

Risk Assessment Number: TIV8	RISK ASSESSMENT FOR: COVID Safe Practice e.g. Educating, supporting, arranging contractors, cleaning duties, clearing waste, controlling access to rooms etc		
School: ACE Tiverton	Assessment by: Stacy Fagg & Hannah Smart	Original Date: 8 th June 2020	
Last Review Date: 11/02/21 (TT Review)	Headteacher Approval: Hannah Smart Date: 21/01/21		
Next Review Date: 21/02/21	CEO Sign Off: Date:		

The pages that follow this evidence the ongoing risk assessment process that has been undertaken since the full return to school in June 2020. For ease of navigation, this format of this document now includes the most recent additions and amendments to the COVID Safe protocols in place at ACE Tiverton. These are informed by the most recent Department of Education guidance: <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/> as well as guidance from Devon County Council, the wider Transforming Trust Advisory sources and lessons learnt from the experience over autumn term which included a single positive case within the staff group. The purpose of moving the most recent actions to the front of the document is to ease navigation for the reader so that the most relevant actions they are required to engage with are accessible.

Hazard / Risk	Who is at Risk?	How can the hazards cause harm?	Control Measures	Control Measures	
				In Place	Adequate
Risk Assessment 20/02/21					
Increasing Numbers of students onsite	All staff and students	Increased risk of contact and potential for transmission.	<ul style="list-style-type: none"> • Clear routines for testing, cleaning and reinforcement of expectations relating to sanitising and space for all students. • Remain 'as is' with home classrooms to limit movement around site to the smallest numbers/occasions per day as possible. • Reinforce the importance of managed movements e.g TA, Teacher or other staff member moving with students to reinforce safe spacing and distance. 	Y	As far as can be judged
Increased shielding criteria	All staff and students	Further decrease in capacity for day-to-day operations across the school	<ul style="list-style-type: none"> • Re-timetable to use staff time efficiently and effectively in line with childcare, shielding and other factors that may limit presence onsite. • Consider use of supply staff as relevant and possible to cover staffing gaps. • Undertake individual risk assessments with affected staff members. • Redirect workload tasks to those working from home to reduce pressure on staff onsite. 	Y	As far as can be judged
			<ul style="list-style-type: none"> • 		
Risk Assessment 11/02/21					
Staff and Student Wellbeing on school site.	All staff and students	Emotional and physical exhaustion due to intensity of interactions	<ul style="list-style-type: none"> • Addition of planned and timetable breaks from classroom for TAs supported by the Pastoral Team to provide variety in the day. • Review and adjust TA/class allocations to maintain consistency where most appropriate for student and with staff agreement. Adjust in other groups where this would be a positive strategy for all involved. 	Y	As far as can be judged

Hazard / Risk	Who is at Risk?	How can the hazards cause harm?	Control Measures	Control Measures	
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Increase testing to twice weekly for staff as per guidance	All staff and students	Further decrease in capacity for day-to-day operations across the school.	<ul style="list-style-type: none"> Increase numbers of staff able to undertake testing to alleviate pressure on individual groups of staff. Increase quality assurance on the bigger group of testers etc to ensure accuracy and full compliance with standards. 	Y	As far as can be judged
Access to Indoor Spaces outside of classrooms	All staff and students	Increased risk of contact and potential for transmission.	<ul style="list-style-type: none"> Individual classes have identified indoor spaces outside of their classroom/break out spaces to enable sensory and 5 point scale strategies to be used appropriately. Indoors spaces (Forum for Einstein & Tesla, Dining Hall for Brecel, Dawson & Mendoza, Applegate internal sensory walkways and corridors) are allocated and linked to groups based upon the location of their home classroom to limit movement around the school wherever possible. 	Y	As far as can be judged
HR Guidance communicated	All staff and students	Lack of clarity impacting upon staff confidence in systems.	<ul style="list-style-type: none"> Central HR communicated changing protocols as and when appropriate. School SLT highlight these comms and further reinforce key messages relevant to the whole school team, individual groups of staff and individual staff themselves. 	Y	As far as can be judged
Risk Assessment 04/01/21					
Student Movement and Groupings	All staff and students	Increase likelihood of transmission	<ul style="list-style-type: none"> Student Groups will remain in specific rooms, they will not move around the school between lessons. 	Y	As far as can be judged
Staff Movement: TAs	All staff and students	Increase likelihood of transmission	<ul style="list-style-type: none"> TAs will be linked with specific groups and remain with them throughout the school day. Masks will be worn whilst moving around the building. 	Y	As far as can be judged
Staff Movement: Teachers	All staff and students	Increase likelihood of transmission	<ul style="list-style-type: none"> Teachers will move between classrooms and remain teaching from the front of each room. Masks will be worn whilst moving around the building. 	Y	As far as can be judged
Staff Movement: Pastoral Team	All staff and students	Increase likelihood of transmission	<ul style="list-style-type: none"> Pastoral Team members will maintain a 2-metre distance from all students and wear masks whilst around the building unless in the Hub. Students will be supported in their specific group area: classroom, quiet room, corridor or outside space. Pastoral Team members will be linked to specific groups to support students and will not cross groups unless in a crisis situation. 	Y	As far as can be judged
Staff Movement: SLT	All staff and students	Increase likelihood of transmission	<ul style="list-style-type: none"> SLT will remain at a two metre distance from all students and staff unless in a crisis situation. SLT will wear masks when outside of their office or workspace, unless outside or at a 2 metre distance and a mask will prevent safe working. 	Y	As far as can be judged
Staff Movement: Other Groups	All staff and students	Increase likelihood of transmission	<ul style="list-style-type: none"> Wherever possible, all movement of staff outside of class groups will happen during lesson time to reduce the numbers of people moving around the site. The site team and other staff, as directed, will clean high traffic/contact points between each break/lunch and end of day. 	Y	As far as can be judged

Hazard / Risk	Who is at Risk?	How can the hazards cause harm?	Control Measures	Control Measures	
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Specialist Rooms	All staff and students	Increase likelihood of transmission	<ul style="list-style-type: none"> Specialist rooms will be used to support teaching and learning however, groups will be collected from their home classroom and walked to the specialist room by the teacher. Each space will be cleaned in between different groups using it – this will be done by teaching and support staff. 	Y	As far as can be judged
Staff Meetings	All staff and students	Increase likelihood of transmission	<ul style="list-style-type: none"> Staff meetings will take place using chairs and staff at a two metre distance. Meetings will be limited to twice weekly (Wednesday and Fridays). Masks will be worn throughout, unless staff are presenting. Where feasible, meetings will take place in limited formats to reduce the proximity of staff. 	Y	As far as can be judged
Breaktimes	All staff and students	Increase likelihood of transmission	<ul style="list-style-type: none"> TAs will collect snacks from the servery at the end of lesson 2. They will eat in their class room. Students can access outdoor areas at breaktimes but this must be done via outside routes and not through the building. The dining hall can be used for social interaction at breaktime. Physical distancing must be enforced for students in different groups. 	Y	As far as can be judged
Lunchtimes	All staff and students	Increase likelihood of transmission	<ul style="list-style-type: none"> Unless a personalised eating plan is in place, all students will eat in the Dining Hall or Forum. No food can be taken out of either space unless by a member of staff as part of a personalised eating plan. Physical distancing must be enforced for students in different groups. 	Y	As far as can be judged
Masks	All staff and students	Increase likelihood of transmission	<ul style="list-style-type: none"> All staff are expected to wear masks at all times outside of the classroom, their usual office or workspaces. All students are actively encouraged to wear masks whilst moving around the school site. All drivers, parents and carers are expected to wear masks at pick up and drop off. 	Y	As far as can be judged
Sanitising	All staff and students	Increase likelihood of transmission	<ul style="list-style-type: none"> All students and staff are expected to sanitise at the beginning and end of every lesson and at every transition throughout the school day. TAs will sanitise any resources used that remain in group classrooms Teachers will sanitise any resources they move between groups prior to use with a different group of students. Pastoral Team and SLT will sanitise any resources used by another person, student or staff including pens, keyboards etc between uses. 	Y	As far as can be judged
Visitors	All staff and students	Increase likelihood of transmission	<ul style="list-style-type: none"> No visitors, unless for a safeguarding reason, will be planned during school hours. No meetings with any external person, including families, will be planned during school hours unless for a safeguarding reason. Where meetings or visitors are necessary, they will be booked during lesson times to reduce the number of people moving around the building. Where possible, all meetings and visits will be held outside or in the reading room if and outside meeting isn't practicable. 	Y	As far as can be judged

