



Teignmouth Community School, Exeter Road

Covid-19 Guidance – 15 May 2021

RA100 V16

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 046 868. 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 V16
	Address: Exeter Road, Teignmouth, Devon, TQ14 9HZ		
Person(s)/Group at Risk Staff, Pupils, Visitors and Contractors		Date assessment completed: 15.05.2021 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. The following guidance to reflect the changes announced by the Prime Minister on the wider reopening of schools and colleges from Monday 8 March:</p> <ul style="list-style-type: none"> • early years and childcare providers • actions for schools during the coronavirus outbreak • special schools, special post-16 providers and alternative provision <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. A risk assessment may be undertaken to determine this, but a close contact can be anyone who has had the following types of contact with someone who has tested positive for coronavirus with a PCR or LFD test.</p> <p>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>Parents, pupils and staff briefed in regular letters/briefings/assemblies; the latest being letter on 16 April, staff briefing on 19 April and assembly to all students on 20 April, from Principal. (JPO) Contact tracing last carried on 1 April with two cases in school. (JPO, SLT and Student Services team).</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. (RW) General information and guidance regularly reminded as above. (JPO)</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, as above. (JPO)</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. (Tutors and 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 in regular letters/briefings/assemblies; the latest being letter on 16 April, staff briefing on 19 April and assembly to all students on 20 April, from 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 April. (JPO)</p>
<p>Wraparound provision: Groups mixing during extra-curricular provision</p>	<p><i>We will resume after-school provision, where possible. From 17 May, in line with the commencement of Step 3 of the roadmap, where wraparound and other extra-curricular activities for children are taking place indoors, they may take place in groups of any number. However, it will remain important to continue to minimise mixing between children. This will be achieved by keeping children in separate consistent groups in these settings, or in smaller groups where it is not possible to do this. Multiple groups of our pupils can use the same shared space if necessary, provided that distancing between the groups can be maintained and there is adequate ventilation, although, different groups sharing the same space should be avoided where possible. We will regularly review groups to minimise the amount of mixing. For example, guidance for providers of grassroots sport and sport facilities recommends that the maximum occupancy of an indoor facility should be limited by providing a minimum of 100sqft per person.</i></p>	<p>Guidance to staff and parents issues via letters, bulletin and briefing, 15-17 May. (JPO)</p>

	<i>Schools can consult the guidance produced for providers who run community activities, holiday clubs, after-school clubs, tuition and other out-of-school provision for children, as much of this will be useful in planning extra-curricular provision. Where parents use childcare providers or out of school extra-curricular activities for their children, we encourage parents and carers to seek assurance that the providers are carefully considering their own protective measures, and children should only attend settings that can demonstrate this. DfE have issued guidance for parents and carers, which we will circulate.</i>	
Spread of virus due to increased numbers of people within the building.	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.	Parents have been requested to minimize attendance at school unless appointment made and staff briefed to operate in this manner. (JPO)
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 – we are well staffed with first aiders. (JM)
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 end May 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	Actioned (RW)

	disinfection has taken place prior to reoccupation as per government guidance Managing School Premises during the Covid-19 outbreak .	
Using and monitoring new practices to reduce risk of Covid-19 transmission	Training of all staff via briefing prior to start of each 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. 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. Opportunities for all employees to raise concerns / make suggestions through regular dialogue and open culture.	Parents, pupils and staff briefed in regular letters/briefings/assemblies; the latest being letter on 16 April, staff briefing on 19 April and assembly on all students on 20 April, from Principal. (JPO)
Management of premises related risks e.g. asbestos, delayed statutory testing (LOLER)	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.	Actioned (RW)
Staff rooms and offices to comply with social distancing and safe working practice	Numbers of people in offices and meeting rooms reduced at one time to allow social distancing – chairs removed/placed apart. Avoiding unnecessary gatherings. Staff encouraged to bring their own food and utensils. Enhanced cleaning regimes as per below.	Actioned (RW) Briefing by Principal on 7/9/20 (JPO)
Ventilation to reduce spread	Schools need to balance the need for increased ventilation while maintaining a comfortable temperature, the following measures should also be used as appropriate: <ul style="list-style-type: none"> opening high level windows in preference to low level to reduce draughts. increasing the ventilation while spaces are unoccupied (e.g. between classes, during break and lunch, when a room is unused). providing flexibility to allow additional, suitable indoor clothing. For more information see School uniform. rearranging furniture where possible to avoid direct drafts. 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). opening internal doors can also assist with creating a throughput of air 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 	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. Update guidance on ventilation shared with staff on 23/11/20 in briefing and Staff Bulletin (RW) Fire evacuation policy has been adapted and takes account of need to close fire doors, as above. (RW)

