated that local directors of public health are able to recommend the use of facemasks in communal areas if there are specific health concerns in the local area or if the infection rates in Torbay or a particular school increase significantly. (Updated 27.01.2022)</p> <p>Staff members to raise any concerns with their line manager.</p>

<p>Increased numbers during lunchtime compromising social distancing.</p>	<ul style="list-style-type: none"> ▪ Frequent and thorough hand washing is conducted. Suitable hand washing facilities are provided. Hand sanitiser provided throughout. ▪ Catch it, bin it, kill it approach is conducted. ▪ Regular cleaning of areas and equipment is maintained, with a particular focus on frequently touched surfaces. ▪ Keep occupied spaces well ventilated by natural and mechanical ventilation. ▪ Follow public health advice on self-isolation and managing confirmed cases of COVID-19. ▪ Staff are more than welcome to continue to wear masks if they would like to. Staff and pupils should follow living safely with coronavirus (COVID-19), outside of school, including on transport to and from school. (Updated 05.05.2022) <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. DfE has stated that local directors of public health are able to recommend the use of facemasks in communal areas if there are specific health concerns the local area or if the infection rates in Torbay or a particular school increase significantly. (Updated 27.01.2022)</p> <p>Staff members to raise any concerns with their line manager.</p> <p>CSA – half of school will have lunch in their classrooms – updated 04.01.2022</p>
<p>Spread of virus due to increased numbers of people within the building</p>	<p>Visitors, contractors and the public will be permitted to enter the school buildings. Visitors to be made aware of any high case numbers within schools.</p> <ul style="list-style-type: none"> ▪ Frequent and thorough hand washing is conducted. Suitable hand washing facilities are provided. Hand sanitiser provided throughout. ▪ Catch it, bin it, kill it approach is conducted. ▪ Regular cleaning of areas and equipment is maintained, with a particular focus on frequently touched surfaces. ▪ Keep occupied spaces well ventilated by natural and mechanical ventilation. ▪ Follow public health advice on self-isolation and managing confirmed cases of COVID-19. ▪ Staff are more than welcome to continue to wear masks if they would like to. Staff and pupils should follow living safely with coronavirus (COVID-19), outside of school, including on transport to and from school. (Updated 05.05.2022) <p>SLT to ensure the Outbreak Management Plan considers social distancing, if required. DfE has stated that local directors of public health are able to recommend the use of facemasks in communal areas if there are specific health concerns the local area or if the infection rates in Torbay or a particular school increase significantly. (Updated 27.01.2022)</p> <p>Staff members to raise any concerns with their line manager.</p>

