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|  | | | **Department LINK ACADEMY TRUST**  **Tedburn St Mary Primary School** | **Academy Risk Assessment** | | **RA100** | | |
| **Name and Address of Academy**  **Tedburn St Mary Primary School, Tedburn St Mary, Exeter, EX66AA** | | | | | |
| **Person(s)/Group at Risk**  **All Year groups (children), staff and parents** | | | | Initial Assessment **X**  Review X  Following Incident | | | | |
| **Activity/Task/Process/Equipment**  **This risk assessment explains the actions school leaders will take to minimise the risk of transmission of COVID-19 in our school Living with Covid February 2022 onwards. This includes public health advice, endorsed by UK Health Security Agency (UKHSA), or from the Southwest Directors of Public Health** | | | | **Date of Assessment** **28.08.22**  **Assessor(s)Andy Keay**  **Academy Head**  **Reviewed and updated**  **17th Sept 2020**  **31st October 2020**  **5th November 2020**  **3rd March 2021**  **7th September 2021**  **3rd Jan 2022**  **27th February 2022**  **This document is to remain under constant review** | | | | |
| **Significant Hazard and possible Outcomes**  **/injuries** | **Control Measures in Place** | | | | | **Are any additional measures or actions required? (if yes put on the Action Plan)** | | |
| **Yes** | | **No** |
| **Is government advice being regularly accessed, assessed, recorded and applied?**  **Resources used:** | * **E.G DfE advice is checked daily.** * **risk assessment is a live document and will be changed according to latest guidance. new date will be applied and RA will be sent to all staff after any alteration** * **changes are reviewed by senior leadership (sent to CEO)** * **Trustees interrogate risk assessments**   *DfE daily email- DfE - COVID daily email subscription service (office.com)*  *Posters and promotional material - https://coronavirusresources.UKHSA.gov.uk/back-to-school/resources/*  *NHS resources and videos*  *• Handwashing for teachers*  *• Handwashing for children*  *• Coronavirus factsheet for kids*  *• PPE Donning and Doffing advice*  *Other resources and videos*  *• COVID-19: the facts | Scouts*  *• eBug https://e-bug.eu/*  *• UKHSA webcast - Breaking the chain of infection* | | | | |  | | **X** |
| **Keep occupied spaces well ventilated** | | | | | | | | |
| **Poorly ventilated spaces leading to risks of coronavirus spreading**  **Ventilation to reduce transmission**  **Health and Safety Executive guidance on air conditioning and ventilation during the coronavirus outbreak and CIBSE COVID-19 advice provides more information.**  **DfE is working with the Scientific Advisory Group for Emergencies (SAGE) and NHS England on a pilot project to measure CO2 levels in classrooms and exploring options to help improve ventilation in settings where needed.** | | * Heating used as necessary to ensure comfort levels are maintained when the building is occupied. * Keep windows open wide enough to provide some natural background ventilation and open internal doors to increase air flow. * **Open windows fully when rooms are unoccupied** for longer periods to purge the air (e.g. lunch times and before and after school). * Action taken to prevent occupants being exposed to draughts. For example, **partially open** high-level windows as oppose to low-level windows, close external doors and arrange the furniture if appropriate and possible. * Occupants encouraged to wear additional, suitable indoor clothing. (**If they have to wear coats, scarves and other outdoor clothing the room would be considered too cold and the above steps must be considered).** * Ensure staff meetings and insets are in rooms with suitable and sufficient ventilation * Opening internal doors can also assist with creating a throughput of air (not fire doors) * Each classroom & school office will have background ventilation via open windows * C02 monitors are only a tool to identify poorly ventilated areas – they are not to be used as a mechanism to ‘measure safe thresholds’ and to be used with the HSE suitability chart. * DfE guide [*Ventilation - Google Drive*](https://eur02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fdrive.google.com%2Fdrive%2Ffolders%2F12cU_I5q0v1_my97yPMpb87RsSL5d5lpj&data=04%7C01%7Cmartin.bevan%40devon.gov.uk%7C70e04ef736964294634f08d99f86b9da%7C8da13783cb68443fbb4b997f77fd5bfb%7C0%7C0%7C637716224308085433%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000&sdata=HXyYzXPIZ7sOSaCBAJr96u4Zh0VhlzjQ26G%2FGYkeH9E%3D&reserved=0) * Risk assessment video link [*https://youtu.be/hkK\_LZeUGXM*](https://youtu.be/hkK_LZeUGXM) * Simple resource to support schools with ventilation and CO2 monitoring: [*CoSchools - tools for healthy schools*](https://eur02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.coschools.org.uk%2F&data=04%7C01%7Cmartin.bevan%40devon.gov.uk%7Cbbd68fb8824342d4454508d9d03056c3%7C8da13783cb68443fbb4b997f77fd5bfb%7C0%7C0%7C637769728290058814%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000&sdata=JRsll%2BWxvugwh48VkVn1YdQ%2FvDboTtVR%2BBs3twQcB38%3D&reserved=0) * 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 | | |  | | **X** | |
