

IMPORTANT – please read this information before completing this risk assessment.


This is a model risk assessment and **MUST be adapted to reflect the significant hazards and control measures present in your site** to allow the safe return of pupils and staff 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 risk assessments and health and safety arrangements for your school.

The control measures listed **are prompts** and will not necessarily reflect those in all establishments and you **MUST** adapt it by adding (or removing) **and outlining in detail the control measures as appropriate to your establishment.**

If you need help to complete this risk assessment, please refer to HS47 (Risk Assessment Arrangements) or telephone the Devon Health & Safety Service on 01392 382027.

Please report **suspected or confirmed cases of COVID-19** to the local **Public Health England (PHE) Health Protection team** on **0300 303 8162 (press Option 1, Option 1)**. This will enable you to discuss the outbreak control measures that are needed and the information to be communicated to others.



	<b>Establishment/Department:</b> King Edward VI Community College	<b>Establishment Risk Assessment</b>	<b>RA100</b>
<b>Person(s)/Group at Risk</b> <b>Staff, Pupils, Visitors and Contractors</b>	<b>Address:</b> Ashburton Road, Totnes. TQ9 5JX		
<b>Return to school risk assessment – based on the principles and guidance contained within DfE Guidance: Coronavirus (COVID-19): implementing protective measures in education and childcare settings (15 May 2020)</b>  <b>This risk assessment is generic and each school is responsible for reviewing and amending to ensure it is applicable to their setting. This risk assessment should be read alongside DCC guidance document C-19, checklist C-19 and the latest government guidance:</b> <a href="https://www.gov.uk/government/collections/coronavirus-covid-19-guidance-for-schools-and-other-educational-settings">https://www.gov.uk/government/collections/coronavirus-covid-19-guidance-for-schools-and-other-educational-settings</a> <b>General guidance on completing risk assessments is available at arrangements note HS47.</b> <b>Updates:</b>	<b>Date assessment completed:</b>  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.  <b>Assessor(s):</b>  Stephen Corline – School Business Director		

Significant Hazard Section	Control measures in place  <i>Additional measures or actions not included in this column below should be put in the assessor's recommendations at the end of this document</i>
Movement of persons around the school	
Entrance and egress to school site causing large groups of people inside school grounds compromising social distancing.	<p>Students are in different 'schools' (Y10, Y12, KW+VC, and SEND) – all 'schools' have different entrances and exits and start/finish times (Y10 and 12 have same times but are on different sites)</p> <p><b>Y10/12 start of day process:</b></p> <ul style="list-style-type: none"> <li>• Minimal numbers arriving at any one time (max of 20 Y12 and 40 Y10)</li> <li>• Line up outside Student Entrance, socially distant (SD), with markings on the entrance to show 2m distance, and while supervised by staff</li> <li>• Students accompanied in by staff where they will wash hands and go straight in to allocated classroom</li> <li>• Entrance doors to school and New Court propped open to allow access to areas without need to touch doors etc</li> <li>• One way system in place to aid movement around site and restrict areas where people meet/need to go past each other</li> </ul>
Parents gathering at school gate not social distancing	Y10/12 students attending so expect numbers being dropped off to be low. Where this does occur drop-off/pick-up procedure has been communicated to parents in regular updates – this is to drop off at Elmhirst site with student walking in to college in the usual way (over the bridge), no need for parent to leave their vehicle.
Overcrowding in classrooms and corridors.	<p>Only 25% of year group permitted to be on site at any one time. No more than 15 students proposed to be in any one group (and expectation is that the number in each group will be 10).</p> <p>College will use large classroom spaces with tables spread out, one child per desk with where children should sit clearly marked out (laminated number sign on table).</p> <p>One way system in place in corridors to prevent overcrowding in corridors and other areas.</p>
Increased numbers during breaks compromising social distancing.	<p>Staggered break/lunch times for different 'schools' to prevent groups mixing (and using different areas for lunch and breaks). Break/lunch times to be taken outside wherever possible (no rain) and staff supervise students and ensure SD at these times.</p> <p>Access back into buildings using the same approach as at start of day.</p>

