



Covid-19 School Risk Assessment

04.01.21

This risk assessment is to ensure there are measures in place at this school to keep pupils and staff safe during the Covid-19 pandemic.

This is a live document and it must be continuously reviewed alongside the latest Covid-19 government guidance. It must also be read alongside existing risk assessments and health and safety arrangements for our school.

The Department for Education coronavirus (COVID-19) helpline is available to answer questions about coronavirus (COVID-19) relating to education settings. Please select option 1 or 2 if you require specific advice on the action to take to respond to a positive case of coronavirus (COVID-19) in your setting. This option will take you through to a dedicated team of NHS Business Services Authority advisors who will work through a risk assessment with you to identify close contacts and will inform you what action is needed based on the latest public health advice. Please select option 3 or 4 for any other questions about coronavirus (COVID-19) relating to education settings.

Phone: 0800 046 8687. Opening hours: Monday to Friday from 8am to 6pm, Saturday and Sunday from 10am to 4pm

Public Health England's (PHE) dedicated advice service provides support on the actions staff should take when they have been informed of a confirmed case of coronavirus (COVID-19) in their setting (i.e. a pupil or staff member testing positive).

Phone: 0800 046 8687 – option 1 to report a positive test within your setting. Opening hours: Monday to Friday from 8am to 6pm, Saturday and Sunday from 10am to 4pm

You should continue to inform your local authority of a positive case in your setting.



Address of school:	On Track Education, 16a Castle Park Road Barnstaple, Devon EX34 0BX	Narita House, Fishleigh Road Barnstaple Devon EX31 3UD	Saunders House, Glebefields Northam Devon EX39 1AW
Risk assessment completed by:	Jon Lisle		
Date of assessment:	04.01.2021		
Date of next review:	19.02.2021		

Significant Hazard Section	Control measures in place:	Notes:
Asymptomatic Testing	Lateral flow Test site to be set up and carried out according to NHS and DfE guidelines including key equipment and layout requirements	
	<ul style="list-style-type: none"> • Workforce roles, online training and competency established • Full PPE provided and staff trained • Guidelines to register and record results to be followed • Quality assurance processes put in place 	
Social distancing and reducing risk of transmission		
Groups of people gathering on school premises	<ul style="list-style-type: none"> • Pupils arrive on transport in small groups or individually • Staff are present at arrival and departure times to encourage social distancing measures • Lidded bin available for the safe disposal of face coverings • Groups should be kept together throughout the school day where possible to reduce interaction across groups • Staff supervise pupils during breaks to maintain social distancing 	
Overcrowding in classrooms and corridors.	<ul style="list-style-type: none"> • Group sizes are limited to a minimum of 1:1 staffing • Desks are spaced as far apart as possible • Interactions take place side to side, instead of face to face, wherever possible 	

	<ul style="list-style-type: none"> • Unnecessary furniture and furnishings are removed where practical to create space • Staff are present to encourage social distancing and manage traffic around the school • 2m and direction arrows marked on the floor where appropriate 	
Groups mixing during breaks and lunchtime compromising social distancing.	<ul style="list-style-type: none"> • Staff are always present to encourage social distancing and manage break and lunchtime routines • Students eat their food individually with their 1:1 member of staff and a distance of at least 2m from other people. • Each site is an individual bubble and students will have staggered break times within the bubble. 	
The use of face coverings	<ul style="list-style-type: none"> • Face coverings are mandatory for staff in communal areas of the school and where a 2m distance cannot be maintained for others. This is mandatory for all students as well unless exemptions apply. • Face coverings are mandatory for staff and students if staff are transporting students in a vehicle, along with having the windows open where possible and limiting journeys to essential journeys only. <p>Where local restrictions apply</p> <ul style="list-style-type: none"> • When an area moves to Local COVID Alert Level: high or very high, face coverings must be worn by adults and pupils when moving around the premises, outside of classrooms, such as in corridors and communal areas where social distancing cannot easily be maintained. • In the event of new local restrictions being agreed, we will communicate quickly and clearly to staff, parents and pupils that the new arrangements require the use of face coverings in certain circumstances. • Exemptions; Some individuals are exempt from wearing face coverings. This applies to; those who cannot put on, wear or remove a face covering because of a physical or mental illness or impairment or disability; speak to or provide assistance to someone who relies on lip reading, clear sound or facial expression to communicate. 	
Premises related matters		
Floor markings to indicate social distancing and direction of traffic.	<ul style="list-style-type: none"> • One way systems are marked out with floor tape and wall signs where required due to narrow thoroughfares. • Floor tape is used to mark out 2m distancing throughout communal areas of the school where this is needed. 	
Smaller rooms to comply with social distancing and safe working practice	<ul style="list-style-type: none"> • The number of pupils and staff in smaller rooms will be closely monitored • Chairs will be removed / placed apart • Desks will be forward facing where possible 	