Hazard / Risk	Who is at Risk?	How can the hazards cause harm?	Control Measures	Control Measures	
				In Place	Adequate
Numbers in rooms	All staff and students	Impact of actions on rates of transmission	<ul style="list-style-type: none"> All staff are expected to enforce the number limits in every room where they operate. All staff are expected to always enforce physical distancing between colleagues and students. Staff and students to revisit expectations on return from holiday, including use of masks, physical distancing and sanitising/hygiene routines. 	Y	As far as can be judged
CEV and EV staff and students	All staff and students	Decrease risk/likelihood of transmission	<ul style="list-style-type: none"> All CEV/EV staff and students have an individual discussion/RA assessment, where needed or helpful to support them remaining in school and feeling safe. 	Y	As far as can be judged

Additional Control Measures <i>(to take account of local/individual circumstances including changes such as working practices, equipment, staffing levels).</i>	Action by Whom <i>(list the name of the person/people who have been designated to conduct actions)</i>	Action by When <i>(set timescales for the completion of the actions – remember to prioritise them)</i>	Action Completed <i>(record the actual date of completion for each action listed)</i>	Residual Risk Rating (Low, Medium, High)
<p>No further actions can be taken to reduce risk, it still remains high and unproven as to whether an increased number of staff or students onsite is safe and can be managed however all possible actions have been undertaken to ensure it is as safe as possible with all factors taken into consideration and within the framework of the most recent advice and guidance.</p> <p>The actions outlined to support a safe return to school in January 2021 will be reviewed on Thursday 21st January. This will enable us to identify if the return from holiday has increased rates of infection; if there are no positive cases, we will consider a move to a full timetable experience. We will continue to mitigate the risks to the best of our ability, in line with the most recent and relevant advice and guidance.</p>				
Review by: Chair of Cluster Date: Name:	COMMENTS:			
Review by: Chief Executive Officer Date: Name:	COMMENTS:			

In line with the Department for Education's instruction, it is our plan that all Students, in all year groups, will return to school full-time from the beginning of the autumn term – Tuesday 8th September 2020 (following Staff INSET). Our planning is underpinned by the Department for Education's advice on effective infection protection and control which states the following: "We are asking schools to prepare for all Students to return full-time from the start of the autumn term, including those in school-based nurseries. Schools should not put in place rotas. Schools must comply with health and safety law, which requires them to assess risks and put in place proportionate control measures. Schools should thoroughly review their health and safety risk assessments and draw up plans for the autumn term that address the risks identified using the system of controls set out below. These are an adapted form of the system of protective measures that will be familiar from the summer term. Essential measures include:

1. a requirement that people who are ill stay at home
2. robust hand and respiratory hygiene
3. enhanced cleaning arrangements
4. active engagement with NHS Test and Trace
5. formal consideration of how to reduce contacts and maximise distancing between those in school wherever possible and minimise potential for contamination so far as is reasonably practicable

How contacts are reduced will depend on the school's circumstances and will (as much as possible) include:

- grouping students together
- avoiding contact between groups
- arranging classrooms with forward facing desks
- staff maintaining distance from Students and other staff as much as possible"

Many of the protocols and procedures that were implemented during the summer term will remain the same in the autumn term with the expectation that they will further embed so that student who did not attend in the summer term will themselves adopt the measures also.

All protocol and procedures are aligned to the Risk Assessment of Schools document (appendix 1) that has been produced using a LA-approved template following 'Guidance for full opening: schools' (<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#introduction>). It is a legal requirement to review and update the previous risk assessment.

"The following plan outlines relevant detail from the government's guidance with further detail about how ACE Tiverton will adopt measures and ensure compliance to the statutory elements within. The aim of this plan is to minimise the risks, whilst acknowledging that we can't negate them entirely."

All elements of the system of controls are essential. All schools must cover them all, but the way different schools implement some of the requirements will differ based on their individual circumstances...The system of controls provides a set of principles to help them do this and, if schools follow this advice, they will effectively minimise risks.

Within the government guidance, the systems of control that schools should adopt are clearly listed. This document will outline those systems of control and how ACE Tiverton has made them appropriate to our specific context and circumstance.

System of Controls:

This is the set of actions schools must take. They are grouped into 'prevention' and 'response to any infection' and are outlined in more detail in the sections below.

Prevention:

1. minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, **do not attend school**
2. clean hands thoroughly more often than usual
3. ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach
4. introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach
5. minimise contact between individuals and maintain social distancing wherever possible
6. where necessary, wear appropriate personal protective equipment (PPE)

Numbers 1 to 4 must be in place in all schools, all the time. Number 5 must be properly considered and schools must put in place measures that suit their particular circumstances.

Number 6 applies in specific circumstances.

Response to any infection:

7. engage with the NHS Test and Trace process
8. manage confirmed cases of coronavirus (COVID-19) amongst the school community
9. contain any outbreak by following local health protection team advice

Numbers 7 to 9 must be followed in every case where they are relevant." Numbers 7-9 above may require school to share student/parent contact information with public health officials.

This sharing of information is permissible under current law and is in line with data protection guidance covering schools.

Contact: Systems of control	Action
<p><i>Prevention</i></p> <p>1. Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school</p>	<ul style="list-style-type: none"> • If a member of staff, Student, parent, visitor or any other adult show symptoms of Coronavirus or they have tested positive within the last 7 days, they are not to attend school. The symptoms have been communicated with all members of the school community on multiple occasions and will be shared again before the autumn term. If an adult becomes unwell, they are to remove themselves from the setting as soon as possible. • If a student becomes unwell, the existing guidelines will be followed i.e. the student will be removed to a designated isolated space where they can be monitored and supported until they are collected by their parents and carers or carers. The room that the student utilised will be immediately cleaned with Protect+ solution (or bleach) and the student/adults will wash their hands thoroughly for 20 seconds. • In terms of PPE, a fluid-resistant surgical face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the student or young person is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical 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. The member of staff supporting the symptomatic student does not need to go home to self-isolate unless they develop symptoms themselves or if the symptomatic student subsequently tests positive or they have been requested to do so by NHS Test and Trace. • There will also be a designated toilet assigned to students who fall ill. Once the student is collected, both rooms (waiting and toilet if used) will be thoroughly cleaned by a member of staff wearing both gloves and a mask. The designated isolation spaces/toilets is the Reading Room with the shower room toilet on the leadership corridor. • The student should then be tested for coronavirus. If the test is negative the student can return to the setting assuming they are well enough. If the test is positive, all student and adults within that group should self-isolate for 14 days and not attend the setting. This is why it is so important to not mix with other student and adults outside of your group – it is a protective mechanism. This guidance also applies if an adult presents as unwell and is subsequently tested as positive. Whether or not the whole bubble will close is dependent on the conditions of the day, rather than waiting for a test result. • Suspected or confirmed cases of COVID-19 must be reported as per the most up to date guidance from both the DfE and Local PHE, is relevant. They will discuss the outbreak control measures that are needed and the information to be communicated to others. You should also email the school priority alert mailbox (educate.schoolspriorityalerts-mailbox@devon.gov.uk) to ensure the DCC Education team also know promptly.
<p><i>Prevention</i></p> <p>2. Clean hands thoroughly more often than usual.</p>	<ul style="list-style-type: none"> • Adults and students are to wash their hands on the following occasions: <ul style="list-style-type: none"> - Entry to school - Before/after break times - Before lunch - When they change rooms - Before leaving school - Anytime that they visit the toilet or cough/sneeze into their hands. • Additional hand sanitisers has been purchased and are stationed in each classroom as well as additional hand sanitisers at appropriate points in school i.e. the reception desk for visitors and staff upon arrival and the photocopying areas for increased hygiene as a ‘pinch point’ in the school. Where students are struggling to wash independently, they may receive support assuming the adult supporting is also washing their hands. Students may also use moisturiser supplied from home when required.