	<p>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 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. 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 wipe down between each bubble where this changeover is less than 48hrs or (72 hours).</p> <p>Explained and repeated in briefings by Principal. (Cleaners and Teachers)</p>
Shared resources and equipment increasing spread	<p>Prevent the sharing of stationery and other equipment where possible. Suitable procedures in place for managing access to items of 'heavy use' such a photocopiers to maintain social distancing. 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. 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	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. Maximum hand washing and sanitiser stations have been provided.	Actioned (RW)
Additional time for staff and pupils to carry out handwashing	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.	Explained to staff in briefings and in assemblies/tutor time and lessons at start of term. Routines now established, but constant reminders needed (JPO)
Good respiratory hygiene	Promote 'catch it, bin it, kill it' ensuring that enough tissues and bins are available.	Actioned through briefings and tutor messages (JPO)
Sufficient supplies of soap and cleaning products	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.	Actioned (RW)
Toilets being overcrowded	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.	Extra cleaning during school day. (RW)
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>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</p> <p>Where this cannot be met, the school will record why and what other control measures they will adopt.</p> <p>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.</p> <p>Staff who can effectively work from home will do so, particularly those in vulnerable groups.</p>	<p>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)</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"> • Reducing bubble sizes, • reducing face to face meetings (move to video calling where appropriate), • 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>	
<p>Managing supply teachers, visitors, contractors and other temporary visiting staff.</p>	<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>
<p>Insufficient staff capacity to deal with increased numbers of pupils - shortage of teachers to maintain staff to pupil ratios</p>	<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>

<p>Anxiety levels of staff and community causing breakdown in staffing ratios, compromising group sizes.</p>	<p>Principal and school leadership will communicate regularly and honestly with staff, students and parents. Where appropriate, medical occupational health advice sought.</p> <p>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/ESoXeZkAQylLupPG5VVG6yQB2iEFDD4pgkko5qBbtOSEkw?e=040Qiy</p> <p>Further advice is available from Principal if required.</p>	<p>Principal continues to send regular updates home and post on Facebook and website. (JPO)</p>
<p>Staff understanding of new changes – safe practice at work & in classroom. Teaching in a safe environment</p>	<p>Plans shared (safety measures, timetable changes and staggered arrival and departure times).</p>	<p>Briefings by Principal at start of term and weekly in bulletin and in twice weekly briefings on Zoom. (JPO)</p>
<p>Accessing testing arrangements are clear for all staff</p>	<p>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/</p>	<p>Actioned (JF)</p>
<p>Conditions for use of fluid resistant face mask and other equipment when dealing with a symptomatic child are clear and understood by staff.</p>	<p>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.</p> <p>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.</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>	<p>Actioned: Student Services is seen and sends students home if there is any reasonable possibility of infection. Established routines for this (Dec 20) (JM)</p>
<p>Assessment of all staff, including high risk staff with vulnerable / shielding family member, underlying health conditions or other risk factors</p> <p>The advice from 1 April 2021 is that clinically vulnerable people, as with everyone else, should work from home if possible. If it is not possible for them to work from home then they should return to their normal place of work.</p>	<p>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: https://devoncc.sharepoint.com/:w/s/PublicDocs/Education/ESoXeZkAQylLupPG5VVG6yQB2iEFDD4pgkko5qBbtOSEkw?e=040Qiy</p>	<p>All teachers are now back in school and two staff are working from home flexibly because they can complete their role effectively. All ECV staff and a number of other staff who are CV or anxious have also had updated risk assessments completed by the Principal or their line manager. Requests continue to be available from Principal. (JPO)</p>

