

	<b>Establishment/Department:</b> <b>TEAM Multi-Academy Trust</b>	<b>Establishment Risk Assessment</b>	<b>RAA-Covid</b>
	<b>Address:</b> <b>Abbey Road</b> <b>Barnstaple</b> <b>EX31 1JU</b>		
<b>Person(s)/Group at Risk</b>  <b>Staff, Pupils, Trustees, Governors, Visitors and Contractors</b>  <b>This risk assessment explains the actions school leaders should take to minimise the risk of transmission of COVID-19 in their school Stage 4 Road Map September 2021. This includes public health advice, endorsed by UK Health Security Agency (UKHSA), or from the South West Directors of Public Health.</b>		<b>Date assessment completed: Sept 2021</b> <b>Updated – January 2022</b> 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.	
		<b>Assessor(s):</b>  Ian Thomas & Briony Parsons	

Significant Hazard Section	Control measures in place
	<i>Additional measures or actions not included in this column below should be put in the assessor's recommendations at the end of this document</i>
<b>Keep occupied spaces well ventilated</b>	
<b>Poorly ventilated spaces leading to risks of coronavirus spreading</b> <b>Ventilation to reduce transmission</b>  <a href="#">Health and Safety Executive guidance on air conditioning and ventilation during the coronavirus outbreak</a> and <a href="#">CIBSE COVID-19 advice</a> provides more information.	<ul style="list-style-type: none"> <li>• Heating used as necessary to ensure comfort levels are maintained when the trust buildings are occupied.</li> <li>• Keep windows open wide enough to provide some natural background ventilation and open internal doors to increase air flow.</li> <li>• Open windows fully when rooms are unoccupied for longer periods to purge the air (e.g. lunch times and before and after school).</li> <li>• To help prevent occupants being exposed to draughts partially open high-level windows will be used as oppose to low-level windows, close external doors and arrange the furniture if appropriate and possible.</li> <li>• Use fans for good air circulation</li> <li>• 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).</li> </ul>

<p>DfE is working with the Scientific Advisory Group for Emergencies (SAGE) and NHS England on a pilot project to measure CO2 levels in classrooms and exploring options to help improve ventilation in settings where needed.</p>	<ul style="list-style-type: none"> <li>• Thermometer to be used to monitor Classroom temperature to ensure comfortable working environment maintained.</li> <li>• Ensure staff meetings and insets are in rooms with suitable and sufficient ventilation</li> <li>• Ensure large gatherings are in a space where good social distance can be maintained with a good air flow</li> <li>• CO2 monitors to be used as a tool to identify poorly ventilated areas where further action may be required.</li> </ul> <p>For more information on suitable workplace temperatures see HSE: <a href="#">Guidance on temperature in the workplace</a></p>
<p><b>Maintain appropriate cleaning regimes</b></p>	
<p>You should put in place and maintain an appropriate cleaning schedule.</p>	<ul style="list-style-type: none"> <li>• Classrooms to be kept free from clutter and difficult to clean items to make cleaning easier.</li> <li>• Cleaning to be undertaken 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.</li> <li>• Avoid sharing work equipment by allocating it on a personal basis or put cleaning regimes in place to clean between each user.</li> <li>• Identify where you can reduce people touching surfaces, for example by leaving doors open (except fire doors)</li> <li>• Keep surfaces clear to make it easier to clean and reduce the likelihood of contaminating objects.</li> <li>• Lidded bins provided to help enforce 'catch it, bin it, kill it' policy.</li> <li>• Toilets and communal areas to be cleaned regularly.</li> <li>• Sanitising spray and paper towels to be provided in classrooms for use by members of staff.</li> <li>• Thorough cleaning of rooms at the end of the day, with a particular focus on frequently touched surfaces.</li> </ul> <p>PHE has published guidance on the <a href="#">cleaning of non-healthcare settings</a></p>
<p><b>Ensure good hygiene for everyone</b></p>	
<p><b>Hand &amp; Respiratory hygiene</b></p>	<p>Whilst DfE guidance removes the need for schools to use 'bubbles' PHE advice is if you can keep mixing to a minimum, it does reduce transmission along with:</p> <ul style="list-style-type: none"> <li>• COVID-19 posters/ signage displayed.</li> <li>• Frequent and thorough hand cleaning is regular practice.</li> <li>• Pupils and staff to clean their hands when they arrive at school, when they return from breaks and before and after eating.</li> <li>• Sufficient handwashing facilities are available in all Trust settings.</li> <li>• Where there is no sink, hand sanitiser is provided in classrooms/practical areas.</li> <li>• Staff help is available for pupils who have trouble cleaning their hands independently (e.g. small children and pupils with complex needs).</li> <li>• Adults and pupils are encouraged not to touch their mouth, eyes and nose.</li> </ul>