Ventilation to reduce spread	<ul style="list-style-type: none"> • Windows will be opened wherever temperatures allow and between classes • Doors will be propped open, unless they are a fire door • Where a room does not have natural ventilation, fans will be used to move air around in between classes • Information for staff: https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm?utm_source=22%20October%202020%20C19&utm_medium=Daily%20Email%20C19&utm_campaign=DfE%20C19 	
Management of waste	<ul style="list-style-type: none"> • There is a lidded pedal bin in each classroom and area of the school. If these are missing or damaged, JL must be informed immediately. • Bins are double bagged when emptied • Bins are emptied throughout the day if full • All bins are emptied daily 	
Cleaning and reducing contamination		
Contaminated surfaces spreading virus.	<ul style="list-style-type: none"> • Each staff member is responsible for cleaning down learning areas, and the equipment used after each session, or photocopiers, etc. after each use. • Each staff member is responsible for cleaning down door handles and light switches in their area of the school • All areas of the school are cleaned daily by MW, AMW, SS and LMe • Soft furnishings to be removed where practical 	
Shared resources and equipment increasing spread	<ul style="list-style-type: none"> • Pupils are provided with their own stationary • Pupils are encouraged to use sanitizer when entering the school and the classroom • Equipment is cleaned down after each session 	
Cleaning staff and hygiene contractor's capacity - providing additional requirements	<ul style="list-style-type: none"> • The cleaning staff have increased their hours by 50% 	
Sufficient handwashing facilities for staff and pupils	<ul style="list-style-type: none"> • There are sinks in each toilet • There is spare hand wash kept in each toilet and replenished at the end of each day • There are spare handtowels kept in each toilet and replenished at the end of each day 	
Sufficient hand sanitizer available for staff and pupils	<ul style="list-style-type: none"> • Hand sanitizer is available in every room and by every entrance in the school 	
Additional time for staff and pupils to carry out handwashing	<ul style="list-style-type: none"> • Each staff member is responsible for allowing pupils extra time to wash their hands as required 	

Handwashing practice with children	<ul style="list-style-type: none"> • Each staff member is responsible for role modelling good hand washing practice • Each staff member is responsible for encouraging pupils to wash their hands as appropriate 	
Good respiratory hygiene	<ul style="list-style-type: none"> • Each staff member is responsible for role modelling good respiratory hygiene • Each staff member is responsible for encouraging pupils to 'catch it, bin it, kill it' • Tissues are provided on every site and each staff member is responsible for replenishing these from the main supply • Lidded bins are in all classrooms 	
Sufficient supplies of soap and cleaning products	<ul style="list-style-type: none"> • AM, JH and IL are the staff members responsible for maintaining the main supply of these products 	
Toilets being overcrowded	<ul style="list-style-type: none"> • Pupils are supervised at all times (except when actually in the toilet) and only one person at a time will use the toilets 	
Staff related issues		
Staff measures to reduce contact and transmission	<ul style="list-style-type: none"> • Each staff member is responsible for following Covid-19 related guidance, including the use of face coverings • It is a requirement for staff displaying Covid symptoms that they do not attend work • If a staff member lives with a family member who is displaying symptoms they should not attend work • If a staff member is contacted by Track and Trace and told to self-isolate they should inform JL and not attend work • Each staff member is responsible for keeping 2m ideally, or 1m, from anyone else • Hot desking will be avoided where possible • Office spaces and staff rooms are arranged to support social distancing • Staff meetings are held virtually or in small socially distanced groups • Staff are able to leave site from 3pm to complete paperwork at home 	
Managing supply teachers, visitors, contractors and other temporary visiting staff.	<ul style="list-style-type: none"> • Clear Covid-19 related instructions are given to all visitors • A record is kept of all visitors to the school • Only essential visitors are permitted access to the school site when pupils and staff are present 	
Insufficient staff capacity to deal with numbers of pupils - Shortage of teachers to maintain staff to pupil ratios	<ul style="list-style-type: none"> • School Closure Policy to be followed; consider how the school timetable can be modified to utilise the skills of staff available for the school to remain partially open; consider how a reduction in pupil numbers could allow for the school to remain open; if operation cannot be achieved, and with the 	