	<p>Asymptomatic testing - For education and childcare settings from Friday 1 April:</p> <ul style="list-style-type: none"> regular asymptomatic testing is no longer recommended in any education or childcare setting, including in SEND, alternative provision and children's social care settings. Therefore, settings will no longer be able to order test kits (Updated 05.05.2022) <p>In the event of an outbreak, a school may be advised by their local health team or director of public health to undertake testing for staff and students of secondary age and above for a period of time. (Updated 24.02.2022)</p> <p>Confirmatory PCR tests</p> <p>You should follow the latest government guidance on confirmatory PCR tests in People with symptoms of a respiratory infection including COVID-19.(Updated 05.05.2022)</p>
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<p>Inadequate social distancing measures leading to spread of the virus</p>	<p>No control measures required for social distancing – this may change if the Outbreak Plan is implemented. (Updated 04.01.2022)</p> <ul style="list-style-type: none"> Frequent and thorough hand washing is conducted. Suitable hand washing facilities are provided. Hand sanitiser provided throughout. Catch it, bin it, kill it approach is conducted. Regular cleaning of areas and equipment is maintained, with a particular focus on frequently touched surfaces. Keep occupied spaces well ventilated by natural and mechanical ventilation. Follow public health advice on self-isolation and managing confirmed cases of COVID-19. Staff are more than welcome to continue to wear masks if they would like to. Staff and pupils should follow living safely with coronavirus (COVID-19), outside of school, including on transport to and from school. (Updated 05.05.2022) <p>SLT to ensure the Outbreak Management Plan considers social distancing, if required. DfE has stated that local directors of public health are able to recommend the use of facemasks in communal areas if there are specific health concerns in the local area or if the infection rates in Torbay or a particular school increase significantly. (Updated 27.01.2022)</p> <p>Staff members to raise any concerns with their line manager.</p>
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REMOTE EDUCATION	
<p>Plan for remote education at short notice</p>	<p>Where appropriate, you should support those who are self-isolating because they have tested positive to work or learn from home if they are well enough to do so. Schools subject to the remote education temporary continuity direction are required to provide remote education to pupils covered by the direction where their attendance would be contrary to government guidance or legislation around COVID-19.</p> <p>You should maintain your capacity to deliver high-quality remote education across this academic year, including for pupils who are abroad, and facing challenges to return due to COVID-19 travel restrictions, for the period they are abroad.</p> <p>The remote education provided should be equivalent in length to the core teaching pupils would receive in school.</p> <p>You should work collaboratively with families and put in place reasonable adjustments so that pupils with special educational needs and disabilities (SEND) can successfully access remote education.</p> <p>Full expectations for remote education, support and resources can be found on the get help with remote education service (Updated 24.02.2022)</p> <p>SLT to ensure the Outbreak Management Plan considers the possible reintroduction of remote education, if required.</p>
PREMISES RELATED MATTERS	
<p>Changes to building use being safe for pupils & staff – e.g. storage, one-way systems, floor tape.</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>First Aid procedures – Reduced numbers of first aiders and Paediatric first aider.</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>Fire Procedures</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>Water hygiene – management of legionella</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 were maintained throughout the pandemic with site staff completing weekly water flushing tests. These continue on a monthly basis via an external contractor. (Updated 24.02.2022)</p>
<p>Using and monitoring new practices to reduce risk of Covid-19 transmission</p>	<p>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.</p> <p>Regular updates from Heads of school and SLT.</p> <p>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.</p> <p>Ensure there are opportunities for all employees to raise concerns / make suggestions. Staff members to raise any concerns with their line manager.</p> <p>Outbreak Management Plan in place – to be used if deemed necessary.</p>
<p>Management of premises related risks e.g. asbestos, delayed statutory testing (LOLER)</p>	<p>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.</p> <p>All school sites have been maintained throughout the pandemic with site staff completing fire tests, water flushing, defib checks, toilet alarms and evacuation chairs.</p>

	<p>All servicing and inspections are up to date across all sites. Any area where there is a delay to servicing and inspections due to Covid, the relevant line manager will be advised to undertake additional checks. (Updated 24.02.2022)</p>
<p>Staff rooms and offices to comply with social distancing and safe working practice</p>	<ul style="list-style-type: none"> ▪ Frequent and thorough hand washing is conducted. Suitable hand washing facilities are provided. Hand sanitiser provided throughout. ▪ Catch it, bin it, kill it approach is conducted. ▪ Regular cleaning of areas and equipment is maintained, with a particular focus on frequently touched surfaces. ▪ Keep occupied spaces well ventilated by natural and mechanical ventilation. ▪ Follow public health advice on self-isolation and managing confirmed cases of COVID-19. ▪ Staff are more than welcome to continue to wear masks if they would like to. Staff and pupils should follow living safely with coronavirus (COVID-19), outside of school, including on transport to and from school. (Updated 05.05.2022) <p>Communal/shared facilities such as tea and coffee facilities may resume.</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 cleaning of non-healthcare settings.</p> <p>Staff members to raise any concerns with their line manager</p>
<p>Ventilation to reduce spread</p>	<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>Use of poorly ventilated areas should be kept to a minimum (Added 24.02.2022)</p> <p>Mechanical ventilation is a system that uses a fan to draw fresh air or extract air from a room. These should be adjusted to increase the ventilation rate wherever possible and checked to confirm that normal operation meets current guidance and that only fresh outside air is circulated. (Updated 24.02.2022)</p> <p>If possible, systems should be adjusted to full fresh air or, if this is not possible, then systems should be operated as normal as long as they are within a single room and supplemented by an outdoor air supply e.g. this means leaving windows and doors open while using air conditioning. (Updated 24.02.2022)</p>

Where mechanical ventilation systems exist, you should ensure that they are maintained in accordance with the manufacturers' recommendations (Updated 24.02.2022)

[CIBSE COVID-19 advice](#) provides more information.

CO2 monitors have been provided to state-funded education settings, so staff can quickly identify where ventilation needs to be improved.

Ventilation to chemical stores and server rooms should remain operational.

Buildings are usually designed to provide adequate ventilation. You should be able to open any windows or vents that let in fresh air. If they cannot be opened, ventilation in that area will be less effective.

Don't close doors or windows completely when people are in a naturally ventilated area. This can result in very low levels of ventilation.