<p>Staff use of PPE</p>	<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 Guidance on the appropriate selection and use of PPE from DCC can be found here: http://devon.cc/ppe</p>	<p>PPE provided to staff members where the vulnerable staff risk assessment has deemed it necessary (See RW if required).</p>
<p>Use of face coverings</p>	<p>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. Adequate training / briefing on use and safe disposal. 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>	<p>Parents, pupils and staff briefed in regular letters/briefings/assemblies; the latest being letter on 15-17 May giving updated details on mask wearing and the relaxation of this being necessary in all classrooms for all and in all areas for pupils (JPO)</p>
<p>Dealing with suspected and confirmed case/ cases and outbreak.</p>	<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>Follow-up PCR tests required after a positive LFD test Previously, a follow-up PCR test was only required following a positive LFD test carried out at home. The Government has re-introduced the requirement for a PCR test after positive LFD tests carried out at all assisted testing sites. As of 31st March, staff and pupils who get a positive LFD result (whether at home or at supervised testing site in school) should take a follow-up PCR test. This requirement is now published in the Stay At Home Guidance. Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection - GOV.UK (www.gov.uk) and has been included in the DfE daily update. As the prevalence rates are now low in England, follow-up PCR tests will help reduce the chances of false positive LFD tests. The follow-up PCR test should be taken as soon as possible and within 2 days of the positive LFD result. The quickest way is to book a test online or call 119 for an appointment at a nearby nearest testing centre. Alternatively, a PCR home test kit can be used but it may take longer for the results to come back.</p> <p><u>Self-isolation</u></p>	<p>Five separate incidents in school over year so far, latest being on 1 April 21. Full contact tracing carried out and reported to relevant agencies. (JPO, SLT, Student Services)</p>

	<p>Staff, students and pupils who have a positive LFD test result, their household members and close contacts should self-isolate immediately whilst waiting for the follow-up PCR result. Public health action must be taken from a positive result, whether from a LFD or PCR test, to quickly identify close contacts in school and request that they self-isolate.</p> <p><u>If the follow-up PCR result is negative</u></p> <p>If the follow-up PCR test result is negative and the test was done within 2 days of the positive LFD result, the person, their household members and close contacts at school can stop self-isolating and return to school or college if they are well. PHE SW Health Protection Team have distributed a template 'stand down' letter (attached) which can be used for this purpose. It is important to continue with all existing protective measures, negative test results should not be read as a means to relax preventative measures which are intended to reduce the risk of transmission.</p>	
Lateral Flow testing	<p>With the start of mass testing by Lateral Flow Devices (LFD) in some schools, 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>Adequate number of staff have been trained to run LFD testing for all staff and pupils in school if required. Majority of pupils and staff now taking two LFD tests a week; these are issued regularly in school. Advice and guidance given to pupils by tutors and parents regularly reminded in Principal's update letters (last being on 18 April. (JPO))</p>
Pupil related issues		
Vulnerable groups who are clinically, extremely vulnerable.	<p>Shielding advice is being paused nationally from 31 March. From 1 April, all CEV children should attend their setting unless they are one of the very small number of children under paediatric or other specialist care and have been advised by their GP or clinician not to attend. Children who live with someone who is CEV should continue to attend their setting as normal.</p> <p><u>Actions for early years and childcare providers during the coronavirus (COVID-19) outbreak - GOV.UK (www.gov.uk)</u></p>	<p>Relevant students have received updated risk assessments and all are now learning back in school. Student risk assessment available on request from Head of Student Services, Mrs J Moore. (JM)</p>
Children with EHCP and pupils who attend dual settings	<p>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.</p>	<p>These students are being regularly supported in school and or checked on at least weekly by Welfare and pastoral team (JH, SENCO, Jan 21)</p>

