

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.

Suspected or confirmed cases of COVID-19 must be reported 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. You should also email the school priority alert mailbox (educate.schoolspriorityalerts-mailbox@devon.gov.uk) to ensure the DCC Education team also know promptly.

College statement:

The College will follow the guidance provided by Government and other statutory agencies to ensure all students, staff and the wider community are kept as safe as possible at this time. We will incorporate the ‘system of controls’ advised by Public Health England to reduce risks in college effectively and create an inherently safer environment.

	Establishment/Department: King Edward VI Community College	Establishment Risk Assessment	RA100 V2
Person(s)/Group at Risk Staff, Pupils, Visitors and Contractors	Address: Ashburton Road, Totnes.	Date assessment completed: 31/08/2021 Last review/update: 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.	
<p>Return to school risk assessment – based on the principles and guidance contained within DfE Guidance: Covid-19 Implementing protective measures in education and childcare settings (15 May 2020) and updated following the publication of Guidance for Full Opening (2 July 2020) and Managing School Premises during the Covid-19 outbreak (7 July) and Schools Coronavirus (COVID-19) operational guidance (22 Feb 2021). As part of planning for full return in the autumn term, it is a legal requirement that schools should revisit and update their risk assessments (building on the learning to date and the practices they have already developed), to consider the additional risks and control measures to enable a return to full capacity in the autumn term.</p> <p>This risk assessment should be read alongside DCC guidance document C-19, checklist C-19 and the latest government guidance.</p> <p>General guidance on completing risk assessments is available at arrangements note HS47.</p> <p>Updates:</p> <p>When conducting the risk assessment. it is important that the school adopts a considered collaborative approach in line with DfE Guidance.</p>		Assessor(s): Stephen Corline, Alan Salt	

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>	Optional: School's comments re. mitigations put in place
Risk of Transmission – reducing risk in College by minimising contact with individuals who are or maybe infectious		
Asymptomatic individuals on site	<p>All students, staff to be offered Lateral Flow (LF) testing</p> <p>Students: All students who provide consent to be tested when starting back in College then tested a further time 3 days later. All students will also be provided with Home Testing kit to complete twice weekly tests at home until the end of the September.</p> <p>Students/families actively encouraged to take up LF testing to ensure high take up of testing and information provided to reassure families and students about the process. Reminder message sent to all students for them to complete home tests prior to returning to college on the 6th and 7th Sept.</p> <p>Students encouraged to get vaccinated if eligible.</p> <p>Staff: All staff have been given/offered LF Home Testing kits to be taken twice weekly at home with regular reminders to continue to do this and where to collect testing kits from. Clear instructions provided to users on how to complete testing and record results. This includes contracted staff on site (cleaners for example). Reminder email to be sent to all staff prior to their return to college on the 3rd Sept.</p> <p>Visitors: Where visitors are able to come on site (peripatetic teachers for example) and are expected to have contact with students, they will be required to complete Home Testing each week (as a minimum) before visiting the school.</p> <p>Where individuals in the above groups do not have the ability to complete testing at home we will continue to offer them the opportunity to be tested twice a week on the school site.</p> <p>Communication with potentially infectious individuals: Where individuals are identified as having COVID-19 or as potentially having COVID-19 (close contacts) the college will provide clear communications regarding the need to isolate, the timescales for doing so, the need to get further testing (if relevant) and other relevant information they will need.</p> <p>School procedures if positive or potentially positive case identified while on site Clear, well-understood protocol in place for this if/when it happens.</p>	<p>Consent to test chased through Summer.</p> <p>715 responses (at 31/08/2021)</p> <p>All procedural templates and letters updated to reflect guidance issued on 22/02.</p>
Risk of transmission – reduce risk in College by ensuring face coverings used in recommended circumstances*		

