



Teignmouth Community School, Exeter Road

Covid-19 Guidance – 2 March 2021

RA100 V14

This risk assessment is a live document and will be continuously reviewed alongside the latest Covid-19 government guidance. It accompanies existing risk assessments and health and safety arrangements.

Support for confirmed cases of COVID-19 can be sought through the DfE Coronavirus helpline on 0800 046 8687> They will work with us to assess the risk and advice what actions to take. We report confirmed cases to Devon County Council using this [smart survey link](#). We may also call the PHE SW Health Protection Team for advice on 0300 303 8162 if the following applies: we have taken action but are still seeing more cases, we think we may need to close our setting (we should also email the school priority alert mailbox - educate.schoolspriorityalerts-mailbox@devon.gov.uk), or if someone in our school has been admitted to hospital or we are getting significant media interest).

	Establishment/Department: Teignmouth Community School Exeter Road	Establishment Risk Assessment	RA100 V13
	Address: Exeter Road, Teignmouth, Devon, TQ14 9HZ		
Person(s)/Group at Risk Staff, Pupils, Visitors and Contractors		Date assessment completed: 2.3.2021 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, latest: Guidance for Full Opening: Link: www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</p> <p>This risk assessment has been adapted from the DCC template and is specific to the TCS site and particular characteristics. We undertake to consult with staff regarding the risks and control measures being implemented.</p>		Assessors: Lead Assessor: Roland Weston (Health and Safety lead) Assessors and reviewers: James O’Connell (Principal) Joab Forte (Lead Digital and Support Operations)	

Significant Hazard Section	Control measures in place <i>Additional measures or actions not included in this column below are included in the assessor's recommendations at the end of this document</i> Green – Actioned Yellow – To be completed <i>Latest updates in red type.</i>	Optional: School's comments and actions completed or required regarding mitigations put in place
Social distancing and reducing risk of transmission		
Definition of close contact	<p>Manage confirmed cases of coronavirus (COVID-19) amongst the school community. Close contact means:</p> <ul style="list-style-type: none"> ○ face-to-face contact including being coughed on or having a face-to-face conversation within one metre (this will include times when you have been wearing a face covering or face mask) ○ been within one metre for one minute or longer without face-to-face contact ○ been within 2 metres of someone for more than 15 minutes (either as a one-off contact, or added up together over one day) ○ travelled in the same vehicle or a plane (this includes school transport) <p>Focusing on obtaining mitigations to reduce close contact, will reduce staff and pupil absences when there are cases within the school. Note that the use of face masks and other forms of PPE does not exclude somebody from being considered a close contact (unless they are providing direct care with patients or residents in a health and care setting, NHS Test and Trace: how it works - GOV.UK (www.gov.uk))</p>	<p>Staff, students and parents have been briefed on importance of social distancing and definition of close contacts through repeated briefings and letters/emails following notifications of confirmed case (last sent on 22 Dec 20 and to be repeated Mar 21). LFD testing set up and running since 11 Jan 21. (JF)</p>
Entrances and egress to school site causing large groups of people inside school grounds compromising social distancing.	<p>Provide information to parents: No parents on site to pick up or collect if not absolutely necessary. Use alternative drop off locations where possible. Disposal bin for used face coverings available at entry points. (See guidance Staying safe outside of your home: face coverings and Guidance for Full Opening.) Pupils instructed to wash their hands, on arrival.</p>	<p>Sanitisers and waste bins placed at entrance gate. General information and guidance sent to parents in 2/3 weekly updates. (RW)</p>
Parents gathering at school gate not social distancing	<p>Parents' drop-off and pick-up protocols communicated: parents not to gather to minimise adult to adult/children contacts. If parents have a pre-arranged appointment they should go straight to Reception.</p>	<p>Parents briefed not to attend the site unless essential to support child and their safety or learning.</p>

