



**CCC Site Risk Assessment – Covid-19 Prepared by T Pullen September-2021 restrictions eased**

Control Areas	Control Measures
<b>Uniform</b>	<ul style="list-style-type: none"> <li>• Normal school uniform will be worn.</li> <li>• Staff identification lanyards must be worn and displayed.</li> <li>• There are no special washing requirements for clothes.</li> </ul>
<b>School sites to be used</b>	<ul style="list-style-type: none"> <li>• One-way systems on stairs and corridors will be in force to reduce the likelihood of close contact when moving around the school. Clear information signage will be displayed.</li> <li>• At the start of the day all external doors will be available as entrances</li> <li>• At the end of the day all external doors will be available as exits.</li> <li>• Community access to the school is allowed during the school day-and out of school hours by agreement and following COVID safe procedures.</li> <li>• Visits between schools is permitted.</li> </ul>
<b>Travel to school</b>	<ul style="list-style-type: none"> <li>• Pupils must wait in the playground when the buses drop off to be directed by staff and remain socially distanced at all times.</li> <li>• Two bus waiting areas are marked out. Outside art as normal and outside Dartridge for the school managed buses. Numbered bus boxes for each bus where the pupils stay in at the start and end of the day.</li> <li>• Dedicated school services transport our pupils from home. Social distancing and masks will be worn on these buses.</li> <li>• Hand sanitising must be done on boarding and disembarking.</li> <li>• Additional cleaning of the buses at the end of the journey, e.g. belts and handrails</li> <li>• Pupils to sit on the same seats wherever possible. Seating plans are required.</li> <li>• Trust managed buses will stop outside the Dartridge Hall using the purpose made gates.</li> <li>• Pupils should walk to school whenever possible.</li> <li>• A separate 'boxed area' for those pupils that walk or travel by car is located at the top of the stairs by the flagpole.</li> <li>• A member of staff will manage and monitor social distancing at the start and end of the day. Social distancing marks and signage are positioned around the school as a reminder. This will give a clear indication to all pupils; however, a good guide is to outstretch arms and keep this distance away from others.</li> <li>• Pupils must wash their hands on entering the school.</li> <li>• Hand gel is available at each entrance to school, in the kitchen and in most rooms. Water based sanitiser is available in the laboratories and Design and Technology areas.</li> </ul>



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	<ul style="list-style-type: none"> <li>• All pupils will be supervised when they enter the building. Hand sanitising or hand washing must be done on entering the building or classroom.</li> </ul>
<p><b>Controlling access to the school</b></p>	<ul style="list-style-type: none"> <li>• Parents and carers are not to enter the school site or buildings unless by prior agreement. Visitors will be allowed into school with prior agreement of a member of SLT (who will inform TP if any additional cleaning requirements are needed)</li> <li>• Visitors by appointment only. Visitors will be asked to wear a face covering at all times and undergo a Lateral Flow Test (LFT) or give confirmation that a negative test has been undertaken in the previous 48 hours. Hand washing or sanitising must take place when entering the building.</li> <li>• Visitors must be escorted and wear the correct lanyard. Reception staff will sign visitors in.</li> <li>• The school reception must be made aware of prearranged visitors.</li> <li>• 2m spaces on pathways and in front of doors.</li> <li>• Contractors to visit outside of school hours wherever possible. Essential visits will be allowed.</li> <li>• Social distancing must be conducted when any adult is shown around the school. Do not walk visitors around social areas at breaks or lesson change.</li> <li>• At the start of the day, staff should report any problems or issues as soon as possible.</li> <li>• Volunteers may visit the school by prior arrangement.</li> <li>• Sports provision – outside activities are preferable weather permitting.</li> <li>• Parents to drop pupils off quickly to prevent a queue.</li> <li>• The Sports Hall car park will remain available for parents and visitors only.</li> <li>• Main gates will remain closed during the day.</li> </ul>
<p><b>Lunch Times/ Break Times</b></p>	<ul style="list-style-type: none"> <li>• Staff supervision will be undertaken throughout the break periods. Cleanliness is key to helping prevent the spread of the virus.</li> <li>• Litter must be disposed of in the correct manner and not left around the site.</li> <li>• After breaks the areas will be sanitised thoroughly.</li> <li>• Pupils must wash their hands before eating.</li> <li>• Regular hand washing is important. Pupils are encouraged to wash hands every time they pass a hand washing station, if they have not washed their hands in the previous hour. Everyone must wash their hands before eating and before and after any sports or outside activities.</li> <li>• Full water bottles must be brought in from home. A small selection of water dispensers have been released for use. These are sanitised regularly during the day.</li> </ul>