	<ul style="list-style-type: none"> • If a student cannot appropriately wash their hands, then skin friendly skin cleaning wipes can be used as an alternative. Where required, staff are to request these from a member of SLT. • Hand hygiene protocols are to be re-visited at the start of the year when students will receive reminders about the expectations of practices and protocols in school. They will be established as part of our action and communication expectations.
<p><i>Prevention</i></p> <p>3. Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.</p>	<ul style="list-style-type: none"> • At the beginning of the year and daily thereafter, students will be reminded through visuals e.g. posters around school that encourage them to "catch it, bin it and kill it". • Students will be reminded that if tissues are regularly disposed of throughout the day, they should be thrown into the lidded bins in each classroom using the foot-pedal or elbow to open the bin and their hands must be cleaned afterwards. • Where students struggle to maintain as good respiratory hygiene as their peers (spitting etc) they will need an individual risk assessment undertaken with professional and family input to ensure measures can be put in place to reduce the risks. This is not a reason to deny these students face-to-face education.
<p><i>Prevention</i></p> <p>4. Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach</p>	<ul style="list-style-type: none"> • At various intervals (as per the cleaning schedule), adults will disinfect and clean tables, door handles and equipment. Each class will have their own allotted set of classroom cleaning equipment in a caddy. It will be stored appropriately within the classrooms. • Students should be allowed to go to the toilet as they request however staff need to be very aware of how many other students are also using the toilet and ensure that students wash their hands afterwards. Toilets are to be cleaned regularly by the site team and members of staff as needed. • If we are required to clean an area after a positive case of coronavirus has been identified, we must follow the guidelines (https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings). This includes ensuring that all tissues, PPE, and cleaning materials are put in a separate disposal bag that is stored securely for 72 hours before being disposed of. Staff must be directed by a member of SLT before entering a space where a known case has been present.
<p><i>Prevention</i></p> <p>5. Minimise contact between individuals and maintain social distancing wherever possible.</p>	<ul style="list-style-type: none"> • The purpose of 'bubbles' is to minimise contacts and mixing between people, reducing the transmission of coronavirus. ACE Tiverton will do everything it can to maintain this whilst still delivering a broad and balanced curriculum. Within groups, students and adults must also take measures to distance themselves where at all possible. <p>Grouping Students: There has been recognition from the DfE that students cannot distance themselves from staff or from each other. Bubbles provide an additional protective measure and they make it quicker and easier to identify those who need to self-isolate as a result of a positive test result.</p> <p>The DfE guidance reads as follows: "In this guidance for the autumn term, maintaining consistent groups remains important, but given the decrease in the prevalence of coronavirus (COVID-19) and the resumption of the full range of curriculum subjects, schools may need to change the emphasis on bubbles within their system of controls and increase the size of these groups."</p> <ul style="list-style-type: none"> • Within the government guidance, it recognises that younger students and those with SEND may not be able to maintain social distancing, and it is acceptable for them not to distance within their group. • This has implications for NHS Test and Trace should there be the need to contact the families of students as a result of a positive case. • The guidance also advises that siblings may be in different groups and encourages schools to use measures as best they can as it will still reduce the network of possible direct transmission. • All teachers and other staff can operate across different classes and year groups in order to facilitate the delivery of the curriculum. <p>Measures within the classroom:</p>

- Adults are to encourage students to maintain a distance between one another whilst inside and reduce the amount of time that they are in face-to-face contact with one another. Where circumstances allow, adults are to try to distance from students and one another.
- Students will receive as much support as normal but adults are to be extra vigilant and mindful of their face-to-face time with the students and reduce this where possible.
- Classrooms need to be adapted to support distancing where possible. If tables are used, they should face the front and students should sit side-by-side, not facing one another nor side on. Classrooms will be prepared as such ready for September.

Measures elsewhere:

- There will be no whole-school events where students and adults are required to congregate. Assemblies will be limited to virtual delivery via Teams or live broadcast where possible. Students will be required to distance during these assemblies rather than lining in tight rows. Where possible, efforts will be made to have virtual assemblies through Teams (video conference software).
- Use of the staff room should be minimal. The staff room will remain open to adults, however strict social distancing must be in place and where possible, it is advised that adults use the Lifeskills space upstairs as well. It is important for your own wellbeing that you see colleagues and we encourage this, but please do not contravene social distancing measures otherwise multiple groups could be at risk of infection should anyone present with symptoms.

Measures for arriving at and leaving school (inc break/lunch times)

- The entry and exit points will be different for groups of students to enable distancing appropriately and it will reduce the risk of students coming in to contact with students from other groups; this may difficult for some families of multiple students and individual conversations will take place as required with each family.
- Families are to be encouraged to walk to school where possible and only one adult will be permitted on the school grounds. If students cycle or scooter to school, then they are to use the storage area to lock their bike/scooter securely near the student entrance.
- Adults from the appropriate groups will be on the gates to support students and adults as they arrive at school. This way we will continue to reduce footfall of adults on site. Parents and carers mustn't congregate at the 'drop-off' point, they must instead arrive on time and then depart. In the instance that parents and carers have students in more than one year group, parents and carers may wait with their student at the front of school, strictly following social distancing from other parents and carers and students. Parents and carers /carers will be asked to drop off and leave, rather than remain on school grounds.
- Again, parent/carers will be encouraged to arrive on time; they must collect their student on time so that teachers can release students safely. Whilst parents and carers are waiting, social distancing must be adhered to.
- Teachers will not be available to speak to unless teachers initiate the contact. Teachers must commit their time to ensuring that all students safely leave their care. Parents and carers can contact teachers through Parent Mail, email or telephone if they have queries about the day or they can call to make a phone appointment.
- The admin office is not to be accessed by parents and carers unless through prior arrangement via a call or email. The DfE guidance states that coming into the site without an appointment is not allowed. However, parents and carers can obviously still call and receive support over the phone or via email. Any items brought in (e.g. phones) will be collected and stored on arrival or placed in the identified student location in the relevant room.
- Any homemade non-disposable face coverings that staff or student, young people or other people are wearing when they arrive at their setting must be removed by the wearer and placed into a plastic bag that the wearer has brought with them in order to take it home. Disposable face-coverings must be placed in a lidded bin. The wearer must then clean their hands.

Other considerations

- Supply teachers, peripatetic teachers and/or other temporary staff can move between schools.

	<ul style="list-style-type: none"> • Likewise, specialists, therapists, clinicians and other support staff for students should provide interventions as usual. However, they must be made aware of school procedures and they must adhere to them. • A pamphlet of these will be provided alongside the normal safeguarding procedures. • Where contractors can attend outside of school hours they should. If that is not possible, they should follow all procedures as determined by school. • A record of all visitors must be kept to support NHS Test and Trace. In terms of classroom resources, for regularly used stationery, students will all have their own individual set that is not to be shared. Other classroom resources like books and games can be used within the group but should be cleaned following use. Shared resources, like art/science equipment should be meticulously cleaned between use or rotated to allow 72 hours between use to ensure they are safe. • Games that encourage distancing and little touch need to be made available to the students. However, outdoor equipment should be appropriately cleaned between groups of students using it, and multiple groups do not use it simultaneously. Therefore, each group will need to gather resources from their classrooms or the PE cupboard so that they have dedicated outdoor equipment that is taken out and used exclusively by them. This is gathered back in at the end of their break/ lunch time and cleaned. • Students should not bring anything additional from home however, students can now take books home and return them, if agreed with parent/carer in advance. Books are to be returned as normal but taken out of circulation for 72 hours before being returned to the reading or classroom. Teachers are advised not to take books home, although this is not restricted within the guidance. We expect staff to undertake assessment within the lesson, recording feedback and student’s response and application.
<p><i>Prevention</i></p> <p>6. Where necessary, wear appropriate personal protective equipment (PPE).</p>	<ul style="list-style-type: none"> • PPE should only be used for two reasons; where an individual is presenting with coronavirus symptoms and/or when a student is receiving intimate care (toileting/relevant first aid support). • The PPE available in school for dealing with cleaning of potentially infected zones and supporting ill students or adults is as follows: <ul style="list-style-type: none"> • Face masks • Aprons • Gloves of various sizes • Face shields • Students will be told that some adults might be wearing PPE and that it is ‘ok’. Staff choosing to wear PPE will be supported to do so however unless undertaking the duties outlined above, or unless guidance changes, masks will not be able to be used in a classroom environment.
<p><i>Response to any infection</i></p> <p>7. Engage with NHS Test and Trace.</p>	<ul style="list-style-type: none"> • Parents and carers and staff will be informed that they are expected to engage in the NHS Test and Trace process if required to do so. • They will be required to book a test and provide details of anyone that they have been in close contact with. • They will then be obliged to follow the ‘stay at home’ regulations. Anyone who displays symptoms of coronavirus can and should get a test following the flowchart response. <p><i>If school thinks that the family of the symptomatic student/adult is unlikely to book a test appropriately, we will provide a home testing kit. We should receive these before the start of the autumn term and they will be stored in the Medical Room. Given the potential low numbers of kits, they will only be issued with the agreement of either HCS or DEA.</i> (Only if kits are provided in September)</p> <ul style="list-style-type: none"> • Contact with the symptomatic family will be maintained so that we can respond appropriately to either a positive or a negative result. • If the test result is negative, the student can return to school assuming they would do so under normal circumstances. • If the test result is positive, the student and family need to follow the ‘stay at home’ guidelines.