Cooler, windier weather increases natural ventilation through openings. This means you don't need to open windows and doors so wide. See if you can open any trickle vents in your workplace. (Updated 02.12.2021)

To balance the need for increased ventilation while maintaining a comfortable temperature, consider:

- Partially opening windows and doors can still provide acceptable ventilation while keeping workplace temperatures comfortable
- Opening higher-level windows will probably create fewer draughts
- In occupied rooms relying on natural ventilation, air the space by opening windows and doors as fully as possible to regularly provide additional fresh air.
- This can be done while people leave the room for a break. For example, 10 minutes an hour can help reduce the risk from virus in the air, depending on the size of the room
- If the area is cold, providing flexibility to allow additional, suitable indoor clothing
- Rearranging furniture where possible to avoid direct draughts
- You could set the heating to maintain a comfortable temperature even when windows and doors are open
- Consider providing additional sources of heating if required. Only use fan convector heaters if the area is well ventilated.

(Updated 23.11.2021)

Airing rooms (purging)

Airing rooms as frequently as you can improves ventilation. Opening all the doors and windows as fully as possible maximises ventilation in a room. You can do this when people leave for a break and even 10 minutes an hour can help reduce the risk from virus in the air, depending on the size of the room. (Added 02.12.2021)

<p>Management of waste</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>Guidance on health protection in education and childcare settings which includes information on managing cases of infectious diseases in schools and other childcare settings is available. (Updated 05.05.2022)</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"> 1. Should be put in a plastic rubbish bag and tied when full. 2. The plastic bag should then be placed in a second bin bag and tied. 3. It should be put in a suitable and secure place and marked for storage until the individual's test results are known. <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"> • if the individual tests negative, this can be put in with the normal waste • if the individual tests positive, then store it for at least 72 hours and put in with the normal waste <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> <p>Note: Waste to be placed in yellow bins and staff to wear correct PPE when dealing with waste.</p>
<p>Lessons or activities to take place outdoors in line with social distancing.</p>	<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>
<p>CLEANING AND REDUCING CONTAMINATION</p>	
<p>Contaminated surfaces spreading virus</p>	<ul style="list-style-type: none"> ▪ Frequent and thorough hand washing is conducted. Suitable hand washing facilities are provided. Hand sanitiser provided throughout. ▪ Catch it, bin it, kill it approach is conducted. <p>Regular cleaning of areas and equipment is maintained, with a particular focus on frequently touched surfaces in between lessons such as door handles, light switches, work surfaces, remote controls and electronic devices. Frequently touched surfaces should be wiped down regularly. Anti-bacterial wipes and/or appropriate cleaning</p>

	<p>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. Reduce clutter and remove difficult to clean items to make cleaning easier. (Updated 02.12.2021, 05.05.2022)</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>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 libraries will be open but restricted numbers (updated 24.02.2022)</p> <p>Chromebooks will be kept in the trolley and cleaned before being returned.</p> <p>Toys won't be cleaned by evening cleaners – but should routinely washed by staff in classroom each day, where possible</p> <p>Follow guidelines set out in Living safely with respiratory infections, including COVID-19. (Updated 05.05.2022)</p>
<p>Using play equipment - multiple-use</p>	<ul style="list-style-type: none"> • Frequent and thorough hand washing is conducted. Suitable hand washing facilities are provided. Hand sanitiser provided throughout. • Catch it, bin it, kill it approach is conducted. <p>Regular cleaning of areas and equipment is maintained, with a particular focus on frequently touched surfaces.</p> <p>Staff members to raise any concerns with their line manager.</p>
<p>Shared resources and equipment increasing spread</p>	<ul style="list-style-type: none"> ▪ Frequent and thorough hand washing is conducted. Suitable hand washing facilities are provided. Hand sanitiser provided throughout. ▪ Catch it, bin it, kill it approach is conducted. <p>Regular cleaning of areas and equipment is maintained, with a particular focus on frequently touched surfaces</p> <p>Staff members to raise any concerns with their line manager.</p> <p>At Curledge Street and Kings Ash gloves, masks, apron and goggles are used during nappy changing. Changing station wiped down before and after using</p> <p>Suitable procedures in place for managing access to items of 'heavy use' such a photocopiers - use of hand sanitiser before and after use is recommended (Updated 24.02.2022).</p>