| **Cleaning and reducing contamination** | | | | | | | | |
| **Cleaning** | * Enhanced cleaning schedule is in place * Reduced clutter and removed difficult to clean items to make cleaning easier. * Cleaning using standard cleaning products such as detergents and bleach, paying attention to all surfaces but especially ones that are touched frequently, such as door handles, light switches, work surfaces, remote controls and electronic devices. * Surfaces that are frequently touched and by many people in common areas to be cleaned regularly. * Avoid sharing work equipment by allocating it on a personal basis or put cleaning regimes in place to clean between each user. * Identify where you can reduce people touching surfaces, for example by leaving doors open (except fire doors) or providing contactless payment(ParentPay). * Keep surfaces clear to make it easier to clean and reduce the likelihood of contaminating objects. * Provide more bins and empty them more often. * Toilets and communal areas to be cleaned regularly * Sanitising spray and paper towels to be provided in classrooms for use by members of staff. If using cloths – disposable or appropriate washing and drying process. * Thorough cleaning of rooms at the end of the day. This should include regular cleaning of areas and equipment (for example, twice per day), with a particular focus on frequently touched surfaces. * *UKHSA has published guidance on the* [*cleaning of non-healthcare settings*](https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings) | | | | |  | | **X** |
| **Ensure good hygiene for everyone** | | | | | | | | |
| **Key control measures** | Key messages:  Control measures to remain in schools to reduce risk:   * + Ensure good hygiene for everyone.   + Maintain appropriate cleaning regimes.   + Keep occupied spaces well ventilated.   + Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19   Face coverings are no longer advised for pupils, staff and visitors in classrooms or communal areas. Staff and pupils should follow wider advice on face coverings outside of school, including on transport to and from school. (**The legal requirement to wear a face covering no longer applies. However, the government suggests that you continue to wear a face covering in crowded and enclosed spaces where you may come into contact with people you do not normally meet**).  **Respiratory hygiene**  The ‘catch it, bin it, kill it’ approach continues to be very important.  The [e-Bug COVID-19 website](https://e-bug.eu/eng_home.aspx?cc=eng&ss=1&t=Information%20about%20the%20Coronavirus) contains free resources for you, including materials to encourage good hand and respiratory hygiene. There are good hygiene measures that can be used in:  <https://www.england.nhs.uk/south/wp-content/uploads/sites/6/2021/08/spotty-book-2021.pdf>  <https://www.england.nhs.uk/south/info-professional/public-health/infection-winter/schools-and-nurseries-guidance/>  DCC Health and Safety Arrangements: - Infection Control HS26 | | | | |  | | **X** |
| **Staff use of PPE** | Pupils whose care routinely already involves the use of PPE due to their intimate care needs will continue to receive their care in the same way. Follow guidance   * <https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe> | | | | |  | | **x** |
| **Conditions for use of fluid resistant face mask and other equipment when dealing with a symptomatic child are clear and understood by staff.** | If a child, young person or other learner becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home a face mask should be worn by the supervising adult if a distance of 2 meters cannot be maintained.  If contact with the child or young person is necessary, then gloves, an apron and a face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn Ensuring that fluid resistant face masks are available for all schools and that a supply is maintained.   * [https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-pp**e**](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) | | | | |  | | **X** |
| **Self-isolation – staff/pupils:** | **If someone develops symptoms or has a positive test result the** [**guidance**](https://www.gov.uk/government/publications/covid-19-people-with-covid-19-and-their-contacts) **still advises people to stay at home to avoid passing the infection on to others. There is no longer a legal requirement for people with COVID-19 to isolate BUT public health guidance STILL advises people to stay home for 10 days**  **(or until have 2 negative LFDs on consecutive days from day 5)** | | | | |  | | **X** |