<p>Overcrowding in classrooms and corridors.</p>	<p>Children grouped into consistent groups (year groups) with contact between groups avoided (see Curriculum section below). Desks forward facing and spaced as far apart as possible and arranged so that face to face seating is avoided. Classrooms set out where possible to ensure access to outside space and their age appropriate equipment and resources, whilst preventing mixing with other groups. Excess, unnecessary furniture and furnishings removed. Potentially crowded corridors have been made one way where necessary and 'keep left' rule made clear otherwise. Staggered first break and separate spaces for each year group for social times. Assemblies conducted digitally in classrooms rather than hall to avoid unnecessarily large crowds.</p>	<p>Staff have de-cluttered rooms. Students briefed to arrive onsite and proceed straight to their classrooms. Student desks all facing forward where this is possible. (Teachers)</p>
<p>Use of face masks</p>	<p>All staff and pupils to have two face masks with them. The school has emergency disposal masks to give out if required. Masks must be worn by staff, visitors and pupils wherever social distancing (maintaining a gap of 2m+ from any other person) is not possible. This is the case when staff, pupils and visitors are moving around the site inside (in corridors and public place) and in classrooms and offices. See guidance: https://www.gov.uk/government/publications/face-coverings-in-education/face-coverings-in-education</p>	<p>Parents, pupils and staff briefed on 26.2.21 and in letter on 3.3.21 and in briefings/assemblies on 8-11.3.21 by Principal. (JPO)</p>
<p>Groups mixing during breaks and lunchtime compromising social distancing.</p>	<p>Staggered break times and appropriate supervision in place. Different playground locations for each year group. Staggered times in canteen/KS4 Common Room and in set groups, ensuring everyone keeps further apart than normal. Cleaning of tables between uses by different groups.</p>	<p>Staggered queuing system in place. Students separated by year group. Extra cleaning regime in place. This information reiterated as above by Principal in March 21. (JPO)</p>
<p>Groups mixing during extra-curricular provision</p>	<p>Careful consideration of mixing is made, keeping children within their year groups or bubbles where possible. If it is not possible to maintain bubbles being used during the school day, then small, consistent groups will be used. As with physical activity during the school day, contact sports will not take place - recommendations set out in Protective measures for out-of-school settings during the coronavirus (COVID-19) outbreak should also be taken into consideration.</p>	<p>One way systems in crowded areas, staggered break 1, extra cleaning and separate areas for breaks organised. (SEA, JF)</p>
<p>Spread of virus due to increased numbers of people within the building.</p>	<p>Parents to be informed that if their child needs to be accompanied to school only one parent should attend. Visitors allowed on site where necessary, but where possible meetings conducted remotely. The balance of need versus risk must be considered by all staff when making arrangements.</p>	<p>Parents have been requested to minimize attendance at school unless appointment made and staff briefed to operate in this manner. (JPO)</p>

Staff	Staff should maintain public health guidance of 2m wherever possible. If reduced to 1m as long as mitigations are in place, e.g. not face to face or wearing PPE (face covering doesn't count) or a Perspex screen in place. The priority is always to try to maintain 2m social distancing, but where this cannot be achieved, regular hand washing/, mask wearing and good respiratory hygiene are also important for both staff and pupils.	All classrooms have designated 'teacher zone' only for the teacher to preserve their distance. PPE (visors and masks) available in Student Services and perspex screens installed in key locations where face to face contact needed or likely. (RW)
Premises related matters		
Changes to building use being safe for pupils & staff – e.g. storage, one-way systems, floor tape.	Reviewed whole school risk assessment (RA22) to ensure control measures remain suitable and in place. Updated risk assessments include extra arrangements: hand washing, one-way systems, adaptations to classrooms and standard operating procedures. We will continue to consider how the layout will enable access to outdoor space and the equipment necessary for teaching teach year group. Arrangements such as safe fire evacuation routes adapted (see below).	Clearly marked and briefed to staff and students in first week of term and repeated in briefings and assemblies. One way system installed and updated on 17/10/20. Where this is not practical, 'Keep Left' signs installed along with clear markings. (RW)
First Aid procedures – Reduced numbers of first aiders and Paediatric first aider.	First Aid risk assessment (RA22) reviewed. Rota systems in place to ensure adequate numbers of first aid and PFA trained staff. Communication of first aid arrangements during regular briefings and whenever there is a change. PPE within first aid supplies.	Actioned
Fire Procedures	Reviewed fire risk assessment taking into consideration changes made to the layout, and the impact this may have on fire evacuation and escape routes. Testing and monitoring regimes are in place for fire detection, alarm systems and fire extinguishers. Interim arrangements (such as doors propped open where necessary to reduce hand contact), have been considered so that they do not compromise fire protection (and security) measures. Fire evacuation routes and assembly points reviewed to ensure that social distancing guidelines are being met.	In the event of evacuation, staff to be briefed to release doors and not follow one way systems. Fire drill carried out twice so far this term (20/10/20). Fire drill to be carried out again by April 21. (RW)
Water hygiene – management of legionella	Water hygiene management plan reviewed. Regimes for flushing and monitoring of temperatures have been maintained and cleaning and disinfection has taken place prior to reoccupation as per government guidance Managing School Premises during the Covid-19 outbreak.	Actioned (RW)
Using and monitoring new practices to reduce risk of Covid-19 transmission	Training of all staff via briefing prior to start of term included contents of this RA, alternative layouts and any changes to fire evacuation routes, use of PPE, location of designated room for suspected cases.	Briefing by Principal to staff and students in first weeks of term and in subsequent assemblies and announcements in briefings.

