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Initial Assessment		Date of Initial Assessmen	t: 01/09/2020				
Review 🛛		Assessor(s): SJ and JHW					
Following Incident		Date of Review: 24/02/2021					
		Assessor(s): <mark>SJ</mark>					
Activity/Task/Process/Equipment							
COVID-19 2021. School full return March 2021 Review (NB Other risk assessment findings and policy arrangements apply where unaffected by COVID-19)							
Summary of changes:							
 Mass testing upon return Weekly staff testing plus daily LFT as alternative to isolation for close contacts 							
 Resumption of shielding (as Trust policy position) for CEV and pregnant staff >28 weeks 							
 Face coverings to be worn in classrooms by students Changes to PPE requirements for teaching/support staff leaving 2m segregated zone Version 7.0 of HPT Flowchart 							

Summary of hierarchy of controls:

- Phased return
- Mass asymptomatic testing upon return using Lateral Flow Test
- Weekly staff asymptomatic testing (home testing)
- 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
- Face coverings strongly recommended in circulation spaces and common areas
- Enhanced cleaning regime
- Avoid cross year group mass congregation: no assemblies, segregated lunch sittings, virtual staff meetings, managed access to toilets.
- Minimise congestion in movement around building: segregate year groups into zones for recess time; one-way system with markings.
- Limit sharing of equipment personal equipment where possible, risk assessment for curriculum areas where equipment has to be share to identify compensating hygiene controls.
- Face coverings strongly recommended in internal circulation spaces, common areas as well as teaching spaces unless strict 2m segregation
- Disposable medical mask to be worn by teaching staff who leave the segregated 2m zone in the teaching room.
- PPE for selected staff who work in close proximity
- Face coverings to be worn for bus/taxi travel
- School discipline: policy amended to account for those who disrupt/endanger fellow students/staff.

Significant hazard	Who/what is at Risk?	Ris			Control measures in place
		L	S	R	

Essential premises services to keep school open 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.	Staff, students	>1	5	>5	 Essential site maintenance will 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 plus social distancing rules.
Staff or students with symptoms Potential for contracting COVID-19 via direct or indirect contact with someone displaying symptoms	Staff, students	1	4	4	 No staff or students to attend if they are symptomatic. Contact-free thermometers available to monitor students if they feel unwell. Those who display symptoms of one or more of the following: New and continuous cough high temp >37.8 loss/change to sense of smell/taste must return home as soon as possible to start period of isolation for 10 days from onset of symptoms. This individual must get a test. Household members of this individual to isolate for 14 days, or until: They develop symptoms themselves whereupon they should be tested and isolate for 10 days from onset of symptoms. Until receipt of negative test result by person who is symptomatic. Test kits available for those who cannot, or will struggle to, access a test. Schools can re-order as needed. 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 if this is unavoidable (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 surfaces etc then PPE in the form of gloves, apron,
	respirator to be worn for clean. Contaminated area to be pre-
	treated with hypochlorite based solution.
	 Flow chart (v7.0) from PHE SW to be followed in respect of
	any person who has tested positive. DfE phone number to be
	used as initial point of contact.
	 Actions on flow chart followed depending on test result. If
	negative, staff or student can return to school after end of
	symptoms.
	 Positive test result would be communicated to DfE helpline
	(0800 046 8687).
	 More than one positive case to be reported direct to HPT
	(0300 303 8162)
	 Other reasons to report direct to HPT are:
	 Hospital admission with COVID like symptoms
	 Possible case who refuses to get tested
	 Possible case with definite link to confirmed case
	 All instruction received from the HPT at PHE SW would be
	followed.
	 Close proximity contacts to be sent home to isolate for 14
	days.
	 Timetabling and lesson seating plans will enable identification
	of all people within close contact (>15 mins at <2m) of infected
	person.
	 However, if required by HPT risk assessment, whole Year
	Group population will be sent home to isolate for 14 days.
	Group population will be sent nome to isolate for 14 days.

Asymptomatic transmission Potential for contracting COVID-19 via direct or indirect contact with someone NOT displaying symptoms	Staff, students	1	4	4	 Mass lateral flow testing upon return of students (to be replaced by home testing after 11.03.2021 Return delayed according to following timetable to facilitate set up of this programme: Vulnerable students and children of key workers to return from 05.01.2021 Years 11 and 10 to return to on-site teaching and learning 08.03.2021 Years 12, 13 and 8 to return to on-site teaching and learning 10.03.2021 Years 9 and 7 return to on-site teaching and learning 10.03.2021 Bus students will be tested in the morning, and those who walk/use own transport will be tested in the afternoon by appointment in batches. On-line learning from 08.03.2021 Weekly testing for all staff by undertaking LFT by home test kits Separate risk assessment describes controls, venue, consent process and training requirements for test operatives (various roles) for test venues. Risk assessment record follows format determined by NHS Track and Trace. Anyone (staff or students) testing positive in LFT will be sent a notification via Track & Trace. Test venue reception will also be able to identify those with positive test. Those testing positive will have to return home to isolate as soon as the notification has been received. They will take the full PCR test to confirm. PCR test to be provided by College. If PCR test confirms positive outcome, they will isolate for 10 days. If negative, they can return to school as normal.

