

	Establishment/Department: Colyton Grammar School	Establishment Risk Assessment	RA100
Address: Whitwell Lane Colyford Colyton Devon EX24 6HN			
Person(s)/Group at Risk Staff, Pupils, Volunteers, Visitors and Contractors		Date assessment completed: 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.	
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 (February 2021) This risk assessment should be read alongside DCC guidance document C-19, checklist C-19 and the latest government guidance: https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak (Version for return to work 8 th March 2021)		Assessor(s): T Harris B Atkins M Smith Senior Leadership Team	

Significant Hazard Section	Control measures in place
Movement of persons around the school	Additional measures or actions not included in this column below should be put in the assessor's recommendations at the end of this document
Entrance and egress to school site causing large groups of people inside school grounds compromising social distancing.	<p>Natural stagger in the morning due to buses; at the end of the school day westbound students released at 3.35pm and eastbound at 3.40pm.</p> <p>Asymptomatic testing raises potential of increased numbers on site; so only parental drop-off allowed. Pupils stay in school following negative result</p> <p>Students to wear masks/ face coverings on buses; preferably re-useable, resealable plastic bags for face coverings.</p> <p>Guidance advises the wearing of masks inside classrooms.</p> <p>Sanitise hands – dispensers outside every classroom</p>
Asymptomatic testing	<p>All pupils offered 3 tests at an on-site ATS from 8 March. Testing and return of pupils phased during the first week to manage the number of pupils passing through the test site at any one time. Pupils offered 3 tests as per guidelines 3-5 days apart.</p> <p>Pupils had universal presentation/ video/ Q/A session Thursday 4th March 2021</p>
Parents gathering at school gate not social distancing	<p>Plan parents' drop-off and pick-up protocols that minimise adult to adult contact. Make clear to parents that they cannot gather at entrance gates or doors or enter the site (unless they have a pre-arranged appointment, which should be conducted safely.</p> <p>Parents not to arrive before 3.50pm at the end of the school day.</p>
Overcrowding in classrooms and corridors.	<p>Masks to be worn by students. Advice follows https://www.gov.uk/government/publications/face-coverings-in-education Parents and students written to and Q/A session run after universal PowerPoint Thursday 4th March 2021</p> <p>Desks arranged to be facing forward with staff desks being 2m in front of class where possible.</p> <p>Set out classrooms where possible to ensure access to outside space and their age appropriate equipment and resources, whilst preventing mixing with other year groups.</p> <p>Reduce movement around the school using timetabling and appropriate selection of classroom or other learning environments. Stagger lunchbreaks; no assemblies in Cottrill Hall. Students will be escorted to lunch and PE lessons, or when crossing bubbles. Extra cleaning staff for lunch service in Take Five and Cottrill Hall and Study Centre; for ease of supervision whole year groups to eat in their bubble.</p> <p>Pupils to be sat down within a minute of the bell, to allow staff to enter classroom without pupils at door</p>
Increased numbers during breaks compromising social distancing.	<p>Use different playground/outside locations. Each year group has allocated outside space.</p> <p>Staff supervision for Astro;</p>

