	Establishment: St Stephens Community Academy	Establishment Risk Assessment	RA100 V2.9
		Address: Roydon Road. Launceston.		
<p>Person(s)/Group at Risk: Staff, Pupils, Visitors and Contractors</p> <p>This risk assessment explains the actions school leaders should take to minimise the risk of transmission of COVID-19 in their school Stage 4 Road Map September 2021. This includes public health advice, endorsed by Public Health England (PHE). This includes public health advice, endorsed by UK Health Security Agency (UKHSA), or from the South West Directors of Public Health</p> <p>This risk assessment is generic and outlines the <u>Baseline COVID-19</u> control measures. Also included is brief information on additional measures that may be recommended by DfE/PHE SW or DCC Public Health if settings meet the threshold for further public health actions (as defined in the <u>Contingency Framework</u> for Education and Childcare settings). Each school is responsible for reviewing and amending to ensure it is applicable to their setting and the latest government guidance and <u>must consult with their staff regarding the risks and control measures being implemented.</u></p> <p>General guidance on completing risk assessments is available at arrangements note HS47. When conducting the risk assessment. It is important that the school adopts a considered collaborative approach in line with DfE Guidance.</p>			<p>Date assessment completed: 01.09.2021 Reviewed November 2021 Reviewed December 13th 2021 in light of new restrictions. Reviewed January 2022 Up-date 04/01/2022 – changes to text to include new guidance Reviewed 27.02.2022</p> <p>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> <p>Assessor(s): Maura Furber</p> <ul style="list-style-type: none"> • Checked with Assistant Heads, Union Representative, Teacher Governor • Confirmed with CEO, Chair of Govs, Safeguarding Manager. 	

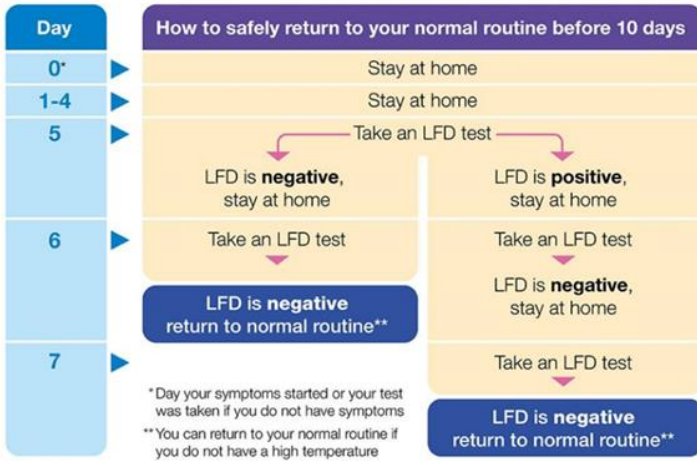
Significant Hazard Section	Control measures in place <i>Additional measures or actions not included in this column below should be put in the assessor's recommendations at the end of this document</i>	Optional: School's comments re. mitigations put in place
Keep occupied spaces well ventilated		
<p>Poorly ventilated spaces leading to risks of coronavirus spreading Ventilation to reduce transmission</p> <p>Health and Safety Executive guidance on air conditioning and ventilation during the coronavirus outbreak and CIBSE</p>	<ul style="list-style-type: none"> • Ventilation and AC systems working optimally. • Heating used as necessary to ensure comfort levels are maintained when the building is occupied. • Keep windows open wide enough to provide some natural background ventilation and open internal doors to increase air flow. • Open windows fully when rooms are unoccupied for longer periods to purge the air (e.g. lunch times and before and after school). 	<p>St Stephens does what is reasonably practicable in relation to ventilation. However, they need to balance thermal comfort and the level of ventilation. During colder days, it is acceptable to have the windows closed at times, we advise opening the windows prior to school starting, before and after every lesson, during break and</p>