<p>Student/staff picking up or passing on COVID-19 while on site</p>	<p>Face coverings worn by staff and other adults on site in communal spaces (not classrooms), although students are not required to wear masks they can if they choose.</p> <p>Although the expectation will be that all students, staff and visitors bring their own mask and use this the College will keep sufficient stock of masks on site to ensure they are always available to individuals if needed.</p> <p>Information regarding the safe use and disposal of masks will be sent to all college staff and parent's/carers.</p> <p>List of exemptions from face coverings recorded centrally and updated to inform staff can ensure use of face coverings in recommended circumstances</p>	
<p>Risk of Transmission – reducing risk in College</p>		
<p>Entrance and egress to school site causing large groups of people inside school grounds compromising social distancing.</p>	<p>Entrance/egress: Staff on duty to direct students to appropriate entrance and support flow of students into College.</p> <p>Students to wash or sanitise hands at start of day – additional hand-sanitising facilities installed to support this in Sept 2020 and continue to be used.</p> <p>Exit routes at the end of the school day to be followed in the same way. Signage for bus queues ensures those waiting for buses queue in 'bus bubbles' rather than all together.</p> <p>Signs also displayed at student pick up location to remind parents to remain in vehicles when collecting.</p> <p>Information to parents/carers: Parent/carers have been sent information covering their child's return to college including:</p> <ul style="list-style-type: none"> - Copy of this document - Information on the face covering requirements - Information on the LF testing regime (and encourage to be complete tests) - Revised/reminder of drop-off routines - If you want an appointment with a member of staff this can only be done by arranging an appointment in advance and this will be conducted by video conferencing wherever possible - Importance of keeping children with symptoms at home, getting tested (and how to do this) and following Govt guidance on isolation, close contacts etc, - What happens in College if we have child (or member of staff) with symptoms) <p>We will continue to update parents regularly on the processes being used in College particularly when any new initiatives are introduced or existing practice changes.</p> <p>Other: Room layouts recorded on Class Charts system to aid identification of close contacts if a positive case is</p>	

	identified.	
Parents gathering at school gate not social distancing	<p>Where parents do drop-off they will be informed of protocol around dropping off/collecting (stay in your vehicle signs installed) and parents reminded that any contact with parents will be managed via phone/video conferencing wherever possible. Parent and carer access at start and end of day is restricted to Redworth bus bay at start of day (with clear 'No Entry' signage towards side/ back of school and barrier by canteen in place) and restricted to Elmhirst site at end of day.</p> <p>Staff duty teams deployed at start and end of day to support appropriate parent/carers and student behaviour regarding social distancing.</p>	
Overcrowding in classrooms and corridors.	<p>Classrooms will be arranged following Govt guidance:</p> <ul style="list-style-type: none"> - Desks to be arranged front-facing and set as much apart as rooms allow - Non-essential equipment to be removed from classrooms - Airflow in classrooms to be required in all used spaces (doors/windows of classrooms open whenever possible to increase ventilation, air con used to support this where air is drawn in from outside and not re-circulated within the room) - CO2 monitors used in classrooms to periodically check ventilation levels in classrooms <p>Assemblies will be conducted via video conferencing in Tutorial times or in other socially distanced ways.</p>	
Groups mixing during breaks and lunchtime compromising social distancing.	Students encouraged to socially distance where possible	
Groups mixing during extra-curricular provision	<p>Extra-curricular activities (clubs and events) planned will be planned with latest govt guidance in mind, where appropriate these will be individually risk assessed as to whether they are held as well as what protections may be put in place if they do go ahead.</p> <p>Where extra-curricular sports do take place all relevant Govt guidance around contact sports during COVID 19 will be taken into account.</p>	
Spread of virus due to increased numbers of people within the building.	<p>Visitors to the sites will be kept to a minimum. Meetings to be held on the telephone or with video conferencing wherever possible – where physical meetings do need to happen these will be held in a socially distanced manner and visitors need to wear a face covering where appropriate.</p> <p>This policy will be communicated to staff along with this full risk assessment to ensure they are aware of the requirement.</p>	