Shielding the vulnerable Potential for contracting COVID-19 via direct or indirect contact whilst attending school site with elevated consequence	Staff, students, co- habitants of staff/students	1	4	4	 Staff Clinically Extremely Vulnerable (CEV) who were shielding up until 02.12.2020 after receipt of letter from GP or NHS should now again resume shielding and work from home. Original risk assessment for these staff members (for September return) should be reviewed. Expectant mother >28 weeks should remain working from home. Clinically Vulnerable (CV) staff (expectant mothers, over-70s, BAME staff, those with medical conditions whereby they are advised to have an annual flu-jab) will have been risk assessed ahead of a return by their line manager. This assessment should be subject to regular, ongoing review. Additional controls measures for consideration could be: stricter social distancing, work away from higher risk students, avoid close contact 1:1 work, avoid direct face to face contact, additional PPE, other work tasks which avoid direct close contact. The school will try as far as practically possible to accommodate additional measures where appropriate. These risk assessments for CV/CEV staff should be subject to ongoing review Students Whilst HMG guidance is that in Tier 3, pupils in the CEV category should return to school unless advised otherwise by their GP or clinician, Trust policy is now that pupils in this category should remain at home. Pupils in this category will be offered access to remote education and engagement with this activity will be monitored. Risk assessments completed for pupils with EHCP to identify additional control measures necessary to control the risks to the individual, their peers and the staff who work with them should be subject to regular review.

					 This process should be led by the SENCO The risk assessment should continue to consider the balance of risks between attending school and remaining at home. IHCP to be reviewed to ensure all students with medical needs can attend College with all protective elements of plan in place.
Social distancing Potential for contracting COVID-19 via direct contact whilst attending school site	Staff, students	1	4	4	 Students: Full school return planned for 11.03.2021 with a staggered start (see above) Seating plans will be maintained for this period. 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. Principal control measure therefore becomes to minimise intermixing between year groups Given smaller numbers, Y12-13 will comprise a single year group hub. No mass congregation to minimise intermixing of groups: no assemblies and food provision organised to minimise congregation (see food provision below) Tutor groups organised by Year Group in allocated class base. One-way circular system to be maintained and strictly enforced to reduce corridor congestion and cross over between year groups – any contacts between year groups will therefore be transitory. Social spaces segregated according to year group to prevent year groups intermingling. Year group 'hubs' for recess time. As teaching spaces will be used by different year groups, 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. 'Touch points' (table-tops, keyboards, door handles etc) to be sanitised between class changes. Teaching staff to take responsibility for their own teaching space. Mixed ability classes in Y7 to reduce number of different contacts. One-way system to limit any congestion in corridors. This will limit contacts between year groups to transitory contacts only 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 used provide the provide
	equipment: science, music, PE, art, technology.
	 Specialist curriculum risk assessments undertaken to identify
	activities and control measures which are consistent with
	government guidance.
	 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).
	 Extra-curricular activities (that is, before and after school clubs) will only continue where it is possible to provide this
	within the limitations of this risk assessment i.e. to maintain
	integrity of year group bubbles.

Similarly, core curriculum extension activities in period 6 (Y11
catch up classes) will continue and will follow the same control
measures outlined in the remainder of this document.
Staff:
 Social distancing is not possible as a control for students but it
remains in place for most staff for two reasons:
 Secondary teaching staff will cross year group hubs
and are therefore a potential source of cross
contamination.
 Evidence shows that infection is more likely to spread
between adults than between students and adults.
 Teaching staff should maintain a social distance of 2m
wherever they can to allow for the cross over between year
groups of teaching staff.
 There should be <u>no contact of less than 2m for more than</u>
<u>15 minutes</u> .
 Where the demands of classroom teaching require movement
within the 2m limit, there should be no contact of less than
<u>1m for more than 1 minute.</u> Face shields and face coverings
to be worn in these instances.
 There should be <u>no direct face to face contact within 1m</u>
for anytime. Assist students by looking over their shoulder or
remain side by side.
 Staff briefings delivered via Briefing Notes circulated by email.
 Where physical meetings cannot be avoided, meetings to
maintain 2m distance. This rule to extend to meetings within
faculty staff spaces and also staff downtime.
 Classrooms to have tape marker at front to indicate separate 2m space for the teacher
2m space for the teacher
 When moving out from the segregated 2m zone to assist public or when teaching appage does not allow a 2m
pupils, or when teaching space does not allow a 2m
segregated space to start with, teaching staff should wear a
disposable medical mask.