	<p><i>Explanation to children about the use of face coverings – to support children with adhering to social distancing. Principal and school leaders will monitor arrangements and make remedial actions where needed.</i></p> <p><i>Opportunities for all employees to raise concerns / make suggestions through regular dialogue and open culture.</i></p>	<p><i>assemblies and tutor times in Oct-Dec and March. (JPO)</i></p>
<p>Management of premises related risks e.g. asbestos, delayed statutory testing (LOLER)</p>	<p><i>Communication arrangements 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 is taken out of use until the inspection and test can be completed.</i></p>	<p><i>Actioned (RW)</i></p>
<p>Staff rooms and offices to comply with social distancing and safe working practice</p>	<p><i>Numbers of people in offices and meeting rooms reduced at one time to allow social distancing – chairs removed/placed apart. Avoiding unnecessary gatherings.</i></p> <p><i>Staff encouraged to bring their own food and utensils. Enhanced cleaning regimes as per below.</i></p>	<p><i>Actioned (RW)</i></p> <p><i>Briefing by Principal on 7/9/20 (JPO)</i></p>
<p>Ventilation to reduce spread</p>	<p><i>Schools need to balance the need for increased ventilation while maintaining a comfortable temperature, the following measures should also be used as appropriate:</i></p> <ul style="list-style-type: none"> <i>• opening high level windows in preference to low level to reduce draughts</i> <i>• increasing the ventilation while spaces are unoccupied (e.g. between classes, during break and lunch, when a room is unused)</i> <i>• providing flexibility to allow additional, suitable indoor clothing. For more information see <u>School uniform</u></i> <i>• rearranging furniture where possible to avoid direct drafts</i> <i>• mechanical ventilation systems – these should be adjusted to increase the ventilation rate wherever possible, and checked to confirm that normal operation meets current guidance (if possible, systems should be adjusted to full fresh air or, if not, then systems should be operated as normal as long as they are within a single room and supplemented by an outdoor air supply)</i> <i>• opening internal doors can also assist with creating a throughput of air</i> <i>• natural ventilation – if necessary external opening doors may also be used. Where ventilation could be improved by leaving fire doors, either internal or external, open, this must only be done once the fire risk assessment has been reviewed and amended. Schools must ensure that systems are in place to close doors in the event of a fire alarm, during breaks if they cannot be monitored or at the end of the day. There is also the security risk of leaving external doors open and therefore there must be procedures in place to mitigate this such as</i> 	<p><i>Door stops provided; briefing to release doors in the event of evacuation. Briefing by RW at start of term and reminders in staff briefing by JPO on 12/10/20 and 21/10/20.</i></p> <p><i>Update guidance on ventilation shared with staff on 23/11/20 in briefing and Staff Bulletin (RW)</i></p> <p><i>Fire evacuation policy has been adapted and takes account of need to close fire doors, as above. (RW)</i></p>

	<p>ensuring that they are closed at times when they cannot be sufficiently monitored.</p> <ul style="list-style-type: none"> Ventilation to chemical stores should remain operational. <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>	
Management of waste	<p>Bins for tissues are emptied daily.</p> <p>Follow Guidance on disposal of PPE waste (such as used fluid resistant masks)</p>	Cleaning regime installed and checked. (JF)
Management of incoming goods	<p>Consideration of supplies coming into the school, which takes into consideration SD and hygiene measures. E.g. drop-off point – one person controls the process etc.</p>	Actioned – timings consider and arranged, plus drop off locations to avoid mixing and contacts arranged. (RW)
Cleaning and reducing contamination		
Contaminated surfaces spreading virus.	<p>Classroom based resources such as sports, art and science equipment can be used and shared within the bubble. Such resources will be cleaned frequently and meticulously and always between bubbles or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles.</p> <p>Follow government guidance for working in education and childcare if someone becomes ill with suspected COVID-19 at the setting. Follow guidance on Cleaning and decontamination of non-health care settings. Further guidance on cleaning non health care settings is to be published by Public Health England by the end of the summer term.</p>	<p>Sanitiser and wipes provided to each room. (RW)</p> <p>Staff to wipe down between each bubble where this changeover is less than 48hrs or (72 hours).</p> <p>Explained in briefing by Principal on 7/9/20 and 12/10/20. (Teachers)</p>
Shared resources and equipment increasing spread	<p>Prevent the sharing of stationery and other equipment where possible.</p> <p>Suitable procedures in place for managing access to items of 'heavy use' such a photocopiers to maintain social distancing.</p> <p>Enhanced cleaning regimes.</p>	Actioned (RW)
Cleaning staff and hygiene contractor's capacity - providing additional requirements	<p>Cleaning requirements and procedures discussed with cleaning team and additional hours arranged with midday cleaning.</p> <p>Cleaning products used have been checked and are suitable, and adequate supplies are available. See Safe working in education and childcare for guidance on PPE and guidance on cleaning non-health care settings.</p>	Cleaners briefed and arrangements and materials checked. (JF 8/9/20).
Sufficient handwashing facilities for staff and pupils	<p>Where a sink is not nearby, supervised access to hand sanitiser in classrooms and other learning environments available. These used on entry and exit to all classrooms and students reminded to hand wash throughout the day.</p> <p>Maximum hand washing and sanitiser stations have been provided.</p>	Actioned (RW)