	<p>Hand sanitiser is at front reception for all staff and located around the sites in dispensers.</p> <p>Wipes for computers/telephones/tablet PCs are kept in the Site Supervisor's office and distributed as required.</p> <p>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.</p> <p>KAA - Any equipment used in PE will be wiped down after use (Added 05.10.2021)</p>
<p>Cleaning staff and hygiene contractor's capacity - providing additional requirements</p>	<p>Discuss with cleaning contractors or staff the additional cleaning requirements and agree additional hours to allow for this.</p> <p>Ensure cleaning products being used are suitable and that adequate supplies of cleaning materials are available. See Guidance on health protection in education and childcare settings which includes information on managing cases of infectious diseases in schools and other childcare settings is available.</p> <p>and</p> <p>Living safely with respiratory infections, including COVID-19 (Updated 05.05.2022)</p> <p>Staff members to raise any concerns with their line manager.</p> <ul style="list-style-type: none"> ● 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: <ul style="list-style-type: none"> - objects which are visibly contaminated with body fluids

	<ul style="list-style-type: none"> - 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 ● Avoid creating splashes and spray when cleaning. ● Any cloths and mop heads used must be disposed of and should be put into waste bags as outlined below in waste management above. ● When items cannot be cleaned using detergents or laundered, for example, upholstered furniture and mattresses, steam cleaning should be used. ● 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. ● Details of what cleaning is required for a confirmed Covid case can be found in Living safely with respiratory infections, including COVID-19 (Updated 05.05.2022)
<p>Sufficient handwashing facilities for staff and pupils</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"> after using the toilet after breaks and sporting activities before food preparation before eating any food, including snacks <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. Please note that alcohol gel is not effective against norovirus, the winter vomiting bug. If you have cases of diarrhoea and vomiting in your setting, please reinforce the need for handwashing. (Updated 02.12.2021)</p> <p>Staff members to raise any concerns with their line manager.</p>
<p>Additional time for staff and pupils to carry out handwashing</p>	<p>Frequent hand cleaning as part of normal routine.</p> <p>Stagger regular access to handwashing facilities through the day</p>

Handwashing practice with children	<p>Review the guidance on hand cleaning and introduce handwashing songs for younger children.</p> <p>Ensure that help is available for children and young people who have trouble cleaning their hands independently. See guidance and resources available at: E-bug Information about the Coronavirus (COVID-19)</p> <p>Staff members to raise any concerns with their line manager.</p>
Sufficient supplies of soap and cleaning products	<p>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.</p> <p>Living safely with respiratory infections, including COVID-19. (Updated 05.05.2022)</p>
Toilets being overcrowded	<p>General use of toilet facilities should ensure normal usage.</p> <p>Staff members to raise any concerns with their line manager.</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 and Devon Health & Safety.</p>
Insufficient staff capacity to deal with increased numbers of pupils - Shortage of teachers to maintain staff to pupil ratios	<p>Schools may need to alter the way in which they deploy their staff and use existing staff more flexibly. Managers should discuss and agree any changes to staff roles with individuals.</p>
Anxiety levels of staff and community causing breakdown in staffing ratios, compromising group sizes.	<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>
Staff understanding of new changes – safe practice at work & in classroom. Teaching in a safe environment	<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>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>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>Guidance on health protection in education and childcare settings which includes information on managing cases of infectious diseases in schools and other childcare settings is available (Updated 05.05.2022).</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>Assessment of all staff, including high risk staff with vulnerable / shielding family member, underlying health conditions or other risk factors</p>	<p>School leaders are best placed to determine the workforce required to meet the needs of their pupils.</p> <p>We recommend all school staff and eligible pupils take up the offer of a vaccine. You can find out more about the in-school vaccination programme in COVID-19 vaccination programme for children and young people guidance for schools. (Updated 24.02.2022)</p> <p>Following expert clinical advice and the successful rollout of the COVID-19 vaccine programme, people previously considered to be particularly vulnerable, clinically extremely vulnerable (CEV), and high or higher-risk are not being advised to shield again. If staff were previously identified as being in one of these groups, they are advised to continue to follow Guidance for people previously considered clinically extremely vulnerable from COVID-19. Staff with a weakened immune system should follow Guidance for people whose immune system means they are at higher risk from COVID-19. (Updated 05.05.2022)</p> <p>In some circumstances, staff may have received personal advice from their specialist or clinician on additional precautions to take and they should continue to follow that advice. Whilst individual risk assessments are not required, employers are expected to discuss any concerns that people previously considered CEV may have. (Updated 20.01.2022)</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.. Employers should discuss concerns with staff.</p> <p>Employers will need to follow living safely with coronavirus (COVID-19) (Updated 05.05.2022). COVID-19 vaccination: a guide for women of childbearing age, pregnant or breastfeeding contains further advice on vaccination. Your workplace risk assessment should already consider any risks to female employees of childbearing age and, in particular, risks to new and expectant mothers. You should also consider the needs of pregnant pupils. (Updated 20.01.2022)</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"> • Coronavirus (COVID-19) Infection in Pregnancy <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 new or expectant mother.</p>
<p>Use of PPE</p>	<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. Guidance on health protection in education and childcare settings which includes information on managing cases of infectious diseases in schools and other childcare settings is available (Updated 05.05.2022)</p> <p>Staff are more than welcome to continue to wear masks if they would like to. Staff and pupils should follow living safely with coronavirus (COVID-19) outside of school, including on transport to and from school. (Updated 05.05.2022)</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>
<p>Use of PPE Lack of understanding</p>	<p>Adequate training / briefing on donning / doffing, use of and safe disposal</p> <p>https://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures</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>Dealing with suspected and confirmed cases / cases</p> <p>Member of a class or staff becoming unwell with suspected COVID-19</p>	<p>Additional PPE for COVID-19 is only required in a very limited number of scenarios:</p> <ul style="list-style-type: none"> • if an individual child, young person or student becomes ill with COVID-19 symptoms and only then if close contact is necessary <p>Pupils, staff and other adults should follow guidance on People with symptoms of a respiratory infection including Covid-19 and if they have COVID-19 symptoms. (Updated 24.02.2022, 05.05.2022)</p>