<p><i>Response to any infection</i></p> <p>8. Manage confirmed cases of coronavirus (Covid-19) amongst the school community.</p>	<ul style="list-style-type: none"> • Suspected or confirmed cases of COVID-19 must be reported as per the most relevant guidance in place at the time of the case. • We will email the DCC COVID alert mailbox (educate.schoolspriorityalerts-mailbox@devon.gov.uk) to ensure the DCC Education team also know promptly. <p>PHE South West Professor Debra Laphorne, Centre Director 2 Rivergate Temple Quay Bristol BS1 6EH</p> <ul style="list-style-type: none"> • School must provide the details of those student /adults that have been in direct close contact with the student/adult (face-to-face contact for any length of time); proximity contacts (extended close contact – within 1m-2m for more than 15 minutes); travelling in a small vehicle with the infected person. • The admin team will prepare a report that shows the contact details of each member of group to support the contact tracers. School will inform parents and carers of the infection, according to the flowchart, but we will not reveal the name of the infected student/adult. • Those contacted or sent home must self-isolate for 14 days but those living in the household do not have to unless the student shows symptoms. • At that point the household will need to go into full isolation following stay at home guidance and have the test. • If the symptomatic student’s test is negative, they must continue to isolate for the remainder of the 14 days. • If the result is positive, they must inform school immediately and isolate for at least 7 days from the onset of symptoms. • ACE Tiverton will not (as per the DfE instruction) be able to ask for evidence of negative test results or other medical evidence before admitting student back after a period of self-isolation.
<p><i>Response to any infection</i></p> <p>9. Contain any outbreak by following the most up to date advice in place.</p>	<ul style="list-style-type: none"> • In the case of any confirmed case (s) we will follow the most up to date guidance for schools in this situation. • If school has 2 or more confirmed cases within a 14 day period, this could be considered an outbreak and greater measures would need to be put in place. The health protection team would advise throughout. • This could result in a phase bubble lock down, a school closure or/and a mobile testing station being established in school. Testing will focus on the affected classes, then their year groups and then the remainder of school if required.
<p><i>Testing</i></p> <p>10. Participate in any mass testing process as directed by the DfE and supported by the Trust.</p>	<ul style="list-style-type: none"> • We will follow the advice, guidance and direction from the DfE, PHE and other relevant agencies about the requirement to participate and undertake a process of testing students and staff. • Linked to this, we will complete any relevant training and reporting linked to the testing process. • We will only undertake testing with the active consent of staff, students and their families, where appropriate to the age and capacity of the student.

School Operations: System of Control	Action
<p>Transport</p> <p>There is a distinction between dedicated school transport and wider public transport: by dedicated school transport, we mean services that are used only to carry students to school.</p>	<p>Dedicated school transport: Students on dedicated school services do not mix with the public on those journeys and tend to be consistent.</p> <ul style="list-style-type: none"> • This means that the advice for passengers on public transport to adopt a social distance of two metres from people outside their household or support bubble, or a ‘one metre plus’ approach where this is not possible, will not apply from the autumn term on dedicated transport. Therefore, school trips using coaches can still occur if the students travel in their consistent bubbles. • If students are travelling via coach to a trip, for example, they are expected to adhere to the systems of control still i.e. good hand hygiene and distancing where possible. • School will only use travel companies who can share a policy that outlines their commitment to thoroughly cleaning coaches between use. <p>Wider public transport: Students should not attend trips or visits if they are required to use public transport to get there. This is an unnecessary risk for ACE Tiverton student to experience.</p>
<p>Attendance</p> <p>Now the circumstances have changed and it is vital for all students to return to school to minimise as far as possible the longer-term impact of the pandemic on students’ education, wellbeing and wider development.</p> <p>School attendance will therefore be mandatory again from the beginning of the autumn term.</p>	<p>Attendance expectations: School will communicate the necessity of attending school to parents and carers and where required, we will offer additional pastoral support.</p> <ul style="list-style-type: none"> • School will re-establish attendance routines as before i.e. we will continue to record and monitor attendance as we did pre-covid and any absence will be followed up. • Where appropriate, we will engage with the local authority to pursue support for families with non-attending students (in line with the local authority’s code of conduct). • Students who are shielding or self-isolating: if rates of infection in the local area rise, then some parents and carers who have students who were once shielding due to medical advice may wish to isolate their students again. • ACE Tiverton will support those parents and carers through dialogue with the school nurse team so that appropriate advice can be offered and leeway afforded. • Where students cannot attend school as parents and carers are following clinical and/or public health advice, absence will not be penalised. • Students and families who are anxious about return to school <p>If parents and carers of students with significant risk factors are concerned, we will provide opportunity to discuss the safety at school and the procedures in place in an attempt to provide reassurance – this could be via a Teams/Zoom meeting. These students are to be identified by school.</p>

<p>School Workforce</p>	<ul style="list-style-type: none"> • Staff who are clinically vulnerable or extremely clinically vulnerable • ACE Tiverton School has planned to follow the full measures within the guidance, therefore most staff will return to the workplace as normal. • Those members of staff that received a letter to say that they were extremely vulnerable and advising them to shield can also return as normal given that shielding comes to a close on 1st August. However, those adults will be encouraged to maintain social distancing measures as much as possible when in attendance. • People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend school as normal also. <p>Deploying support staff and accommodating visiting specialists:</p> <ul style="list-style-type: none"> • As per government guidance, teaching assistants may be deployed to lead groups or cover lessons under the direction and supervision of a qualified, or nominated, teacher. This will become an important measure to reduce the necessity of bringing in agency staff and compromising the integrity of bubbles, should there be a need to arrange cover for any reason. <p>Supply teachers and other temporary or peripatetic teachers:</p> <ul style="list-style-type: none"> • Supply teachers will be used as a last resort to cover classes, however if required they will need to maintain stringent distancing. <p>Staff taking leave</p> <ul style="list-style-type: none"> • The government has set a requirement that people returning from some countries will be required to quarantine for 14 days. • Where staff are required to quarantine after returning from holidays, they need to understand that any period of absence is not authorised given that they are knowingly becoming absent from work. No home-working role is available to those adults therefore staff would be determined as being absent without leave. <p>The MAT HR Procedures cover all aspect of COVID 19 absence and should be consulted for a full range of situations that may occur related to COVID and the resultant actions including pay.</p>
<p>Safeguarding</p>	<p>All existing pre-covid safeguarding measures will return as normal, however all staff will need to consider additional time to support those students requiring additional pastoral support as a result of prolonged absence from school, especially where they were unable to attend site at the end of the academic year 2019-20 or are new to the school community with limited experience of transition due to shielding.</p>
<p>Catering</p>	<p>The school kitchen will be fully open in Autumn term.</p>
<p>Lunch and break times</p>	<p>Staff will continue to support the supervision of lunchtimes but they will be allocated to class bubbles that cannot mix. The spaces used will need to be cleaned both before and after use. A rota will be drawn up to ensure that only members of staff within appropriate bubbles supervise their bubbles at break times. The outside spaces will be split into zones and allocated to bubbles to avoid any cross-contamination. On some occasions, support staff will be required to help to supervise the students whilst they eat and then support in cleaning the room before students go out for their playtime.</p> <p>Whilst students are outside, members of staff are to have their lunch. This can continue into the afternoon lesson time to ensure all are well-rested i.e. the teacher will deliver the start of the afternoon without support staff (or the other way around) so that everyone can have sufficient time if there are not enough staff to support this during lunchtime. A huge range of games can be found here: https://en-gb.padlet.com/gazneedle/mry7d3wlpw313515</p>

Estates	The MAT Estates Team alongside members of SLT, Richard, Chris and Sarah will conduct the normal pre-term building checks as per the existing schedule of work. Teachers need to ensure that classrooms have good ventilation (open windows and doors).
Educational Visits	School trips are permitted to resume however the risk of compromising the integrity of groups by mixing with other schools attending venues or using coaches that have also been used by other schools, is not conducive with guidance.

Aspect of school	Action
<p>Curriculum expectations</p> <p>The key principles that underpin government advice on curriculum planning are: Education is not optional: all students receive a high-quality education that promotes their development and prepares them for the opportunities, responsibilities and experiences of later life. The curriculum remains broad and ambitious: all students continue to be taught a wide range of subjects, maintaining their choices for further study and employment. Remote education, where needed, is high quality and aligns as closely as possible with</p>	<p>ACE Tiverton School will not have a 'recovery curriculum'. We will instead apply our curriculum model in its fullest and identify gaps in core learning that need to be negated over a period of time, with additional intervention for those year groups that have less time to 'catch-up'. However, we will have a period of adjustment in September that we will brand as 'Step-Up September'.</p> <p>During this period, students will be reminded of all of their hard work during the previous year and we will 'reset' the expectations so that students know that we are expecting of them on their return to school i.e. great learning behaviours.</p> <p>A tiered document that outlines the Step-Up September plan will be produced and shared so that all parties are aware of the focus in the returning month. Tier 1 will focus on the universal messages that we need to re-establish, tier 2 will share enhanced measures of procedures already in place, and tier 3 will outline targeted support and specialist intervention.</p> <p>Our September 2020 curriculum will be as planned, however more time needs to be given to planning the non-core elements so that our curriculum offer is aligned to our improvement plan.</p> <p>We will return to the normal teaching of all subjects in the autumn term</p> <p>Formative assessment will be used to a greater extent so that teachers can tailor the learning journeys.</p> <p>Remote education will become a focus in the sense that it will become integrated in to the school curriculum. Classteachers will retain the use of Class Dojo and upload information to class stories to maintain contact and links with parents and carers . Oak National Academy lessons will be used periodically throughout the curriculum so that students are comfortable with the content and format in readiness to reverting to that way of working should local lockdowns or a national lockdown be imposed.</p> <p>The Relationship and Sex Education element of our new curriculum will be planned and consulted on with parents and carers shortly after the summer holiday. There is now leeway to defer the implementation of that curriculum content until the summer term 2021.</p>