Additional time for staff and pupils to carry out handwashing	<i>Extra time for lesson change overs allowed. Each area identified key waiting areas and routine according to the local geography of that area – identifying waiting zone and protocols.</i>	<i>Explained to staff in briefings and in assemblies/tutor time and lessons at start of term. Routines now established, but constant reminders needed (JPO)</i>
Good respiratory hygiene	<i>Promote 'catch it, bin it, kill it' ensuring that enough tissues and bins are available.</i>	<i>Actioned through briefings and tutor messages (JPO)</i>
Sufficient supplies of soap and cleaning products	<i>Arranged with suppliers and contractors to ensure sufficient supplies and deliveries. Reviewed COSHH assessments (RA05) and implemented additional controls required where there has been any change in products.</i>	<i>Actioned (RW)</i>
Toilets being overcrowded	<i>Pupils reminded to visit the toilet one after the other and avoid crowding. Different groups don't need to be allocated their own toilet blocks, but toilets will be cleaned regularly. Pupils reminded to clean their hands thoroughly after using the toilet.</i>	<i>Extra cleaning during school day. (RW)</i>
Staff related issues		
Staff measures to reduce contact and transmission Covid-19. New variant of the Covid-19 virus. It is also noted that the new variant may present an increased risk amongst children and young people who present as asymptomatic.	<p><i>DfE guidance followed: https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#section-1-public-health-advice-to-minimise-coronavirus-covid-19-risks</i></p> <p><i>Where this cannot be met, the school will record why and what other control measures they will adopt.</i></p> <p><i>All teachers and other staff can operate across different classes and year groups in order to facilitate the delivery of the school timetable. Where staff need to move between classes and year groups, they should try and keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults and should avoid close face to face contact and minimise time spent within 1 metre of anyone. It may not be possible when working with some pupils who have complex needs or who need close contact care. These pupils' educational and care support will be provided as normal. Staff who can effectively work from home will do so, particularly those in vulnerable groups.</i></p> <p>Extra control measures that reduce close contact will reduce the number of staff and pupils required to self-isolate when there are cases within the school. These include:</p> <ul style="list-style-type: none"> <i>Reducing bubble sizes,</i> <i>reducing face to face meetings (move to video calling where appropriate),</i> 	<p><i>Staff request for permission to work off site granted where practical. Personal risk assessments completed for staff where required or requested. Staff briefed to work from home where they can do so effectively (JPO, 10.1.21). Staff carrying out two LFD tests a week: was in school; kits now issued to test at home. Staff briefed and clear on procedure (Mar 21). (JF)</i></p>