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	<ul style="list-style-type: none"> <li>• An emergency supply of water is available to pupils who have forgotten their water bottle.</li> <li>• Waste disposal bins are available in each of the pupils’ zones.</li> <li>• Eating outside is preferable, if weather permits.</li> <li>• Toilets will be cleaned after each break. The toilets are only to be used when it is urgent. There is to be no congregation inside the toilets or gathering of pupils. Toilet doors have been removed to reduce touch points and improve ventilation.</li> <li>• Face coverings are to be worn in all communal areas inside the building but may be removed for eating.</li> </ul> <p>The above measures are in conjunction with those from the catering and intimate care risk assessments/policies.</p> <p>Playground</p> <ul style="list-style-type: none"> <li>• Gates will be closed after the buses arrive and opened at the end of the day.</li> <li>• The visitors’ car park will remain closed to vehicles except the minibus at the start and end of the day and the meal van as pupils will be accessing these areas during the day.</li> <li>• Staff should try to maintain social distancing at all times with all persons they need to have contact with.</li> </ul>
<p><b>Staff Welfare</b></p>	<ul style="list-style-type: none"> <li>• Staff may use the staff room, but social distancing must be observed. Staff should not face each and the windows should remain open for ventilation.</li> <li>• The staff room will be sanitised after break, lunch and at the end of the day. Staff should clean and sanitise the areas which they have used.</li> <li>• All cups, etc. must be washed and then placed in the dishwasher. The dishwasher must be put on when full or at least at the end of the day.</li> <li>• First aid incidents will require gloves to be worn and aprons when required. Wherever possible, the child should clean any scrapes or grazes themselves under supervision. Face protection and masks should be worn if close contact is unavoidable.</li> <li>• Face coverings are to be worn by pupils and staff in all communal areas.</li> </ul> <p>The above measures are in conjunction with those from the vulnerable and staff risk assessments.</p>
<p><b>Offices</b> <b>School and social</b></p>	<ul style="list-style-type: none"> <li>• No visitors will be allowed in the school unless by pre-arranged appointment. Visitors will be asked to wear masks. The school have a stock of disposable masks.</li> <li>• The school is to ensure that office areas are kept within the current social distancing guidelines. Staff must not face each other wherever possible.</li> </ul>



