

## COVID-19 Risk Assessment for Alumnis Schools September 2021

The control measures listed in this model risk assessment **are prompts** and will not necessarily reflect those in all schools. This risk assessment **MUST be adapted to reflect the significant hazards and control measures present in each school site**. You MUST adapt it by adding (or removing) and outlining in detail the control measures as appropriate 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 school and MAT risk assessments and health and safety arrangements for your school.

If you need additional support, telephone the Devon Health & Safety Service on 01392 382027.

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

	<p>School address:</p> <p><b>Dolton C of E School, The Square, Dolton, Nr Winkleigh, EX19 8QF</b></p>
<p><b>Person(s)/Group at Risk: Staff, pupils, visitors and contractors</b></p> <p>COVID-19 risk assessment for September 2021 based on the guidance contained within the <a href="#">DfE operational guidance for schools</a> updated on 27th August 2021 and further guidance contained within this document.</p> <p>It is a <b>legal requirement</b> that schools comply with health and safety law and put in place proportionate control measures. You must regularly review and update your risk assessments - treating them as 'living documents' as the circumstances in your school and the public health advice changes. This includes having active arrangements in place to monitor whether the controls are effective and working as planned. For more information on what is required of school leaders in relation to health and safety risk assessments and managing risk, see the <a href="#">health and safety advice for schools</a>.</p> <p>This risk assessment is generic and each school is responsible for reviewing and amending to ensure it is applicable to their setting and the latest government guidance. School leaders <b>must</b> consult with their staff regarding the risks and control measures being implemented.</p> <p><b>Relevant changes since risk assessment in July 2021:</b></p> <ul style="list-style-type: none"> <li>• <a href="#">update to make clear who is no longer required to isolate if identified as a close contact, including clarifying that this includes young people up to the age of 18 years and 6 months (it previously said 18 years and 4 months)</a></li> <li>• <a href="#">added additional detail on what close contacts should do whilst awaiting their PCR test results</a></li> <li>• <a href="#">updated information on contingency planning in schools, with link to update 'contingency framework'</a></li> </ul> <p>If the number of positive cases substantially increases schools may need to take additional action. The <a href="#">contingency framework</a> describes the principles of managing local outbreaks of COVID-19 in education and childcare settings. Local authorities, directors of public health (DsPH) and PHE health protection teams (HPTs) can recommend measures described in the contingency framework in individual education and childcare settings – or a small cluster of settings – as part of their outbreak management responsibilities.</p>	<p><b>Date risk assessment completed:</b> <b>31/8/21</b></p> <p>This document is to remain under constant review due to the fast-changing nature of DfE / Government guidance in response to the challenges posed by COVID-19 and should be reviewed at least every half term:</p> <p>This RA is to be read in conjunction with all other school/MAT RAs.</p> <p>Please check regularly for updates.</p> <p><b>Assessor(s):</b> <b>Mrs Rachael Sharpe</b></p>

Hazard	Government guidance and Alumnis MAT control measures <i>Any additional measures or specific actions should be included in the column to the right</i>	School specific control measures
People with COVID-19 symptoms coming into school	<p>Limit transmission by prevention of symptomatic people on site by ensuring nobody with the following is permitted to enter the school:</p> <ul style="list-style-type: none"> <li>● a high temperature</li> <li>● a new, continuous cough</li> <li>● a loss or change to your sense of smell</li> </ul>	<p>Staff, pupils, parents and visitors made aware of signs and symptoms linked to COVID-19 through regular communication and signs around school.</p> <p>Staff to test twice a week.</p>
Mixing and 'bubbles'	<p>Reduction in group sizes and maintaining 'bubbles' is no longer required.</p> <p>As well as enabling flexibility in curriculum delivery, this means that assemblies can resume, and you no longer need to make alternative arrangements to avoid mixing at lunch.</p> <p><i>However, in case of a local outbreak you may be required to reintroduce control measures to limit mixing in school, i.e. bubbles (see contingency plan). The decision to reintroduce 'bubbles' would not be taken lightly and would need to take account of the detrimental impact they can have on the delivery of education.</i></p>	<p>Contingency:</p> <p>If it becomes necessary, we will separate children into a Tigers and Lions bubble.</p> <p>If it becomes necessary, we will separate classes at lunch time and playtime and not conduct collective worship.</p> <p>If it becomes necessary, we will reintroduce staggered start and end times and/or different drop off/pick up points to prevent mini-school bubbles mixing.</p>
Tracing close contacts and Isolation	<p>Close contacts will now be identified via NHS Test and Trace and education settings will no longer be expected to undertake contact tracing.</p> <p>As with positive cases in any other setting, NHS Test and Trace will work with the positive case and/or their parents to identify close contacts. Contacts from a school setting will only be traced by NHS Test and Trace where the positive case and/or their parent specifically identifies the individual as being a close contact. This is likely to be a small number of individuals who would be most at risk of contracting COVID-19 due to the nature of the close contact. Schools may be contacted in exceptional cases to help with identifying close contacts, as currently happens in managing other infectious diseases.</p> <p><b>Individuals are not required to self-isolate if they live in the same household as someone with COVID-19, or are a close contact of someone with COVID-19, and any of the following apply:</b></p> <ul style="list-style-type: none"> <li>● they are fully vaccinated</li> <li>● they are below the age of 18 years and 6 months</li> <li>● they have taken part in or are currently part of an approved COVID-19 vaccine trial</li> </ul>	<p>Seating plans will be kept by class teachers in case information is required.</p> <p>Class teachers will be able to provide information about close friendship groups if required.</p>