Staff	<p>Staff reminded to maintain 2m apart wherever possible (in line with PHE advice), where this is not possible they must remain 1m apart and follow the relevant guidance on minimising close contacts - details and guidance on what constitutes a close contact shared with staff regularly since September 2020 meetings and will continue to be sent to staff as a reminder.</p> <p>The priority is always to try to maintain 2m social distancing, but where this cannot be achieved, regular hand washing/cleaning and good respiratory hygiene are also important for both staff and pupils – staff have received this information in a variety of meetings and this message will continue to be reinforced throughout the term.</p> <p>Staff to limit the amount of time when they handle pupil work – online learning to be used for homework where possible.</p> <p>Staff to be encouraged to test regularly and report results to College and NHS</p> <p>Staff to be encouraged to get vaccinated where this is offered (paid time off to attend appointment).</p>	
Premises related matters		
Changes to building use being safe for pupils & staff – e.g. storage, one-way systems, floor tape.	<p>The College will have signage reminding the students to social distance, wash hands more regularly across the whole College site.</p> <p>Entrances and exits of certain areas have been reviewed to limit the number of pinch-points across the site.</p>	<i>Signs updated Sept 2021</i>
First Aid procedures – Reduced numbers of first aiders and Paediatric first aider.	<p>First Aid procedures have been reviewed and a revised Risk Assessment completed to better support the College during this time. There are always designated qualified First Aiders on call during the College day with appropriate cover in place if there are any issues around staff or student sickness. The First Aid process also now covers the information that needs to be given to families if there is a specific COVID case or potential case that comes to First Aider's attention.</p> <p>Designated First Aider has access to the PPE and other resources they need to perform their role safely. Attendance Officer also involved in the process of sending the relevant letters to parents for suspected COVID cases and students identified as close contact of a suspected/confirmed case.</p>	
Fire Procedures	<p>Fire Risk Assessment, Evacuation Procedure and locations of fire-fighting equipment reviewed prior to September. Revised Fire Evacuation procedure sent to all staff (reflecting students no longer in bubbles)</p> <p>Fire evacuation routes have now returned to usual college protocols (with the removal of bubbles).</p> <p>Fire Evacuation drills to be carried out periodically, in line with Fire Policy.</p> <p>Fire Marshall update training held on 3rd Sept to ensure they are aware of any changes in protocol and understand their duties.</p>	

Water hygiene – management of legionella	Water hygiene management plan reviewed. Regimes for flushing and monitoring of temperatures have been maintained throughout any period of closure / partial opening. All checks completed prior to re-opening in line with government guidance <u>Managing School Premises during the Covid-19 outbreak.</u>	
Using and monitoring new practices to reduce risk of Covid-19 transmission	<p>All staff briefed throughout the planning of the return of all students (staff briefings will be followed up by emails) to ensure they are aware of the new processes and implications for them in college. Students and parent/carers have also been sent relevant information about re-opening and have access to regular online meetings with the Principal to discuss the protocols in place and ask any questions they have.</p> <p>Senior Leaders to continually review processes to ensure they are working and being adhered to – opportunities for staff and other groups to feedback where they have concerns about how things are working.</p>	
Management of premises related risks e.g. asbestos, delayed statutory testing (LOLER)	All relevant checks have continued to be completed throughout the pandemic with the majority of checks planned and completed in holiday times. If they are needed during term time the usual process for visitors are followed. If we are unable to complete checks during their usual statutory inspection timescale due to COVID-19 restrictions the piece of equipment will be taken out of action until the check has been completed.	
Staff rooms and offices to comply with social distancing and safe working practice	Staff aware of the requirements around 2m distancing wherever possible and information signage will be placed in the main shared spaces in College (staff rooms, offices etc). Staff encouraged not to share food/drinks etc.	
Ventilation to reduce spread	<p>External doors and windows kept open to allow airflow through used spaces wherever possible.</p> <p>Where temperature in rooms is an issue high level windows to be opened to encourage airflow while having minimal impact on temperature of room where this is possible.</p> <p>Where mechanical ventilation used this will be adjusted to full fresh air where outdoor temperatures allow.</p> <p>CO2 levels monitored in rooms to ensure adequate ventilation in rooms used.</p> <p>Regular information and reminders sent to all staff regarding the importance of ventilation in classrooms.</p>	
Management of waste	Bins emptied as appropriate during the day along with other waste in college. Students and staff given guidance on disposal of face coverings and First Aid given guidance on disposal of materials. Additional bins provided in classrooms to ensure students and staff can practice excellent respiratory hygiene.	
Management of incoming goods	All deliveries and other visitors to report to main Reception (Ariel Centre) where delivery to the right area in College can be co-ordinated with minimal interaction with other staff or students.	