	<ul style="list-style-type: none"> <li>• Adults and pupils encouraged to use a tissue to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it').</li> <li>• Lidded bins for tissues provided.</li> </ul> <p><b>Respiratory hygiene</b> The 'catch it, bin it, kill it' approach continues to be very important. The <a href="#">e-Bug COVID-19 website</a> contains free resources for you, including materials to encourage good hand and respiratory hygiene.</p> <p><b>Face Coverings in Classrooms</b></p> <p>From 04 January 2021, additional recommendation for school staff and all adults to wear face coverings in communal spaces. This will also be a temporary measure.</p> <p>DfE would not ordinarily expect teachers to wear a face covering in the classroom if they are at the front of the class, to support education delivery, although settings should be sensitive to the needs of individual teachers.</p> <p>There are good hygiene measures that can be used in:</p> <p><a href="https://www.england.nhs.uk/south/wp-content/uploads/sites/6/2021/08/spotty-book-2021.pdf">https://www.england.nhs.uk/south/wp-content/uploads/sites/6/2021/08/spotty-book-2021.pdf</a></p> <p><a href="https://www.england.nhs.uk/south/info-professional/public-health/infection-winter/schools-and-nurseries-guidance/">https://www.england.nhs.uk/south/info-professional/public-health/infection-winter/schools-and-nurseries-guidance/</a></p>
<p><b>Conditions for use of fluid resistant face mask and other equipment when dealing with a symptomatic child are clear and understood by staff.</b></p>	<p>If a pupil or member of staff becomes unwell with symptoms of coronavirus while in school and needs direct personal care until they can return home a face mask should be worn by the supervising adult if a distance of 2 meters cannot be maintained.</p> <p>If contact with the child or young person is necessary, then gloves, an apron and a face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn. Ensuring that fluid resistant face masks are available for all schools and that a supply is maintained.</p> <p><a href="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">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</a></p>
<p><b>Staff use of PPE</b></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: <a href="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">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</a></p>

<b>Staff related issues</b>	
<b>Accessing testing arrangements for all staff</b>	<p>All staff are encouraged to undertake the twice weekly asymptomatic lateral flow testing in line with the step-by-step 'how to guides.</p> <p><a href="#">Primary Schools Document Sharing Platform - Google Drive.</a></p> <p>Test kits are available for all school offices across the trust.</p>
<b>Symptoms</b>	<p>Deliver <b>strong messaging</b> about signs and symptoms of Covid-19, isolation advice and testing to support prompt isolation of suspected cases</p>
<b>Vaccination</b>	<p>All staff are strongly encouraged to take up the NHS <b>vaccination</b> with time allowed away from work if required.</p> <p>Where staff are not fully vaccinated, they would be required to self-isolate for 10 days if they have close contact with a positive case during their isolation period to prevent potential transmission.</p> <p>Flu vaccination jabs to be offered free by the Trust to all staff not currently eligible under the NHS.</p>
<b>Dealing with confirmed case/cases and outbreak.</b>	<p><b>Case (possible vs confirmed case)</b></p> <p>Possible: anyone with either a high temperature, a new, continuous cough or a loss of, or change to, your sense of smell or taste (and awaiting a test)</p> <p>Confirmed: PCR or LFD test positive case of COVID-19 with or without symptoms.</p> <p>For asymptomatic positive LFD results, confirmatory PCR tests are to be temporarily suspended from Tuesday 11 January. This will mean that anyone who receives a positive LFD test result will be required to self-isolate immediately and will not be required to take a confirmatory PCR test</p>
<b>Who to isolate</b>	<p><b>Possible case:</b> (Isolate and send home to take a PCR test if still at your setting) if they have a new continuous cough and/or high temperature and/or a loss of, or change in, normal sense of taste or smell (anosmia)</p> <p><b>Confirmed case:</b> LFD or PCR COVID-19 positive person with or without symptoms</p> <p><b>Partially or unvaccinated close contacts Aged</b> over 18 years and 6 months of age (unless medically exempt from vaccination)</p> <p><b>Confirmed case:</b> 10 days isolation from onset of symptoms (or positive test if asymptomatic). You can take an LFD test from 5 days after the day your symptoms started (or the day your test was taken if you did not have symptoms), and another LFD test on the following day. If both these test results are negative, and you do not have a high temperature, you may end your self-isolation after the second negative test result. These LFD results should be reported to the NHS here <a href="#">Report a COVID-19 rapid lateral flow test result - GOV.UK (www.gov.uk)</a> 2 x negative LFDs on consecutive days are required to end isolation before the 10 days period.</p>