	<ul style="list-style-type: none"> <li>● <b>they are not able to get vaccinated for medical reasons</b></li> </ul> <p>Instead, they will be contacted by NHS Test and Trace, informed they have been in close contact with a positive case and advised to take a <b>PCR test</b>. We would encourage all individuals to take a PCR test if advised to do so.</p> <p>Staff who do not need to isolate, and children and young people aged under 18 years 6 months who usually attend school, and have been identified as a close contact, should continue to attend school as normal. They do not need to wear a face covering within the school, but it is expected and recommended that these are worn when travelling on public or dedicated transport.</p> <p>Settings will continue to have a role in working with health protection teams in the case of a local outbreak. If there is a substantial increase in the number of positive cases in a setting (see <b>Stepping measures up and down</b> section for more information) or if central government offers the area an enhanced response package, a director of public health might advise a</p>	
Congestion at drop off and pick up time	Drop-off and pick-up procedures are explained carefully to parents to avoid congestion and to safeguard children	<p>The school gates will open at 8.45am and teachers will come onto the playground at 8.50 to line classes up and take them in.</p> <p>At the end of the day gates will open between 3.20 - 3.30pm where parents can come onto the top playground and collect their children from their teachers.</p>
Wraparound care and extra-curricular provision	More information on planning extra-curricular provision can be found in the guidance for <b>providers who run community activities, holiday clubs, after-school clubs, tuition and other out-of-school provision for children</b> .	Morning and afterschool clubs will run on some days. There will be no max limit on this and parents can book online using teachers to parents. More details will be provided in a letter to parents.
Face coverings	Face coverings are no longer advised for pupils, staff and visitors either in classrooms or in communal areas. Schools do however have the freedom to allow students and staff to continue wearing face coverings if they feel it is appropriate to do so.	<p>We will continue to ask parents to wear face coverings on drop off and pick up times.</p> <p><i>This cannot be enforced and we will not approach parents if the do not have a face mask on</i></p>