	<ul style="list-style-type: none"> reducing the number of staff and pupils mixing across year groups/ classes at lunch, breaks, with separate areas, reducing movement around the school of pupils and teaching staff, reducing movement across bubbles of pupils and teaching staff, no car sharing between staff to school keeping to the 2m distancing (for teachers especially) if at all possible <p>Other measure: face coverings inside public areas (e.g. corridors) and may be worn by staff and pupils in classes; thorough, extra, regular cleaning regimes throughout the day (of hands and of hard surfaces/ high use touch points), catch it bin it kill it messages.</p>	
Managing supply teachers, visitors, contractors and other temporary visiting staff.	<p>Supply teachers, peripatetic teachers and/or other temporary staff can move between schools. They are briefed to minimise contact and maintain as much distance as possible from other staff. Specialists, therapists, clinicians and other support staff for pupils with SEND should provide interventions as usual. Other visitors, such as contractors and volunteers allowed on site if importance or benefit of their visit outweighs risk. Site guidance on physical distancing and hygiene is explained to visitors on or before arrival. Where visits can happen outside of school hours, they do. A record is kept of all visitors. Staff who are managing supply teachers, visitors, contractors and other temporary visiting staff are conversant with our procedures and hygiene protocols within the school.</p>	<p>Volunteers and exceptional visitors to be approved by RW or JPO. A copy of this risk assessment is available and provided to visitors where required; all visitors given and read 'summary for visitors'. Reception and MC to maintain a list of all visitors including regular volunteers and supply teachers.</p>
Insufficient staff capacity to deal with increased numbers of pupils - shortage of teachers to maintain staff to pupil ratios	<p>If there are any shortages of teachers to teach the number of classes, appropriately trained staff can be allocated to lead a group, working under the direction of a teacher. Careful planning of the year groups/classes will be undertaken based on staff availability. Supply teachers and other peripatetic staff will be engaged where necessary. Sending (rotating) year groups home to work remotely is possible if required. See 'school Workforce' section of the DfE guidance: https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#section-1-public-health-advice-to-minimise-coronavirus-covid-19-risks</p>	<p>Actioned LEC, JPO</p>
Anxiety levels of staff and community causing breakdown in staffing ratios, compromising group sizes.	<p>Principal and school leadership will communicate regularly and honestly with staff, students and parents. Where appropriate, medical occupational health advice sought. Where the member of staff has anxieties about returning, this conversation can be held and recorded using the 'Risk assessment for all staff including vulnerable groups' - https://devoncc.sharepoint.com/:w:/s/PublicDocs/Education/ESoXeZkAQyILupPG5VVG6yQB2iEFDD4pgkko5qBbtOSEkw?e=040Qiy</p>	<p>Principal continues to send regular updates home and post on Facebook and website. (JPO)</p>

	<i>Further advice is available from Principal if required.</i>	
Staff understanding of new changes – safe practice at work & in classroom. Teaching in a safe environment	<i>Plans shared (safety measures, timetable changes and staggered arrival and departure times).</i>	<i>Briefings by Principal at start of term and weekly in bulletin and in twice weekly briefings on Zoom. (JPO)</i>
Accessing testing arrangements are clear for all staff	<i>Guidance about testing, including the NHS 'Test and Trace' service, is available via this link https://inside.devon.gov.uk/task/guidance-for-dealing-with-coronavirus-covid-19/essential-worker-testing/</i>	<i>Actioned (JF)</i>
Conditions for use of fluid resistant face mask and other equipment when dealing with a symptomatic child are clear and understood by staff.	<i>If a child, young person or other learner becomes unwell with symptoms of coronavirus while in school and needs direct personal care until they can return home, a face mask will 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 will 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 will also be worn. Fluid resistant face masks are available from caretakers and Student Services. 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</i>	<i>Actioned: Student Services is seen and sends students home if there is any reasonable possibility of infection. Established routines for this (Dec 20) (JM)</i>
Assessment of all staff, including high risk staff with vulnerable / shielding family member, underlying health conditions or other risk factors	<i>Clinically Extremely Vulnerable staff (CEV) are advised not to attend the workplace. Staff who are CEV will previously have received a letter from the NHS or their GP telling them this (no new letter is required) and there is guidance for this group. Employers should talk to their staff about how they will be supported, including to work from home. These new formal shielding measures will apply across the whole of England until at least 31 March. Staff who are Clinically Vulnerable (CV) can continue to attend school. While in school they must follow the system of controls to minimise the risks of transmission Schools coronavirus (COVID-19) operational guidance (publishing.service.gov.uk) p37 <i>A risk assessment should be undertaken with clinically extremely vulnerable and clinically vulnerable staff returning to the school, especially where they are returning to the school for the first time since the pandemic commenced. 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 -</i></i>	<i>A number of staff and students have been assessed and are now working from home. Requests continue to be available from Principal. (JPO)</i>