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<p><b>distancing and environment</b></p>	<ul style="list-style-type: none"> <li>• Screens have been erected where there is potential for face to face contact.</li> <li>• Windows must be open whenever possible to ensure adequate ventilation. The window opening may be adjusted in the colder weather to give a balance of ventilation but retain warmth in the building. As winter approaches external doors can remain closed provided adequate ventilation is maintained in rooms. Internal doors should be kept open wherever possible.</li> <li>• Markings will be displayed inside and outside of the building to enforce social distancing, e.g. floor markings, door signs. All users (parents, staff, visitors, pupils and contractors are responsible for adhering to the two metre (1m plus) distancing guidelines.</li> <li>• Parents should communicate via email, or phone. School visits are discouraged whilst the COVID crisis is present.</li> <li>• Phones, keyboards, etc. must be cleaned throughout the day by staff, using hand wipes.</li> <li>• All monies to be paid to school electronically. No cash will be accepted.</li> <li>• Hand washing must take place regularly throughout the day.</li> <li>• If hand washing facilities are not available, then hand gel must be used as an alternative.</li> <li>• A one-way system has been implemented. Signage is used to remind pupils.</li> <li>• Pupils will sanitise their table and chair with an antibacterial wipe before leaving. Lesson planning should allow adequate time for this.</li> <li>• Avoid touching doors. Doors will be kept open wherever possible.</li> <li>• As many doors as possible should be wedged open during the day to avoid the need to touch them, including fire doors. Site security must be maintained.</li> <li>• The main gate will be closed for the day.</li> <li>• <b>All fire doors must be closed again at the end of the day. Staff must close fire doors in the event of a fire or fire alarm.</b></li> </ul>
<p><b>Classrooms</b></p>	<ul style="list-style-type: none"> <li>• The classroom furniture has been set out to face forwards wherever possible and allow the teachers to maintain 1m plus distance at the front of the class. Staff should maintain 2m from pupils. The capacity of each classroom is 32. The front table nearest to the teacher should be left empty wherever possible and used to reposition a student if needed.</li> <li>• Any small objects used by the teacher and pupils should, under the teacher’s supervision, be sanitised after use following cleaning guidelines.</li> <li>• Adults’ personal belongings must be kept to an absolute minimum.</li> <li>• Seating plans must be adhered to and only changed after a holiday period.</li> <li>• Pupils must be allocated their own desk and sit at the same desk for each lesson wherever possible.</li> <li>• Pupils will be reminded regularly about social distancing and hand washing.</li> <li>• Sanitising wipes are available in each class to wipe down tables and chairs at the end of the lesson.</li> <li>• The cleaners will sanitise desks, chairs and touch points at the end of the day.</li> </ul>



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<p><b>Library</b></p>	<ul style="list-style-type: none"> <li>• A one-way system is in force around the library shelves.</li> <li>• Touch points and frequently used areas in the library must be cleaned regularly.</li> <li>• All doors and windows to remain open wherever possible when pupils visit the library except the main car park entrance door.</li> <li>• Public access is permitted during the day. Visitors will be asked to wear a mask and gloves when choosing books from the shelf.</li> <li>• Library computers, desks and chairs used by the public must be sanitised after use</li> </ul>
<p><b>Infection control</b></p>	<ul style="list-style-type: none"> <li>• The Trust understands the importance of the NHS Test and Trace Programme and has contact details for Devon Public Health <b>(0300 303 8162 option 1 then option 1)</b>.</li> <li>• It is the parents/carers' responsibility to inform the school if their child or a household member has Covid-19 symptoms or if they have come into contact with anyone outside the home who has Covid-19. The main symptoms are:             <ul style="list-style-type: none"> <li>○ a high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature).</li> <li>○ a new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual).</li> <li>○ a loss or change to your sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal.</li> </ul> </li> <li>• Ensure good respiratory hygiene by promoting at all times the 'Catch It, Bin it, Kill it approach and Hands-Face-Space.</li> <li>• Staff and parents must be understanding that they will need to be ready and willing to take a test, quarantine, or follow the NHS test and Trace advice in accordance with the government guidelines.</li> <li>• Parents and staff should inform the school immediately of the outcome of any test.</li> <li>• Call 119 test and trace for information.</li> <li>• Confirmed cases must isolate for 10 days.</li> <li>• Pupils no longer need to isolate but should take a PCR test if advised to do so.</li> <li>• There is a new variant of the virus which is considerably more transmissible. Please ensure you follow the guidance to reduce the risk.</li> <li>• Staff and pupils are recommended that they test twice weekly with the government supplied Lateral Flow Tests. Only positive results must be notified to the Trust. All results must be uploaded to Test and Trace. <a href="https://www.gov.uk/report-covid19-result">https://www.gov.uk/report-covid19-result</a></li> </ul>