School owned outdoor play equipment	n/a	
Cleaning and reducing contamination		
Contaminated surfaces spreading virus.	<p>Staff to wipe surfaces down at the end of sessions.</p> <p>We have worked with our cleaning contractor Churchill's to ensure they are able to tailor their service to keep the site as safe as possible. They continue to focus on cleaning the other high priority areas (surfaces, toilets, bin emptying etc).</p> <p>We will follow the Govt's guidance for working in education and childcare if someone becomes ill with suspected COVID-19 at the setting we work in partnership with our cleaning contractor to implement the guidance from Cleaning and decontamination of non-health care settings.</p>	
Shared resources and equipment increasing spread	<p>Where there is a need to share equipment (for example, photocopiers where there are not enough individual resources in College to allocate items per bubble) revised procedures have been put in place to ensure staff and students can use the equipment safely with cleaning routines established for these items.</p> <p>Where queues for these items are expected the College will remind staff and students of the importance of social distancing. Areas where queues are expected (for example when completing LF testing on site) clear markings have been put on the floor to show social distancing requirements.</p>	
Cleaning staff and hygiene contractor's capacity - providing additional requirements	<p>We have been in discussions with our cleaning contractor and will continue this dialogue to ensure that cleaning processes remain sufficient and that the provision is continually monitored to ensure it continues to comply with our, Govt and general H&S standards.</p> <p>Churchill's also have their own Risk Assessment detailing what they are doing as they have since the initial lockdown.</p> <p>The College has also purchased specialist cleaning supplies to be used quickly in the event of emergency cleaning needing to take place (for example if there is a suspected COVID case identified while a student is at College).</p>	
Sufficient handwashing facilities for staff and pupils	Toilets and handwashing facilities are available across the site. Additional hand sanitiser dispensers (2 at every entrance plus many more around the College site) were installed in Sept 2020 to ensure students have a variety of opportunities to wash their hands as they come in and throughout the day. These units, hand-washing soap and hand sanitiser units, will be replenished as required throughout the day.	
Additional time for staff and pupils to carry out handwashing	Hand-washing and sanitizer stations are available at entrance to every building and in a variety of other places, high use areas and entry/ exit points to promote student responsibility. Teachers remind students on entrance to classes to sanitise hands as part of regular lesson routines	

Handwashing practice with children	Students to be reminded about importance of hand hygiene regularly and this is highlighted in communications with parents and carers. Information posters displayed throughout the College.	
Good respiratory hygiene	Information posters in all classrooms reminding students of this and sufficient number of bins in classrooms to support good respiratory hygiene. Tissues to be made available for all classrooms. Toilets to use paper towels for drying hands where possible.	
Sufficient supplies of soap and cleaning products	Sufficient soap supplies in place and continually ordered to keep stock levels high. Continue to use existing soap – if this needs to change due to restricted stock levels then Risk Assessment to be completed on any new stocks used.	
Toilets being overcrowded	This will be monitored by staff on duty.	
Staff related issues		
Staff measures to reduce contact and transmission	<p>Staff have been kept fully informed of the college's approach and procedures throughout this time and this will continue. Staff have had regular briefings and messages provided to them throughout the pandemic - the importance of the measures being put in place has been reinforced throughout these communications and will continue to be so in future meetings/communications. All shared staff spaces have posters/information displayed with relevant information social distancing and minimizing close contacts.</p> <p>Individual Risk Assessments have been conducted in areas where there are additional concerns around social distancing such as First Aid.</p> <p>Clinically Extremely Vulnerable staff to work on site where we are able to suitably enable them to work in a safe, socially distanced manner.</p> <p>Clinically Vulnerable members of staff will work from the site but have been reminded to take particular notice of the system of controls to ensure they are protecting themselves as effectively as possible. Where possible in times of school closure clinically vulnerable colleagues will work from home either fully or partially to help manage risks.</p>	
Potential increased risk for staff who are pregnant (or has recently given birth)	Where any member of staff is pregnant we will conduct a Risk Assessment to identify and mitigate any additional risks they may find in their role during this time. We will pay regard to the RCOG/RCM Guidance on Coronavirus (COVID-19) in pregnancy document in writing any risk assessment.	<i>Review of Ras currently in place to be completed in Sept 2021</i>
Managing supply teachers, visitors, contractors and other	Visitors to be kept to an absolute minimum with as much contact as possible managed by phone or video conferencing (including staff meetings, team meetings etc). All visitors are required to wear a face covering in reception and to follow College policy on face coverings, testing and other points during their time here.	