	https://devoncc.sharepoint.com/:w:/s/PublicDocs/Education/ESoXeZkAQyILupPG5VVG6yQB2iEFDD4pgkko5qBbtOSEkw?e=040Qiy	
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:</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 Guidance on the appropriate selection and use of PPE from DCC can be found here: http://devon.cc/ppe</p>	PPE provided to staff members where the vulnerable staff risk assessment has deemed it necessary (See RW if required).
Use of face coverings Lack of understanding	<p><i>Guidance on the use of face coverings for pupils in year 7 and above will be followed with consideration given to communal areas such as corridors where social distancing is hard to maintain. In addition, we now also ask that face coverings should be worn in classrooms or during activities unless social distancing can be maintained. This does not apply in situations where wearing a face covering would impact on the ability to take part in exercise or strenuous activity, for example in PE lessons.</i></p> <p><i>Adequate training / briefing on use and safe disposal</i> <i>Follow guidance on putting on and taking off standard PPE</i> 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>	Being covered in letter and briefing to pupils on first assemblies/welcome back in w/c Mon 8/3/21 by Principal. (JPO)
Dealing with suspected and confirmed case/ cases and outbreak.	<p>Dealing with suspected and confirmed case/ cases and outbreak. For advice, contact the DfE Coronavirus Helpline on 0800 046 8687. We may also call the PHE SW Health Protection Team for advice on 0300 303 8162 if the following applies; we have taken action but are still seeing more cases, we think we may need to close the school (we would also email the school priority alert mailbox - educate.schoolspriorityalerts-mailbox@devon.gov.uk), if someone in our setting has been admitted to hospital or if we are getting significant media interest.</p> <p>Manage confirmed cases of coronavirus (COVID-19) amongst the school community. (Close contact means):</p> <ul style="list-style-type: none"> • direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin) • proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual • travelling in a small vehicle, like a car, with an infected person 	Actioned (JPO)

	https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#soc	
Lateral Flow testing	<p>Guidance on the coronavirus (COVID-19) testing programme for secondary schools and colleges: With the start of mass testing by Lateral Flow Devices (LFD, it is also important to remember that these are only one part of the process and although they are a way of identifying asymptomatic individuals quickly, they are not a replacement for all other fundamental mitigating measures previously in place, but should be used alongside. It is vitally important that schools who are using mass testing do not relax other fundamental measures.</p> <p>DfE have created a schools and colleges document sharing platform for asymptomatic testing. This area contains additional information to support schools and college staff in preparing and operating LFT.</p> <p>Key points</p> <ul style="list-style-type: none"> • All staff working in our school are encouraged to take part in the LFD testing programme • Secondary age pupils are recommended to undertake 3 tests in school at their Asymptomatic Test Site (ATS) BEFORE moving to use LFD home test kits • Recommended twice weekly before coming into school 3-4 days apart • Read guidance and watch video • This process is not for releasing people early from Self Isolation • It is not mandatory. DfE have created the link below for asymptomatic testing for schools to follow. This area contains additional information to support primary schools and secondary staff in preparing and operating home testing LFD. <p>Resources for testing: youtube video Google Drive Primary Phase - Google Drive</p>	<p>Adequate number of staff have been trained to run LFD testing for all staff and pupils in school. Further training for this process is on-going. LFD testing for staff and then pupils commenced from 11.1.21. Separate risk assessment for this completed (RW, 6.1.21)</p> <p>All students encouraged to take LFD test before resuming return to school (8.3.21); tests in operation and 70-80% of students accessing. (JF)</p>
Pupil related issues		
Vulnerable groups who are clinically, extremely vulnerable.	<p>Clinically extremely vulnerable (CEV) adults and children. It has been confirmed by the DfE that all CEV (and those who have been newly identified by letter in recent days) that all these staff/pupils should continue to self-isolate until March 31st.</p>	<p>Staff risk assessments available through the Principal.</p> <p>Student risk assessment available on request to Head of Student Services, Mrs J Moore. (JM)</p>

