



Covid-19 School Risk Assessment

05.11.20

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:	Woodlands. Huxhams Cross Dartington TQ9 6NS
Risk assessment completed by:	Rachel Foot Simon Wood
Date of assessment:	02/11/2020
Date of next review:	As applicable

Significant Hazard Section	Control measures in place:	Notes:
Social distancing and reducing risk of transmission		
Groups of people gathering on school premises	<ul style="list-style-type: none"> <input type="checkbox"/> Pupils arrive on transport in small groups or individually <input type="checkbox"/> Staff are present at arrival and departure times to encourage social distancing measures <input type="checkbox"/> Staff do not enter the setting if they are not timetabled to do so. <input type="checkbox"/> Lidded bin available for the safe disposal of face coverings <input type="checkbox"/> Groups should be kept together throughout the school day where possible to reduce interaction across groups <input type="checkbox"/> Staff supervise pupils during breaks to maintain social distancing <input type="checkbox"/> Staff to supervise students throughout the day encouraging hand washing and social distancing. <input type="checkbox"/> Local authority transport is in place form most students. 	

<p>Overcrowding in classrooms and corridors.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Group sizes are limited to a maximum of 4 students. <input type="checkbox"/> Desks are spaced as far apart as possible <input type="checkbox"/> Interactions take place side to side, instead of face to face, wherever possible <input type="checkbox"/> Unnecessary furniture and furnishings are removed where practical to create space <input type="checkbox"/> Staff are present to encourage social distancing and manage traffic around the school <input type="checkbox"/> 2m and direction arrows marked on the floor where appropriate <input type="checkbox"/> Support staff are kept to minimum within the classroom. <input type="checkbox"/> Classrooms are set up to maximize social distancing. 	
<p>Groups mixing during breaks and lunchtime compromising social distancing.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Students are encouraged to eat their lunches in the classroom. <input type="checkbox"/> Staff are always present to encourage social distancing and manage break and lunchtime routines <input type="checkbox"/> Support staff have staggered lunches determined by the class teacher. <input type="checkbox"/> Staff are present at all times to encourage social distancing. 	
<p>The use of face coverings</p>	<ul style="list-style-type: none"> <input type="checkbox"/> The use of face coverings is mandatory in corridors and communal areas for pupils, staff and visitors. <input type="checkbox"/> Some students are exempt from wearing a mask although they are encouraged to do so in the communal areas. <p>Where local restrictions apply</p> <ul style="list-style-type: none"> <input type="checkbox"/> 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. <input type="checkbox"/> During the upcoming lock down journeys are made when they are classed as essential or necessary following the company guidelines and risk assessments. <input type="checkbox"/> In the event of new local restrictions being agreed, we will to communicate quickly and clearly to staff, parents and pupils that the new arrangements require the use of face coverings in certain circumstances. <input type="checkbox"/> 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.	<input type="checkbox"/> One way systems are marked out with floor tape and wall signs <input type="checkbox"/> Floor tape is used to mark out 2m distancing throughout all areas of the school including classrooms, communal areas and playground.	
Smaller rooms to comply with social distancing and safe working practice	<input type="checkbox"/> The number of pupils and staff in smaller rooms will be closely monitored <input type="checkbox"/> Chairs will be removed / placed apart <input type="checkbox"/> Desks will be forward facing where possible <input type="checkbox"/> Support staff are encouraged to leave the room when not needed to ensure a minimum of people within the class.	

Ventilation to reduce spread	<ul style="list-style-type: none"> <input type="checkbox"/> Windows will be opened wherever temperatures allow and between classes <input type="checkbox"/> Doors will be propped open, unless they are a fire door <input type="checkbox"/> Where a room does not have natural ventilation, fans will be used to move air around in between classes <input type="checkbox"/> 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"> <input type="checkbox"/> There is a lidded pedal bin in each classroom and area of the school <input type="checkbox"/> Bins are double bagged when emptied <input type="checkbox"/> Bins are emptied throughout the day if full <input type="checkbox"/> All bins are emptied daily <input type="checkbox"/> The building is cleaned daily in the evening and touch spots are cleaned during the day. 	
Cleaning and reducing contamination		
Contaminated surfaces spreading virus.	<ul style="list-style-type: none"> <input type="checkbox"/> Each staff member is responsible for cleaning down learning areas, and the equipment used after each session, or photocopiers, etc. after each use. <input type="checkbox"/> Each staff member is responsible for cleaning down door handles and light switches in their area of the school <input type="checkbox"/> All areas of the school are cleaned professionally daily. <input type="checkbox"/> Soft furnishings to be removed where practical 	