<p>in-school provision: schools and other settings continue to build their capability to educate students remotely, where this is needed.</p>	
<p>Music</p>	<p>Given that there could be an additional risk of infection in environments where students and adults are singing, chanting, playing wind and brass instruments or shouting, singing should not happen in groups of more than 15 and when it does take place, students need to be side-by-side and not facing one another.</p>
<p>Physical activity in schools</p>	<p>PE lessons are still to take place. Where possible, they are to take place outside as transmission of the disease is reduced in the outdoors. The systems of control will still need to be applied during these sessions. Students will be kept in consistent groups and sports equipment will be cleaned thoroughly between each use by different groups. Hand hygiene and respiratory hygiene is paramount due to the nature of exercising and the way people breathe as a result. Hands must be washed thoroughly after completing a PE session. Contact sports are to be avoided. External coaches can still be used to deliver PE sessions as long as they also follow the protective measures.</p>
<p>Pastoral support</p>	<p>The pastoral team will ensure that appropriate materials are on hand to support students' wellbeing. PSHE sessions will need to provide students with the opportunity to rebuild friendships and social engagement and address issues linked to coronavirus.</p> <p>Where issues arise, The Pastoral Manager is to be informed so that specific interventions can take place. The Pastoral Team will need to ensure that they distance appropriately during meetings (outside preferably) given that they will be required to work across phases.</p>
<p>Behaviour expectations</p>	<p>The current approved behaviour policy coronavirus amendment will still apply.</p> <p>Following any return to school, expectations of behaviour will be revisited and the school's values will be widely discussed so that the ethos of the school does not change. The climate and culture will remain one of high expectations and respect and kindness for one another.</p>

Section 4: Assessment and accountability

<p>Aspect of school</p>	<p>Action</p>
<p>Assessment</p>	<p>All statutory assessments will take place in the academic year 20/21 in accordance with the usual timetables. The tests are as follows: ACE Tiverton will prepare for these tests in the same manner as has been done in previous years.</p>

Section 5: Contingency planning for outbreaks

Aspect of school	Action
A local outbreak	If school is made aware of a local outbreak, the PHE health protection team or the local authority may advise school to close. Preparations will be made by way of a contingency plan so that learning can still continue and the community can remain safe.
Remote education support	ACE Tiverton School needs to be in the position to offer immediate remote education if there was a local outbreak and subsequent lockdown. Our full remote offer is outlined in a sperate document which covers all aspects of our curriculum, pastoral and specialist support for students who are unable to attend school. Where students can't access the internet, students will receive home-learning packs (paper-based) to complete. However, efforts will be made to ensure vulnerable/disadvantaged families are not further disadvantaged by their lack of technology in the household. The existing devices will be re-distributed to those eligible families.

Hazard / Risk	Who is at Risk?	How can the hazards cause harm?	Normal Control Measures	Normal Control Measures	
				In Place	Adequate
Access and egress – to site and buildings. Groups gathering, lack of social distancing, contact with surfaces, doors, handles	Staff Students Visitors Contractors Persons away from school site	Spread C-19 passing on or receiving self and to others	<p>Only students and staff can enter the building unless with prior appointment with the HT or DHT.</p> <p>Markers outside the school buildings for the student and parents and carers to wait – more than 1 metres apart when more than one person.</p> <p>Only one adult accompanies the student at drop off. Allocated door/gate/outside space for each learning family to reduce congregation and entry and exit points.</p> <p>Instructions shared re physical distancing between families in the morning with parents and carers and student via visuals and signage for parents and carers and student displayed outside the school buildings. Relocated taxi drop of to reduced congregation.</p> <p>Three staff present at each entry and exit point to be on duty to supervise sanitising.</p> <p>Students do not access locker room but have individual spaces for items brought from home, these are sanitised and all students are actively discouraged from bringing items in.</p>	Y 	All measures are adequate to the extent that they have been undertaken, implemented and will be regularly reviewed. The is no ultimate certainty however that these measures will limit, reduce or prevent the transmission of Covid 19.

Hazard / Risk	Who is at Risk?	How can the hazards cause harm?	Normal Control Measures	Normal Control Measures	
				In Place	Adequate
			<p>Extended drop off and pick up times (and entry points) for different year (class) groups over 15-minute intervals.</p> <p>All staff and Students will be reminded to focus on the 4 key points of infection control:</p> <ul style="list-style-type: none"> • Avoiding contact with anyone with symptoms • Frequent hand cleaning and good respiratory hygiene practices • Regular cleaning of settings • Minimising contact and mixing <p>All student , parents and carers , carers, or any visitors, such as suppliers or contractors, are informed not to enter the education or studentcare setting if they are displaying any symptoms of coronavirus (COVID-19)</p> <p>Plans and precautions are communicated to all, including:</p> <ul style="list-style-type: none"> • Maintain social distancing • Not to group or gather around the school gate • Only one parent to drop or collect student • Not to enter the school grounds unless to attend a pre-arranged meeting <p>Staggered arrival and collection times to limit numbers at peak times</p> <p>2 meter markings by entrances to ensure social distancing</p> <p>Only pre-arranged visits will be allowed on site and will be arranged for quiet times or outside school hours if possible.</p>	<p>Y</p> 	
Corridors	Staff Students Visitors	Lack of social distancing in the corridors resulting in	Student staying in their classroom and accessing with staff supervision.	Y	

Hazard / Risk	Who is at Risk?	How can the hazards cause harm?	Normal Control Measures	Normal Control Measures	
				In Place	Adequate
		direct transmission of the virus	<p>One student leaving a classroom as a time; either in visual distance of the adult with the group or supervised by an additional staff member.</p> <p>Staff communication by walkie talkie, these will remain assigned to individual staff and there will be continual access to cleaning products for them to be sanitised throughout the day.</p> <p>Staff use empty classrooms and alcoves to maximise the distance between each other</p> <p>Apply one-way system around the school using external access walkway and outside gates.</p> <p>Agree instructions with student concerning going and returning to toilet</p> <p>When moving class around the school – 2 metres between student – one adult at back insisting the distance is maintained – regular practice this in the first few days</p>	↓	
Travel to school	Staff Students Visitors Contractors Persons away from school site	Spread C-19 passing on or receiving self and to others	<p>Parents and carers , student and young people will be encouraged to walk or cycle to school where possible.</p> <p>School transport will be informed of any changes before they are made to ensure they can be carried out.</p> <p>Inform parents and carers that if their student needs to be accompanied into school only one parent to attend.</p>	↓	

<p>Safe and Secure Premises and buildings – defective, untested equipment, slips, trips, unavailable routes or exits</p>	<p>Staff Students Visitors Contractors Persons away from school site</p>	<p>Spread C-19 passing on or receiving self and to others</p>	<p>Security fencing and gates check in the morning to ensure they are working, not damaged or breached</p> <p>Fire equipment and systems serviced and tested, where applicable, and in place, including:</p> <ul style="list-style-type: none"> • Fire detection and alarm system • Emergency lighting • Fire extinguishers • Emergency exits • Fire doors • Suppression, venting or smoke extraction systems <p>Sufficient number of trained Fire Marshals will be available for each school rota</p> <p>Ensure any PEEPs are still suitable and staff aware of contents</p> <p>Hot water system heated to full temperature, and hot and cold systems flushed through, and temperatures monitored and recorded as per Legionella Safety Guidance</p> <p>Visual inspection of all Asbestos Containing Materials will be completed to ensure no damage during lockdown</p> <p>Visual inspection of electrical fixtures and fittings will be completed to ensure no damage during lockdown</p> <p>Visual inspection of Portable Appliances will be completed by user</p> <p>Full Premises walk through will be completed to ensure clear of slips, trips, or item falling hazards, clear routes, and corridors</p>	<p>Y</p> 	
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Hazard / Risk	Who is at Risk?	How can the hazards cause harm?	Normal Control Measures	Normal Control Measures	
				In Place	Adequate
			External check of playground and/or playing field areas will be completed to ensure clear of debris, rubbish, animal faeces.		
			All contractors will be asked to provide their COVID RAMS on how they will be operating safely on site	Y	
Class, Classrooms, and equipment. Groups gathering, lack of social distancing, contact with surfaces, doors, handles	Staff Students Visitors Contractors Persons away from school site	Spread C-19 passing on or receiving self and to others	Student asked to bring in own stationary (or have packs of stationary labelled with their name on) Tubs of resources for individuals if needed – maths cubes etc Resources sanitised each night and left to dry if not same person using them the next day Tables, door handles and other surfaces cleaned every night with cleaning supplies accessible throughout the day for staff and students to use as required. Lessons planned so resources are individual and not shared – or on white board Resources on tables ready for lesson and not distributed within the lesson Plastic packets (zippy) bags used for individual resources Student encouraged to wash hands / use hand gel before lessons and after each lesson Organise classrooms and other learning environments to ensure social distancing, maintaining space between seats and desks where possible. Remove excess furniture to increase space (if space to do so) to quiet zones /storage. Organise small class groups, sitting student at desks that are far apart , no more than 15 Students per group. Desks and chair labelled, and students assigned to the same desk in every room; students keep to their desks when in the room.	Y	