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	<ul style="list-style-type: none"> <li>The South West have been put into an Enhanced Response Area due to the high infections rates for 5 weeks. Extra care must be taken to prevent the spread of the virus. Face coverings must be worn in communal areas by those which are able. It is important to maintain key controls such as ventilation, social distancing, and hand sanitisation to reduce the likelihood of spreading the virus.</li> </ul>
<p><b>Overseas Travel</b></p>	<ul style="list-style-type: none"> <li>Follow the current COVID rules for England.</li> <li>To prevent new COVID variants from entering the UK, you should not travel to AMBER and RED list countries.</li> <li>When you return from abroad, follow the rules to enter the UK from overseas countries (except Northern Ireland)</li> </ul>
<p><b>Face Coverings</b></p>	<ul style="list-style-type: none"> <li>Face Coverings are recommended in all communal areas including bus transport whilst the infection rates remain high in our area.</li> <li>Follow guidance on putting on and taking off standard PPE including face masks in education settings  <a href="https://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures">https://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures</a></li> </ul>
<p><b>Testing Programme</b></p>	<ul style="list-style-type: none"> <li>Guidance on the new asymptomatic testing programs taking place in schools are on a shared document platform hosted by DfE, including FAQ, webinars and step-by-step 'how to guides'</li> <li>Staff will test at home twice a week using a home test kit supplied by the College. Positive results must be reported immediately to the Trust and NHS test and trace.</li> <li>Pupils will test at home twice a week using a home test kit supplied by the College. Positive results must be reported immediately using the email <a href="mailto:LFTPOSITIVE@Chulmleigh.devon.sch.uk">LFTPOSITIVE@Chulmleigh.devon.sch.uk</a> or by speaking directly to a member of staff on the telephone.</li> <li>Any positive test must be reported to NHS test and trace.</li> <li>Following a positive LFD test a confirmatory PCR test should be undertaken straight away.</li> </ul>
<p><b>Hand washing</b></p>	<ul style="list-style-type: none"> <li>20-second hand washing to be undertaken at key times throughout the day.</li> <li>In between hand washing, hand sanitising gel may be used. Sanitising stations will be available and located throughout the school.</li> <li>Stringent hand washing procedures for staff and pupils each time they enter and leave the building and working area.</li> <li>Hand washing displays are to be put up around the school.</li> <li>The school must ensure they have adequate stocks of soap and hand gel at all times.</li> <li>Hand washing is the preferred method of hand sanitisation.</li> <li>A culture of if you are passing a hand washing station, wash your hands for 20 seconds.</li> </ul>