<p>Shared resources and equipment increasing spread</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Pupils are provided with their own stationary <input type="checkbox"/> Pupils are encouraged to use sanitizer when entering the classroom <input type="checkbox"/> Equipment is cleaned down after each session <input type="checkbox"/> Sanitizing stations are placed within close proximity of all classrooms. <input type="checkbox"/> Each student has use of their own laptop. 	
<p>Cleaning staff and hygiene contractor's capacity - providing additional requirements</p>	<ul style="list-style-type: none"> <input type="checkbox"/> The cleaning company have increased their hours from 3 days per week to 5 and complete touch point cleaning within the school day. <input type="checkbox"/> Deep cleans are completed every holiday. 	
<p>Sufficient handwashing facilities for staff and pupils</p>	<ul style="list-style-type: none"> <input type="checkbox"/> There are sinks in each toilet <input type="checkbox"/> There is spare hand wash kept in each toilet and replenished at the end of each day <input type="checkbox"/> There are spare hand towels kept in each toilet and replenished at the end of each day 	
<p>Sufficient hand sanitizer available for staff and pupils</p>	<p>Hand sanitizer is available in every room and multiple dispensers are situated around the school.</p>	
<p>Additional time for staff and pupils to carry out handwashing</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Each staff member is responsible for allowing pupils extra time to wash their hands as required 	
<p>Handwashing practice with children</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Each staff member is responsible for role modelling good hand washing practice <input type="checkbox"/> Each staff member is responsible for encouraging pupils to wash their hands as appropriate 	
<p>Good respiratory hygiene</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Each staff member is responsible for role modelling good respiratory hygiene <input type="checkbox"/> Each staff member is responsible for encouraging pupils to 'catch it, bin it, kill it' <input type="checkbox"/> Tissues are provided in every classroom and each staff member is responsible for replenishing these from the main supply <input type="checkbox"/> Lidded bins are in all classrooms 	
<p>Sufficient supplies of soap and cleaning products</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Rachel Foot is the staff member responsible for maintaining the main supply of these products 	

Toilets being overcrowded	<input type="checkbox"/> Pupils are supervised at all times and only one person at a time will use the toilets	
Staff related issues		
Staff measures to reduce contact and transmission	<input type="checkbox"/> Each staff member is responsible for following Covid-19 related guidance, including the use of face coverings <input type="checkbox"/> Staff are expected to read and sign the COVID guidance and advice termly. <input type="checkbox"/> It is a requirement for staff displaying Covid symptoms that they do not attend work <input type="checkbox"/> If a staff member lives with a family member who is displaying symptoms they should not attend work <input type="checkbox"/> If a staff member is contacted by Track and Track and told to self-isolate they should not attend work <input type="checkbox"/> Each staff member is responsible for keeping 2m ideally, or 1m, from anyone <input type="checkbox"/> Hot desking will be avoided where possible <input type="checkbox"/> Office spaces and staff rooms are arranged to support social distancing <input type="checkbox"/> Staff meetings are held virtually or in small socially distanced groups <input type="checkbox"/> Staff are able to leave site early to complete paperwork at home	
Managing supply teachers, visitors, contractors and other temporary visiting staff.	<input type="checkbox"/> Clear Covid-19 related instructions are given to all visitors <input type="checkbox"/> A record is kept of all visitors to the school <input type="checkbox"/> 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	<input type="checkbox"/> 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 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 <input type="checkbox"/> 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.	<input type="checkbox"/> Communicate the packages of support available; including support meetings, BUPA employee assistance programme, HR advice <input type="checkbox"/> School Closure Policy to be followed	

<p>Staff understanding of new changes – safe practice at work & in classroom. Teaching in a safe environment</p>	<ul style="list-style-type: none"> <input type="checkbox"/> This risk assessment is shared with all staff <input type="checkbox"/> Daily communication with all staff to share any changes or development; through email where possible 	
<p>Accessing testing arrangements are clear for all staff</p>	<ul style="list-style-type: none"> <input type="checkbox"/> 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 clear and understood by staff.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> 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. <input type="checkbox"/> 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 <input type="checkbox"/> Fluid resistant face masks, aprons and eye protection is available and a supply is maintained. 	
<p>Assessment of all staff, including high risk staff with underlying health conditions or other risk factors.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Individual risk assessment undertaken and this risk assessment to be reviewed regularly and when there are local changes <input type="checkbox"/> School maintains all actions outlined in this risk assessment to remain Covid secure; 	
<p>Staff use of PPE</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Staff can request face masks, face shields, aprons, gloves and eye protection from the school's main supply, for use at work <input type="checkbox"/> 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 	
<p>Use of PPE Lack of understanding</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Information provided to staff: https://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures 	