<p>COVID-19 advice provides more information.</p> <p>DfE is working with the Scientific Advisory Group for Emergencies (SAGE) and NHS England on a pilot project to measure CO2 levels in classrooms and exploring options to help improve ventilation in settings where needed.</p>	<ul style="list-style-type: none"> Action taken to prevent occupants being exposed to draughts. For example, partially open high-level windows as oppose to low-level windows, close external doors and arrange the furniture if appropriate and possible. Use fans for good air circulation. Air conditioning systems that normally run with a recirculation mode set up to run on full outside air. Ventilation's system that removes and recirculates air to different rooms is turned off. Ventilation system remains on at all times, even when the building is unoccupied. The system set to operate at lower ventilation rates during evenings and weekends. Occupants encouraged to wear additional, suitable indoor clothing. (If they have to wear coats, scarves and other outdoor clothing the room would be considered too cold and the above steps must be considered). Ensure staff meetings and insets are in rooms with suitable and sufficient ventilation <p>A robust risk assessment process should include the following:</p> <ul style="list-style-type: none"> How is each room in the establishment being ventilated? How many people are going to be using the room – more people greater the risk What activities are being done in that room – lots of people talking, shouting, more risk CO2 monitors are only a tool to identify poorly ventilated areas – they are not to be used as a mechanism to 'measure safe thresholds' and to be used with the HSE suitability chart. DfE guide Ventilation - Google Drive Risk assessment video link https://youtu.be/hkK_LZeUGXM Simple resource to support schools with ventilation and CO2 monitoring: CoSchools - tools for healthy schools <p>It is advisable to use a thermometer to monitor temperatures where opening windows and doors is being used as a mechanism to aid ventilation. For more information on suitable workplace temperatures see HSE: Guidance on temperature in the workplace</p>	<p>lunch times and leaving open at the end of the day for a time.</p> <p>This is to allow a number of air changes throughout the day while maintaining an appropriate temperature that allows the pupils to learn comfortably.</p>
<p>Maintain appropriate cleaning regimes</p>		

	<ul style="list-style-type: none"> • Reduced clutter and removing difficult to clean items to make cleaning easier. • Cleaning using standard cleaning products such as detergents and bleach, paying attention to all surfaces but especially ones that are touched frequently, such as door handles, light switches, work surfaces, remote controls and electronic devices. • Surfaces that are frequently touched and by many people in common areas to be cleaned twice a day. • Avoid sharing work equipment by allocating it on a personal basis or put cleaning regimes in place to clean between each user. • Identify where you can reduce people touching surfaces, for example by leaving doors open (except fire doors) or providing contactless payment. • Keep surfaces clear to make it easier to clean and reduce the likelihood of contaminating objects. • Provide more bins and empty them more often. • Toilets and communal areas to be cleaned regularly. • Sanitising spray and paper towels to be provided in classrooms for use by members of staff. If using cloths – disposable or appropriate washing and drying process. <p>Thorough cleaning of rooms at the end of the day. This should include regular cleaning of areas and equipment with a particular focus on frequently touched surfaces.</p> <p>PHE has published guidance on the cleaning of non-healthcare settings</p>	<p>An appropriate cleaning schedule in place and will be maintained.</p> <p>Additional cleaning of touch points around communal areas of school, including toilets, by site supervisor, ensuring these areas are cleaned at least twice a day.</p> <p>Teaching staff in classrooms have access to cleaning materials to clean further if necessary (e.g. if someone sneezes over a surface).</p>
Ensure good hygiene for everyone		
Key control measures	<p>Key messages:</p> <p>Control measures to remain in schools to reduce risk:</p> <ul style="list-style-type: none"> ○ Ensure good hygiene for everyone. ○ Maintain appropriate cleaning regimes. ○ Keep occupied spaces well ventilated. ○ Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19 <p>Face coverings are no longer advised for pupils, staff and visitors in classrooms or communal areas. Staff and pupils should follow wider advice on face coverings outside of school, including on transport to and from school. (The legal requirement to wear a face covering no longer applies. However, the government suggests that you continue to wear a face covering in crowded and</p>	