| **Symptoms** | As a school we will deliver **strong messaging** about signs and symptoms of Covid-19.  Children who are unwell should **not** attend the setting and should remain at home until their acute symptoms resolve (+24 hours for a fever).   * **IF** these symptoms develop into cough, temperature, changes to taste and smell, should isolate and test. * **IF** test negative to COVID-19, still need to remain at home until at least 24 fever free and acute symptoms resolved.   **Parents and settings should not try and ‘second guess’ diagnosis – if have the key symptoms, isolate and test.**  ***Examples of acute symptoms with which children should not attend school/nursery include fever, muscle aches, hacking cough.***  **The school’s operational guidance outlines that in most cases parents and carers agree that a pupil with the key symptoms should not attend the school given the potential risk to others.**  **If a parent or carer insists on a pupil attending your school as a confirmed or suspected case of Covid-19, you can take the decision to refuse the pupil if, in your reasonable judgement, it is necessary to protect other pupils and staff from possible infection with Covid-19.**  **DCC: We advise schools to communicate this to parents and encourage parents to follow the latest guidance around isolation if symptomatic**. | | | | |  | |  |
| **Close contacts** | **Close contacts** **are no longer required to self-isolate or advised to take daily tests and contact tracing has ended. Routine contact tracing (provided by NHS Test and Trace) has now ended, and close contacts will no longer be required to self-isolate or advised to take daily LFD tests. People with COVID-19 will be encouraged to inform their close contacts, Household and overnight contacts advised to take additional precautions for 10 days** | | | | |  | |  |
| **Testing:** | **PCR testing is still currently available for anyone with Covid-19 symptoms.** | | | | |  | |  |
| **Dealing with outbreak.** | Schools are required to update their contingency plan (or outbreak management plan) and describe how they will respond if children, pupils, or staff test positive for COVID-19, how they will operate if they are advised to reintroduce any measures to help break chains of transmission  **See outbreak management plan** | | | | | | | |
| **Thresholds - most settings, it will make sense to think about taking extra action if they face severe operational disruption to face-to-face education, however thresholds for when to consider seeking further advice:** | **We may consider seeking advice when:**  **• a higher than previously experienced and/or rapidly increasing number of staff or student absences due to COVID-19 infection**  **• evidence of severe disease due to COVID-19, for example if a pupil, student, child or staff member is admitted to hospital due to COVID-19**  **• a cluster of cases where there are concerns about the health needs of vulnerable staff or students within the affected group** | | | | |  | | **X** |
| **Outbreak Key principles:**    **Contingency Planning (Outbreak management)** [**Contingency Framework**](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1057141/Contingency_framework_education_and_childcare_settings_February_2022.pdf) | **The school to maximise the number of children and young people in face-to-face education or childcare and minimise any disruption, while protecting those most vulnerable to increased risk from COVID-19.**  **Any benefits in managing COVID-19 risk will be weighed against any educational drawbacks and the additional measures described in this guidance will be considered only in exceptional circumstances and be time limited, to minimise disruption to face-to-face education and protect the most vulnerable.**  **Measures should affect the minimum number of children for the shortest time**  **attendance restrictions advised as a last resort only – neither contacts or sibling of positive cases should be asked to isolate under normal circumstances.**  **In addition to day-to-day control measures, additional 'outbreak control measures' may be advised by DsPH (or their teams) or UKHSA Health Protection Team following an individual risk assessment.**  **Measures may include:**   * **Warn and inform information to setting, or group within the setting.** * **Measures to promote social distancing, reduce crowding or inter-group mixing** * **Measures to reduce mixing of staff** * **Temporary limits on visits in and out of setting (e.g. performances, educational visits)** * **Temporary reintroduction of face coverings in communal areas and/or classrooms** * **Attendance restrictions** | | | | |  | | **X** |
| **Pupil / Staff related issues** | | | | | | | | |
| **vaccine** | **• We encourage vaccination uptake for staff** [**coronavirus (COVID-19) vaccination**](https://www.nhs.uk/conditions/coronavirus-covid-19/coronavirus-vaccination/) | | | | |  | | **X** |