Hazard / Risk	Who is at Risk?	How can the hazards cause harm?	Normal Control Measures	Normal Control Measures	
				In Place	Adequate
			<p>Student to use same desks, chairs and resources if returning next day, all items to be sanitised at end of every day.</p> <p>Physical distancing contract created for and with the staff, student and families includes instructions how to line up, use of toilet, moving around the classroom etc.</p> <p>Contract re-visited and modelled many times a day and linked to wider expectations of behaviour– lots of praise for adherence and conversations/family follow up for non-compliance</p> <p>Student isolated if cannot adhere to contract and spoken to re the need for social distancing; families contacted, and individual risk assessment undertaken.</p> <p>Lessons planned for individual work (not pairings or group work)</p> <p>Feedback – using large whiteboard and visualizer and interactive whiteboard not close interaction</p> <p>Mark out an area for the teacher – 2m distancing including desk and whiteboard.</p> <p>Staff Teams are rotated on a week in/out basis to reduce contact with multiple people and enable natural breaks to track any occurrence of infection.</p> <p>Student stay in the class group throughout the day and will not mix with other groups</p> <p>Students will not bring in items from home and if they do, they will stay in the student’s locker after sterilisation; only the student will handle these items.</p> <p>Access rooms directly from outside where possible</p>	Y	

Hazard / Risk	Who is at Risk?	How can the hazards cause harm?	Normal Control Measures	Normal Control Measures	
				In Place	Adequate
			<p>Decide which lessons or activities will be delivered</p> <p>Consider which lessons or classroom activities could take place outdoors</p> <p>Use the timetable and selection of classroom or other learning environment to reduce movement around the school or building</p> <p>Stagger assembly groups</p> <p>Stagger break times (including lunch), so that all student are not moving around the school at the same time</p> <p>Ensure that student and young people are in the same small groups at all times each day, and different groups are not mixed during the day, or on subsequent days</p> <p>Ensure that the same teacher(s) and other staff are assigned to each group and, as far as possible, these stay the same during the day and on subsequent days</p> <p>Ensure that wherever possible student and young people use the same classroom or area of a setting throughout the day, with a thorough cleaning of the rooms at the end of the day</p> <p>Ensure where possible equipment is used exclusively by the group, or ensure it is appropriately cleaned between groups of student using it, and that multiple groups do not use it simultaneously</p> <p>Remove unnecessary items from classrooms and other learning environments where there is space to store it elsewhere</p>	<p>Y</p> 	

Hazard / Risk	Who is at Risk?	How can the hazards cause harm?	Normal Control Measures	Normal Control Measures	
				In Place	Adequate
			<p>Remove soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts)</p> <p>Ensuring everyone queues and eats further apart than normal</p> <p>Keeping apart when in the playground or doing any physical exercise</p> <p>Visiting the toilet one at a time</p> <p>Considering one-way circulation, or place a divider down the middle of the corridor to keep groups apart as they move through the setting where spaces are accessed by corridors</p> <p>Avoiding unnecessary staff gatherings</p>	Y	
Kitchen and Meal Arrangements And Breaktimes	Staff Students	Lack of social distancing during break and lunchtimes resulting in direct transmission of the virus	<p>Break Times Staggered playtimes and allocated outside area in the first instance</p> <p>Reduced playtime equipment – hard surfaces and can be easily cleaned</p> <p>Games discussed which encourage social distancing – football passing, catch etc Staff supervision throughout – actively encouraging and reinforcing physical distancing rules.</p> <p>Student practice talking 2 metres apart – modelled by staff.</p> <p>Physical distancing markers throughout external spaces.</p> <p>Meal Times Staggered eating times and access to the dining room.</p> <p>Staff reinforcing staggered timings and physical distancing.</p>	Y	

Hazard / Risk	Who is at Risk?	How can the hazards cause harm?	Normal Control Measures	Normal Control Measures	
				In Place	Adequate
			<p>Students eat in their designated spaces within the dining room; each area is cleaned between groups.</p> <p>Students asked to bring self-contained lunch in first instance where possible – food and packed lunches kept in locker.</p> <p>Meals brought to their (designated spaces).</p>		
Vulnerable Groups	<p>Staff</p> <p>Students</p> <p>Visitors</p> <p>Contractors</p> <p>Persons away from school site</p>	<p>Spread C-19 passing on or receiving self and to others</p>	<p>Groups who are clinically, extremely vulnerable, parents and carers should follow medical advice if their student is in this category</p> <p>Student with EHCP – complete risk assessment before attendance</p>	<p>Y</p>	
1:1 working and restraints	<p>Staff</p> <p>Students</p>	<p>Risk of spreading virus due to close contact with student – 1:1 and restraint resulting in direct transmission of the virus</p>	<p>Seek expert guidance from CPI and other sources linked to MAPA and undertake individual risk assessments as required including staff, student and family to discuss risks, responses, strategies and related actions.</p> <p>Masks purchased if needed should guidance change – N95 grade and instructions from PHE re: cleaning and PPE – so issued to individuals as risk assessment.</p> <p>Extra disposable aprons ordered.</p> <p>Extra gloves ordered.</p> <p>Some visors also ordered if needed as ordering is possible. Pls note the Government guidance states: “Wearing face coverings or face masks is not recommended”.</p> <p>Limited access to onsite provision considered if necessary if a student is acting in a way staff are put at risk.</p>		

Hazard / Risk	Who is at Risk?	How can the hazards cause harm?	Normal Control Measures	Normal Control Measures	
				In Place	Adequate
Staff Rooms & Offices	Staff Students Visitors Contractors Persons away from school site	Spread C-19 passing on or receiving self and to others	Reduced staffing rota to allow social distancing – chairs removed/placed apart to aid this. Unnecessary gatherings will be discouraged	Y ↓	
Hygiene practices	Staff Students Visitors Contractors	Spread C-19 passing on or receiving self and to others	Allocated toilets for each group of students and staff. Hand gel used after toilet use as well as washing hands. Extra Signs in toilet re washing hands. Extra soap ordered to ensure we do not run out. 30 minute reminders to wash hands above and beyond any toilet linked hygiene. Hand gel dispenser available to every person onsite and in every room. Hand gel order in large quantities to enable easy access. Extra soap dispensers and re-fills in each toilet and at each sink. Extra hand washing bowls in each classroom should the need arise once people are onsite. Student handwash or hand gel on entry to school, before break, after break, before lunch, after lunch, leaving school, using the toilet and any time they cough or sneeze and every 30minutes throughout the day. Washing hands posters replaced in all washing areas	Y ↓	

Hazard / Risk	Who is at Risk?	How can the hazards cause harm?	Normal Control Measures	Normal Control Measures	
				In Place	Adequate
			<p>Reminders how to wash hands properly – videos and posters</p> <p>Procedure agreed for student to wash hands so thorough hand washing is undertaken.</p> <p>Sufficient handwashing facilities are available throughout the school. Where a sink is not nearby, hand sanitiser will be available in classrooms and other learning environments and locked away when not in use.</p> <p>All staff who are cleaning on top of their normal duties will complete COSHH training and have access to the COSHH data sheets and method statements</p> <p>Additional sanitising will take place during the day. Concentrating on touch points and hard surface that Students and staff have touched.</p> <p>Surfaces that student and young people are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters, will be cleaned more regularly than normal</p> <p>Ensure that all adults and student :</p> <ul style="list-style-type: none"> • Frequently wash their hands with soap and water for 20 seconds and dry thoroughly. • Hand cleaning guidance posters will be displayed • Hands will be cleaned on arrival at the setting, before and after eating, and after sneezing or coughing • Introduce handwashing songs for younger student and ensure help is available • are encouraged not to touch their mouth, eyes and nose • use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it') 	Y	

Hazard / Risk	Who is at Risk?	How can the hazards cause harm?	Normal Control Measures	Normal Control Measures	
				In Place	Adequate
			<p>Pedal bins used to ensure limited touch points and bins for tissues are emptied throughout the day</p> <p>Where possible, all spaces should be well ventilated using natural ventilation (opening windows)</p> <p>Prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation</p> <p>Students will not bring in items from home and if they do, they will stay in the students' locker after sterilisation; only the student will handle these items.</p> <p>Physical distancing contract created for and with the staff, students and families including instructions how to line up, use of toilet, moving around the classroom, etc.</p> <p>Student isolated if cannot adhere to contract and spoken to re the need for social distancing; families contacted and individual risk assessment undertaken.</p>	Y ↓	
Cleaning	Staff Students Visitors Contractors Persons away from school site	Spread C-19 passing on or receiving self and to others	<p>The GOV.uk guidance COVID-19: cleaning of non-healthcare settings guidance will be followed</p> <p>All surfaces, handles, toilets and shared equipment will be cleaned each day using Milton</p> <p>PPE will be worn by all cleaning staff</p> <p>Some resources will be rotated and left to de-contaminate for 3 or 4 days after cleaning to reduce the risk of indirect transmission</p>	Y ↓	