temporary visiting staff.	<p>Information provided to Supply Teachers on arrival of what the College's protocols are and what expectations are in place.</p> <p>Peri-Teachers will be able to work on a one to one basis or, if students are in the same, consistent groups. Any other sessions that fall outside of these conditions will be individually risk assessed to assess if they can happen and where they can that the appropriate mitigation actions are put in place.</p>	
Insufficient staff capacity to deal with increased numbers of pupils - Shortage of teachers to maintain staff to pupil ratios	<p>Staffing reviewed with SLT daily to ensure safe levels of staffing are maintained for lessons, breaks and start/end of days.</p> <p>Planned absences reviewed frequently to ensure staffing levels are sufficient and Risk Assess the situation to decide on the best course of action from this as it would at any other time (for example, if significant number of teachers ill).</p>	
Anxiety levels of staff and community causing breakdown in staffing ratios, compromising group sizes.	<p>Staff have been kept informed about the procedures in place to keep staff and students safe across the College – these messages will continue to be shared (including this Risk Assessment document which is shared with all staff).</p> <p>Staff meetings to discuss these issues have been held throughout the pandemic and staff have had opportunities to comment on the measures in place/being put in place and where possible/appropriate the College has incorporated suggestions into working practices.</p> <p>Information regarding the college's Employment Assistance Programme has also been sent to all staff to enable them to access this if they feel it will support them.</p>	
Staff understanding of new changes – safe practice at work & in classroom. Teaching in a safe environment	<p>Staff have been involved in conversations, meetings and able to contribute to discussions around safe teaching and learning throughout the process. This approach will continue.</p>	
Accessing testing arrangements are clear for all staff	<p>Staff have been made aware of the importance of being tested if they have any symptoms as well as completing the LF Testing arranged through the College and how to access a test if they have symptoms: https://www.gov.uk/get-coronavirus-test</p> <p>Where staff do identify they have symptoms or have other reasons to self-isolate the College will provide them with details of the relevant Govt guidance for their situation. Staff also reminded of the guidance around close contacts and isolation periods.</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>First Aid procedure has been amended to include need for PPE when dealing with suspected COVID-19 cases. Posters displayed in First Aid office detailing what needed and how to use. All PPE needed available in First Aid room.</p> <p>All staff involved in supporting the LF Testing process for staff and students have access to the necessary PPE and regular checks are made to ensure staff are wearing the appropriate equipment and when stock levels run low re-ordering is completed in sufficient time to ensure there is no shortage.</p>	
Assessment of all staff, including high risk staff with vulnerable / shielding family member, underlying health conditions or other risk factors	The College is following all Govt guidance to ensure premises are COVID-secure as well as the relevant guidance around CEV, CV staff or staff with other underlying health conditions.	
Staff use of PPE	PPE is only required to be used in very specific circumstances (for example when dealing with First Aid incidents or being involved in LF testing) – where this is required it is provided, in place and regular checks are completed on stock levels.	
Use of PPE Lack of understanding	<p>Designated First Aiders and Testing staff are briefed on how to use PPE and posters displayed in First Aid to support this. The staff induction for Testing Staff also included information on how to put on/take off the required PPE.</p> <p>College staff will follow guidance on putting on and taking off standard PPE https://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures and above guidance on use in education settings.</p>	
Dealing with suspected and confirmed case/cases and outbreak.	<p>SLT and First Aid staff briefed on actions to be taken in the event of a suspected or confirmed COVID-19 case. College will take and follow advice from:</p> <ul style="list-style-type: none"> - DFE Coronavirus Helpline – 0800 046 8687 <p>The College will also take advice from the following agencies if it is deemed appropriate Devon County Council's Local Outbreak Management Plan (LOMP) https://www.devon.gov.uk/coronavirus-advice-in-devon/lomp/.</p> <p>Our local Health Protection Team on 0300 303 8162 or swhpt@phe.gov.uk and we may inform the local authority by emailing educate.schoolspriorityalerts-mailbox@devon.gov.uk.</p> <p>If a case is identified while a student is on site the school process is:</p> <ul style="list-style-type: none"> • Student identified with symptoms/positive test result and is collected from their class (if needed) 	


