



Establishment name:
Tavistock College



Initial Assessment
Review
Following Incident

Date of Initial Assessment: **01/09/2020**
Assessor(s): **SJ and JHW**
Date of Review: **N/A**
Assessor(s): **N/A**

Activity/Task/Process/Equipment

COVID-19 2020. College full return September 2020
(NB Other risk assessment findings and policy arrangements apply where unaffected by COVID-19)

Summary of hierarchy of controls:

- Monitor and isolate all who have symptoms – maintain quarantine arrangements, cooperate with PHE (testing, track and trace)
- Fixed seating plans in all lessons so that close contacts can be identified in event of positive test
- Continue to protect the vulnerable/highly vulnerable in line with national guidance and by local risk assessment
- Regular and repeated hand washing/sanitising: on arrival, before food, after washroom visit, on entry/exit to room.
- Good respiratory hygiene practice
- Enhanced cleaning regime
- Avoid cross year group mass congregation: no assemblies, segregated lunch sittings, virtual staff meetings, managed access to toilets.
- Minimise congregation in movement around building: segregate year groups where possible in zones; one-way system
- Limit sharing of equipment – personal equipment where possible, risk assessment for curriculum areas where equipment has to be shared to identify compensating hygiene controls.
- PPE for selected staff who work in close proximity for >15 minutes (1:1 Work, First Aid etc)
- Face coverings to be worn for bus travel when close proximity cannot be avoided. Permitted but not required in other contexts.
- School discipline: policy amended to account for those who disrupt/endanger fellow students/staff.

Significant hazard	Who/what is at Risk?	Risk			Control measures in place
		L	S	R	
<p>Essential premises services to keep school open</p> <p>Injuries or ill-health arising from failure to maintain the building examples include: legionella contamination, CO production, failure to raise alarm in event of fire etc.</p>	Staff, students	>1	5	>5	<ul style="list-style-type: none"> ▪ Essential site maintenance should continue as normal and as determined by the timetable established on the Every system (Activities module) ▪ Every system used to monitor essential site maintenance: Compliance module can be scrutinised to identify gaps in maintenance provision. ▪ Annual H&S Review process will also monitor ▪ Contractors entering site will do so by appointment and will abide by hygiene controls and work to 1m social distancing rules.
<p>Staff or students with symptoms</p> <p>Potential for contracting COVID-19 via direct or indirect contact with someone displaying symptoms</p>	Staff, students	1	4	4	<ul style="list-style-type: none"> ▪ No staff or students to attend if they are symptomatic. ▪ Contact-free thermometers to be provided at each site to monitor students if they feel unwell. ▪ Those who display symptoms (continuous cough, high temp and loss/change to sense of smell/taste) whilst on site must return home as soon as possible to start period of isolation for 8 days (7 plus day of first symptoms). Household members to isolate for 14 days. ▪ Isolation room provided for those with symptoms to wait until collected. ▪ Those displaying symptoms are to cover their mouth/nose with a tissue or paper towel until they can leave. ▪ Stocks of tissue, hand-sanitiser and cleaner-sanitiser to be located in this room. PPE also to be to hand for use by staff assisting this person <i>if this is unavoidable</i> (see First Aid section). ▪ The room must then be cleaned in line with previously circulated guidance. ▪ If visual contamination is evident in the room e.g. saliva on table

