



**Dartmoor**  
MULTI ACADEMY TRUST

Establishment name:  
**Tavistock College**



Initial Assessment

Review

Following Incident

Date of Initial Assessment: **01/09/2020**

Assessor(s): **SJO and JHW**

Date of Review: **03/05/2022**

Assessor(s): **PRU**

**Activity/Task/Process/Equipment**

**COVID-19 2021. Amendments following 'living with covid' government guidance.**

**(NB Other risk assessment findings and policy arrangements apply where unaffected by COVID-19)**

**Summary of changes:**

- Updated guidance from February 24th should be followed for people who are symptomatic:  
<https://www.gov.uk/government/news/government-sets-out-next-steps-for-living-with-covid>
- Asymptomatic testing requirements for students and staff have been formally removed. No LFD tests will be supplied regularly to students unless a local breakout situation arises. We are still advising staff to test twice weekly whilst stock allows.
- Contacts are no longer required to self-isolate or advised to take daily tests, and contact tracing has ended.
- 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 school, including on transport to and from school.
- Control measures such as cleaning regimes and ventilation of spaces are now expected to be embedded within normal best practice.

### Summary of hierarchy of controls:

- Ensure good hygiene (hand and respiratory) for everyone (on arrival, before food, after washroom visit, on entry/exit to rooms).
- Maintain appropriate enhanced cleaning regimes (with staff to support the cleaning of hard surfaces after each lesson).
- Keep occupied spaces well ventilated.
- Follow current public health advice on testing, self-isolation and managing confirmed cases of COVID-19.
- Follow current public health advice and maintain safety protocols on public and school transport.
- Instruction to wear face coverings in communal areas remains at Principal's discretion, in response to current school cases and Director of public health guidance.
- Lanyards to be clearly evident for those students and staff who are exempt (via contact from parents, medical reason in place)
- Maintain recommendation of common layouts for all classrooms, except specialist spaces, with all desks (one desk for two students) arranged in rows and forward facing space maximised between them.
- All classrooms (including specialist spaces) will have a strict seating plan: Students must sit in the seat they are allocated, and only that seat, and these seating plans will be recorded centrally to support effective and speedy liaison with Test & Trace if required.
- Limit unnecessary sharing of equipment, with risk assessments for curriculum areas where equipment must be shared to identify compensating hygiene controls.
- Continuing to undertake some events virtually where appropriate but most meetings/ gatherings that are normal practice within school will return to face to face.
- Maintaining vigilance and ensuring that all staff enforce expectations, and routinely seek the cooperation expected of all families
- Monitor and isolate all who have symptoms – maintain quarantine arrangements, cooperate with PHE (testing, track and trace)
- Continue to protect the vulnerable/highly vulnerable in line with national guidance and by local risk assessment
- Enhanced cleaning regime remains in place.
- Face coverings to be worn for bus/taxi travel
- School discipline: policy amended to account for those who disrupt/endanger fellow students/staff.
- On site meetings to become a blend of virtual and face to face as appropriate. External visitors asked to wear a face covering in communal spaces and recommended to have an LFD test (however we can no longer ask for evidence of a negative LFD test).

Significant hazard	Who/what is at Risk?	Risk			Control measures in place
		L	S	R	
<b>1. Essential premises services to keep school open</b>	Staff, students	>1	5	>5	<ul style="list-style-type: none"> <li>Essential site maintenance will continue as normal and as determined by the timetable established on the Every system (Activities module)</li> <li>Every system used to monitor essential site maintenance: Compliance module can be scrutinised to identify gaps in maintenance provision.</li> <li>Annual H&amp;S Review process will also monitor</li> <li>Contractors entering site will do so by appointment and will abide by hygiene controls and work to 1m plus social distancing rules.</li> </ul>
<b>2. Staff or students with symptoms</b>  Potential for contracting COVID-19 via direct or indirect contact with someone displaying symptoms	Staff, students	2	4	8	<ul style="list-style-type: none"> <li>See 'COVID-19 Outbreak Management Plan 2021- 2022' for more detail and links to current guidance from respective HM Government Departments.</li> <li>Staff, students and parents and carers are reminded of the symptoms of COVID-19 through letters home and via our 'COVID-19 Outbreak Management Plan 2021-2022'.</li> <li>People with symptoms of a respiratory infection, including COVID-19, and a high temperature or who feel unwell, will be advised to try to stay at home and avoid contact with other people, until they feel well enough to resume normal activities and they no longer have a high temperature.</li> <li>- Children and young people who are unwell and have a high temperature should stay at home and avoid contact with other people, where they can. They can go back to school when they no longer have a high temperature, and they are well enough to attend.</li> </ul>
<b>3. Staff or students with symptoms (noticed in school):</b> Potential for others to contract COVID-19 via direct or indirect contact with someone	Staff and students. Community transmission. Disruption to face-to	1	4	4	<ul style="list-style-type: none"> <li>Students with symptoms to wait in an isolation room until collected by parents/ carers.</li> </ul>