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<p><b>No Access areas</b></p>	<ul style="list-style-type: none"> <li>• Areas of the school may be out of bounds and closed off with barriers. There is no access to these areas by pupils. Staff should only enter these areas when needed to do so and as infrequently as possible.</li> </ul>
<p><b>Cleaning</b></p>	<ul style="list-style-type: none"> <li>• The school must ensure that the cleaning team carry out an extended clean of areas of the school used each day. For example: light switches, entry systems, door handles, toilets, chairs and tables. That means all touch points.</li> <li>• To reduce the risk of cross-contamination, the school will implement a further cleaning system to ensure that during the full working day the high-risk areas of the school, e.g. hand rails on staircases, door handles etc are regularly cleaned by staff who have received the correct training.</li> </ul>
<p><b>Catering</b></p>	<ul style="list-style-type: none"> <li>• Catering facilities will be available and will adopt wherever possible commercial COVID safe guidelines (see separate Catering risk assessment for more information).</li> </ul>
<p><b>Social Distancing</b></p>	<ul style="list-style-type: none"> <li>• Maintaining social distance between people and reducing the amount of time they are in face to face contact lowers the risk of transmission. Wherever possible transit around the school uses a one-way system. Supervision for pupils will be paramount to ensure one metre plus is maintained.</li> <li>• Large gatherings to be avoided.</li> <li>• Offices to be organised to ensure face to face contact is minimised, screens installed where needed and in certain circumstances relocation of staff to different areas where one metre plus cannot be maintained.</li> <li>• Where practical, meetings will take place using video conferencing on TEAMS or Zoom.</li> </ul>
<p><b>Fire &amp; First Aid</b></p>	<ul style="list-style-type: none"> <li>• A fire drill must be undertaken at least once a term, keeping year groups socially distant from each other on the designated gathering areas. These areas should be marked out.</li> <li>• The medical room must be cleaned after each use. First Aiders must be made aware of the increased risks of attending to patients during the pandemic, paying special attention to PPE.</li> <li>• PPE will be available, and staff made aware of its correct use in first aid, intimate care, and other occasions when it may be required.</li> <li>• Reporting of incidents to be carried out on SIMS or ClassCharts.</li> </ul>
<p><b>Equipment and products</b></p>	<ul style="list-style-type: none"> <li>• Government guidelines for the use of PPE in schools will be strictly followed. PPE is not recommended for normal school circumstances.</li> <li>• If a pupil or adult develops symptoms of COVID-19 during the day, they will be escorted, socially distant, to the sports hall reception room until they can be collected. Government-recommended PPE will be readily available <u>only</u> if that person needs close assistance. If it is possible it is preferable to wait outside by the main gate with a member of staff.</li> <li>• Normal use of gloves is required when carrying out cleaning, as per the current risk assessment.</li> </ul>



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	<ul style="list-style-type: none"> <li>• There is separate guidance for intimate care. There is no need for additional PPE.</li> <li>• All requirements for PPE, cleaning materials and first aid supplies must be made directly to the Estates Manager.</li> <li>• Each room will have Invincible spray, wipes, blue towel and Nitrile gloves.</li> </ul>
<b>Mental Health</b>	<ul style="list-style-type: none"> <li>• The Senior Leadership Team will continue to promote mental health and wellbeing awareness to staff relevant to the Covid-19 outbreak and will offer various options for support.</li> <li>• Pupils will be taught about hygiene and good mental health on a regular basis.</li> </ul>
<b>Intimate Care</b>	<ul style="list-style-type: none"> <li>• Please refer to the separate Intimate Care Risk Guidance.</li> </ul>
<b>Training</b>	<ul style="list-style-type: none"> <li>• Staff and pupils will be regularly reminded of correct procedures. Staff must be familiar with the current/latest Government guidelines concerning teaching and learning during the coronavirus pandemic.</li> </ul>
<b>EHCP</b>	<ul style="list-style-type: none"> <li>• Pupils with an EHCP will have a separate Risk assessment carried out.</li> </ul>
<b>Vulnerable and Extremely vulnerable staff</b>	<ul style="list-style-type: none"> <li>• Vulnerable and extremely vulnerable staff have a separate risk assessment carried out. Shielding is currently paused. Although the advice to shield has ended, clinically extremely vulnerable people must continue to follow the rules that are in place for everyone.</li> </ul>
<b>Risk Assessments</b>	<ul style="list-style-type: none"> <li>• Updated as needed, based on regular review and updated guidance.</li> <li>• The catering risk assessment will be reviewed weekly.</li> </ul>
<b>Local Lockdown</b>	<ul style="list-style-type: none"> <li>• The Trust will work closely with PHE, Devon County Council and the DfE should an outbreak of the virus be identified within our area. Contingency plans will be drawn up to cope with such an eventuality. An immediate response to a local lockdown to provide remote education will be expected within these plans.</li> <li>• Outbreak management plans will be drawn up outlining operational details in the event of an infection in the local area or within the Trust.</li> </ul>
<b>School Trips</b>	<ul style="list-style-type: none"> <li>• Currently the government have relaxed the rules and school trips are permissible subject to COVID safe guidance. Only essential trips will be allowed by the Trust.</li> </ul>