	<p>agreement of the Governing Body, close or partially close the school and communicate the closure/partial/early closure to all relevant parties and update the school website</p> <ul style="list-style-type: none"> • Implement full programme of remote learning for pupils not on site 	
Anxiety levels of staff and community causing breakdown in staffing ratios, compromising group sizes.	<ul style="list-style-type: none"> • Communicate the packages of support available; including support meetings, BUPA employee assistance programme, HR advice and confidential counselling. • School Closure Policy to be followed 	
Staff understanding of new changes – safe practice at work & in classroom. Teaching in a safe environment	<ul style="list-style-type: none"> • This risk assessment is shared with all staff • Daily communication with all staff to share any changes or development; through email where possible 	
Accessing testing arrangements are clear for all staff	<ul style="list-style-type: none"> • Information provided to staff: https://www.gov.uk/get-coronavirus-test 	
Conditions for use of fluid resistant face mask and other equipment when dealing with a symptomatic child are clear and understood by staff.	<ul style="list-style-type: none"> • If a pupil becomes unwell with symptoms of coronavirus and needs direct personal care until they can return home a face mask should be worn by the supervising adult if a distance of 2 meters cannot be maintained. • If contact with the pupil is necessary, then gloves, an apron and a face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn • Fluid resistant face masks, aprons and eye protection is available with the main first aid kits for each site and a supply is maintained. 	
Assessment of all staff, including high risk staff with underlying health conditions or other risk factors	<ul style="list-style-type: none"> • Individual risk assessment undertaken and this risk assessment to be reviewed regularly and when there are local changes • School maintains all actions outlined in this risk assessment to remain Covid secure; 	
Staff use of PPE	<ul style="list-style-type: none"> • Staff can request face masks, face shields, aprons, gloves and eye protection from the school's main supply, for use at work • Information provided to staff: https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe 	
Use of PPE Lack of understanding	<ul style="list-style-type: none"> • Information provided to staff: https://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures 	
Dealing with suspected and confirmed case/ cases and outbreak.	The Department for Education coronavirus (COVID-19) helpline is available to answer questions about coronavirus (COVID-19) relating to education settings. Please select option 1 or 2 if you require specific advice on the action to take to respond to a	

	<p>positive case of coronavirus (COVID-19) in your setting. This option will take you through to a dedicated team of NHS Business Services Authority advisors who will work through a risk assessment with you to identify close contacts and will inform you what action is needed based on the latest public health advice. Please select option 3 or 4 for any other questions about coronavirus (COVID-19) relating to education settings.</p> <p>Phone: 0800 046 8687. Opening hours: Monday to Friday from 8am to 6pm, Saturday and Sunday from 10am to 4pm</p> <p>Public Health England's (PHE) dedicated advice service provides support on the actions staff should take when they have been informed of a confirmed case of coronavirus (COVID-19) in their setting (i.e. a pupil or staff member testing positive).</p> <p>Phone: 0800 046 8687 – option 1 to report a positive test within your setting. Opening hours: Monday to Friday from 8am to 6pm, Saturday and Sunday from 10am to 4pm</p>	
Pupil related issues		
Possible symptoms of Covid-19	<ul style="list-style-type: none"> • Staff check with pupils regarding symptoms on their arrival at school • Staff remain vigilant for developing symptoms throughout the day • Pupils who are unwell with Covid symptoms will not attend school • Pupils who live with anyone displaying Covid symptoms will not attend school 	
Pupil understanding	<ul style="list-style-type: none"> • Pupils know what the main symptoms of Covid are and know to report these if they develop symptoms, no matter how mild • Pupils know to report any suspected family/friend Covid cases to staff • Guidance is displayed around the school • Staff work to encourage pupils to become advocates for disease prevention and control at home, in school, and in their community by talking to others about how to prevent the spread 	
Pupils unable to follow guidance	<ul style="list-style-type: none"> • Individual risk assessment updated accordingly and control measures introduced • Consideration given to timetabling, staffing ratios, limited movement around site, outreach provision 	
Pupils equipment	<ul style="list-style-type: none"> • Pupils and parents / carers have been informed not to bring unnecessary equipment into school • Pupils are provided with individual stationary and equipment wherever possible • Equipment is cleaned down after every session 	