	enclosed spaces where you may come into contact with people you do not normally meet)	
Hand & Respiratory hygiene	<p>Whilst DfE guidance removes the need for schools to use 'bubbles' PHE advice is if you can keep mixing to a minimum, it does reduce transmission along with:</p> <ul style="list-style-type: none"> • COVID-19 posters/ signage displayed. • Frequent and thorough hand cleaning is regular practice. • Pupils and staff to clean their hands when they arrive at school, when they return from breaks, when they change rooms and before and after eating. • Sufficient handwashing facilities are available. • Where there is no sink, hand sanitiser provided in classrooms. • Skin friendly skin cleaning wipes used as an alternative to hand washing or sanitiser. • Staff help is available for pupils who have trouble cleaning their hands independently (e.g. small children and pupils with complex needs). • Use resources such as "e-bug" to teach effective hand hygiene etc. • Adults and pupils are encouraged not to touch their mouth, eyes and nose. • Adults and pupils encouraged to use a tissue to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it'). • Tissues to be provided. • Bins for tissues provided and are emptied throughout the day. <p>Respiratory hygiene</p> <p>The 'catch it, bin it, kill it' approach continues to be very important.</p> <p>The e-Bug COVID-19 website contains free resources for you, including materials to encourage good hand and respiratory hygiene.</p> <p>Face Coverings in Classrooms</p> <p>There are good hygiene measures that can be used in:</p> <p>https://www.england.nhs.uk/south/wp-content/uploads/sites/6/2021/08/spotty-book-2021.pdf</p> <p>https://www.england.nhs.uk/south/info-professional/public-health/infection-winter/schools-and-nurseries-guidance/</p> <p>CCC Health and Safety Arrangements: - Infection Control HS26</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>If a child, young person or other learner becomes unwell with symptoms of coronavirus while in their setting 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.</p> <p>If contact with the child or young person 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</p>	Designated Isolation room. Well ventilated and necessary PPE available.

	<p>Ensuring that fluid resistant face masks are available for all schools and that a supply is maintained.</p> <p>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>	
Staff use of PPE	<p>Pupils whose care routinely already involves the use of PPE due to their intimate care needs will continue to receive their care in the same way. Follow guidance 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>	Priority for vulnerable/ SEND pupils.
Self-isolation – staff/pupils:	<p>If someone develops symptoms or has a positive test result the guidance still advises people to stay at home to avoid passing the infection on to others. There is no longer a legal requirement for people with COVID-19 to isolate BUT public health guidance STILL advises people to stay home for 10 days (or until have 2 negative LFDs on consecutive days from day 5)</p>	Parents sent links to what to do if my child is unwell. NHS signs and symptoms and links to new updated 'spotty book'
Symptoms	<p>Deliver strong messaging about signs and symptoms of Covid-19. Children who are unwell should not attend the setting and should remain at home until their acute symptoms resolve (+24 hours for a fever).</p> <ul style="list-style-type: none"> • IF these symptoms develop into cough, temperature, changes to taste and smell, should isolate and test. • IF test negative to COVID-19, still need to remain at home until at least 24 fever free and acute symptoms resolved. <p>Parents and settings should not try and 'second guess' diagnosis – if have the key symptoms, isolate and test.</p> <p>Examples of acute symptoms with which children should not attend school/nursery include fever, muscle aches, hacking cough.</p> <p>The school's operational guidance outlines that in most cases parents and carers agree that a pupil with the key symptoms should not attend the school given the potential risk to others.</p> <p>If a parent or carer insists on a pupil attending your school as a confirmed or suspected case of Covid-19, you can take the decision to refuse the pupil if, in your reasonable judgement, it is necessary to protect other pupils and staff from possible infection with Covid-19.</p> <p>We advise schools to communicate this to parents and encourage parents to follow the latest guidance around isolation if symptomatic.</p>	<p>Staff alerted to CV19 protocol if pupils or staff display symptoms-posters in staff room, individual copies sent. Letter sent home to stakeholders to explain latest guidance.</p> <p>Guidance by Public Health England and NHS shared and discussed</p>