displaying symptoms.	face education for students.				<ul style="list-style-type: none"> <li>• Those displaying symptoms are to cover their mouth/nose with a face covering until they can leave.</li> <li>• 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).</li> <li>• The room must then be cleaned in line with guidance.</li> <li>• If visual contamination is evident in the room e.g., saliva on surfaces etc., then PPE in the form of gloves, apron, respirator to be worn for cleaning. Contaminated area to be pre-treated with sanitiser.</li> </ul>
<p><b>4 Staff or students testing positive for COVID-19:</b></p> <p>Potential for others to contract COVID-19 via direct or indirect contact with someone displaying symptoms.</p>	<p>Staff and students. Community transmission. Disruption to face-to face education for students.</p>	1	4	4	<ul style="list-style-type: none"> <li>• See ‘COVID-19 Outbreak Management Plan 2021- 2022’ for more detail and links to current guidance.</li> <li>• Staff and parents/carers inform College if the PCR test is positive.</li> <li>• Adults with a positive COVID-19 test result will be advised to try to stay at home and avoid contact with other people for 5 days.</li> <li>• School students with a positive COVID-19 test result will be advised to try to stay at home and avoid contact with other people for 3 days.</li> </ul>
<p><b>5. Asymptomatic transmission</b></p> <p>Potential for contracting COVID-19 via direct or indirect contact with someone NOT displaying symptoms</p>	Staff, students	1	4	4	<ul style="list-style-type: none"> <li>• From 21 February, pupils in mainstream secondary schools will not be expected to continue taking part in regular asymptomatic testing and should follow asymptomatic testing advice for the general population.</li> <li>• DMAT is advising staff to currently still carry out LFD tests twice a week whilst stock lasts. There is no mechanism to reorder supplies of LFD tests once current stock has elapsed.</li> <li>• In the event of an outbreak, a school may also be advised by their local health team or director of public health to undertake testing for staff and students of secondary age and above for a period of time.</li> </ul>

<p><b>6. Shielding the vulnerable</b></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>	<p>1</p>	<p>4</p>	<p>4</p>	<ul style="list-style-type: none"> <li>● Following expert clinical advice and the successful rollout of the COVID-19 vaccine programme, people previously considered to be particularly vulnerable, clinically extremely vulnerable (CEV), and high or higher-risk are not being advised to shield again. Children and young people who were previously identified as being in one of these groups are advised to continue to follow Guidance for people previously considered clinically extremely vulnerable from COVID-19.</li> <li>● Children and young people over the age of 12 with a weakened immune system should follow Guidance for people whose immune system means they are at higher risk from COVID-19.</li> <li>● Children and young people previously considered CEV should attend school and should follow the same COVID-19 guidance as the rest of the population. In some circumstances, a child or young person may have received personal advice from their</li> </ul>
<p><b>7. Social distancing</b></p> <p>Potential for contracting COVID-19 via direct contact whilst attending school site</p>	<p>Staff, students</p>	<p>1</p>	<p>4</p>	<p>4</p>	<ul style="list-style-type: none"> <li>● Whilst social distancing rules (2m or 1m with mitigations) are lifted, all staff and students should continue to consider the risks of close contact with others, particularly for CEV or not yet fully vaccinated.</li> <li>● As per our 'COVID-19 Outbreak Management Plan 2021-2022', more stringent social distancing requirements may be invoked if necessary to control outbreaks, on the advice of Directors of Public Health.</li> </ul>
<p><b>8. Hygiene</b></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><b><u>Hand-hygiene:</u></b></p> <ul style="list-style-type: none"> <li>● Frequent and thorough hand cleaning should now be regular practice. You should continue to ensure that pupils clean their hands regularly. This can be done with soap and water or hand sanitiser.</li> </ul> <p><b><u>Respiratory hygiene:</u></b></p> <ul style="list-style-type: none"> <li>● Good respiratory hygiene – 'Catch it, Bin it, Kill it' to be followed and modelled as much as possible.</li> </ul>