	In the case of a close contact for unvaccinated adult – self-isolate 10 days from last contact with a case
<b>Close Contact requirements</b>	<p><b>NHS Test and Trace will interview cases and will contact individuals who have had close contact where they have contact details</b> to let them know that they have been identified as a contact and check whether they are legally required to self-isolate.</p> <p>If you are a fully vaccinated (two doses) and a contact of someone who tested positive for Covid, you do not have to self-isolate, but should take daily <a href="#">lateral flow tests (LFTs)</a> for seven days. This also applies to people under the age of 18 years and six months. If one of the lateral flow tests is positive, you'll need to self-isolate.</p> <p>Close contacts of a positive case who are <b>not</b> double-jabbed have to isolate for the full 10 days immediately</p> <p>The school should continue to support the identification of staff-to-staff close contacts and establish vaccination status to ascertain whether self-isolation is required.</p>
<b>Cases -staff</b>	<p>Schools no longer routinely need to report contacts to the self-isolation hub where cases are able to identify these to NHS test and trace. However, to support staff to access support payments this may still be necessary if self-isolation is needed and cases are not able to identify close contacts to NHS Test and Trace (e.g., temporary staff, supply contractors etc who may not have contact details of people in school).</p> <p>Schools should report <b>only</b> these to the <b>NHS Test and Trace self-isolation hub on 0203 7436715</b>. NHS Test and Trace will follow-up directly with contacts to provide testing and isolation advice. You will need to have the <b>8-digit CTAS number</b> sent to your positive case / member of staff</p> <p>.</p>
<b>Self-Isolation rules (SI)</b>	<p>The 10-day self-isolation period for people who test positive for COVID-19 can be reduced: You can take an LFD test from 5 days after the day your symptoms started (or the day your test was taken if you did not have symptoms), and another LFD test on the following day. If both these test results are negative, and you do not have a high temperature, you may end your self-isolation after the second negative test result. These LFD results should be reported to the NHS here <a href="#">Report a COVID-19 rapid lateral flow test result - GOV.UK (www.gov.uk)</a> 2 x negative LFDs on consecutive days are required to end isolation before the 10 days period.</p> <p>This applies to all adults and children of all ages, including under 5s, with LFD testing at parental or guardian discretion.</p>

	<p>It is important that schools consider the following Government guidance ( <a href="#">Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection - GOV.UK (www.gov.uk)</a> states, to further reduce the chance of passing COVID-19 on to others, staff who end their self-isolation period before 10 full days they are <b>strongly</b> advised:</p> <ul style="list-style-type: none"> <li>• to limit close contact with other people outside your household, especially in crowded, enclosed or poorly ventilated spaces</li> <li>• to work from home if you are able to</li> <li>• in addition to venues where it is a legal requirement, to wear a face covering in crowded, enclosed or poorly ventilated spaces and where you are in close contact with other people</li> <li>• to limit contact with anyone who is at higher risk of severe illness if infected with COVID-19</li> <li>• to follow the <a href="#">guidance on how to stay safe and help prevent the spread</a></li> </ul> <p>Providing they have 2 x negative LFDs on day 6 and then day 7 24 hours apart, and the day 7 test is before attending school they can return on day 7. In terms of the 2 x negative tests – it is 2 x consecutive negative tests 24 hours apart, so if positive on day 7, but negative on day 8 and day 9 then you would end isolation there.</p> <p>As the LFDs pick up current infection and people can be reinfected, the guidance now says once you have ended 10-day isolation regular asymptomatic testing can start again – and no longer wait 90 days.</p> <p>All individuals who receive a positive result on the LFD test should self-isolate and follow national guidance. The national guidance for confirmatory PCR is under review and schools should continue to follow published guidance.</p>
Cases- pupils	<p>Children who are unwell should <b>not</b> attend the setting and should remain at home until their acute symptoms resolve (+24 hours for a fever).</p> <ul style="list-style-type: none"> <li>• <b>IF</b> these symptoms develop into cough, temperature, changes to taste and smell, should isolate and test.</li> <li>• <b>IF</b> test negative to COVID-19, still need to remain at home until at least 24 fever free and acute symptoms resolved.</li> </ul> <p><b>Parents and settings should not try and ‘second guess’ diagnosis – if have the key symptoms, isolate and test.</b></p> <p>Examples of acute symptoms with which children should not attend school/nursery include fever, muscle aches, hacking cough.</p> <p>Follow public health advice on managing confirmed cases of COVID-19 see <a href="#">Schools COVID-19 operational guidance - GOV.UK (www.gov.uk)</a></p> <ul style="list-style-type: none"> <li>• Confirmed case: 10 days isolation from onset of symptoms (or positive test if asymptomatic). You can take an LFD test from 5 days after the day your symptoms started (or the day your test was taken if you did not have</li> </ul>