<p>Close contacts</p>	<p>Close contacts are no longer required to self-isolate or advised to take daily tests and contact tracing has ended. Routine contact tracing (provided by NHS Test and Trace) has now ended, and close contacts will no longer be required to self-isolate or advised to take daily LFD tests. People with COVID-19 will be encouraged to inform their close contacts, Household and overnight contacts advised to take additional precautions for 10 days</p> <p>How to safely return to your normal routine before 10 days</p>  <p><small>*Day your symptoms started or your test was taken if you do not have symptoms **You can return to your normal routine if you do not have a high temperature</small></p>	
<p>Testing:</p>	<p>PCR testing is still currently available for anyone with Covid-19 symptoms.</p> <p>Regular asymptomatic testing of staff and pupils in mainstream secondary schools will not be expected to continue. Any outstanding test orders from the DfE will now not be delivered.</p> <p>Staff and pupils in specialist SEND settings, Alternative Provision, and SEND units in mainstream schools are advised to continue regular twice weekly testing. For further information, see SEND and specialist settings: additional COVID-19 operational guidance (publishing.service.gov.uk).</p> <p>In the event of an outbreak, a school may also be advised by their local health team or director of public health to undertake testing for staff and students of secondary age and above for a period of time. This would only be as an exceptional measure and any tests schools have currently should be kept in case, they are needed for this. If schools do not have tests available, they will be able to be ordered from the DfE for use in response to an outbreak.</p>	

	<ul style="list-style-type: none"> Measures to reduce mixing of staff Temporary limits on visits in and out of setting (e.g. performances, educational visits) Temporary reintroduction of face coverings in communal areas and/or classrooms One off targeted outbreak testing of staff and pupils/students (in yr 7 and above). This may include temporary onsite LFD testing in SEND settings, Attendance restrictions 	
Pupil/Staff related issues	Settings should continue to encourage coronavirus (COVID-19) vaccination uptake for eligible students and staff	
Vulnerable groups who are clinically, extremely vulnerable	Following successful roll-out of vaccine programme + rapid access to therapeutics for those at highest risk, people previously considered clinically extremely vulnerable (CEV) will not be advised to shield again. People at higher risk advised to follow same guidance as everyone else with additional advice available here COVID-19: guidance for people whose immune system means they are at higher risk - GOV.UK (www.gov.uk)/ Guidance for people previously considered clinically extremely vulnerable from COVID-19 GOV.UK (www.gov.uk)	
Assessment of all staff, including high risk staff with vulnerable / shielding family member, underlying health conditions or other risk factors	A risk assessment should be undertaken with clinically extremely vulnerable and clinically vulnerable. A risk assessment should also be undertaken (or reviewed/updated if one was previously undertaken) with staff who may be anxious about returning to school and/or due to the increased numbers. The 'Risk assessment for all staff including vulnerable groups' can be used to aid and record this assessment - https://devoncc.sharepoint.com/:w:/s/PublicDocs/Education/ESoXeZkAQyILupPG5VVG6yQB2iEFDD4pgkko5qBbtOSEkw?e=040Qiy	
Pregnant staff	Coronavirus (COVID-19): advice for pregnant employees - GOV.UK (www.gov.uk) - should have a risk assessment in place: Coronavirus (COVID-19) infection and pregnancy (rcog.org.uk) can support risk assessment. - a more precautionary approach advised for those >28 weeks pregnant or for individuals with underlying health conditions that place them at greater risk.	

Transport		
Travel and quarantine	<p>Where pupils travel from abroad to attend a boarding school, you will need to explain the rules to pupils and their parents before they travel to the UK. All pupils travelling to England must adhere to travel legislation, details of which are set out in government travel advice. Additional guidance has been issued on the quarantine arrangements for boarding school pupils travelling from red-list countries to attend a boarding school in England.</p>	
Transport to/from school	<p>Following discussions with colleagues at Public Health England and the Department for Education, and with the aim of minimising disruption to education in the Autumn term, we are asking that students aged 11 and over continue to wear face coverings when travelling on school transport until further notice.</p> <p>We recognise that some medical conditions or additional needs may make this not possible - exemption passes are available - please contact the school directly who will be able to issue these. We would also ask that:</p> <ul style="list-style-type: none"> • Students should wash/clean their hands before boarding home to school transport, and when arriving at school or home. • Students should respect the driver's personal space and hold back from entering the vehicle until the driver has indicated it is safe to do so, they should then board one by one in an orderly manner. <p>It is still recommended that face coverings are worn by all passengers, unless exempt (www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-forpassengers#face-coverings)</p>	
Curriculum considerations		
Educational visits	<p>You should undertake full and thorough risk assessments in relation to all educational visits and ensure that any public health advice, such as hygiene and ventilation requirements, is included as part of that risk assessment. General guidance about educational visits is available and is supported by specialist advice from the Outdoor Education Advisory Panel (OEAP).</p>	
Resources		