	 Regardless of wearing this mask, the following distancing measures should still be maintained Staff should avoid close and direct face to face contact with pupils. Assist pupils by looking over their shoulder or remain side to side. Individual risk assessments should be completed for pupils who require 1:1 support where close proximity (see above definition) contact cannot be avoided. The assessment must consider the specific needs of the child as well as the staff member supporting them. PPE needs for staff should be identified here. 1:1 support staff to limit direct face to face contact as far as is practicable by positioning side to side. This specific risk assessment should identify additional PPE (face shield, disposable medical mask) taking into account the needs of the child and the member of staff. Visitors: Only visits that are absolutely necessary are permitted. Only visits with a prior appointment will be made. Parents and adhoc visitors must not be granted access and reception should remain closed. Signs should be displayed with a telephone number or e-mail for essential appointments to be made. Where reception remains unprotected, a reception screen is installed to protect reception staff. 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).
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					 Food provision: 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 dining hall 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. Dining Hall area cleaned and sanitised between sittings.
Hygiene Potential for contracting COVID-19 via indirect contact whilst attending school site	Staff, adult co- habitants of students	1	4	4	 Hand-hygiene: 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: Upon arrival at Tutor base at day's start
First Aid Potential for contracting COVID-19 from direct and indirect contact with child due to administration of First Aid	First Aid staff	2	3	6	 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 Therefore, hand- sanitiser must be available at the entrance/s to each teaching space and entrance/exit points.
Lack of ventilation	Staff, adult co-	1	4	4	 Staff to undertake hand-hygiene after handling pupils' work.

Potential for contracting COVID-19 via direct contact due to poor ventilation	habitants of students	 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 <u>Respiratory hygiene:</u> 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 <u>Behaviours to be taught and modelled at all ages.</u> 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 Some pupils with complex needs will struggle to maintain as
		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
		 Face coverings*: A face-covering offers little protection to the individual, but it will protect others from the individual by limiting the travel of their breath or cough/sneezes. By this means the build-up of contaminated aerosols will be limited.
		 Separate guidance on use of face-coverings. Face coverings <i>mandatory</i> by staff and students in circulation spaces and common areas unless there is a specific exemption provided. Teaching spaces are included.

 Clinical waste bin bags in place for disposable face coverings See also PPE guidance for staff within teaching spaces above.
 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 combined cleaner-disinfectant to be used which is BSEN1276 compliant. Launder cloths daily or use disposable paper towels/rolls. Cleaning protocol circulated which reflects specific chemicals
 used at Tavistock College. 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)
 Staff to support cleaning after each lesson change; touch points (table-tops, keyboards, etc) to be sanitised between lesson changes Cleaner-disinfectant 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. Cleaning protocol further enhanced for isolation space and cleaning after any person has been present whilst displaying
 symptoms. Please refer to Cleaning Guidance for full details of cleaning methodology plus COSHH details of cleaner-disinfectant.

	 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 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 hull you into a false sense of security and avoid prolonged close, face to face contact as the control measure of first choice. Briefing document for safe use of PPE circulated. Ventilation: 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 available. Source of fresh air to be maintained in winter months when weather is colder whilst maintaining statutory minimum temperatures by: Open all windows by a small amount Opening doors to aid cross-ventilation (subject to controls for fire doors above) 'Flush' rooms at break times by opening all windows to fullest extent for 2 minutes. Allow pupils to wear jumpers/hoodies/coats.
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Cleaning tasks Potential for indirect contracting of COVID-19 whilst undertaking cleaning	Cleaning staff	1	4	4	 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 of all hard surfaces. 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.
Transport Potential for direct and/or indirect contracting of COVID-19 whilst undertaking cleaning	Students	2	3	6	 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 analytic school business
	apply to school buses.
	 In line with government guidance for public transport and
	<pre>dedicated school transport, students will be required to wear a face-covering*</pre>
	Staff supervision to remind students of requirement to wear
	face covering when boarding.
	 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.
	*PPE protects the individual from the virus. A face-covering offers little
	protection to the individual but it will protect others from the individual by
	limiting the travel of their breath or cough/sneezes. See separate
	guidance on use of face-coverings.