	<p>The government has removed the requirement to wear face coverings in law but expects and recommends that they are worn in enclosed and crowded spaces where you may come into contact with people you don't normally meet. This includes public transport and dedicated transport to school or college.</p> <p>If you have a substantial increase in the number of positive cases in your school (see <a href="#">Stepping measures up and down</a> section for more information), a director of public health might advise you that face coverings should temporarily be worn in communal areas or classrooms (by pupils, staff and visitors, unless exempt). You should make sure your contingency plans cover this possibility.</p> <p>In these circumstances, transparent face coverings, which may assist communication with someone who relies on lip reading, clear sound or facial expression to communicate, can also be worn. Transparent face coverings may be effective in reducing the spread of COVID-19. However, the evidence to support this is currently very limited. Face coverings (whether transparent or cloth) should fit securely around the face to cover the nose and mouth and be made with a breathable material capable of filtering airborne particles.</p> <p>The main benefit from a transparent face covering is that they can aid communication, for example enabling lip-reading or allowing for the full visibility of facial expressions, but this should be considered alongside the comfort and breathability of a face covering that contains plastic, which may mean that the face covering is less breathable than layers of cloth.</p> <p>Face visors or shields can be worn by those exempt from wearing a face covering but they are not an equivalent alternative in terms of source control of virus transmission. They may protect the wearer against droplet spread in specific circumstances but are unlikely to be effective in preventing the escape of smaller 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>No pupil or student should be denied education on the grounds of whether they are, or are not, wearing a face covering.</p>	<p>If there should be a local outbreak, staff and children may wish to or be advised by Public Health to wear a face covering. The school should support staff and children who wish to wear a face covering.</p> <p>Transparent face coverings will be available to support communication, particularly for those with hearing difficulties.</p>
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<p>Maintain appropriate cleaning regimes, using standard products such as detergents</p>	<p>You should put in place and maintain an appropriate cleaning schedule. This should include regular cleaning of areas and equipment (for example, twice per day), with a particular focus on frequently touched surfaces.</p> <p>PHE has published guidance on the <a href="#">cleaning of non-healthcare settings</a>.</p>	<p>We will continue to have our regular cleaning schedule in school.</p> <p>Throughout the day staff will be aware of and responsible for key touch points in school, especially in the classroom e.g. door handles, and any shared equipment e.g. PE equipment</p> <p>Staff will be responsible for any shared items that they use/touch across school and be asked to wipe surfaces after use, e.g. kettles, staffroom equipment, telephones</p>
<p>Hand and respiratory hygiene</p>	<p>Frequent and thorough hand cleaning should now be regular practice. You should continue to ensure that pupils clean their hands regularly. This can be done with soap and water or hand sanitiser.</p> <p>The <a href="#">e-Bug COVID-19 website</a> contains free resources for you, including materials to encourage good hand and respiratory hygiene.</p>	<p>We will continue to ask children to wash their hands on entry to school and at regular intervals during the day.</p> <p>Children and adults will also have access to hand sanitiser.</p> <p>Children and adults will have access to tissues and children will be encouraged to use them and dispose of them in bins provided.</p> <p>Posters supporting children with how to wash their hands properly and use tissues - 'catch it, bin it, kill it' will be displayed around school.</p>
<p>Ventilation</p>	<p>When your school is in operation, it is important to ensure it is well ventilated and that a comfortable teaching environment is maintained.</p> <p>You should identify any poorly ventilated spaces as part of your risk assessment and take steps to improve fresh air flow in these areas, giving particular consideration when holding events where visitors such as parents are on site, for example school plays.</p>	<p>Windows will remain open within reason.</p> <p>The opening of windows will be monitored as we move into the colder season in order to ensure the comfort of children and staff.</p> <p><b>Fire doors <u>WILL NOT</u> be propped open.</b></p> <p><b>Doors to the outside, e.g. hall doors <u>WILL NOT</u> be propped open where this is a safeguarding risk</b></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.</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.</p> <p>Where mechanical ventilation systems exist, you should ensure that they are maintained in accordance with the manufacturers' recommendations.</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). You should balance the need for increased ventilation while maintaining a comfortable temperature.</p>	
<p>Admitting children who are displaying symptoms</p>	<p>In most cases, parents and carers will agree that a pupil with symptoms should not attend the school, given the potential risk to others. If a parent or carer insists on a pupil attending your school, 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. Your decision would need to be carefully considered in light of all the circumstances and current public health advice.</p>	<p>In line with current guidance pupils displaying symptoms will be admitted to school, or sent home if displaying symptoms while at school.</p> <p>The Executive Headteacher's decision is final.</p> <p>This will be communicated clearly to parents.</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.</p> <p>Where a child is required to self-isolate or quarantine because of COVID-19 in accordance with relevant legislation or guidance published by PHE or the DHSC they should be recorded as code X (not attending in circumstances related to coronavirus). Where they are unable to attend because they have a confirmed case of COVID-19 they should be recorded as code I (illness).</p> <p>For pupils abroad who are unable to return, code X is unlikely to apply. In some specific cases, code Y (unable to attend due to exceptional circumstances) will apply. Further guidance about the use of codes is provided in the <a href="#">school attendance guidance</a>.</p>	<p>Attendance requirements will be clearly communicated to parents.</p>