	<p>symptoms), and another LFD test on the following day. If both these test results are negative, and you do not have a high temperature, you may end your self-isolation after the second negative test result. These LFD results should be reported to the NHS here <a href="https://www.gov.uk/guidance/report-a-covid-19-rapid-lateral-flow-test-result">Report a COVID-19 rapid lateral flow test result - GOV.UK (www.gov.uk)</a> 2 x negative LFDs on consecutive days are required to end isolation before the 10 days period.</p> <ul style="list-style-type: none"> <li>• Household of the case isolates for 10 days (unless fully vaccinated or aged under 18 years and 6 months)</li> <li>• If positive case came from an LFD test, case should take a confirmatory PCR test within 48hrs of the LFD</li> <li>• Following a pupil PCR positive NHS Test and Trace will speak to the case (or parent/carer) to identify close contacts and advice on isolation as required and to get a PCR test</li> <li>• Staff and pupils who do not need to isolate should continue to attend school as normal</li> <li>• Clean and disinfect rooms the case was in, using appropriate PPE</li> <li>• Case and any isolating contacts can return once isolation period is completed, as long as they are well</li> </ul> <p><b>Escalation criteria:</b> If you have any infection control concerns or questions call the DfE Coronavirus helpline on 0800 046 8687 for advice. If your setting meets the following thresholds for extra action (outlined in the Contingency Framework), the DfE helpline will escalate to the SW PHE Health Protection Team when a risk assessment is required. DCC Public Health Team can also assist.</p>
Case Thresholds	<p><b><u>For most education and childcare settings:</u></b></p> <ul style="list-style-type: none"> <li>• 5 children, pupils, students or staff, <u>who are likely to have mixed closely</u>, test positive for COVID-19 within a 10-day period.</li> <li>• 10% of children, pupils, students or staff <u>who are likely to have mixed closely</u> test positive for COVID-19 within a 10-day period.</li> <li>• There are any admissions to hospital for COVID-19.</li> <li>• You are having problems implementing the control measures <b>OR</b> you have applied the control measures and are still seeing a significant rise in cases.</li> </ul> <p><b><u>For special schools, residential settings, and settings that operate with 20 or fewer children, pupils, students and staff at any one time:</u></b></p> <ul style="list-style-type: none"> <li>• 2 children, pupils, students and staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period.</li> </ul>
Contingency framework and outbreak control measures	TEAM have in place an Outbreak Management Plan which is a live document and subject to change in line with PHE advice and guidance.
<b>Visitors to the school</b>	Schools are strongly encouraged to ask parents and other visitors to take a lateral flow device (LFD) test before entering the school.