<p>Dealing with suspected and confirmed case/ cases and outbreak.</p>	<p>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.</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>	
<p>Pupil related issues</p>		
<p>Possible symptoms of Covid-19</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Staff check with pupils regarding symptoms on their arrival at school, including temperature taking with a non-contact thermometer <input type="checkbox"/> Staff remain vigilant for developing symptoms throughout the day <input type="checkbox"/> Pupils who are unwell with Covid symptoms will not attend school <input type="checkbox"/> Pupils who live with anyone displaying Covid symptoms will not attend school 	
<p>Pupil understanding</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Pupils know what the main symptoms of Covid are and know to report these if they develop symptoms, no matter how mild <input type="checkbox"/> Pupils know to report any suspected family/friend Covid cases to staff <input type="checkbox"/> Guidance is displayed around the school <input type="checkbox"/> 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	<input type="checkbox"/> Individual risk assessment updated accordingly and control measures introduced <input type="checkbox"/> Consideration given to timetabling, staffing ratios, limited movement around site, outreach provision <input type="checkbox"/> Staff update risk assessments regularly.	
Pupils equipment	<input type="checkbox"/> Pupils have been informed not to bring unnecessary equipment into school <input type="checkbox"/> Pupils are provided with individual stationary and equipment wherever possible <input type="checkbox"/> Equipment is cleaned down after every session	
Member of a class becoming unwell with COVID-19	<input type="checkbox"/> 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 <input type="checkbox"/> 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 <input type="checkbox"/> Suitable rooms have been allocated for this purpose and communicate intentions to staff; (identify them) <input type="checkbox"/> Suitable PPE (including fluid resistant face mask) is available at these locations	
School Covid test kits	<input type="checkbox"/> These may be offered in exceptional circumstances if an individual becomes symptomatic and they may have barriers to accessing testing elsewhere	
Remote learning	<input type="checkbox"/> If a pupil is self-isolating, remote learning will be provided by the school from the duration of their isolation <input type="checkbox"/> Pupils will be provided with remote learning equipment as required	
Transport		
Travel to school and provision of safe school transport:	<input type="checkbox"/> Pupils are transported to school in local authority transport other than in exceptional individual circumstances	

Travel in school vehicles	<ul style="list-style-type: none"> <input type="checkbox"/> Each journey will be risk assessed and only journeys which are essential in order to meet pupil need are approved <input type="checkbox"/> Each journey is approved in advanced by the SLT <input type="checkbox"/> Pupils and staff must wear face coverings when travelling in school vehicles <input type="checkbox"/> The windows should be open to the extent that temperature and weather conditions safely allow <input type="checkbox"/> Social distancing measures should be maximized, including limiting numbers in vehicles if possible <input type="checkbox"/> Hand sanitizer should be used by pupils and staff at the start and end of each journey <input type="checkbox"/> 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"> <input type="checkbox"/> Each journey will be risk assessed and only journeys which are essential in order to meet pupil need are approved <input type="checkbox"/> Each journey is approved in advanced by the SLT <input type="checkbox"/> Pupils and staff must wear face coverings when travelling in vehicles <input type="checkbox"/> The windows should be open to the extent that temperature and weather conditions safely allow <input type="checkbox"/> Social distancing measures should be maximized, including limiting numbers in vehicles if possible <input type="checkbox"/> Hand sanitizer should be used by pupils and staff at the start and end of each journey <input type="checkbox"/> Staff are responsible for sanitizing interior and exterior vehicle touch points before and after every journey 	
Curriculum considerations		
Physical activity in schools	<ul style="list-style-type: none"> <input type="checkbox"/> Sports and play equipment will be sanitised before and after use <input type="checkbox"/> Social distancing will be maximized <input type="checkbox"/> PE sessions are held outside where possible. <input type="checkbox"/> Leisure centres will be used when deemed safe, using social distancing and hygiene measures. 	

Educational visits	<ul style="list-style-type: none"> <input type="checkbox"/> All educational visits will be risk assessed and will take into account Covid-19 measures <input type="checkbox"/> During local or national restrictions group educational visits will not take place. 	
Enrichment activities	<ul style="list-style-type: none"> <input type="checkbox"/> All enrichment activities will be planned and risk assessed using Covid 19 guidance, specific, pupil and generic risk assessments. <input type="checkbox"/> All activities are pre planned and agreed in advance with SLT. <input type="checkbox"/> If a student does not follow the basic Covid 19 measures SLT must be consulted as to next steps. <input type="checkbox"/> Staff all have gloves and sanitiser included in their PPE/first aid kits. <input type="checkbox"/> During local or national restrictions including Lockdowns all trips must be deemed as essential and agreed with SLT. 	
Provision of food		
Food prepared on premises is compliant with Covid - 19 health and hygiene guidance	<ul style="list-style-type: none"> <input type="checkbox"/> All staff involved in the preparation of food, or the teaching of food technology, have had food hygiene training <input type="checkbox"/> 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"> <input type="checkbox"/> Signs are displayed telling all parents, carers and visitors not to enter the school if they are displaying any symptoms of Covid-19 	
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"> <input type="checkbox"/> The directors monitor the school's work remotely using the SchoolPod information management system <input type="checkbox"/> There are regular phone calls and virtual meetings between the SLT and the Directors <input type="checkbox"/> The SLT report half termly to the Directors <input type="checkbox"/> A Director will visit the school every half term, unless restrictions disallow, to 	

	assess the Covid safety of the school	
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