Increased numbers during lunchtime compromising social distancing.	As above
Spread of virus due to increased numbers of people within the building.	Visitors and parents on site kept to an absolute minimum – where visitors are on site they will be kept away from areas where students are where possible and visitor sign in procedure (and Reception area generally) clearly highlights the need for SD and hygiene actions to be taken seriously at all times.
Inadequate social distancing measures leading to spread of the virus.	Timetable organised to ensure SD at all times and to minimise contact between student groups.
<b>Premises related matters</b>	
Changes to building use being safe for pupils & staff – e.g. storage, one-way systems, floor tape.	<p>Students on site timetabled to minimise room use, movement around the site and to provide SD at all times.</p> <p>One way system introduced to Kennicott and Y10 'schools' to reduce congregations of students (arrows on floor to indicate directions, no entry/follow one-way system signs installed to support this).</p> <p>Floor markings at Kennicott and Y10 entrances to ensure SD and one way system adhered to.</p> <p>Notice Boards installed at all main entrances providing helpful information re: SD, Health and Hygiene and other support available in school.</p> <p>Toilets – designated toilets for different 'schools' with appropriate signage to enable safe, SD use. Those with limited space designated as one person in toilet block at a time and clear place to wait identified outside. Urinals and sinks altered to ensure safe distancing at all times.</p>
First Aid procedures – Reduced numbers of first aiders and Paediatric first aider.	<p>Qualified First Aider on rota at all times and clear process set out of what happens if someone has symptoms.</p> <p>Posters up on information boards around college showing what to do if you have symptoms.</p> <p>Process to be followed if first aid incident communicated to all staff prior to opening for greater numbers (in Staff briefing and in staff communications).</p>
Fire Procedures	<p>Fire Evacuation – remains as similar as possible to existing as students/staff familiar with it. Key changes are:</p> <ul style="list-style-type: none"> <li>• assembly points altered – Y10 'school' – same as main school normally, KW+VC 'school' and SEND 'school' to assemble on Staff Car Park, Y12 as normal</li> <li>• assembly groups – students to stay in 'bubbles' at assembly point (with Teacher), if alarm sounds in break time students assemble in the 'bubble' they were in <b>before</b> the break</li> </ul> <p>Some doors will be propped open to improve airflow etc but these have been agreed and risk assessed as not having significant impact on Fire Safety in school.</p> <p>Risk of fire generally reduced in school due to limited activities being offered at this time (no catering on site, no practical science work, for example).</p>

Water hygiene – management of legionella	All necessary checks completed in line with: <a href="https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak">https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak</a> and NPS guidance: <i>Water Hygiene Management during Covid-19 Lockdown</i> .
Using and monitoring new practices to reduce risk of Covid-19 transmission	<p>Staff Briefing to provide all relevant information regarding how the school will operate at this time – also followed up with same information in email to refer back to later.</p> <p>Specific training, guidance and risk assessments completed for those areas that require this (First Aid for example).</p> <p>Email to all staff specifically covering changes to usual practice with regards to ancillary services (admin, reprographics and first aid etc)</p>
Management of premises related risks e.g. asbestos, delayed statutory testing (LOLER)	All testing up to date.
Staff rooms and offices to comply with social distancing and safe working practice	<p>Staff room furniture moved to encourage social distancing and clear communication that staff only to be on site on days when rota'd to be in.</p> <p>Specific rooms allocated for members of staff who need to work on site when rotad in (for example, when rota'd on for a portion of the day but want to complete additional work during working day.</p> <p>Staff encouraged (in Staff Briefing) wherever possible to bring own food and drink into school and not use communal facilities, share food/drinks etc.</p> <p>Communal areas on priority list for Cleaning Team with all other spaces timetabled to be in use.</p>
Ventilation to reduce spread	<p>Doors propped open to allow access to school and rooms when used heavily (start and end of school, start and end of break times) but then closed to ensure Fire Safety.</p> <p>Classrooms, offices and communal areas to have windows open to allow good ventilation through spaces being used wherever possible.</p>
Management of waste	<p>Increased number of bins in all classrooms being used (3x) and priority areas cleaned by Cleaning Team throughout the day.</p> <p>General waste cleared as normal.</p>
Lessons or activities to take place outdoors in line with social distancing.	Unlikely to be practical in many situations but will be considered where appropriate.