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. Arrangements will need to be made if the child normally uses public transport (Updated 02.12.2021)

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.

Ensure tissues are available. 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. Wash hands with liquid soap or hand sanitiser if no handwashing facilities are available (Updated 02.12.2021)

- 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.

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

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.

Pupils, staff and other adults should follow guidance on [People with symptoms of a respiratory infection including Covid-19](#) and if they have [COVID-19 symptoms](#) (Updated 24.02.2022, 05.05.2022)

Clean and disinfect rooms the suspected case was using – ensure appropriate PPE (gloves and apron) are used.

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.

Follow: [People with symptoms of a respiratory infection including COVID-19](#). (Updated 05.05.2022)

Member of a class or staff has a confirmed positive test for COVID-19

If a pupil is awaiting collection, they should be left in a room on their own if possible and safe to do so.

- Frequent and thorough hand washing is conducted. Suitable hand washing facilities are provided. Hand sanitiser provided throughout.
- Ensure tissues are available. Catch it, bin it, kill it approach is conducted. Wash hands with liquid soap or hand sanitiser if no handwashing facilities are available (Updated 02.12.2021)
- Regular cleaning of areas and equipment is maintained, with a particular focus on frequently touched surfaces.
- Keep occupied spaces well ventilated by natural and mechanical ventilation.
- Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19.

A window should be opened for fresh air ventilation if possible. Appropriate PPE should also be used if close contact is necessary. [Guidance on health protection in education and childcare settings](#) which includes information on managing cases of infectious diseases in schools and other childcare settings is available. (Updated 05.05.2022)

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

Pupils, staff and other adults should follow guidance [on People with symptoms of a respiratory infection including Covid-19](#) and if they have [COVID-19 symptoms](#) (Updated 24.02.2022, 05.05.2022)

For more guidance see section within this document - [Individuals who have COVID-19 symptoms or who have tested COVID-19 positive](#) (Added 05.05.2022)

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. For [diarrhea or vomiting](#) individuals need to be 48 hours free of symptoms to return to the setting (Updated 30.11.2021)

If you do not have symptoms of COVID-19 and live in the same household as someone with COVID-19, you are not legally required to self-isolate (Updated 24.02.2022)

	<p>Staff members to raise any concerns with their line manager.</p>
<p>First Aiders</p>	<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. 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)</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. The emergency inhaler will continue to be available when needed and be thoroughly cleaned if used.</p>
<p>PUPIL RELATED ISSUES</p>	
<p>Vulnerable groups who are clinically, extremely vulnerable</p>	<p>Following expert clinical advice and the successful rollout of the COVID-19 vaccine programme, people previously considered to be particularly vulnerable, clinically extremely vulnerable (CEV), and high or higher-risk are not being advised to shield again. Children and young people who were previously identified as being in one of these groups are advised to continue to follow Guidance for people previously considered clinically extremely vulnerable from COVID-19. Children and young people over the age of 12 with a weakened immune system should follow Guidance for people whose immune system means they are at higher risk from COVID-19. (Updated 24.02.2022)</p> <p>Children and young people previously considered CEV should attend school and should follow the same COVID-19 guidance as the rest of the population. In some circumstances, a child or young person may have received personal advice from their 10 specialist or clinician on additional precautions to take and they should continue to follow that advice. (Updated 24.02.2022)</p>