	<p><i>The Department of Health and Social Care has added a third category to the definition of clinically extremely vulnerable (CEV). The definition has been expanded to include a new group of adults who have been identified through the <u>COVID-19 population risk assessment</u> as potentially being at high risk of serious illness if they catch the virus.</i></p> <p><i>Individuals identified as CEV through this risk assessment are advised to follow <u>guidance for clinically extremely vulnerable people</u>, which has now been extended until 31 March. Anyone newly identified as part of this group will be notified.</i></p>	
Children with EHCP and pupils who attend dual settings	<p><i>A risk assessment should be completed before attendance. For dual settings work through the system of controls collaboratively, enabling any risks identified to be addressed and allowing the joint delivery of a broad and balanced curriculum for the child.</i></p>	<p><i>These students are being regularly supported in school and or checked on at least weekly by Welfare and pastoral team (JH, SENCO, Jan 21)</i></p>
Pupils unable to follow guidance	<p><i>Some pupils will need additional support to follow these measures. Separate action plans for some will be considered and put in place where required. Behaviour policy has been adapted.</i></p>	<p><i>As above: Individual risk assessments checked with SENCO and Principal. (JH)</i></p>
Pupils equipment	<p><i>Pupils to limit the amount of equipment they bring into school each day, to essentials. For individual and very frequently used equipment, such as pencils and pens, it is recommended that staff and pupils have their own items that are not shared.</i></p>	<p><i>Letter to parents and briefing to students at start of term. (JPO)</i></p>
Member of a class becoming unwell with COVID-19	<p><i>They will be sent home as quickly as is safely possible. If a child is awaiting collection, they will wait outside on the Principal's Lawn if possible (depending on weather) or be moved to a room where they can be isolated behind a closed door (depending on the age of the child and their state) with appropriate adult supervision if required. A window and/or door will be opened for ventilation. If it is not possible to isolate them, they will be moved to an area which is at least 2 metres away from other people. PPE (including fluid resistant face mask) is available from Student Support.</i></p>	<p><i>Procedure communicated – Upper Meeting Room set aside for this purpose. (JM)</i></p>
School Uniform	<p><i>Uniforms do not need to be cleaned any more often than usual, nor do they need to be cleaned using methods which are different from normal.</i></p>	<p><i>Letters to parents have confirmed advice. (JPO)</i></p>
Transport		
Travel to school and provision of safe school transport:	<p><i>School transport arrangements considered and parents and young people encouraged to walk or cycle to school where possible. Liaise with School Transport Team where further consideration needs to be given to taxi and escort services.</i></p>	<p><i>Letters to parents of 13.7.20 and 1.9.20 and 14/10/20; further liaison with DCC transport if need arises. (JPO)</i></p>

Dedicated school transport, including statutory provision	<i>Pupils briefed to sit, where possible, within bubble (their year group); all pupils should wear face coverings. Hand sanitiser encouraged and available on arrival and leaving school.</i>	<i>Letter to parents of 1.9.20; repeated in tutor briefings 11.9.20 and further letter on 14/10/20. (JPO)</i>
School and wider public transport	<i>It is the law that all <u>must wear a face covering when travelling in England</u> on school and public transport. Some people <u>don't have to wear a face covering</u> including for health, age or equality reasons. Students and staff should also wear a face covering in other enclosed spaces where it is difficult to maintain social distancing. For example, at stations and in taxis and private hire vehicles. A taxi driver or private hire vehicle operator may be entitled to refuse to accept you if you do not wear a face covering.</i>	<i>Letter to parents of 23/10/202. (JPO)</i>
Curriculum considerations		
Planned return to normal curriculum in all subjects by Summer Term 2021	<i>The curriculum maintained as broad and balanced as possible. Some adaptations made such as to PE programme, music, drama, technology, with science practicals and in other areas where activities could cause risk. Separate risk assessments will be completed where necessary. We will continue to assess the risks in each area.</i>	<i>All subjects (with some modifications) taught from Sep 20 as things stand. Separate risk assessments created for Library, Technology, Perf Arts, PE and Science. Reviewed by JPO on 20.10.20 and again on 26.2.21. (JPO)</i>
Suspension of some subjects for some pupils in exceptional circumstances.	<i>Some activities suspended: E.g. contact sports and some practicals for pupils in Science, Tech and Art which involve close work in pairs or groups</i>	<i>All subjects (with some modifications) being taught from Sep 20 as things stand. Ongoing review. (JPO)</i>
Music, dance and drama activities	<i>There may be an additional risk of infection in environments where you or others are singing, chanting, playing wind or brass instruments or shouting and also in drama and dance activities. As a result, schools must refer to the detailed <u>Guidance for Music, Dance and Drama</u> as well as <u>Guidance for the Performing Arts</u> and should take particular care to observe social distancing which may limit numbers taking part in group activity, and prevent physical correction by teachers, and contact between pupils in drama and dance.</i> <i>Schools should keep any background or accompanying music to levels which do not encourage teachers or other performers to raise their voices unduly. If possible, use microphones to reduce the need for shouting or prolonged periods of loud speaking or singing. If possible, do not share microphones. If they are shared, follow the guidance on handling equipment</i>	<i>New guidance taken account of (23/11/20 and 23.2.21). See separate risk assessment – Head of Perf Arts (PPS) (JPO)</i>

