



Covid-19 School Risk Assessment and Contingency Plan -

2.9.21

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.

Prioritising education

The government and Department of Education's overarching objective is to maximise the number of children and young people in face-to face education and minimise any disruption, in a way that best manages the COVID-19 risk. The impacts of having missed face-to-face education during the pandemic are severe for children and young people. In all cases, any benefits in managing transmission should be weighed against any educational drawbacks.

Public health advice should be sought if a pupil, student, child or staff member is admitted to hospital with COVID-19, by phoning the DfE helpline (0800 046 8687, option 1).



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:	Lucy Basey-Fisher and Mark Foden		
Date of assessment:	19.08.21		
Date of next review:	03.09.21		

Dealing with suspected and confirmed case/ cases and outbreak:

Anyone displaying symptoms of Covid, however mild, should stay at home and follow public health advice, including undertaking a PCR test.

Those who test positive with Covid should isolate, take a confirmatory polymerase chain reaction (PCR) test, and continue to isolate if the result is positive. The school will implement high-quality blended learning arrangements so that any child who is well enough to learn from home can do so.

Under-18s, irrespective of their vaccination status, and double vaccinated adults, will not need to self-isolate if they are a close contact of a positive case. They will be strongly advised to take a PCR test and, if positive, will need to isolate. 18-year-olds will be treated in the same way as children until 6 months after their 18th birthday, to allow them the opportunity to get fully vaccinated.

Extra action should be considered if the number of positive cases within the school substantially increases because it could indicate transmission is happening in the school.

The threshold to seek public health advice is reached if 5 children, pupils, students or staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period; or 10% of children, pupils, students or staff who are likely to have mixed closely test positive for COVID-19 within a 10-day period. In these circumstances phone the DfE helpline (0800 046 8687, option 1)

If there is a possibility that Covid transmission is taking place in school then asymptomatic testing may increase in frequency. Hygiene and ventilation measures may enhance. The school may be advised that face coverings should temporarily be worn in communal areas and/or classrooms, for pupils, students and staff. Children of primary school age should not be advised to wear face coverings. In the event of an outbreak within the school, open days, parental attendance and live performances may be limited. Outdoor learning may be encouraged and crowding avoided.

Significant Hazard Section	Control measures in place:	Notes:
Asymptomatic Testing	<p>Lateral flow Test site to be set up and carried out according to current NHS and DfE guidelines including key equipment and layout requirements.</p> <p>Asymptomatic testing if offered to pupils and staff on the school site.</p> <p>If there is a possibility that Covid transmission is taking place in school then asymptomatic testing may increase in frequency.</p>	
	<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 • Students will be tested 3 to 5 days apart, on their return in the autumn term. Settings may commence testing from 3 working days before the start of term and can stagger return of pupils across the first week to manage this. Where possible, students should then continue to test twice weekly until the end of September, when this will be reviewed. Staff should undertake twice weekly home tests whenever they are on site until the end of September, when this will also be reviewed. • Testing is voluntary, but those who are eligible for tests are strongly encouraged to participate to reduce the risk of transmission within education settings. 	<p>Staff to test themselves at home to speed up testing process at school. https://www.gov.uk/order-coronavirus-rapid-lateral-flow-tests</p> <p>Updated August in line with Step 4 guidance:</p> <p>For at-home testing, where possible, a combined nose and throat swab should be taken.</p> <p>Staff and students with a positive LFD test result should self-isolate in line with the stay at home guidance. They will also need to get a free PCR test to check if they have COVID-19 to confirm the result.</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 their setting, as long as the individual doesn't have COVID-19 symptoms.</p> <p>Those with a negative LFD test result can also continue to attend school.</p> <p>From Step 4, close contacts will be identified via NHS Test and Trace and settings will no longer be expected to play a role in identifying close contacts of individual cases.</p> <p>18-year-olds will be treated in the same way as children until 6 months after their 18th birthday, to allow them the opportunity to get fully vaccinated. At which point, they will be subject to the same rules as adults and so if they choose not to get vaccinated, they will need to self-isolate if identified as a close contact.</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.</p> <p>However, settings will continue to have a role in working with health protection teams in the case of a local outbreak.</p> <p>The person giving the consent (parent or legal guardian or the young person) needs to have a sound understanding of the risks and benefits of testing. The setting is responsible for communicating the purpose of the testing.</p> <p>Even if the child or young person or the parent or legal guardian has given consent, if the individual at any point is not willing to participate in testing then that choice should be respected.</p> <p>Young people aged 16 or over do not need parental or legal guardian consent provided that they are able to make the decision for themselves. However, the setting will need to decide whether the young person can reasonably provide informed consent themselves and may exceptionally need to consider undertaking a mental capacity assessment (MCA).</p>
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Premises related matters		
Ventilation to reduce spread	<ul style="list-style-type: none"> • Windows will be opened wherever temperatures allows • Doors may be propped open, unless they are a fire door, and if temperatures allow 	
Management of waste	<ul style="list-style-type: none"> • There is a lidded pedal bin in each classroom and area of the school • Bins are double bagged when emptied • Bins are emptied throughout the day if full • Testing materials are disposed of in accordance with government guidance and advice and yellow bin liners are used for clinical waste. 	
Cleaning and reducing contamination		
Contaminated surfaces spreading virus.	<ul style="list-style-type: none"> • Each staff member is responsible for regularly cleaning down learning areas and equipment • Each staff member is responsible for cleaning down door handles and light switches in their area of the school • All areas of the schools are cleaned daily by Roberts Cleaning company (NH and 16a) 20 hours and Steph Simpson (SH) 30 hours 	
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 as required • There are spare handtowels kept in each toilet and replenished as required 	
Sufficient hand sanitizer available for staff and pupils	<ul style="list-style-type: none"> • Hand sanitizer is available at several different points around the school 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. Staff with sinks in their classrooms will be encouraged to get students to use them. 	
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 in every classroom and each staff member is responsible for replenishing these from the main supply • Lidded bins are in all classrooms 	
Staff related issues		
Staff measures to reduce transmission	<ul style="list-style-type: none"> • Each staff member is responsible for following the latest Covid-19 related guidance • If a staff member displays symptoms of Covid, however mild, they should not attend school but should stay at home and follow public health advice 	<p>From 16 August 2021: Individuals are not required to self-isolate if they live in the same household as someone with COVID-19, or are a close contact of someone with COVID-19, and any of the following apply:</p> <ul style="list-style-type: none"> • they are fully vaccinated • they are below the age of 18 years and 6 months • they have taken part in or are currently part of an approved COVID-19 vaccine trial • they are not able to get vaccinated for medical reasons <p>Instead, children and staff will be contacted by NHS Test and Trace, informed they have been in close contact with a positive case and advised to take a PCR test. We would encourage all individuals to take a PCR test if advised to do so.</p>
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 via the electronic entry point 	