	<p>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.</p> <p>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.).</p> <p>Staff members to raise any concerns with their line manager.</p>
<p>Vulnerable Children UPDATED 24.02.2022</p>	<p>Where pupils who are self-isolating are within our definition of vulnerable, it is very important that you put systems in place to keep in contact with them, particularly if they have a social worker. Some children may be vulnerable who are not officially in statutory systems and schools should seek to support any children who they believe may have challenging circumstances at home.</p> <p>When a vulnerable pupil is self-isolating, you should:</p> <ul style="list-style-type: none"> • notify their social worker (if they have one) and, for looked-after children, the local authority virtual school head • agree with the social worker the best way to maintain contact and offer support You should have procedures in place to: • check if a vulnerable pupil is able to access remote education support • support them to access it (as far as possible) • regularly check if they are accessing remote education • keep in contact with them to check their wellbeing and refer onto other services if additional support is needed. <p>(Updated 24.02.2022)</p>
<p>Application of sun cream</p>	<p>Sun cream to be applied by parents prior to arrival at school, where possible. Parents to be made aware.</p> <p>Staff may apply sun cream as per school policy and BET Intimate Care Guidance (Updated 05.05.2022)</p>
<p>Pupils unable to follow guidance</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>

PE lessons	<ul style="list-style-type: none">▪ Frequent and thorough hand washing is conducted. Suitable hand washing facilities are provided. Hand sanitiser provided throughout.▪ Catch it, bin it, kill it approach is conducted.▪ Regular cleaning of areas and equipment is maintained, with a particular focus on frequently touched surfaces.▪ Keep occupied spaces well ventilated by natural and mechanical ventilation.▪ Follow public health advice on self-isolation and managing confirmed cases of COVID-19.▪ Staff are more than welcome to continue to wear masks if they would like to. Staff and pupils should follow living safely with coronavirus (COVID-19) outside of school, including on transport to and from school. (Updated 05.05.2022) <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>KAA - Children will be taken outside to PE lessons (Mr Blackler and Mr Saunders not to enter the classroom) and any equipment used in PE will be wiped down after use (lessons adapted to reduce equipment use) (Added 05.10.2021)</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
TRANSPORT	

<p>Travel to school and provision of safe school transport</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>Staff and pupils should follow living safely with coronavirus (COVID-19) outside of school, including on transport to and from school. (Updated 05.05.2022)</p> <p>SLT to ensure the Outbreak Management Plan considers possible reintroduction of the use of face coverings, if required. DfE has stated that local directors of public health are able to recommend the use of facemasks in communal areas if there are specific health concerns in the local area or if the infection rates in Torbay or a particular school increase significantly. (Updated 27.01.2022)</p> <p>Staff members to raise any concerns with their line manager.</p>
<p>School Transport arrangements support changes to school times</p>	<p>SLT to ensure the Outbreak Management Plan considers possible changes to arrangements regarding school transport, if required.</p>
<p>PROVISION OF FOOD</p>	
<p>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> <p>Catering staff are operating in a safe environment</p>	<p>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. You should continue to provide free school meal support to any pupils who are eligible for benefits-related free school meals and who are learning at home during term time. (Updated 24.02.2022)</p> <p>Staff members to raise any concerns with their line manager.</p> <p>Catering staff to follow government guidance Reducing the spread of respiratory infections, including COVID-19, in the workplace (Updated 05.05.2022)</p>
<p>Educational Visits ADDED 24.02.2022</p>	<p>Educational visits should be subject to risk assessments as normal and reflect any publichealth advice or in-country advice of the international destination. General guidance on educational visits is available and is supported by specialist advice from the Outdoor Education Advisory Panel (OEAP).</p> <p>For international educational visits, you should refer to the Foreign, Commonwealth and Development Office travel advice and the guidance on international travel before booking and travelling to make sure that the school group meet any entry and in country requirements especially in relation to vaccinations. More information can be found here and in the guidance on health and safety on educational visits.</p> <p>You are advised to ensure that all bookings have adequate financial protection in place. You should speak to either your visit provider, commercial insurance company, or the risk protection arrangement (RPA) to assess the protection</p>