	<p><i>If planning an indoor or outdoor face-to-face performance in front of a live audience, schools should follow the latest advice in the DCMS performing arts guidance, implementing events in the lowest risk order as described. If planning an outdoor performance they should also give particular consideration to the guidance on delivering outdoor events.</i></p> <p><i>Schools should consider risk reduction measure such as physical distancing and playing and singing outside wherever possible, limiting group sizes, positioning pupils back-to-back or side-to-side, avoiding sharing of instruments, and ensuring good ventilation. The guidance should be consulted for further information relating to:</i></p> <ul style="list-style-type: none"> - peripatetic music staff, - cleaning and handling of equipment, - singing and playing brass and woodwind instruments - avoiding sharing of musical instruments - handling scripts 	
Physical activity in schools	<p><i>Pupils will be kept in consistent groups, sports equipment thoroughly cleaned between each use by different individual groups, and contact sports avoided. Outdoor sports prioritised where possible, and large indoor spaces used where it is not, maximising distancing between pupils and paying scrupulous attention to cleaning and hygiene.</i></p> <p><i>Advice available:</i></p> <ul style="list-style-type: none"> • guidance on the phased return of sport and recreation and guidance from Sport England for grassroot sport • advice from organisations such as the Association for Physical Education and the Youth Sport Trust <p><i>We can work with external coaches, clubs and organisations for curricular and extra-curricular activities where satisfied that this is safe to do so. We will continue to carefully how such arrangements can operate within their wider protective measures.</i></p> <p><i>Activities such as active miles, making break times and lessons active and encouraging active travel help enable pupils to be physically active while encouraging physical distancing.</i></p>	See separate risk assessment – Head of PE (DC).
Educational visits	<p><i>The DfE advises against all educational visits at this time. This advice will be kept under review. Schools coronavirus (COVID-19) operational guidance (publishing.service.gov.uk)</i></p> <p><i>For additional information check with EVOLVE guidance on website.</i></p>	Principal reviews all visits with H&S Lead (RW) as and when requested for time being. None taking place currently. (Mar 21) (JFO)
Groups of children mixing resulting in risk of more widespread transmission	<p><i>Pupils grouped into consistent groups as much as possible so that they do not mix more than necessary to enable track and trace and self-isolation where necessary. Groups still provide the full range of curriculum subjects and for TCS secondary this is up to the size of a year group. Year groups kept apart</i></p>	Year group bubbles where possible have been put in place including breaks and lunchtimes. Assemblies

	<p>from other groups where possible and pupils encouraged to keep distance within groups.</p> <p>Interaction, sharing of rooms and social spaces between groups limited as much as possible, accepting that pupils cannot be socially distanced at all times.</p> <p>Large gatherings such as assemblies and with more than one group will be avoided.</p>	<p>not taking place– all currently being done remotely. (JPO)</p>
Provision of food		
Food prepared on premises is compliant with Covid - 19 health and hygiene guidance	<p>School kitchens must comply with the Guidance for food businesses on coronavirus (COVID-19)</p>	<p>Guidance will be followed. (JF)</p> <p>Where possible all catering take sway.</p>
Catering staff are operating in a safe environment	<p>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</p>	<p>Guidance will be followed (JF).</p> <p>Visors and PPE for catering staff available (RW).</p>
Communications with parents and others		
Parents, contractors and other staff entering or working in the building – school complying with external requirements for staff safety	<p>Parents, carers or any visitors, such as suppliers, not to enter school if they are displaying any symptoms of coronavirus. All visitors, suppliers, and contractors informed that only pre-arranged calls will be allowed on site. Site telephone number in case of immediate access required.</p>	<p>Reception, Caretakers and Student Services briefed – (Sep and Oct 2020) (JPO)</p>
Suppliers understanding and complying with new arrangements	<p>Discuss new arrangements with suppliers and deliveries to be arranged for quiet times or outside school hours where possible.</p>	<p>Actioned by RW</p>
Communications to parents and staff	<p>Regular communications.</p>	<p>JPO actioned and continues in weekly bulletin, twice weekly (remote) staff briefings and 2-3 week letters to parents..</p>
Pupils and families anxious about return	<p>Support in place to address concerns and communications with parents on measures in place to reduce anxiety. Clear messaging on expectations for attendance and identification of those who may be disengaged, disadvantaged or vulnerable and where catch up funding may need to be applied.</p>	<p>Attendance Officer and Student Services briefed and continue communications with vulnerable and anxious families – ongoing. (JM, JH)</p>
Parent aggression due to anxiety and stress.	<p>Tell parents their allocated drop off point 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</p>	<p>Not currently an issue at TCS Exeter Road but all staff briefed to monitor and report – Sep 2020. (JPO)</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><i>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 Principal'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. Regular dialogue with the Chair of Governors and those governors with designated responsibilities is in place. 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.</i></p>	Governor statutory responsibilities being fulfilled. (MM)

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

Signed: Headteacher/Head of Department:



James O'Connell Date: 2 March 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.