					<p><u>Use of PPE</u></p> <ul style="list-style-type: none"> <li>• Most staff in schools will not require PPE beyond what they would normally need for their work.</li> <li>• It is deemed 'sensible' to wear a mask in enclosed spaces, keep indoor spaces ventilated and stay away from others if you have any symptoms of a respiratory illness, including COVID.</li> </ul>
<p><b>9. First Aid:</b> Potential for contracting or spreading COVID-19 via indirect contact with individual whilst administering first aid.</p>	First aid staff	1	4	4	<ul style="list-style-type: none"> <li>• If people report to First Aid with COVID-19 symptoms, beyond testing temperature if needed, they should NOT be treated by First Aid but rather moved to the dedicated isolation room (set aside for this eventuality), until collected to be taken home. They should cover their mouths with a tissue/paper towel (provided).</li> <li>• Designated first aid room in place - clear protocol around any suspected Covid cases staying on the ground floor space, social distancing and wearing a face covering at all times.</li> </ul>
<p><b>10. Incorrect use of PPE</b></p>	Staff using PPE	1	4	4	<ul style="list-style-type: none"> <li>• PPE can be a flawed control measure if used incorrectly. It relies on good fit and correct usage and can itself become contaminated. When wearing PPE staff will avoid prolonged close, face-to-face contact as the 1<sup>st</sup> choice control measure. As such, PPE for the purposes of infection control in the form of gloves, face masks/respirators and face shields must be used with caution.</li> <li>• If disposable gloves are worn, change them frequently by removing them from the wrist and continue to wash your hands.</li> <li>• PPE face masks/respirators must be removed by the earpieces/ties, avoiding touching the front of the mask/respirator.</li> <li>• Face shields must be removed by the back of the securing band, avoiding touching the front of the shield.</li> <li>• Staff must always wash hands after removing PPE.</li> </ul>
<p><b>11. Lack of adequate ventilation:</b> Potential for contracting COVID-19 via</p>	Staff and students. Community transmission.	1	4	4	<ul style="list-style-type: none"> <li>• Occupied teaching spaces to be ventilated by opening windows where a comfortable/ reasonable temperature can be maintained.</li> </ul>

direct contact due to poor ventilation.	Disruption to face-to-face education for students.				<ul style="list-style-type: none"> <li>• Doors into room can be propped open when the room is occupied but teaching staff must close these when the room is unoccupied.</li> <li>• Air handling units and other mechanical ventilation systems should be used where they are available (it should be ensured that these systems are not set to air recirculation only).</li> <li>• Re-circulating only air-con systems will not be used in place of open windows and fresh ventilation, but can be where fresh air is provided.</li> <li>• Source of fresh air to be maintained in winter months when weather is colder whilst maintaining statutory minimum temperatures by: Opening all windows by a small amount; Opening doors to aid cross ventilation (subject to controls for fire doors above); 'Flushing' rooms at break times by opening all windows to fullest extent for 2 minutes.</li> <li>• CO2 monitors that have been provided by the DfE/govt to be utilised in a variety of classrooms. Clear guidance issued by Estates manager in relation to these monitors.</li> </ul>
<b>12. Cleaning (daily)</b>	Staff and students. Community transmission.	1	4	4	<ul style="list-style-type: none"> <li>• You should put in place and maintain an appropriate cleaning schedule. This should include regular cleaning of areas and equipment (for example, twice per day), with a particular focus on frequently touched surfaces.</li> <li>• Please refer to Cleaning Guidance for full details of cleaning methodology plus COSHH details of cleaner-disinfectant.</li> </ul>
<b>13. Transport</b>  Potential for direct and/or indirect contracting of COVID-19 whilst undertaking cleaning	Students	2	3	6	<ul style="list-style-type: none"> <li>• 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.</li> <li>• DCC Transport Coordination Service risk control measures to apply to school buses.</li> <li>• In line with government guidance for public transport and dedicated school transport, students will be required to wear a face-covering.</li> <li>• Staff supervision to remind students of requirement to wear face covering when boarding.</li> </ul>

					<ul style="list-style-type: none"> <li>• 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.</li> <li>• Transport provider to clean regularly touched hard surfaces between uses.</li> </ul>
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**Key to delineation of 'Risk'**

See DMAT Health & Safety Policy for more information and detail.

- The L score indicates the 'likelihood' of the event scored from 1 to 5, where: 1 is very unlikely, 5 is very likely.
- The S score indicates the 'significance' of the event scored from 1 to 5, where: 1 is 'insignificant' (e.g., no injury), 2 is 'minor' (e.g., injury needing first aid, 3 is 'moderate' (e.g., absence up to 7 days), 4 is 'major' (e.g., absence greater than 7days), 5 is 'catastrophic'.
- The R score is derived by multiplying the 'likelihood' of an event by its 'significance', i.e.,  $R = L \times S$ .

Scores between 1 and 6 are tolerated as low risk. Scores between 7 and 12 should indicate measures taken to reduce risk from medium to low. Scores over 12 indicate high risk and activity should cease immediately.