Hazard / Risk	Who is at Risk?	How can the hazards cause harm?	Normal Control Measures	Normal Control Measures	
				In Place	Adequate
			<p>Soft furnishings and soft / cloth toys will be removed from use in classrooms and only used in a one to one situation, each being sanitised, washed and dried thoroughly in between use.</p> <p>Deep cleaning of all rooms before re-opening.</p> <p>Cleaning SOPS for a suspected or confirmed case will be produced and followed</p> <p>Additional sanitising will take place during the day. Concentrating on touch points and hard surface that Students and staff have touched.</p> <p>Clean and disinfect equipment, toys, and surfaces more regularly. This includes but not inclusive of keyboards, mouse, tables, chairs, door handles, light switches, and bannisters.</p> <p>Wear disposable or washing-up gloves for cleaning and PPE will be disposed of in a designated area.</p> <p>Pedal bins for tissues may need emptying more frequently</p> <p>All waste will be bagged and sealed</p> <p>The cleaning team will be trained in the additional cleaning requirements, this includes any high traffic areas and PPE usage, removal and disposal.</p>	<p>Y</p> 	
First Aid and Intimate Care	Staff Students Visitors Contractors	Spread C-19 passing on or receiving self and to others	First Aid rooms and Intimate care areas are thoroughly cleaned and checked for additional hazards at the start and end of the day, and after use	Y	

Hazard / Risk	Who is at Risk?	How can the hazards cause harm?	Normal Control Measures	Normal Control Measures	
				In Place	Adequate
	Persons away from school site		<p>Ensure adequate first aid trained staff on site for each rotated team</p> <p>Ensure sufficient and appropriate equipment available</p> <p>Ensure sufficient stock of PPE available, minimum disposable gloves and aprons</p> <p>Ensure staff trained in use of PPE usage, removal and disposal.</p>	Y	
Emotional distress of the student	Staff Students Persons away from school site	Mental Health Deterioration and Stress	<p>Student to have class teacher and TA (if possible, under vulnerable staff guidance) in the first instance</p> <p>Small numbers of student to support their emotional need in any one group or room.</p> <p>Reduced time in school to ensure transition is successful from home to school</p> <p>2 metre social distancing Pastoral provision available for student who are distressed</p> <p>Recovery curriculum focus to all activities to support student's well-being – slowly increasing the cognitive load.</p>	Y	
Emotional distress of the school community	Staff Students Persons away from school site	Mental Health Deterioration and Stress	<p>Slow transition of students onto site as required. Initial visits with one family member accompanying them at a pre-agreed time</p> <p>Inclusion in risk assessment process – input into hazard identification and control measures</p>		

Hazard / Risk	Who is at Risk?	How can the hazards cause harm?	Normal Control Measures	Normal Control Measures	
				In Place	Adequate
			<p>Online coaching for any staff who requests it – Using EP offer or RB/EG linked to Recovery Curriculum.</p> <p>Staff meeting as a team and on an individual basis – virtually – to discuss concerns and shared control measures</p> <p>Sharing of support helplines – Health Shield/ESU and others</p> <p>At least one SLT member of staff on site every day for staff to share concerns with</p> <p>Risk assessments reviewed after day one, week one and fortnightly after that – this is flexible</p> <p>Separate risk assessment for individual students, staff and areas as required on a rolling basis.</p> <p>Designated “staff areas” areas for different groups of staff to include refreshment and rest areas.</p> <p>Embedded planning and preparation time within the onsite programme every week.</p> <p>Extremely vulnerable staff (Shielding) work from home Vulnerable staff – those suggests to strict social distancing – working at home or in school with strict 2 metre distancing measures in place</p>	Y	
Risk of illness of vulnerable staff and family members through direct and indirect transmission of the virus	Staff Students Persons away from school site	Spread C-19 passing on or receiving self and to others	Those who are clinically extremely vulnerable (those who have received a letter from Government or clinician) or living with someone who is clinically extremely vulnerable are to work from home	Y	

Hazard / Risk	Who is at Risk?	How can the hazards cause harm?	Normal Control Measures	Normal Control Measures	
				In Place	Adequate
			<p>Those who are clinically vulnerable – those strongly advised to social distance in the original guidance are to work at home or work in school adhering to strict 2 metre social distancing from colleagues and student.</p> <p>Those living with those that are clinically vulnerable can attend school and work with student or adults adhering to this and other re-opening risk assessments.</p>		
Fire Evacuation or Emergency incident	Staff Students Visitors Contractors	Spread C-19 passing on or receiving self and to others	<p>In the event of a Fire Evacuations standard procedures will be followed until you reach the muster point, which will be marked with 2 metre guides.</p> <p>This should also be taken into account when working out numbers on site.</p> <p>The FMP will also need to be amended for each school/base.</p>	Y	
Student becoming unwell with COVID-19	Staff Students Visitors Contractors Persons away from school site	Spread C-19 passing on or receiving self and to others	<p>If a student becomes unwell they should be moved to a room where they can be isolated behind a closed door, depending on the age of the student and with appropriate adult supervision if required.</p> <p>Parent/carer called to collect student and they are advised to contact NHS 111 for advice. They will not be able to return to school until they have had the results of a COVID-19 test</p> <p>A face mask should be worn by the student, if appropriate, to prevent the transmission of germs and by supervising adult if a distance of 2 meters cannot be maintained.</p> <p>If contact with the student is necessary than gloves, an apron and face mask should be worn.</p>		

Hazard / Risk	Who is at Risk?	How can the hazards cause harm?	Normal Control Measures	Normal Control Measures	
				In Place	Adequate
			Once the student has been collected then the room should be locked to prevent access until the cleaning team can complete a deep clean of the room.		
Training, Information, Instruction, Supervision	Staff Students Visitors Contractors Persons away from school site	Spread C-19 passing on or receiving self and to others	<p>COSHH training is provided for staff who are completing additional sanitising duties and documented that staff have been completed the training.</p> <p>The Cleaning Team is given additional training in regard to the high risk areas, the touchpoint and PPE usage, removal and disposal.</p> <p>Additional signage will be displayed on site to ensure social distancing can be adhered to.</p> <p>All dietary or allergy information shared with relevant responsible staff</p> <p>Ensure all relevant responsible staff are aware of any PEEPs and content</p> <p>The staff teams will be informed of any safety measures in place, timetable changes, staggered arrivals/departures and how to move around the school building to ensure social distancing.</p> <p>This Risk Assessment will be shared and available for all staff members.</p> <p>Head Teachers and school leaders to monitor arrangements throughout the day and make remedial actions where necessary.</p> <p>There will be open lines of communication for all to be able to raise concerns/make suggestions.</p>	Y 	

Hazard / Risk	Who is at Risk?	How can the hazards cause harm?	Normal Control Measures	Normal Control Measures	
				In Place	Adequate
			Staff team will be informed of COVID-19 symptoms to look out for. The staff team will be informed of procedures should they present with symptoms of COVID and if required help is available if they need help reporting the symptoms.		
Identified increased risk to staff of a BAME background.	Staff & Students of BAME background	Spread of C19 and higher risk of significant harm due to it.	Verbal discussion and sharing of information about protective factors e.g consumption of Vitamin D as a positive action towards risk reduction.	Y	As far as can be judged.
Trips and Visits	All staff and students	Exposure to C19 and spread amongst school community.	Completion of RA, Trip planning and assessment of hygiene practices, physical distancing and provision of relevant PPE in the location visited. Appropriate protective actions taken for transport and transparent engagement with parents and carers and carers.	Y	As far as can be judged.
Transition	All staff and students – current and future.	Exposure to C19 and spread amongst school community.	Separation from current students. Reduced exposure to students by using the bubble strategy over weeks, engagement and discussion with families and current school to ensure agreement and consent of all parties with risk management actions in place.	Y	As far as can be judged.
Additions From 1 st September 2020: See Update below					
Facemasks	All staff and students	Incorrect use can increase exposure to C19	Advice and guidance regarding hand hygiene and use/care of facemasks. Hand washing before putting on, careful storage in sealed bag or box marked with name. Masks changed at least twice per day and cared for by individual staff or student, unless other personalised arrangements are made and recorded in student Ras.	Y	As far as can be judged
Staff Welfare and Support	All staff and students.	Lack of compassion or presumption of views can cause distress.	All staff will be briefed to raise awareness of the different views and opinions that made be held. Clarity of expectations regarding standards of conduct and interaction along with regular reminders. Offer of staff support, counselling and external sources of information and guidance.	Y	As far as can be judged