| **Vulnerable groups who are clinically, extremely vulnerable.** | **Following successful roll-out of vaccine programme + rapid access to therapeutics for those at highest risk, people previously considered clinically extremely vulnerable (CEV) will not be advised to shield again.**  **People at higher risk advised to follow same guidance as everyone else with additional advice available** [**here *COVID-19: guidance for people whose immune system means they are at higher risk -***](https://www.gov.uk/government/publications/covid-19-guidance-for-people-whose-immune-system-means-they-are-at-higher-risk/covid-19-guidance-for-people-whose-immune-system-means-they-are-at-higher-risk)[***GOV.UK***](https://www.gov.uk/government/publications/covid-19-guidance-for-people-whose-immune-system-means-they-are-at-higher-risk/covid-19-guidance-for-people-whose-immune-system-means-they-are-at-higher-risk) [***(www.gov.uk)/***](https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19)[***Guidance for people previously considered clinically extremely vulnerable from COVID-19 GOV.UK (www.gov.uk)***](https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19) | | | | |  | | **x** |
| **Assessment of all staff, including high risk staff with vulnerable / shielding family member, underlying health conditions or other risk factors** | * **A risk assessment will be undertaken with clinically extremely vulnerable and clinically vulnerable as required. A risk assessment will 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***](https://devoncc.sharepoint.com/:w:/s/PublicDocs/Education/ESoXeZkAQylLupPG5VVG6yQB2iEFDD4pgkko5qBbtOSEkw?e=040Qiy) | | | | |  | | **x** |
| **Pregnant staff** | [***Coronavirus (COVID-19): advice for pregnant employees - GOV.UK (www.gov.uk)***](https://www.gov.uk/government/publications/coronavirus-covid-19-advice-for-pregnant-employees/coronavirus-covid-19-advice-for-pregnant-employees)  ***-* should have a risk assessment in place:**[**Coronavirus (COVID-19) infection and pregnancy (rcog.org.uk)**](https://www.rcog.org.uk/en/guidelines-research-services/guidelines/coronavirus-pregnancy/)**can support risk assessment.**  **- a more precautionary approach advised for those >28 weeks pregnant or for individuals with underlying health conditions that place them at greater risk.** | | | | |  | | **x** |
| **Safeguarding all pupils** | * The front door remains locked during school hours * Safeguarding lead info is available to all staff: * Tedburn: DSL: Jill Ryder 01647 61338 DDSL: Karensa Dolan   Bearnes – Dan Turner 01626 353980  Broadhempston - Jill Ryder 01803 812689  Cheriton Bishop – Robin Scott 01647 24817  Diptford – Jodie Churchward 01548 821352  Drake's- Pete Halford 01395 443871  Harbertonford – Anne Burns 01803 732352  Hennock – Vic Pooler 01626 833233  Ilsington- Sam McCarthy-Patmore 01364 661208  Landscove – Jill Ryder 01803 762656  Moretonhampstead - Alex Waterman 01647 440482  Otterton - Pete Halford 01395 568326  Tedburn St Mary – Andy Keay 01647 61338  Yeoford – Vicki Gillon 01363 84234  Widecombe-in-the-Moor -Des Stokes 01364 621261  Devon County Council Local Authority Designated Officer (LADO) can be reached on 01392 384964. | | | | |  | | **X** |
| **Transport** | | | | | | | | |
| **Curriculum** | | | | | | | | |
| **Educational visits** | * **Staff will undertake full and thorough risk assessments in relation to all educational visits and ensure that any public health advice, such as hygiene and ventilation requirements, is included as part of that risk assessment.** [**General guidance**](https://www.gov.uk/government/publications/health-and-safety-on-educational-visits) **about educational visits is available and is supported by specialist advice from the** [**Outdoor Education Advisory Panel (OEAP).**](https://oeapng.info/) | | | | |  | | **x** |
| **Communications with parents & others** | | | | | | | | |
| **Communications to parents and staff** | * Regular communications in place | | | | |  | | **x** |
| **Oversight of the governing body & Trustees** | | | | | | | | |
| **Lack of governor oversight leads to the school failing to meet statutory requirements** | * The governing body & Trustees continue to meet regularly via online platforms. * The governing body & Trustee agendas are structured to ensure all statutory requirements are discussed and school leaders are held to account for their implementation. | | | | |  | | **x** |

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| **Assessor’s Recommendations - Additional Control Measures or Actions** | | |
| **List Actions / Additional Control Measures** | **Date action to be carried out** | **Person Responsible** |
| Share this RA with all staff  Place on school website to keep all parents fully informed  Ensure updates and reviews follow latest government/DFE guidelines | Update shared 28th February 2022  As DFE guidance is published | Andy Keay |

**Signed: Academy Head: Date 28th February 2022**

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