Pupils unable to follow guidance	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.	As above: Individual risk assessments checked with SENCO and Principal. (SD, JH)
Pupils equipment	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.	Letter to parents and briefing to students at start of term. (JPO)
Member of a class becoming unwell with COVID-19	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.	Procedure communicated – Upper Meeting Room set aside for this purpose. (JM)
School Uniform	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.	Letters to parents have confirmed advice. (JPO)
Transport		
Travel to school and provision of safe school transport:	<p>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.</p> <p>The Department for Transport have updated their <u>guidance on home to school transport</u>, and managing a response to an infection. Whilst previously we were advised that those who had travelled in the same vehicle (regardless of vehicle size) and been in contact with someone who has tested positive for coronavirus (COVID-19) would be classified as a “close contact” and asked to self-isolate, this is now <u>not</u> an automatic assumption. We will now carry out a risk assessment for each individual case taking into consideration vehicle size, the degree of face-to-face contact or length of time / proximity to a positive case, and other mitigating factors such as seating plans, Perspex screens around drivers, etc.</p> <p>Ultimately the decision to close a route will remain with the transport co-ordination service, with advice from the public health team, but we will work with you to minimise the impact to students' learning, whilst ensuring their safety and preventing the onward spread of the virus. Please continue to</p>	Letters to parents of 13.7.20 and 1.9.20 and 14/10/20; further liaison with DCC transport if need arises. (JPO)

	report positive cases to DCC as we receive these notifications and will be in touch to advise. If you require advice on an individual case please email: schooltransportservicequeries-mailbox@devon.gov.uk	
Dedicated school transport, including statutory provision	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.	Letter to parents of 1.9.20; repeated in tutor briefings 11.9.20 and further letter on 14/10/20. (JPO)
School and wider public transport	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.	Letter to parents of 23/10/202 and repeated regularly. (JPO)
Curriculum considerations		
Planned return to normal curriculum in all subjects by Summer Term 2021	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.	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, 26.2.21 and on 19.4.21. (JPO, SEA, HoFs)
Suspension of some subjects for some pupils in exceptional circumstances.	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	All subjects (with some modifications) being taught from Sep 20 as things stand. Ongoing review. (JPO)
Music, dance and drama activities	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. 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	New guidance taken account of (23/11/20 and 23.2.21). See separate risk assessment – Head of Perf Arts (PPS) (JPO)

	<p>periods of loud speaking or singing. If possible, do not share microphones. If they are shared, follow the guidance on <u>handling equipment</u></p> <p>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 <u>performing arts</u> 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 <u>outdoor events</u>.</p> <p>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:</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 school	<p>Pupils will be kept in consistent groups, sports equipment thoroughly cleaned between each use by different individual groups, and contact sports avoided. Outdoor sports prioritised where possible, and large indoor spaces used where it is not, maximising distancing between pupils and paying scrupulous attention to cleaning and hygiene. Advice from:</p> <p><u>Coronavirus (COVID-19): grassroots sports guidance for safe provision including team sport, contact combat sport and organised sport events - GOV.UK (www.gov.uk) and guidance from Sport England for grassroot sport advice from organisations such as the Association for Physical Education and the Youth Sport Trust</u> Schools are able to work with external coaches, clubs and organisations for curricular and extra-curricular activities where they are satisfied that this is safe to do so. We will consider guidance from Swim England on school swimming and water safety lessons available at <u>returning to pools guidance</u> and refer to <u>using changing rooms safely</u>, carefully to ensure how such arrangements can operate within wider protective measures.</p> <p>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.</p>	See separate risk assessment – Head of PE (ML).
Educational visits (updated guidance)	<p>Educational day visits</p> <p><i>Any educational day visits will be conducted in line with relevant coronavirus (COVID-19) secure guidelines and regulations in place at that time. This includes system of controls, such as keeping children within their consistent groups and the COVID-secure measures in place at the destination.</i></p>	Principal reviews all visits with H&S Lead (RW) as and when requested for time being. No residential visits taking place and no trips currently planned. (May 21, JPO)

We will undertake full and thorough risk assessments in relation to all educational visits to ensure they can be undertaken safely. As part of this risk assessment, we will need to consider what control measures need to be used and follow wider advice on visiting indoor and outdoor venues. We will consult the [health and safety guidance on educational visits](#) when considering visits.