					<p>surfaces etc then PPE in the form of gloves, apron, respirator to be worn for clean. Contaminated area to be pre-treated with Titan sanitiser.</p> <ul style="list-style-type: none"> ▪ Flow chart from PHE HPT to be followed in respect of any person displaying symptoms ▪ Staff to be tested ▪ Students encouraged to be tested. School to be provided with a number of test kits to facilitate prompt testing. ▪ Actions on flow chart followed depending on test result. If negative, person can return to school after end of symptoms. ▪ Timetabling and lesson seating plans will enable identification of all people within close contact (>15 mins at <2m) of infected person. ▪ Positive test result would mean isolation of this group for 14 days – this to be guided by HPT.
<p>Shielding the vulnerable</p> <p>Potential for contracting COVID-19 via direct or indirect contact whilst attending school site with elevated consequence</p>	<p>Staff, students, co-habitants of staff/students</p>	1	4	4	<ul style="list-style-type: none"> ▪ Highly vulnerable groups (shielding up until 31.07.2020) must be risk assessed ahead of a return. To be led by line manager and undertaken with member of staff. ▪ Vulnerable staff (expectant mothers, over-70s, BAME staff, those with medical conditions whereby they are advised to have an annual flu-jab) must be risk assessed ahead of a return by their line manager. ▪ Controls measures could be: strict social distancing, work away from higher risk students, avoid close contact 1:1 work, avoid direct face to face contact, PPE, other work tasks which avoid direct close contact. The school will try as far as practically possible to accommodate additional measures where appropriate. ▪ Highly vulnerable students should follow medical guidance in respect of their return to full-time education. Risk assessment should be completed for returning students in this category to identify (subject to medical guidance) additional control measures.

					<ul style="list-style-type: none"> ▪ Where a student is unable to attend school because they are complying with clinical and/or public health advice, they will be offered access to remote education and engagement with this activity will be monitored. ▪ Risk assessments should be completed for students with EHCP to identify additional control measures necessary to control the risks to the individual, their peers and the staff who work with them. ▪ IHCP to be reviewed to ensure all students with medical needs can attend school with all protective elements of plan in place.
<p>Social distancing</p> <p>Potential for contracting COVID-19 via direct contact whilst attending school site</p>	Staff, students	1	4	4	<p><u>Students:</u></p> <ul style="list-style-type: none"> ▪ Population density will mean that students will not be able to maintain social distancing upon a full return. Nevertheless, students should be as far apart as they can be and all teaching rooms organised to avoid wherever physically possible any direct face to face positioning with seating in rows, facing the front. ▪ Seating plans will be compulsory and recorded in ClassCharts ▪ Principal control measure therefore becomes to minimise inter-mixing between year groups ▪ No mass congregation to minimise inter-mixing of groups: no assemblies and food provision organised to minimise congregation (see food provision below) ▪ Tutor groups organised by Year Group ▪ Lessons requiring non-specialist teaching rooms will be conducted in Year Group hubs to reduce student movement around site. Demands of exam classes will mean Y9-11 will move more often but these year groups will still retain Year Group hubs. Given smaller numbers, Y12-13 will comprise 1 Year Group hub. ▪ Students to be allocated class base ▪ Teachers to move to students wherever possible. ▪ Where use of specialist classrooms is unavoidable for