Member of a class becoming unwell with COVID-19	<ul style="list-style-type: none"> • If a pupil is awaiting collection, they will be moved to a room where they can be isolated behind a closed door and with appropriate adult supervision if required • Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 meters away from other people • Suitable rooms have been allocated for this purpose – 16a Thrive Room, Narita Thrive Room, Saunders First Aid Room. • Suitable PPE (including fluid resistant face mask) is available at the first aid kit locations on each site (they will be needed to move the person to the quarantine room) 	
School Covid test kits	<ul style="list-style-type: none"> • These may be offered in exceptional circumstances if an individual becomes symptomatic and they may have barriers to accessing testing elsewhere 	
Remote learning	<ul style="list-style-type: none"> • If a pupil is self-isolating, remote learning will be provided by the school for the duration of their isolation • Pupils will be provided with remote learning equipment as required 	
Transport		
Travel to school and provision of safe school transport:	<ul style="list-style-type: none"> • Pupils are transported to school in local authority transport • If they are transported by school staff, the rules about transport below apply. 	
Travel in school vehicles	<ul style="list-style-type: none"> • Each journey will be risk assessed and only journeys which are necessary in order to meet pupil need are approved • Each journey is approved in advanced by the SLT • Pupils and staff must wear face coverings when travelling in school vehicles • The windows should be open to the extent that temperature and weather conditions safely allow • Social distancing measures should be maximized, including limiting numbers in vehicles if possible • Hand sanitizer should be used by pupils and staff at the start and end of each journey • Staff are responsible for sanitizing interior and exterior vehicle touch points before and after every journey 	
Travel in staff cars	<ul style="list-style-type: none"> • Each journey will be risk assessed and only journeys which are necessary in order to meet pupil need are approved • Each journey is approved in advanced by the SLT • Pupils and staff must wear face coverings when travelling in vehicles • The windows should be open to the extent that temperature and weather conditions safely allow 	

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Curriculum considerations		
Music activities	<ul style="list-style-type: none"> • Pupils will be positioned back to back or side to side and social distancing maximised • Any music activity will take place in a well ventilated area or room • Instruments will be sanitised before and after use • Instruments will not be shared 	
Physical activity in schools	<ul style="list-style-type: none"> • Sports and play equipment will be sanitised before and after use • Social distancing will be maximised 	
Educational visits	<ul style="list-style-type: none"> • All educational visits will be risk assessed and will take into account Covid-19 measures 	
Provision of food		
Food prepared on premises is compliant with Covid - 19 health and hygiene guidance	<ul style="list-style-type: none"> • All staff involved in the preparation of food, or the teaching of food technology, have had food hygiene training • Staff involved with food preparation will comply with the relevant hygiene related information within Guidance for food businesses on coronavirus (COVID-19) 	
Communications with parents and others		
Parents, contractors and other staff entering or working in the building	<ul style="list-style-type: none"> • Signs are displayed telling all parents, carers and visitors not to enter the school if they are displaying any symptoms of Covid-19 • Any visit from people who are not members of the school community will be kept to an absolute essential minimum. 	
Oversight by directors		
Lack of director oversight during the COVID-19 crisis leads to the school failing to meet statutory requirements	<ul style="list-style-type: none"> • The directors monitor the school's work remotely using the SchoolPod information management system • There are regular phone calls and virtual meetings between the SLT and the Directors • The SLT report half termly to the Directors 	

	<ul style="list-style-type: none">• A Director will visit the school every half term, unless restrictions disallow, to assess the Covid safety of the school	
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