	<p>available. Independent advice on insurance cover and options can be sought from the British Insurance Brokers' Association (BIBA) or Association of British Insurers (ABI).</p> <p>(Added 24.02.2022)</p>
COMMUNICATIONS WITH PARENTS AND OTHERS	
Parents, contractors and other staff entering or working in the building – school	<p>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. Visitors to be made aware of any high case numbers within schools. (Updated 27.01.2022)</p> <p>Staff members to raise any concerns with their line manager.</p>
Parents wanting meetings	<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"> ▪ Frequent and thorough hand washing is conducted. Suitable hand washing facilities are provided. ▪ Hand sanitiser provided throughout. ▪ Catch it, bin it, kill it approach is conducted. ▪ Regular cleaning of areas and equipment is maintained, with a particular focus on frequently touched surfaces. ▪ Keep occupied spaces well ventilated by natural and mechanical ventilation. ▪ Follow public health advice on self-isolation and managing confirmed cases of COVID-19. ▪ Staff are more than welcome to continue to wear masks if they would like to. Staff and pupils should living safely with coronavirus (COVID-19) outside of school, including on transport to and from school. (Updated 05.05.2022)
Suppliers understanding and complying with new arrangements	<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>Wearing a face covering will be a personal choice for contractors however the DfE has stated that local directors of public health are able to recommend the use of facemasks in communal areas if there are specific health concerns in the local area or if the infection rates in Torbay or a particular school increase significantly. Contractors to be made aware of any high case numbers within schools. (Updated 27.01.2022)</p>

<p>Communications to parents and staff</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>Parent aggression due to anxiety and stress.</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 & Safety OSHENS incident reporting system via the Operations Department.</p>
<p>REVIEW – MONITOR ARRANGEMENTS, CONSULT WITH STAFF AND PARENTS</p>	
<p>Continually review the steps put in place to ensure they remain effective and maintain communication with staff.</p>	<p>Consultation with employees and trades union Safety Reps on risk assessments.</p> <p>Risk assessment published on school intranet and website.</p> <p>Nominated employees tasked to monitoring protection measures.</p> <p>Employees encourage to report any non-compliance.</p> <p>The effectiveness of prevention measures will be monitored by school leaders.</p> <p>This risk assessment will be reviewed if the risk level changes and/or in light of updated guidance.</p> <p>Encourage feedback from parents via message boards or parent mail systems</p>

<p>Assessor's Recommendations - Additional Control Measures or Actions</p>			
<p>Section</p>	<p>List Actions / Additional Control Measures</p>	<p>Date action to be carried out</p>	<p>Person Responsible</p>

Premises Related Matters	Minimize use of poor ventilated rooms KAA to prop open doors with door stops where possible.	Updated 24.02.2022 and 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 or another member of staff and, if appropriate, leave the door open.	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 are recommended to ensure they use hand sanitiser before and after use.	Ongoing Updated 24.02.2022	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). Wearing a face covering is now a personal choice, however the DfE has stated that local directors of public health are able to recommend the use of facemasks in communal areas if there are specific health concerns in the local area or if the infection rates in Torbay or a particular school increase significantly. Cleaning staff to be made aware of any high case numbers in schools (Updated 27.01.2022). Cleaning staff are not to arrive on site more than 10 minutes before their shift begins.	Ongoing 27.01.2022	Claire Blagdon
Cleaning and reducing contamination	The use of the mud kitchen is permitted – good hand hygiene recommended and equipment cleaned using appropriate cleaning spray/wipes.	Ongoing Updated 24.02.2022	Staff
Cleaning and reducing contamination	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: <ul style="list-style-type: none"> 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. Settings should follow the 'system of controls' and ensure that: <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 cleaned regularly Further general cleaning advice can be found in the cleaning of non-healthcare settings guidance. living safely with coronavirus (COVID-19) (Updated 05.05.2022)	Ongoing 05.05.2022	Jess Humphrey

Movement of Persons	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)	Ongoing	Jess Humphrey
Pupil related issues	<p>Kings Ash Academy - where appropriate parents will be permitted on site to the Support Base to support a child, but will use hand sanitiser and may be asked to socially distance and wear a mask, depending on case numbers within school. 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 use hand sanitiser and may be asked to socially distance and wear a mask, depending on case numbers within school. Parents will need to come through the main building.</p>	Ongoing 27.01.2022	Jess Humphrey
Staff and Pupil Related issues	Staff are no longer required to undertake twice weekly testing at home.	04.01.2022 11.01.2022 Updated 24.02.2022	Jess Humphrey