	<ul style="list-style-type: none"> • Student is taken to agreed location where a decision made on next steps, the standard approach is: • Parents/Carer's contacted to collect student from College (outside Ariel Reception) if the student needs to be taken to this location the route taken to their collection point is entirely outside and there is minimal risk of meeting/infecting any staff or students) • Close contacts of positive/suspected case identified • Student/parents of the positive case given letter regarding self-isolation periods and the importance of getting a test if appropriate and other helpful information • Students/parents of close contacts given letter regarding the importance of getting a PCR test for their child (and details on how to arrange this) - NEW <p>Attendance procedures have been reviewed to ensure that government guidance is followed with regard to self-isolation and track and trace where there are suspected or confirmed cases.</p>	
Pupil related issues		
Vulnerable groups who are clinically, extremely vulnerable.	If appropriate the college will complete individual risk assessments for students in these groups and follow the guidelines in Covid-19 shielding guidance from the Royal College of Paediatrics for children and young persons , where the student is under the care of a specialist we will take their advice where appropriate. Any additional temporary recommendations received from local health agencies due to localised higher rates of transmission will be implemented as required.	
Children with EHCP and pupils who attend dual settings	Any students attending dual settings will be individually reviewed to ensure compatibility between centres.	
Pupils unable to follow guidance	Where pupils need additional support to follow these measures this will be addressed by members of staff by following the College's procedures.	
Pupils equipment	Families informed about equipment to be brought in with students and to limit this to essentials.	
Member of a class becoming unwell with COVID-19	<p>Clear procedure of what to do if this happens:</p> <ul style="list-style-type: none"> - First Aider contacted to collect child and take to first aid room (through designated entrance) - First Aider to follow procedure and isolate student in separate room (to enable other First Aid incidents to be dealt with by someone else if needed) - Contact parent/carer to collect immediately and follow agreed protocol for suspected/confirmed COVID case - When parent arrives student is taken to meet them at Reception by designated outdoor route (that minimises interaction with other individuals) 	
School Uniform	Normal policy to be followed with the exception of days when PE is scheduled (when they will wear PE kit into College)	

Transport		
Travel to school and provision of safe school transport:	<p>School transport is the responsibility of DCC – expectation is that students on school transport follow the protocols set out for them by DCC. Students, parents and carers reminded that the school behaviour policy applies on journeys to and from school, and the school will liaise closely with dedicated and public transport providers to address safety issues arising from student behaviour on transport.</p> <p>Messages sent to families encouraging use of transport methods (walking, cycling) that minimise risk of infection.</p>	
Dedicated school transport, including statutory provision	<p>Protocols around school transport are a DCC responsibility. When students arrive at school they will leave the transport and go directly to their classroom, washing their hands on arrival the same as all other students.</p> <p>When students leave they will queue in designated queues for their bus (not with bus users from other buses) and staff to be supervising students leaving in the same way as they do presently.</p>	
Wider public transport	Students using wider public transport are expected to follow requirements when doing so. Although this is not the responsibility of the college to enforce these standards, the college will liaise with public transport to address concerns where they arise and will remind students of the need to be ready, respectful and safe both in school and on their journeys to and from school.	
School Transport arrangements support changes to school times	School Transport team kept informed of school opening and closing times.	
Identified positive case	Where a student travelling on school transport tests positive – the College follows the Govt guidance on how to identify close contacts and further actions to take.	
Curriculum considerations		
Planned return to normal curriculum in all subjects by Summer Term 2021	The full curriculum is being followed in all key stages.	
Suspension of some subjects for some pupils in exceptional circumstances.	N/A	
Music activities	The College will take into account DfE guidance on singing and brass and wind instruments in the planning of music teaching.	