<p>Insufficient staff capacity to deal with numbers of pupils - Shortage of teachers to maintain staff to pupil ratios</p>	<ul style="list-style-type: none"> • Extra action should be considered if the number of positive cases substantially increase because it could indicate transmission is happening in the school • The threshold to seek public health advice is reached if 5 children, pupils, students or staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period; or 10% of children, pupils, students or staff who are likely to have mixed closely test positive for COVID-19 within a 10-day period. In these circumstances phone the DfE helpline (0800 046 8687, option 1) • School Closure Policy to be followed; consideration to the following will be given: <ul style="list-style-type: none"> ○ Can the school timetable can be modified to utilise the skills of staff available for the school to remain partially open; ○ Could a reduction in pupil numbers could allow for the school to remain open; <p>If operation cannot be achieved, the agreement of the Governing Body will be sought to, close or partially close the school. Senior management of the school would then 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, giving students daily direct access to lessons and teaching staff. 	
<p>Anxiety levels of staff and community causing breakdown in staffing ratios, compromising group sizes.</p>	<ul style="list-style-type: none"> • Communicate the packages of support available; including support meetings, BUPA employee assistance programme, HR advice • School Closure Policy to be followed 	
<p>Accessing PCR testing arrangements are clear for all staff</p>	<ul style="list-style-type: none"> • Information provided to staff: https://www.gov.uk/get-coronavirus-test 	
<p>Conditions for use of fluid resistant face mask and other equipment when dealing with a symptomatic child are</p>	<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. 	

clear and understood by staff.	<ul style="list-style-type: none"> • 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 and a supply is maintained. 	
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, which may include temperature taking with a non-contact thermometer. • Staff remain vigilant for developing symptoms throughout the day • Pupils who are unwell with 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 • 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 	
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 the medical 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 and communicate intentions to staff; SH has been informed • Suitable PPE (including fluid resistant face mask) is available at these locations 	
Remote learning	<ul style="list-style-type: none"> • If a pupil is self-isolating, high quality daily remote learning will be provided by the school from the duration of their isolation 	

	<ul style="list-style-type: none"> 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 where they are expected to follow guidance including the wearing of face coverings as required. 	
Travel in school vehicles and 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 may be encouraged to wear face coverings when travelling in school vehicles The windows should be open to the extent that temperature and weather conditions safely allow Hand sanitizer should be used by pupils and staff at the start and end of each journey 	
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 	
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 SLT and the Directors The SLT report half termly to the Directors A Director will visit the school every half term, unless restrictions disallow, to assess the Covid safety of the school 	