Student related issues	<p>All children and staff travelling to England must adhere to government travel advice in travel to England from another country during coronavirus (COVID-19).</p> <p>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.</p>	Ongoing	Parents
Covid-19 Prevention	<p>In circumstances where face coverings are recommended</p> <p>DfE has stated that local directors of public health are able to recommend the use of facemasks in communal areas if there are specific health concerns in the local area or if the infection rates in Torbay or a particular school increase significantly. (Updated 27.01.2022)</p> <p>From Thursday 27th January 2022, face coverings are no longer recommended in communal areas for staff, and pupils and students in year 7 and above. Staff and students are more than welcome to continue to wear masks if they would like to. Staff and pupils should follow living safely with coronavirus (COVID-19) outside of school, including on transport to and from school. (Updated 05.05.2022)</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</p>	04.01.2022 27.01.2022 05.05.2022	Staff

	<p>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 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	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.		
Covid-19 Prevention	<p>When the threshold (as per the local authority guidelines) is met for COVID cases in a class the following actions will take place:</p> <p>CSA Staff will wear masks in communal areas, unless exempt. Affected class to have lunch in their classroom, staggered break times, separate toilets. Affected class will not attend intervention groups e.g. maths sets, RWInc Assemblies to be virtual. Indoor clubs to moved outside where possible or postponed. All mixed clubs will be cancelled Staff in the affected classes to complete daily lateral flow tests. Other staff may consider doing this as well to keep our school community as safe as possible Staff to be extra vigilant and be mindful of distancing from people they are not usually in contact with. Affected year group classrooms with positive cases to be thoroughly cleaned with a sanitizing fogger</p> <p>KAA Staff will wear masks in communal areas, unless exempt. Affected class to have lunch in their classroom, staggered break times. All assemblies to be virtual including phase assemblies. No after school clubs for affected classes. Music and French will be taught remotely. Staff in the affected classes to complete daily lateral flow tests. Other staff may consider doing this as well to keep our school community as safe as possible Breakfast and after school club staff aware of any affected class children attending and set up activities for them to encourage social distancing. Thursday singing will be in classes. No singing in affected classes Staff to be extra vigilant and be mindful of distancing from people they are not usually in contact with.</p>	23.11.2021 & Ongoing	JH/LK/TC

	Affected year group classrooms with positive cases to be thoroughly cleaned with a sanitizing fogger Outbreak plans will be updated accordingly.		
Covid-19 Prevention	Winter Readiness Toolkit for Education completed	02.12.2021	JH/CB/AC
Movement of persons	Schools are not required to use the NHS COVID Pass, unless they are holding a specific event (such as a reception, concert or party) that meets the attendance thresholds. Where applicable, schools should follow guidance on mandatory certification for events. Under 18s are exempt from showing their COVID Status but should be counted towards attendance thresholds. You should not use the NHS COVID Pass as a condition of entry for education or related activities such as exams, teaching, extra-curricular activities or any other day-to-day activities that are part of education or training.	09.12.2021	JH/LK/TC
Movement of persons	From Thursday 27 January 2022, venues and events will no longer be required by law to use the NHS COVID Pass. The pass can be used on a voluntary basis as was previously the case in Plan A.	20.01.2022	JH/LK/TC
Covid-19 Prevention	From 20 th January 2022, the government is no longer advising people to work from home if they can. Staff should speak to their employers about arrangements for returning to the office, and should follow the guidance Reducing the spread of respiratory infections, including COVID-19, in the workplace (Updated 05.05.2022)	20.01.2022 05.05.2022	JH/LK/TC
Pupil related issues	Vulnerable children - Early years and children care settings, schools and colleges continue to be open for all children and young people in England and attendance of school age children remains compulsory. These settings may however need to change how they are delivering education and childcare for a short period of time in line with the guidance on emergency planning and response for education, childcare, and children's social care settings . In all circumstances, and in all settings, priority should continue to be given to vulnerable children and young people and children of critical workers (as defined in the link below) to attend full time.	04.01.2022 05.05.2022	JH/LK/TC

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

Date: 02.09.21, 14.09.2021, 16.09.2021, 05.10.2021, 23.11.2021, 30.11.2021, 02.12.2021, 09.12.2021, 16.12.2021, 04.01.2022, 11.01.2022, 13.01.2022, 20.01.2022, 27.01.2022, 24.02.2022, 05.05.2022

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.