	<p>DfE daily email- DfE - COVID daily email subscription service (office.com)</p> <p>Posters and promotional material - https://coronavirusresources.phe.gov.uk/back-to-school/resources/</p> <p>NHS resources and videos</p> <ul style="list-style-type: none"> 🕒 Handwashing for teachers 🕒 Handwashing for children 🕒 Coronavirus factsheet for kids 🕒 PPE Donning and Doffing advice <p>Other resources and videos</p> <ul style="list-style-type: none"> 🕒 COVID-19: the facts Scouts 🕒 eBug https://e-bug.eu/ 🕒 PHE webcast - Breaking the chain of infection 	NHS booklets put on website for parents.
Oversight of the governing body		
Governor oversight during the COVID-19 outbreaks.	<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. 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>	Meetings planned in for the academic year.

Section	List Actions / Additional Control Measures	Date action to be carried out	Person Responsible
Ensure good hygiene for everyone	<p>Visitors have to follow school protocol and fill in details on a track and trace information sheet before entering school building. Masks to be worn inside school building.</p> <p>Track and trace</p>	September 1 st – ongoing.	Office staff /Head

Pupil /staff related issues	Regular updates via email/text to inform parents/ carers of any changes and direction to school website and risk assessments. New guidance updated as received from NHS/PHE/ Gov/Dept of Ed	September 1 st – ongoing.	Headteacher
Pupil /staff related issues	Contractors on site during/ after school hours and weekends. All risks and arrangements shared with lead from Central Premises team.	September 1 st – ongoing.	Site Manager/ Central Lead
Pupil /staff related issues	<p>Face coverings no longer required at drop-off/collection. We have requested face coverings are once again worn due to the new variant and rise in cases before half term break..</p> <p>Face coverings are required for use in the reception area and other communal areas for visitors, and if visiting school alongside other parents for an event or performance e.g. music performance.</p> <p>Contractors will require face coverings when working alongside others, or if working in communal areas.</p> <p>Where visitors are working with a smaller, consistent group of children or individuals (e.g. supply teachers, workshop providers and reading volunteers), face coverings will not be required but will be a personal choice.</p> <p>For staff, face coverings around school will be a personal choice. Staff should wear face coverings amongst large groups of visitors where distancing cannot be maintained.</p>	As above	Headteacher/all staff
Pupil /staff related issues	A Safer Working Procedures Plan will be shared with all staff prior to the start of term and will be updated as changes occur.	As above	Headteacher
Visits into school for events linked to e.g. Christmas , parent consultations.	<p>The new covid-19 variant and the potential implications for schools will clearly be a major concern to all our stakeholders. We are still going to continue with our Christmas events.</p> <p>Actions:</p> <ul style="list-style-type: none"> • Restricted numbers for each performance and we do not cross over our key stage bubbles. • Separate controlled entrances and exits • Return to all adults on site wearing face covering when dropping off and collecting your child/ren. • Restricting the number of adults dropping off and collecting the children from school. • Ask you to leave the school site promptly and not gather in groups. • Ask any adult visiting school to wear a mask when moving around the building. • Re-emphasise the need for vigilance when it comes to Covid symptoms and regular testing where appropriate. 	<p>November 30th 2021- on going with PHE and Gov advice.</p> <p>On-going e.g. parents evenings Spring #2</p>	Headteacher/all staff

Signed: Headteacher: *Maura Furber* Date: 27.02.2022