Quarantine	All pupils travelling to England from abroad must adhere to <a href="#">travel legislation</a> , details of which are set out in <a href="#">government travel advice</a> .	If parents are unaware of quarantine requirements they can ask school to support with information gathering where required.
Remote education	<p>Not all people with COVID-19 have symptoms. Where appropriate, you should support those who need to self-isolate because they have tested positive to work or learn from home if they are well enough to do so. Schools subject to the <a href="#">remote education temporary continuity direction</a> 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 for the next 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 <a href="#">get help with remote education service</a>.</p>	The school will continue to provide remote education as necessary.
When an individual develops COVID-19 symptoms or has a positive test	<p>Pupils, staff and other adults should follow public health advice on <a href="#">when to self-isolate and what to do</a>. <b>No one should come into school if they have symptoms</b>, have had a positive test result or other reasons requiring them to stay at home due to the risk of them passing on COVID-19 (for example, they are required to quarantine).</p> <p>If anyone in your school develops <a href="#">COVID-19 symptoms</a>, however mild, you should send them home and they should follow public health advice</p> <p>For everyone with symptoms, they should avoid using public transport and, wherever possible, be collected by a member of their family or household.</p> <p>If a pupil is awaiting collection, they should be left in a room on their own if possible and safe to do so. A window should be opened for fresh air ventilation if possible. Appropriate PPE should also be used if close contact is necessary.</p>	<p>All staff have a clear understanding of COVID-19 symptoms and what to look out for.</p> <p>This will be regularly updated in accordance with DFE/Public Health Guidelines</p> <p>The Executive Headteacher's office will be the isolation room should it be needed.</p>

	<p>Further information on this can be found in the <a href="#">use of PPE in education, childcare and children’s social care settings</a> guidance. Any rooms they use should be cleaned after they have left.</p> <p>The household (including any siblings) should follow the PHE <a href="#">stay at home guidance for households with possible or confirmed coronavirus (COVID-19) infection</a>.</p>	<p>Parents will be called if a child becomes symptomatic and asked to come and collect their child and complete a PCR test.</p>
Pupil wellbeing and support	<p>Some pupils may be experiencing a variety of emotions in response to the COVID-19 pandemic, such as anxiety, stress or low mood. You can access useful links and sources of support on <a href="#">promoting and supporting mental health and wellbeing in schools</a>.</p>	<p>Staff and the social inclusion team will support pupils that are experiencing difficulties in liaison with parents.</p>
PPE	<p>Most staff in schools will not require PPE beyond what they would normally need for their work unless in very close contact is required with someone displaying symptoms of COVID-19.</p> <p>The guidance on the <a href="#">use of PPE in education, childcare and children’s social care settings</a> provides more information on the use of PPE for COVID-19.</p>	<p>We will continue to provide PPE for all staff to be used if appropriate, e.g. if caring for a child displaying symptoms while waiting to be collected.</p>
School meals	<p>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.</p> <p>More information on <a href="#">providing school meals during the COVID-19 pandemic</a> is available.</p>	<p>If and when this is necessary the school will liaise with the family about how the free school meals will be provided.</p>
Asymptomatic testing and confirmatory PCR tests	<p>Staff should continue to test twice a week until the end of September using home lateral flow testing kits.</p> <p>Staff and pupils with a positive LFD test result should self-isolate in line with the <a href="#">stay at home guidance for households with possible or confirmed coronavirus (COVID-19) infection</a>. They will also need to <a href="#">get a free PCR test to check if they have COVID-19</a>.</p> <p>Whilst awaiting the PCR result, the individual should continue to self-isolate.</p> <p>If the PCR test is taken within 2 days of the positive lateral flow test, and is negative, it overrides the self-test LFD test and the pupil can return to school, as long as the individual doesn’t have COVID-19 symptoms.</p>	<p>Staff will be encouraged to continue taking twice weekly lateral flow tests.</p> <p>Should staff have a positive LFD test they will isolate immediately and obtain a PCR test. Staff will remain in isolation pending the result of the PCR test.</p>