Cleaning and reducing contamination	
Contaminated surfaces spreading virus.	<p>Unnecessary items removed from classrooms and other used environments. Surfaces cleaned as a priority by cleaning team.</p> <p>Teachers also record desks used by students throughout the day to enable quick identification of areas needing to be cleaned if student is identified as having or suspected of having COVID-19.</p> <p>If a student becomes ill with suspected COVID-19 while at college we will work with Cleaning team to ensure all relevant areas are cleaned effectively in line with <i>government cleaning guidance if a someone becomes ill with suspected COVID-19 at the setting</i> <a href="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">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</a></p>
Using play equipment – multiple-use	<p>Limited access to shared play equipment and where this does occur priority surfaces cleaned between student’s use (bikes etc).</p>
Shared resources and equipment increasing spread	<p>Staff encouraged to use Reprographic dept for any bulk print jobs to encourage minimal use of shared copiers etc.</p> <p>Staff to only use their own devices in school.</p> <p>All shared equipment (Chromebooks etc) to be cleaned/wiped down before and after use.</p> <p>Cleaners to prioritise shared spaces, areas and equipment when cleaning (whiteboards, photocopiers etc)</p>
Cleaning staff and hygiene contractor's capacity - providing additional requirements	<p>Continued discussions with Cleaning company including contributing to their risk assessment to ensure they are aware of our requirements and are adhering to the necessary guidance (as set out here): <a href="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">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</a> and <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings</a>.</p>
Sufficient handwashing facilities for staff and pupils	<p>All timetabled areas, shared-use areas and staff areas have good access to toilet and handwashing facilities with soap/running water.</p> <p>Posters up in all these areas to encourage/highlight importance of thorough hand washing.</p> <p>Hand san, wipes and tissues provided in all spaces being used.</p>

Additional time for staff and pupils to carry out handwashing	<p>Students to wash hands when they arrive in the morning and at other designated times during the day and students reminded regularly about the importance of hand washing.</p> <p>Reminder information posters about washing hands displayed throughout the school.</p>
Sufficient supplies of soap and cleaning products	Sufficient supplies of hand sanitiser and soap in all areas and good levels of stock. Clear process in place to re-order as and when needed.
Toilets being overcrowded	<p>SD measures put in place around toilets – queuing lines put on floor outside where appropriate and signs on doors to ensure no more than toilets can take go in at any one time (Max Occupancy signs either 1 or 2 students depending on size of toilets).</p> <p>SD lines installed behind washing facilities to ensure pupils don't get too close to each other.</p> <p>Gaps in urinal/cubicle areas to ensure students SD in toilets</p>
<b>Staff related issues</b>	
Inadequate training for Heads on completion of RA for covid-19 return leading to anxiety and lack of the reassurance needed for staff	School Leaders accessing advice/guidance from a variety of sources (UK Govt, DfE, DCC, Unions etc) and distributing this to staff where appropriate.
Insufficient staff capacity to deal with increased numbers of pupils - Shortage of teachers to maintain staff to pupil ratios	<p>Survey sent to all staff to ensure they are available to work (or to put in place support/mitigation) where this isn't the case.</p> <p>Results have shown that college has sufficient staff to deliver what is required to students who can attend.</p>
Anxiety levels of staff and community causing breakdown in staffing ratios, compromising group sizes.	<p>Continued communication with all staff informing them of what the College will be doing, what the expectations are for staff (as groups and individuals) – through weekly updates, video conferences and other means.</p> <p>Staff also provided with helpline for support if this is needed and specific support and advice where appropriate.</p>
Staff understanding of new changes – safe practice at work & in classroom. Teaching in a safe environment	Continued communication has supported this and specifically the Staff Briefing held on the 10 <sup>th</sup> June covers this document and the expectations of staff and how this will enable them to be safe while at work during this time.
Accessing testing arrangements are clear for all staff	Details of this scheme have already been communicated to staff and will continue to be throughout the pandemic. <a href="https://www.gov.uk/apply-coronavirus-test">https://www.gov.uk/apply-coronavirus-test</a>