					<p>curriculum delivery (science, technology, creative arts etc), the compensating control to prevent indirect transmission is that hand-hygiene will be undertaken by all upon entering and leaving a teaching space. This will be augmented by having cleaning resources within the room to clean down as required on an ongoing basis. Technician staff to support as appropriate.</p> <ul style="list-style-type: none"> ▪ Mixed ability classes in Y7 to reduce corridor movement. ▪ Students should be self-sufficient in terms of equipment: all equipment used every day i.e. pens, rulers etc to be brought from home and to be for that student's personal use only. ▪ Curriculum to be limited to reduce activities involving shared equipment: science, creative arts, PE, technology. ▪ PE will be taught in year groups but split 50:50 between theory and practice. This will reduce congestion in the changing room area. ▪ Where the sharing of equipment cannot be avoided, specific curriculum risk assessment to be undertaken to identify compensating hygiene controls. This could be sanitising items or quarantining them for 48 hours (72 hours for hard surface items like plastic, metal etc). ▪ Break times to be segregated by time by having variable length lessons (between 45-75 minutes) to allow 15-minute breaks to be taken at different times. ▪ Lunches also to be segregated by having 15-minute 'sittings' (see food provision below). ▪ Face coverings: whilst specifically not recommended in the PHE guidance, students will be permitted to wear face coverings at school if <i>desired</i>. Face coverings will also be <i>required</i> for bus travel. <p><u>Staff:</u></p> <ul style="list-style-type: none"> ▪ Social distancing is not possible as a control for students but it remains in place for most staff for two reasons: <ul style="list-style-type: none"> ○ Secondary teaching staff will cross year group hubs and
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					<p>are therefore a potential source of cross contamination.</p> <ul style="list-style-type: none"> ○ Evidence shows that infection is more likely to spread between adults than between students and adults. <ul style="list-style-type: none"> ▪ Teaching staff should maintain a social distance of 2m <i>wherever they can</i> to allow for the cross over between year groups of specialist teaching staff. ▪ Classrooms to have tape marker at front to indicate separate space for the teacher ▪ Face visors to be worn where classroom space and numbers prevent a 2m barrier being applied. ▪ Staff should avoid close and direct face to face contact with students wherever possible. Assist students by looking over their shoulder or remain side to side. ▪ Individual risk assessments should be completed for students who require 1:1 support. ▪ 1:1 support staff to limit direct face to face contact as far as is practicable by seating position ▪ Depending on risk assessment findings, 1:1 support staff may not be able to maintain social distance and may therefore require the use of PPE. ▪ PPE in the form of a medical face mask to be worn for the duration of the close contact if > 15 minutes. ▪ If the specific student risk assessment identifies the need a face-shield (spitting risk) may also need to be worn (see section on PPE below). ▪ Staff briefing notes, circulated via e-mail to replace briefings. Any Faculty meetings to maintain 2m distance. <p><u>Visitors:</u></p> <ul style="list-style-type: none"> ▪ There will be no non-essential visitors without prior appointment. Parents and ad-hoc visitors must not be granted access and receptions should remain closed to those without an appointment. Signs should be displayed with a telephone number or e-mail for appointments to be made. ▪ Where reception remains unprotected, a reception screen is
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				<p>installed to protect reception staff.</p> <ul style="list-style-type: none"> ▪ A meeting room is set up to allow meetings with an advanced appointment to take place in accordance with 2m social distancing. ▪ Contractors who must attend for essential maintenance must follow hygiene practices and must maintain the 2m rule wherever they can, as with staff. Wherever practicable (and as is consistent with safeguarding protocols), they must be left alone in the room where their work can be undertaken (e.g. plant room etc). <p><u>Food provision:</u></p> <ul style="list-style-type: none"> ▪ HACCP reviewed by kitchen managers to control any additional COVID-19 risk areas in food production. ▪ No shared cutlery/crockery to be used - menu choices designed around that concept. ▪ No open access drinks chillers etc for products to foods to be handled. ▪ Hand sanitising ahead of food collection (hand sanitiser at front of refectory queue) ▪ One-way system to be maintained in refectory and Ndeeba to speed up food access and to reduce corridor congestion ▪ Biometric reader to be sanitised with wipe after each use. ▪ Each Year Group to have 15-minute sitting. If food not consumed within this time, food to be taken back to class base. ▪ All food to be wrapped with limited menu choices. ▪ Refectory and Ndeeba areas will be cleaned and sanitised between sittings.
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<p>Hygiene</p> <p>Potential for contracting COVID-19 via indirect contact whilst attending school site</p>	<p>Staff, adult co-habitants of students</p>	<p>1</p>	<p>4</p>	<p>4</p>	<p><u>Hand-hygiene:</u></p> <ul style="list-style-type: none"> ▪ Ongoing regular hand-hygiene is the principal control for indirect transmission. ▪ Hand washing or hand sanitising with alcohol hand sanitiser must be undertaken at the following times: <ul style="list-style-type: none"> ○ Upon arrival at Tutor base at day's start ○ After using a washroom ○ Before and after food ○ <u>Upon entering and leaving any teaching space</u> ○ After coming in from outside recreation ○ Upon final departure ○ After removing PPE or a face covering ▪ <i>Therefore, hand- sanitiser must be available at the entrance/s to each teaching space and entrance/exit points.</i> ▪ Staff to undertake hand-hygiene after handling pupils' work. ▪ Hand hygiene should also be undertaken after use of any shared resource ▪ Staff should supervise hand-sanitising in teaching spaces. ▪ All visitors must wash/sanitise their hands upon arrival and departure <p><u>Respiratory hygiene:</u></p> <ul style="list-style-type: none"> ▪ Good respiratory hygiene – ‘Catch it, Bin it, Kill it’ to be followed and modelled as much as possible. ▪ Tissues and covered bins to be provided in each room ▪ <i>Behaviours to be taught and modelled at all ages.</i> ▪ Regular checks of washrooms must be undertaken to ensure that stocks of soap etc are available. ▪ Exclusive Year Group use of a set of toilets will not be possible. However, toilets will be allocated to no more than 2 Year Groups. Hand hygiene, performed upon exiting and entering teaching space, will be the compensating control to limit cross contamination in these spaces. ▪ Message to be reinforced by posters displayed around the site
<p>First Aid</p> <p>Potential for contracting COVID-19 from direct and indirect contact with child due to administration of First Aid</p>	<p>First Aid staff</p>	<p>2</p>	<p>3</p>	<p>6</p>	
<p>Lack of ventilation</p> <p>Potential for contracting COVID-19 via direct contact due to poor ventilation</p>	<p>Staff, adult co-habitants of students</p>	<p>1</p>	<p>4</p>	<p>4</p>	