Physical activity in schools	<p>Pupils will be kept in consistent groups, sports equipment thoroughly cleaned between each use by different individual groups, and contact sports avoided. Outdoor sports will be prioritised where possible, and large indoor spaces used where it is not, maximising distancing between pupils and paying scrupulous attention to cleaning and hygiene.</p> <p>External facilities can also be used in line with government guidance for the use of, and travel to and from, those facilities though this is expected to be minimal. We will refer to the following advice when making decisions:</p> <ul style="list-style-type: none"> • guidance on the phased return of sport and recreation and guidance from Sport England for grassroots sport • advice from organisations such as the Association for Physical Education and the Youth Sport Trust 	
Educational visits	In line with Government guidance no external visits are planned for the Spring Term. As with any Educational visits where these are planned they will be appropriately Risk Assessed (with COVID restrictions and guidance taken into account when planning and risk assessing the trip/event).	
Groups of children mixing resulting in risk of more widespread transmission	The College will follow the latest Govt guidance on how best to reduce this while still enabling the college to open in a practical way.	
Provision of food		
Food prepared on premises is compliant with Covid - 19 health and hygiene guidance	Catering staff to follow the relevant standards and guidance: Guidance for food businesses on coronavirus (COVID-19)	
Catering staff are operating in a safe environment	All Catering staff to follow the relevant aspects of government guidance for food premises: https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/restaurants-offering-takeaway-or-delivery	
Risk of infection as students mix during break and lunch time	Staggered entry times for year groups at canteen. Staff on duty to ensure queuing is managed effectively.	
Communications with parents and others		
Parents, contractors and other staff entering or working in the building – school complying with external	College visitors to be kept to a minimum. Where this is necessary parents, contractors and other visitors to be informed of need for social distancing and importance of health and hygiene on arrival (including face coverings). Any visitors not complying with the College's standards will be asked to leave the site.	

requirements for staff safety		
Suppliers understanding and complying with new arrangements	College policy is already to avoid deliveries/visits during school hours. This aspect will be reinforced to potential deliveries/visitors and where this is needed all visitors and goods will be delivered to the main Reception to minimise possible interactions with other staff.	
Communications to parents and staff	Regular communications will continue to be provided to families and staff to keep them up to date with the latest College news and latest developments (particularly where any changes to protocols around COVID-19 are concerned). Parent Voice sessions will be held online to raise issues and parent and carers are regularly invited to provide feedback on specific and general issues around school protocols during the pandemic.	
Pupils and families anxious about return	<p>Attendance expectations to be clearly communicated to all families and pastoral care staff available on site for students who are experiencing issues around the return to college.</p> <p>Staff are fully aware of identifying students who may require additional support (whether this is pastoral or academic in nature). Working practices are in place to ensure this happens and this will also be supported by the COVID catch up premium.</p> <p>Where issues of this nature are identified the College's Pastoral Team will follow them up.</p>	
Parent aggression due to anxiety and stress.	<p>Parent pick up and drop off protocols clearly communicated as well as methods of contacting the College when they have concerns regarding their child etc.</p> <p>Normal College policy to be followed if staff are subject to any abusive or inappropriate contacts.</p>	
Oversight of the governing body		
Lack of governor oversight during the COVID-19 crisis leads to the school failing to meet statutory requirements	<p>The governing body continues to meet regularly via online platforms. The governing body agendas are structured to ensure all statutory requirements are discussed and school leaders are held to account for their implementation.</p> <p>The Headteacher's report to governors includes content and updates on how the school is continuing to meet its statutory obligations in addition to covering the school's response to COVID-19.</p> <p>Regular dialogue with the Chair of Governors and those governors with designated responsibilities is in place.</p> <p>Minutes of governing body meetings are reviewed to ensure that they accurately record governors' oversight and holding leaders to account for areas of statutory responsibility.</p> <p>Governor's will continue to assess the need, appropriateness and safety of any visits and act accordingly.</p>	

Section	List Actions / Additional Control Measures	Date action to be carried out	Person Responsible

Signed:	
Date:	31/08/2021

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.