<b>Pupil /staff related issues</b>	
Vulnerable groups who are clinically, extremely vulnerable.	<p>All CEV children and young people should attend their education setting unless they are one of the very small number of children and young people under paediatric or other specialist care who have been advised by their GP or clinician not to attend. Further information is available in the guidance on <a href="#">supporting pupils at school with medical conditions</a>.</p> <p>Whilst attendance is mandatory, SLT will work collaboratively with families to reassure them and to help their child return to their everyday activities. Discussions will have a collaborative approach, focusing on the welfare of the child or young person and responding to the concerns of the parent, carer or young person <a href="#">FAQ</a></p>
Assessment of all staff, including high risk staff with vulnerable / shielding family member, underlying health conditions or other risk factors	<p>A risk assessment will be undertaken (or reviewed/updated if previously undertaken) with all staff identified as clinically extremely vulnerable and clinically vulnerable.</p> <p>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.</p> <p>The 'Risk assessment for all staff including vulnerable groups' will be used to aid and record this assessment - <a href="https://devoncc.sharepoint.com/:w:/s/PublicDocs/Education/ESoXeZkAQyLupPG5VVG6yQB2iEFDD4pgkko5qBbtOS/040Qiy">https://devoncc.sharepoint.com/:w:/s/PublicDocs/Education/ESoXeZkAQyLupPG5VVG6yQB2iEFDD4pgkko5qBbtOS/040Qiy</a></p>
Pregnant staff	<p>A risk assessment will be undertaken with all known pregnant staff: <a href="#">Coronavirus (COVID-19) infection and pregnancy (rcog.org.uk)</a> with additional measures reviewed for those over 28 weeks pregnant or for individuals with underlying health conditions that place them at greater risk.</p>
<b>Transport</b>	
<b>Transport to/from school</b>	<p>Following discussions with colleagues at Public Health Devon and the Department for Education, and with the aim of minimising disruption to education in the Autumn term, all students aged 11 and over will <b>continue to wear face coverings when travelling on school transport until further notice</b>.</p> <p>We recognise that some medical conditions or additional needs may make this not possible - exemption passes are available. We would also ask that:</p> <ul style="list-style-type: none"> <li>• Students should wash/clean their hands before boarding home to school transport, and when arriving at school or home.</li> <li>• Students should respect the driver's personal space and hold back from entering the vehicle until the driver has indicated it is safe to do so, they should then board one by one in an orderly manner.</li> </ul> <p>It is still recommended that face coverings are worn by all passengers, unless exempt (<a href="http://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-forpassengers#face-coverings">www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-forpassengers#face-coverings</a>)</p>



<b>Curriculum considerations</b>	
<b>Educational visits</b>	<p>A full and thorough risk assessments in relation to all educational visits will be undertaken to ensure that any public health advice, such as hygiene and ventilation requirements, is included as part of that risk assessment.</p> <p>Covid-19 control measures will be detailed on each Evolve submission to confirm consideration has been given to current guidance.</p>
<b>Resources</b>	<p><b>DfE daily email-</b> <a href="#">DfE - COVID daily email subscription service (office.com)</a></p> <p><b>Posters and promotional material -</b> <a href="https://coronavirusresources.phe.gov.uk/back-to-school/resources/">https://coronavirusresources.phe.gov.uk/back-to-school/resources/</a></p> <p><b>NHS resources and videos</b></p> <ul style="list-style-type: none"> <li>🕒 <a href="#">Handwashing for teachers</a></li> <li>🕒 <a href="#">Handwashing for children</a></li> <li>🕒 <a href="#">Coronavirus factsheet for kids</a></li> <li>🕒 <a href="#">PPE Donning and Doffing advice</a></li> </ul> <p><b>Other resources and videos</b></p> <ul style="list-style-type: none"> <li>🕒 <a href="#">COVID-19: the facts   Scouts</a></li> <li>🕒 <a href="https://e-bug.eu/">eBug https://e-bug.eu/</a></li> <li>🕒 <a href="#">PHE webcast - Breaking the chain of infection</a></li> </ul>
<b>Oversight of the governing body</b>	<p>Lack of Trustee oversight during the COVID-19 crisis leads to the trust failing to meet statutory requirements</p> <p>The Board of Trustees continues to meet regularly via online platforms and in person where space and personal circumstances allow.</p> <p>The Board of Trustee agendas are structured to ensure all statutory requirements are discussed and school leaders are held to account for their implementation.</p> <p>The CEO's report to trustees includes content and updates on how the trust is continuing to meet its statutory obligations in addition to covering the trust's response to COVID-19.</p> <p>Regular dialogue with the Chair of Trustees and those trustees with designated responsibilities is in place.</p> <p>Minutes of Board of Trustee meetings are reviewed to ensure that they accurately record trustees' oversight and holding leaders to account for areas of statutory responsibility.</p>

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

Signed: Ian Thomas, CEO:



Date: Thursday 2<sup>nd</sup> September 2021

The outcome of this assessment should be shared with the relevant staff and Governing Body.

A copy of the completed assessment to be kept on file and copied to the Health & Safety Co-ordinator.