	Additional information on <a href="#">PCR test kits for schools and further education providers</a> is available.	
Clinically extremely vulnerable children	<p>All clinically extremely vulnerable (CEV) children should attend their education setting unless they are one of the very small number of children and young people under paediatric or other specialist care who have been advised by their clinician or other specialist not to attend.</p> <p>Further information is available in the guidance on <a href="#">supporting pupils at school with medical conditions</a>.</p> <p>You should ensure that key contractors are aware of the school's control measures and ways of working.</p>	<p>Support will be given to families with CEV children.</p> <p>Currently we have no such children who fall into this category at school.</p>
Clinically extremely vulnerable staff	<p>Clinically extremely vulnerable (CEV) people are no longer advised to shield but, as a minimum, should follow the same guidance as everyone else. It is important that everyone adheres to this guidance, but CEV people may wish to take extra precautions to protect themselves, and to follow the practical steps set out in the <a href="#">guidance on protecting people who are CEV from COVID-19</a> to minimise their risk of exposure to the virus.</p> <p>Social distancing measures have now ended in the workplace and it is no longer necessary for the government to instruct people to work from home. Employers should be able to explain the measures they have in place to keep CEV staff safe at work. The Health and Safety Executive (HSE) has published guidance on <a href="#">protecting vulnerable workers</a>, including advice for employers and employees on <a href="#">how to talk about reducing risks in the workplace</a>.</p>	<p>CEV staff will have an individual risk assessment if requested and this will be completed by their line manager with advice from their health professional.</p> <p>Appropriate measures will be made to support if and when needed.</p>
Educational Visits	<p>Given the likely gap in COVID-19 related cancellation insurance, if you are considering booking a new visit, whether domestic or international, you are advised to ensure that any new bookings have adequate financial protection in place.</p> <p>We continue to recommend you do not go on any international visits before the start of the autumn term. From the start of the new school term you can go on international visits that have previously been deferred or postponed and organise new international visits for the future.</p> <p>You should be aware that the travel list (and broader international travel policy) is subject to change and green list countries may be moved into amber or red. The travel lists may change during a visit and you must comply with international travel legislation and should have contingency plans in place to account for these changes.</p> <p>You should speak to either your visit provider, commercial insurance company, or the Risk Protection Arrangement (RPA) to assess the protection available. Independent advice on insurance cover and options can be sought from the BritishInsurance Brokers' Association (BIBA) or Association of British Insurers (ABI).</p>	<p>We will undertake full and thorough risk assessments in relation to all educational visits and ensure that any public health advice (such as hygiene and ventilation requirements) is included as part of that risk assessment.</p> <p>Staff will liaise closely with intended venues to ensure that they have robust risk assessments in place which include COVID-19 risks.</p> <p>Information about COVID-19 precautions on educational visits will be communicated clearly to parents.</p> <p><a href="#">General guidance</a> about educational visits is available and is supported by specialist advice from the <a href="#">Outdoor Education Advisory Panel (OEAP)</a></p>

	<p>Any school holding ATOL or ABTA refund credit notes may use these credit notes to rebook educational or international visits.</p> <p>You should undertake full and thorough risk assessments in relation to all educational visits and ensure that any public health advice, such as hygiene and ventilation requirements, is included as part of that risk assessment. General guidance about educational visits is available and is supported by specialist advice from the Outdoor Education Advisory Panel (OEAP).</p>	
Insufficient staff capacity	School leaders are best placed to determine the workforce required to meet the needs of their pupils.	The School Improvement Lead will liaise with the EHT around staffing regularly and parents will be informed if changes are made to class structures to accommodate staff absence.
Children with EHCP and pupils unable to follow guidance	<p><i>A risk assessment may be completed if necessary.</i></p> <p><i>Some pupils will need additional support to follow the control measures.</i></p>	<p>Children with an EHCP may have an individual risk assessment where it is considered appropriate/necessary.</p> <p>School will use visual reminders, timetables and social stories to support children who may struggle.</p> <p>Where appropriate a child may have a behaviour care plan. This will be shared with all relevant staff so they are better able to understand how to support the child.</p> <p>Outside agency support requested if required (school nurse, SEMH team, Educational psychologist, C&amp;I team)</p>

**This risk assessment must be treated as a living document and should be reviewed at least every half term to ensure that control measures remain appropriate for infection rates in school.**

Review Date	Number of confirmed Covid- 19 cases since last review	Do the control measures in place appear to be limiting the transmission of COVID-19 in school?	Are any amendments required to the risk assessment in light of rising cases?	Name of reviewer

Signed: Headteacher: *R Sharpe*

**Date:** 31/9/2021

This risk assessment should be shared with staff.

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

This risk assessment should also be published on the school's website.