Increased numbers during lunchtime compromising social distancing.	Staggered lunchtimes & in set groups with handwashing – tables kept apart. Ensuring everyone keeps further apart than normal. Cleaning of tables between uses by different groups.
Spread of virus due to increased numbers of people within the building.	n/a
Inadequate social distancing measures leading to spread of the virus.	Facemasks now to be worn inside classrooms or outside where it is harder to maintain social distancing Always keep cohorts together where possible – in same class or year group bubble. Teachers to keep 2m from students at all times where possible.
Premises related matters	
Changes to building use being safe for pupils & staff – e.g. storage, one-way systems, floor tape.	Designated zones for year groups; teacher zone in each classroom to ensure 2m distance. Designated outdoor space for each year group. Designated toilets for each year group in their zone. All classrooms to be used as multipurpose teaching rooms. Using fire exits in science labs to enter and exit to avoid mixing bubbles in the corridor. Sports Hall – consider making one-way system; Year 12 to use toilets at PE office end
First Aid procedures – Reduced numbers of first aiders and Paediatric first aider.	Rota systems in place to ensure adequate numbers of first aid and PFA trained staff. Communication of first aid arrangements during daily briefings. Staff toilet in East Wing to be used for First Aid, notice on door and advise site need for cleaning. SIMS panic button to be used to send message to Admin and then they alert relevant member of staff. HMA to put PPE pack together and inform all first aid trained staff. First Aid policy updated to include COVID-19.
Fire Procedures	Testing and monitoring regimes are in place for fire detection and alarm systems, fire extinguishers and that any interim arrangements (such as doors propped open where necessary to reduce hand contact), are managed so that they do not compromise fire protection (and security) measures. Review where required fire evacuation routes and assembly points to ensure that social distancing guidelines are being met. Fire risk assessment updated for new procedures. Fire assembly point now on All-Weather Pitch (AWP). Signs will be fixed to North side fence (nearest Sports Centre). Students to walk in silence to AWP. Latest fire drill week beginning 9 th November 2020
Water hygiene – management of legionella	Agreed regimes for flushing and monitoring of temperatures have been maintained throughout period of partial opening. Regular testing from external provider has continued.
Using and monitoring new practices to reduce risk of Covid-19 transmission	Training of all staff via briefing prior to start and through regular communication including instructional documents (this includes contents of this RA, alternative layouts and any changes to fire evacuation routes, use of PPE, location of designated room for suspected cases). Regular updates are sent as required. Headteachers and school leaders monitor arrangements throughout the day and have made remedial actions where needed. There has been consultation at each appropriate stage to ensure there are opportunities for all employees to raise concerns / make suggestions. Students reminded via video/ QA on Thursday 4 th March 2021

Management of premises related risks e.g. asbestos, delayed statutory testing	Communication arrangements to ensure that requirements and controls are understood by responsible persons (e.g. signing in processes for contractors). If equipment is not within statutory test periods (e.g. lifts and hoists) then it should be taken out of use until the inspection and test can be completed.
Staff rooms and offices to comply with social distancing and safe working practice	Avoiding unnecessary gatherings. Staff encouraged to bring their own food and utensils, tea and coffee. Enhanced cleaning regimes. Staff House accessible for toilets and offices only
Ventilation to reduce spread	Open windows and prop doors open, where safe to do so (bearing in mind fire safety, security). Where mechanical ventilation is present, recirculatory systems should be adjusted to full fresh air. Fire doors now all open
Management of waste	Ensure bins for tissues are emptied throughout the day. Follow guidance on disposal of waste (such as used fluid resistant masks) 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#how-should-ppe-and-face-coverings-be-disposed-of
Lessons or activities to take place outdoors in line with social distancing.	Decide which lessons or classroom activities can take place outdoors. PE risk assessment has been updated. Copy is available from Director of Sport. Guidelines monitored by each of the sporting organisations eg RFU
Cleaning and reducing contamination	
Contaminated surfaces spreading virus.	Remove unnecessary items from classrooms and other learning environments where there is space to store it elsewhere. Regular cleaning to be carried out. Follow government cleaning guidance if a someone becomes ill with suspected COVID-19 at the setting 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
Cleaning staff and hygiene contractor's capacity - providing additional requirements	Discuss with staff the additional cleaning requirements and agree additional hours to allow for this. Ensure cleaning products being used are suitable and that adequate supplies of cleaning materials are available. See 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 and https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings .
Cleaning of shared equipment	When equipment is shared it will be cleaned between groups and given adequate time to dry. Science to follow CLEASPPS guidelines. PE to follow afPE guidelines. Guidelines 8 th March 2021 Resources that are shared between classes or bubbles, such as sports, arts, and science equipment should be cleaned frequently. When sharing equipment between different bubbles, you should either:

	<ul style="list-style-type: none"> • clean it before it is moved between bubbles • allow them to be left unused for a period of 48 hours (72 hours for plastics) <p>You will need to assess the ability to clean equipment used in the delivery of therapies, for example, physiotherapy equipment or sensory equipment. Determine whether this equipment can withstand cleaning and disinfecting between each use before it is put back into general use. Where cleaning or disinfecting is not possible or practical, resources will have to be either:</p> <ul style="list-style-type: none"> • restricted to one user • left unused for a period of 48 hours (72 hours for plastics) between use by different individuals
Sufficient handwashing facilities for staff and pupils	Hand sanitiser dispensers outside all classrooms and other learning environments. All students and staff to sanitise hands before entering and when exiting classrooms. Regular access to facilities throughout the day. Sanitisers checked week beginning 1 st March. Pupils reminded via universal PowerPoint and QA session Thursday 4 th March 2021
Additional time for staff and pupils to carry out handwashing	Frequent hand cleaning as part of normal routine. Stagger regular access to handwashing facilities through the day
Sufficient supplies of soap and cleaning products	Discuss with suppliers and contractors to ensure sufficient supplies and deliveries. Use regular detergents and bleach. Review COSHH assessments (RA05) and implement additional controls required where there has been any change in products. Spray and cloth on teacher desk in each room
Toilets being overcrowded	Limit the number of children or young people who use the toilet facilities at one time. Visiting the toilet one after the other if necessary. Where possible different toilets should be used by each different group. Allow students to go to the toilet during lessons but not in large groups.
Staff related issues	
Inadequate training for Heads on completion of RA for covid-19 return leading to anxiety and lack of the reassurance needed for staff	Guidance, risk assessment and checklist provided to schools, Schools DfE Helpline and resources, access to support via LA
Teacher training	All advice and guidance supporting student teachers continues in partnership with Exeter and SCITT ITT co-ordinator FMa to liaise with MSm https://www.gov.uk/government/publications/coronavirus-covid-19-initial-teacher-training-itt
Insufficient staff capacity to deal with increased numbers of pupils - Shortage of teachers to maintain staff to pupil ratios	If there are any shortages of teachers, then support staff can be allocated to lead a group, working under the direction of a teacher. Carefully planning the year groups for whom provision is offered (using the DfE priority list) based on staff availability. Follow government guidance on creating and staffing your temporary teaching groups: https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-schools-from-1-june/planning-guide-for-primary-schools#creating-and-staffing-your-temporary-teaching-groups

Anxiety levels of staff and community causing breakdown in staffing ratios, compromising group sizes.	Talk to staff about (or where not possible put in writing) the plans (for example, safety measures, timetable changes and staggered arrival and departure times), including discussing whether training would be helpful. If appropriate, seek GP or occupational health advice
Staff understanding of new changes – safe practice at work & in classroom. Teaching in a safe environment	Talk to staff about the plans (for example, safety measures, timetable changes and staggered arrival and departure times), including discussing whether training would be helpful.
Accessing testing arrangements are clear for all staff	Staff given twice weekly testing in school from 4 th Jan. See separate risk assessment Guidance and support given to home testing as per guidance. https://www.gov.uk/government/publications/coronavirus-covid-19-asymptomatic-testing-in-schools-and-colleges But a link to: https://www.gov.uk/government/collections/guidance-for-schools-coronavirus-covid-19?utm_source=5%20March%202021%20C19&utm_medium=Daily%20Email%20C19&utm_campaign=DfE%20C19
Conditions for use of fluid resistant face mask and other equipment when dealing with a symptomatic child are clear and understood by staff.	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. 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 Ensuring that fluid resistant face masks are available for all schools and that a supply is maintained. 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
Assessment of all staff, including high risk staff with vulnerable / shielding family member, underlying health conditions or other risk factors	A personalised risk assessment will be undertaken for clinically vulnerable staff and those that are anxious about returning to work. Guidance on shielding and protecting extremely vulnerable persons https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19 and clinically vulnerable people https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing#clinically-vulnerable-people should also be followed when considering staffing arrangements.
Staff use of PPE	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
Use of PPE Lack of understanding	Adequate training / briefing on use and safe disposal