				<ul style="list-style-type: none"> ▪ Some pupils with complex needs will struggle to maintain as good respiratory hygiene as their peers. This should be considered in student specific risk assessments in order to support these pupils and the staff working with them. <p>Cleaning:</p> <ul style="list-style-type: none"> ▪ Demands of whole school opening in combination of reduced national risk means all rooms utilised in the timetable should be cleaned daily. ▪ Reduction in displays around rooms to limit clutter and potential for trapped dirt to gather. ▪ Clear desk policy: staff to clear hard surfaces to allow for cleaning. ▪ A disinfectant/cleaner (either combined or separate) to be used. Ensure that this has a confirmed viricidal action. ▪ Launder cloths daily or use disposable paper rolls. ▪ Cleaning protocol circulated. Regularly touched hard-surfaces to be sanitised: tables, desk tops, light switches, keyboards/mouse, phones, taps, flush handles. ▪ Roving cleaning staff throughout day to clean regularly touched corridor surfaces (door handles, bannisters etc) ▪ Cleaner-sanitiser and paper towel to be located in teaching spaces for staff to clean if they see the need i.e. if a child sneezes on a desk top etc. ▪ Cleansing wipes to be located by photocopiers to allow users to wipe buttons/touchscreen after each use. ▪ Please refer to Cleaning Guidance for full details of cleaning methodology plus a <i>suggested</i> example cleaner/disinfectant. <p>First Aid:</p> <ul style="list-style-type: none"> ▪ Delivering First Aid will often necessarily mean that staff have to remain for several minutes in close proximity (<1m) to a pupil often face to face. A higher level of control is therefore needed. ▪ First Aid staff not to be from vulnerable or highly vulnerable groups.
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				<ul style="list-style-type: none"> ▪ PPE is required in these instances and should be provided in the form of a medical face mask and face shield ▪ The medical face mask to be replaced with a FFP2/N95 respirator <i>if the person displays symptoms and approaching them is unavoidable</i>. The first control measure is not to approach the person with symptoms if at all possible. ▪ Disposable gloves should be worn ▪ If people report to First Aid with COVID-19 symptoms, beyond testing temperature if needed, they should NOT be treated by First Aid but should be shown to a separate isolation room where they can be isolated until they return home. They should be required to cover their mouths with a tissue/paper towel until this happens. ▪ A contactless thermometer is available to take a temperature. PPE will nevertheless be worn as described above. ▪ Have a room set aside for this eventuality and have a supply of tissues/paper towels on hand. <p><u>PPE – please note:</u></p> <ul style="list-style-type: none"> ▪ PPE for the purposes of infection control in the form of gloves, face masks/respirators and face shields must be used with caution as cross contamination of the virus can occur with PPE. ▪ If disposable gloves are worn, change them frequently by removing them from the wrist and continue to wash your hands. ▪ PPE face masks/respirators must be removed by the ear pieces/ties. Face shields by the back of the securing band. In all cases avoid touching the front of the mask/shield which could be contaminated. ▪ Always wash your hands after removing PPE ▪ <i>PPE can be a flawed control measure if used incorrectly. It relies on good fit and correct usage. It can itself become contaminated. Do not let wearing PPE lull you into a false sense of security and avoid prolonged close, face to face contact as the control measure of first choice.</i> ▪ Briefing document for safe use of PPE circulated.
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					<p><u>Ventilation:</u></p> <ul style="list-style-type: none"> ▪ Occupied teaching spaces to be ventilated by opening windows. ▪ Doors into room can be propped open when the room is occupied but teaching staff must close these when the room is unoccupied. ▪ Air handling units and other mechanical ventilation systems should be used if the school has these. It should be ensured that these systems are <u>not</u> set to air re-circulation only. ▪ Re-circulating only air-conditioning systems not to be used in place of open windows and fresh air ventilation. ▪ Where such systems are required as part of the heating system, HEPA filters to be installed to allow heat mode of air-con units to be used in autumn/winter months.
<p>Cleaning tasks</p> <p>Potential for indirect contracting of COVID-19 whilst undertaking cleaning</p>	Cleaning staff	1	4	4	<ul style="list-style-type: none"> ▪ See separate cleaning guidance and associated risk assessments ▪ Cleaners' PPE to be disposable gloves and disposable or laundered aprons. ▪ FFP2/FFP3/N95 respirators are for direct contact (within 2m for >15minutes) with an individual who is displaying symptoms so should NOT normally be required for these tasks – refer to cleaning guidance. See exception below. ▪ If not disposable, laundered aprons should be washed on the hottest wash possible for the clothing concerned ▪ Removed PPE to be double-bagged for disposal ▪ A disinfectant/cleaner (either combined or separate) to be used. Ensure that this has a confirmed viricidal action. ▪ Usual COSHH risk assessment findings to be followed in respect of chemical safety and use. ▪ Please refer to Cleaning Guidance for full details of cleaning methodology plus a <i>suggested</i> example cleaner/disinfectant. ▪ Launder cloths daily or use disposable paper rolls. ▪ All staff to follow a 'clear-desk' policy to enable regular cleaning