Domestic residential educational visits

In line with the roadmap, we can undertake domestic residential education visits, from 17 May. Any domestic residential educational visits must be conducted in line with relevant COVID-19 guidance and regulations in place at that time. We will keep children within their consistent groups (bubbles) for the purpose of the visit. Specialist advice available from the [Outdoor Education Advisory Panel \(OEAP\)](#). All educational visits must be fully compliant with COVID-19 requirements.

Existing bookings

Should step 3 commence as planned, we may undertake domestic residential education visits that are already booked, no earlier than 17 May. Any domestic residential educational visits must be conducted in line with relevant coronavirus (COVID-19) secure guidance and regulations in place at that time.

New bookings

For new bookings, whilst there are still gaps in the traditional insurance market regarding COVID-19 cancellation cover, we should be able to secure appropriate travel insurance for other aspects of visits.

Given the likely gap in COVID-19 cancellation related insurance, we will carefully booking any new visits to ensure that any new bookings have adequate financial protection in place. Many providers are now offering no cost deferral to a later date or a full cash refund of all monies paid against a new booking should a deferral not be acceptable. Other measures that may be available include: insurance backing of 'COVID-19 guarantee'; extended payment terms; financial protection in case of insolvency; membership of industry organisations.

We will speak to either our commercial insurance provider, the Risk Protection Arrangement (RPA) or an outdoor education adviser to assess the protection available and make sure it provides suitable protection in the event of a COVID-19 related cancellation. If unsure we will contact organisations such as the [British Insurance Brokers' Association \(BIBA\)](#) or [Association of British Insurers \(ABI\)](#) for independent advice on insurance cover and options.

International visits

The government has now published [red, amber and green list rules for entering England](#). Given the complexities attached to international travel at this stage of

	the pandemic, we are not planning any international visits this academic year up to and including 5 September 2021.	
Groups of children mixing resulting in risk of more widespread transmission	<p>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 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>	Year group bubbles where possible have been put in place including breaks and lunchtimes. Assemblies not taking place– all currently being done remotely. (JPO)
Provision of food		
Food prepared on premises is compliant with Covid - 19 health and hygiene guidance	School kitchens must comply with the Guidance for food businesses on coronavirus (COVID-19)	Guidance will be followed. (JF) Where possible all catering take sway.
Catering staff are operating in a safe environment	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	Guidance will be followed (JF). Visors and PPE for catering staff available (RW).
Communications with parents and others		
Parents, contractors and other staff entering or working in the building – school complying with external requirements for staff safety	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.	Reception, Caretakers and Student Services briefed – (Sep and Oct 2020) (JPO)
Suppliers understanding and complying with new arrangements	Discuss new arrangements with suppliers and deliveries to be arranged for quiet times or outside school hours where possible.	Actioned by RW
Communications to parents and staff	Regular communications.	JPO actioned and continues in weekly bulletin, twice weekly (remote) staff briefings and 2-3 week letters to parents..

Pupils and families anxious about return	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.	Attendance Officer and Student Services briefed and continue communications with vulnerable and anxious families – ongoing. (SD, RH, JH)
Parent aggression due to anxiety and stress.	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	Not currently an issue at TCS Exeter Road but all staff briefed to monitor and report – Sep 2020. (JPO)
Oversight of the governing body		
Lack of governor oversight during the COVID-19 crisis leads to the school failing to meet statutory requirements	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.	Governor statutory responsibilities being fulfilled. (MM)

Signed: Headteacher/Head of Department:



..... James O'Connell Date: 15 May 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.