	<p>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 cases / cases	<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 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</p> <p>Ensure accurate records of staff and pupils are maintained to enable public health contact tracking and test regimes.</p>
Pupil related issues	
Vulnerable groups who are clinically, extremely vulnerable.	<p>Parents should follow medical advice if their child is in this category: https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19</p> <p>Changes noted on page 33</p> <p>The advice for pupils who have been confirmed as clinically extremely vulnerable is to shield and stay at home as much as possible until further notice.</p> <p>They are advised not to attend school while shielding advice applies nationally. All 16 to 18 year olds with underlying health conditions which put them at higher risk of serious disease and mortality will be offered a vaccine in priority group 6 of the vaccination programme. At present, these children should continue to shield, and self-isolate if they have symptoms or are identified as a close contact of a positive case, even if they have been vaccinated.</p> <p>You will be able to request from parents a copy of the shielding letter sent to CEV children, to confirm that they are advised not to attend school or other educational settings whilst shielding guidance is in place.</p> <p>As normal, you should not encourage parents to request unnecessary medical evidence such as doctors' notes from their GP when their child is absent from school due to illness. This is already set out in school attendance guidance¹ but is especially important in the context of the pandemic and the coronavirus (COVID-19) vaccination programme. If evidence is required, it can take the form of prescriptions, appointment cards, text or email confirmation of appointments, etc. rather than a doctors' note. As usual, input from GPs should only be sought where there are complex health needs or persistent absence issues.</p> <p>You are required to provide remote education to pupils who are unable to attend school because they are complying with government guidance or legislation around coronavirus (COVID-19), in the circumstances provided for in the Remote Education Temporary Continuity Direction. You should keep a record of this activity but do not need to record it in the attendance register</p>
Children with EHCP SEND	<p>Complete risk assessment before attendance.</p> <p>Some students offered 'back to school' session co-ordinated by pastoral/ SENCo</p> <p>https://www.gov.uk/government/collections/guidance-for-schools-coronavirus-covid-19?utm_source=5%20March%202021%20C19&utm_medium=Daily%20Email%20C19&utm_campaign=DfE%20C19#special-educational-needs-and-disability-(send)</p>

Pupils unable to follow guidance	Ensure that the same teacher(s) and other staff are assigned to each group. Some children will need additional support to follow these measures
Member of a class becoming unwell with COVID-19	If a child is awaiting collection, they will be moved to the Isolation room (formerly ARo office in East Wing) where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people. Allocate a suitable room for this purpose and communicate intentions to staff. Ensure suitable PPE (including fluid resistant face mask) is available at this location.
Transport	
Travel to school and provision of safe school transport:	Consider school transport arrangements and where possible encourage parents and children and young people to walk or cycle to school where possible. Liaise with School Transport Team where further consider needs to be given to taxi and escort services.
School Transport arrangements support changes to school times	Liaising with the School Transport Team before change are made. Follow government guidance https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/vehicles
Provision of food	
Kitchen facilities comply with latest Covid19 guidance to reduce risk of infection/contamination	Follow usual food safety and hygiene procedures and Government guidance for catering establishments https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/restaurants-offering-takeaway-or-delivery . Ensure Health & Safety policies are followed. Policies and procedures used by catering contractors to be kept with this document.
Food that can be prepared on premises is compliant with Covid - 19 health and hygiene guidance	As above
Catering contractor is operating in a safe environment	Catering contractor to follow government guidance https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/restaurants-offering-takeaway-or-delivery
Communications with parents and others	
Parents, contractors and other staff entering or working in the building – school complying with external requirements for staff safety	Tell parents, carers or any visitors, such as suppliers, not to enter the education or childcare setting if they are displaying any symptoms of coronavirus. Inform all visitors, suppliers, and contractors that only pre-arranged calls will be allowed on site. Publish a site telephone number in case of immediate access required.
Suppliers understanding and complying with new arrangements	Discuss new arrangements with suppliers and deliveries to be arranged for quiet times or outside school hours

Communications to parents and staff	Regular communications
Parent aggression due to anxiety and stress.	Tell parents their allocated drop off and collection times and the process for doing so, including protocols for minimising adult to adult contact (for example, which entrance to use) to reduce anxiety

Assessor's Recommendations - Additional Control Measures or Actions			
Section	List Actions / Additional Control Measures	Date action to be carried out	Person Responsible

Signed: Headteacher/Head of Department:

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Date