					<p>of all hard surfaces.</p> <ul style="list-style-type: none"> ▪ Unnecessary paperwork and displays to be removed to allow surfaces to be sanitised. ▪ Cleaning of isolation room: if visual contamination is evident in the room e.g. saliva on table surfaces etc then PPE in the form of gloves, apron, respirator to be worn for clean. Contaminated area to be pre-treated with Titan sanitiser.
<p>Transport</p> <p>Potential for direct and/or indirect contracting of COVID-19 whilst undertaking cleaning</p>	Students	2	3	6	<ul style="list-style-type: none"> ▪ Alternative means of transport to bus travel encouraged wherever possible – walking, cycling, private car travel. ▪ The Trust is not the principal duty holder in respect of transport organised by others. The strategy will therefore be to cooperate with and communicate the risk assessment findings of other partner organisations as well as reinforcing and communicating government guidance for the safe use of general public transport. ▪ DCC Transport Coordination Service risk control measures to apply to school buses. ▪ In line with government guidance for bus travel on public service buses and school buses, students will be required to wear a face-covering* ▪ Any child, young person or other learner who starts displaying coronavirus symptoms while at their setting should wherever possible be collected by a member of their family or household. ▪ Transport provider to clean regularly touched hard surfaces between uses ▪ All passengers alighting from a bus will go straight to their Tutor base where they will sanitise hands. Similarly, transport users will sanitise hands before leaving the building to board the bus. <p><i>*PPE protects the individual from the virus. A face-covering offers little protection to the individual but it will protect others <u>from</u> the individual by limiting the travel of their breath or cough/sneezes. See separate guidance on use of face-coverings.</i></p>