<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>	<p>In College we have identified that this will only be required for those dealing with first aid incidents – the requirements of this and expectations surrounding it's use and guidance of how to use have been provided to the relevant staff.</p> <p><a href="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">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</a></p>
<p>Assessment of all staff, including high risk staff with vulnerable / shielding family member, underlying health conditions or other risk factors</p>	<p>A survey was sent to all staff to enable them to identify if there were any circumstances that may have prevented them from working in the usual way on the school site from June 15<sup>th</sup>. Where these were identified an individual risk assessment has been completed and a conversation had with the member of staff involved to discuss the options (wfh exclusively, wfh partially, work on site, unable to work) and an appropriate decision made.</p>
<p>Staff use of PPE</p>	<p>Other than those staff dealing with First Aid incidents the College does not assess that anyone will be required to wear PPE to complete the role safely. In cases where there are specific additional concerns these will be managed by adjusting the work staff are able to do and how they do it rather than the requirement to wear PPE in their role.</p> <p><a href="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">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</a></p>
<p>Use of PPE Lack of understanding</p>	<p>This has been provided to those who are required to wear PPE and there are also information posters at specific points around College informing staff of how to use PPE correctly.</p> <p><i>Follow guidance on putting on and taking off standard PPE <a href="https://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures">https://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures</a> and above guidance on use in education settings.</i></p>
<p>Dealing with suspected and confirmed cases / cases</p>	<p>Follow government guidance on what happens if someone becomes ill and what happens if there is a confirmed case of coronavirus in a setting <a href="https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings#when-open">https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings#when-open</a></p> <p>Ensure accurate records of staff and pupils are maintained to enable public health contact tracking and test regimes.</p> <p>A flow chart showing the process to follow is on display in the staff room, First Aid Staff and all Senior Leaders have all also been sent a copy of this document.</p>
<p>Pupil related issues</p>	



Vulnerable groups who are clinically, extremely vulnerable.	<p>The College has worked with families in this situation to ensure they attend if it is appropriate to do so and that additional support is also provided if it is needed.</p> <p><a href="https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/covid-19-guidance-on-protecting-people-most-likely-to-get-unwell-from-coronavirus-shielding-young-peoples-version">https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/covid-19-guidance-on-protecting-people-most-likely-to-get-unwell-from-coronavirus-shielding-young-peoples-version</a> or if someone within their household is in this category  <a href="https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19">https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19</a></p>
Children with EHCP	<p>The College has worked with families in this situation to ensure they attend if it is appropriate to do so and that additional support is also provided if it is needed.</p> <p>The provision that these children attend has also been separately Risk Assessed to ensure these students are able to attend College safely and staff can cater for their needs effectively and in a safe manner.</p>
Pupils unable to follow guidance	<p>Staff supervision is at a high level compared to a normal school day so this should be adequately managed. Students also have access to the Pastoral Team if there are issues they need to discuss.</p>
Member of a class becoming unwell with COVID-19	<p>If a child is awaiting collection, they will be moved to the First Aid Room where they can be isolated behind a closed door with a member of staff (with PPE) able to check on them/supervise them until collection, depending on the age of the child and with appropriate adult supervision if required. The window will be open for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people. Ensure suitable PPE (including fluid resistant face mask) is available at this location.</p> <p>All staff are aware of where this room is.</p>
Transport	
Travel to school and provision of safe school transport:	<p>School has liaised with DCC school transport team to ensure needs of students can be met.</p>
School Transport arrangements support changes to school times	<p><i>Liaising with the School Transport Team before change are made. Follow government guidance</i>  <a href="https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/vehicles">https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/vehicles</a></p>
Provision of food	
Kitchen facilities comply with latest Covid19 guidance to reduce risk of infection/contamination	<p>No on-site catering at present</p>
Food that is able to be prepared on premises is compliant with Covid - 19 health and hygiene guidance	<p>N/A</p>

Catering staff are operating in a safe environment	N/A
Communications with parents and others	
Parents, contractors and other staff entering or working in the building – school complying with external requirements for staff safety	Visitors to be kept to an absolute minimum. Reception area to be manned at all times when the school is open and visitors reminded to leave the site if they have any COVID-19 symptoms.
Suppliers understanding and complying with new arrangements	Continued discussions with suppliers to ensure they are aware of current requirements and the impact this will have on them.
Communications to parents and staff	Weekly communications as a minimum detailing what is happening at school and what the impact of this is on parents, students and staff.
Parent aggression due to anxiety and stress.	Secondary school so this is likely to be minimal but clear message given that attendance at present is not mandatory and all relevant information shared to support parents/carers make an informed decision.  If this does occur staff member to report to manager so they can be supported or take action if appropriate.

**Signed: Headteacher/Head of Department:**

.....Date

The outcome of this assessment should be shared with the relevant staff.

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