Hazard / Risk	Who is at Risk?	How can the hazards cause harm?	Normal Control Measures	Normal Control Measures	
				In Place	Adequate
Communication	All staff and students	Lack of clarity can cause confusion and incorrect decision making.	Standardised format for information sharing and updates via email and verbally as well as weekly reviews of the RA. See appendix A for example.	Y	As far as can be judged
Additions from 11 th September: See update below					
Arrival and Departures	All staff and students	Increased risk from vehicle movements and pedestrians.	All walkers will enter through the rear student entrance. All taxi students will enter through the front lobby (Applegate, Brecel, Einstein) or Reception (Dawson, Grandin and Mendoza) A new staff rota has been circulated.	Y	As far as can be judged
One Way System	All staff and students	Lack of clarity can cause confusion and incorrect decision making.	The floor arrows have been removed. Staff are actively encouraged to either: Remain 2 metres apart from another person in the same corridor space OR Walk clockwise around the school site, using the external gates for ease and directness.	Y	As far as can be judged
Outdoor Equipment	All staff and students	Lack of sanitising can increase risk of transmission	The last staff member on duty in each garden area must wipe down the equipment touch points when leaving the space. This may mean encouraging students to go and wash their hands after lunch time to give time for wiping down.	Y	As far as can be judged
Social Interactions	All staff and students	Non-compliance with space/face/hands can increase rates of transmission and risk of staff absence.	Staff are asked to be mindful of their personal and social interactions outside of school. Taking all precautions regarding space, face and hands will reduce the potential spread amongst your home and school families.	Y	As far as can be judged
Additions from 28th September					
Visitor Protocol	All staff and students	Increase track and trace capacity	Incorporate QR code into visitor protocol and review the ongoing arrangements for visitors in line with changing guidance.	Y	As far as can be judged
School Tests	All staff and students	Increase absence rates due to limited test access	Follow DHSC and DfE guidance as policy for distribution of test. Key rationale is to limit the unnecessary absence of staff and students from school due to awaiting test slots or results.	Y	As far as can be judged
Additions from 2 nd October					
Seating Plans	All staff and students	Increase ability to track and trace accurately.	All teaching staff to provide accurate seating plans by 5 th October and maintain these, submitting them weekly as required.	Y	As far as can be judged

Hazard / Risk	Who is at Risk?	How can the hazards cause harm?	Normal Control Measures	Normal Control Measures	
				In Place	Adequate
Sanitising Routines	All staff and students	Lack of sanitising can increase risk of transmission	Revisit and re-embed routines for sanitising resources, hands and ensuring established routines of who sits where and when.	Y	As far as can be judged
Additions from 15 th October					
Review and reflect on COVID practices over the course of the term.	All staff and students	Impact of actions on rates of transmission	Effectiveness of routines vary in different areas of the school, this is a priority to reduce to ensure the very best practice and COVID security. Reinforcement of routines and physical are required daily but in different ways to ensure they remain front an dcentre of people's actions and thoughts.	Y	As far as can be judged
Additions from 5 th November 2020					
Numbers in rooms	All staff and students	Impact of actions on rates of transmission	All staff and students to revisit expectations on return from half term, including use of masks, physical distancing and sanitising/hygiene routines.	Y	As far as can be judged
Masks	All staff and students	Increase likelihood of transmission	All staff and students are actively encouraged to wear masks at all times across the school site. Parents and carers are asked to wear masks at pick up and drop off.	Y	As far as can be judged
CEV and EV staff and students	All staff and students	Decrease risk/likelihood of transmission	All CEV/EV staff and students have an individual discussion/RA assessment, where needed or helpful to support them remaining in school and feeling safe.	Y	As far as can be judged

Additional Control Measures <i>(to take account of local/individual circumstances including changes such as working practices, equipment, staffing levels).</i>	Action by Whom <i>(list the name of the person/people who have been designated to conduct actions)</i>	Action by When <i>(set timescales for the completion of the actions – remember to prioritise them)</i>	Action Completed <i>(record the actual date of completion for each action listed)</i>	Residual Risk Rating (Low, Medium, High)
No further actions can be taken to reduce risk, it still remains high and unproven as to whether an increased number of staff or students onsite is safe and can be managed however all possible actions have been undertaken to ensure it is as safe as possible with all factors taken into consideration and within the framework of all advice and guidance received as of 28th August 2020				
DATE OF REVIEW:	COMMENTS: Corrected some typos and duplicated entries.			

<p>Shared with Chair of Cluster and H&S Rep on 28/05/20 and weekly updates to follow.</p> <p>CEO reviewed and conformed opening can go ahead on 17/08/20</p>	<p>Clarify correct RA format is being used.</p>
<p>DATE OF REVIEW: 5th November 2020</p> <p>Daily as needed and circulated to all staff. Appendix A illustrates updated format.</p>	<p>COMMENTS:</p>

Hannah C Smart: Headteacher _____ (signature) Date: 03062020 Review 051130

EXAMPLE: COVID-19: Update 01/09/2020

Please see below for updates regarding our COVID-Secure practice across our school site. This is reflected in our risk assessment, which will be updated weekly.

Information	Impact	Action
Updated recommendations for face coverings in communal areas in secondary schools.	As an SEN setting, we will take an individual approach for our staff and students to assess the appropriateness of facemasks for each student and staff member.	Any member of our school community can wear a facemask as they wish. They are advised to carry two, a self sealing bag that is marked with their name and hand gel to ensure that good hygiene practice can be followed when using a mask.
Staff Training	All staff training will take place onsite within the rules of social distancing.	Chairs will be placed at least 1.5 metres. Staff will be 'paired' or 'grouped' e.g.: Teachers and TAs from the same class will be seated nearest each other. Training will take place outside wherever possible.
One way system	All members of the school community with follow a clockwise one way system.	TAs and Pastoral Assistants will supervise lesson changes, teachers will remain in their rooms.
Staff Room	A maximum of six people will use the staff room at any point. Staff are encouraged to remain in the room for the shortest possible time.	Drinks can be made in the staff room, LifeSkills kitchen, a third location for a kettle for staff use is being sought. Each area will have tea, coffee, milk and sugar as would be found in the staffroom.
Staff Interactions	Each member of staff will have their individual views, opinions and responses to the current situation. These may differ greatly from others within the team and may be challenging to hear or experience.	All staff are expected to act with care, kindness and compassion as well as within our professional framework. Respecting others' views and adhering to COVID-Safe practice is a fundamental part of our professional practice. Staff are asked to share their worries with each other, as appropriate and use the school's reporting structure to raise concerns that need addressing.



COVID-19 Update 11/09/2020

Please see below for updates regarding our COVID-Secure practice across our school site. This is reflected in our risk assessment, which will be updated weekly.

Information	Impact	Action
Arrival and Departures	We are changing the way students access school buildings at the beginning and end of the day. This will increase the number of staff and each entrance by reducing the numbers of points of access. It also will reduce the risk of students crossing where vehicles are moving.	<ul style="list-style-type: none">• All walkers will enter through the rear student entrance.• All taxi students will enter through the front lobby (Applegate, Brexel, Einstein) or Reception (Dawson, Grandin and Mendoza)• A new staff rota is attached to this update.
One Way system	Students are becoming confused and distressed within the one way system. It is creating more challenges that it is resolving.	<ul style="list-style-type: none">• The floor arrows have been removed.• Staff are actively encouraged to either:<ul style="list-style-type: none">○ Remain 2 metres apart from another person in the same corridor space OR○ Walk clockwise around the school site, using the external gates for ease and directness.
Outdoor Equipment	It is imperative that any outside play equipment is wiped down after each use. Please ensure this is done at the end of break and lunch.	<ul style="list-style-type: none">• The last staff member on duty in each garden area must wipe down the equipment touch points when leaving the space.• This may mean encouraging students to go and wash their hands after lunch time to give time for wiping down.
Physical Distancing	Without appropriate levels of 'space' between staff, the risk of transmission is increased, please be aware of your physical distancing with colleagues and students wherever possible.	<ul style="list-style-type: none">• All staff are asked to give regular reminders to students and colleagues about keeping a 'safe space' between others.
Hand Hygiene	Hands must be washed at the beginning and end of every lesson, break and lunch time – this applies to staff as well as students.	<ul style="list-style-type: none">• All staff are asked to prioritise hand hygiene at every opportunity.

Social interactions	Staff are asked to be mindful of their personal and social interactions outside of school. Taking all precautions regarding space, face and hands will reduce the potential spread amongst your home and school families.	<ul style="list-style-type: none">• Please take care with your social plans, we want you to rest, relax and recharge at the weekend but we also value your health and wellbeing so please stay safe.
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