


IMPORTANT – please read this information before completing this risk assessment.

This is a model Covid-19 outbreak risk assessment and **MUST be adapted to reflect the significant hazards and control measures present in your site** to allow the safe return of pupils and staff to your school. This is a live document and it must be continuously reviewed alongside the latest Covid-19 government [Guidance for schools](#). It must also be read alongside existing risk assessments and health and safety arrangements for your school. Any change in advice and measures as a result of Cornwall county being designated as an Enhanced Response Area by central Government will be communicated separately direct to schools and will not be within this RA100 document.

The control measures listed **are prompts** and will not necessarily reflect those in all establishments and you **MUST** adapt it by adding (or removing) **and outlining in detail the control measures as appropriate to your establishment.**

If you would like support for confirmed cases of COVID-19 call the DfE Coronavirus helpline on 0800 046 8687, they will work with you to assess the risk and advice what actions to take. If necessary, the DfE helpline will escalate to the PHE SW Health Protection Team for further risk assessment. Please only call the PHE SW Health Protection Team if the DfE helpline advises you to do so. For further detail please see the latest PHE SW Health Protection Team 'Guidance for Childcare and Educational Settings in the Management of COVID-19' flowchart v.15 dated 25.08.21 (copy available from [NHS England and NHS Improvement South West website](#)). Please do report confirmed cases to Devon County Council using this [smart survey link](#). If you think that you may need to close your setting you should also email the school priority alert mailbox

	Establishment/Department: Windmill Hill Academy	Establishment Risk Assessment	RA100 V2.7
	Address: Windmill Hill, Launceston, Cornwall. PL15 9AE		
Person(s)/Group at Risk Staff, Pupils, Visitors and Contractors		Date assessment completed: 3.9.21 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.	
<p>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 Public Health England (PHE).</p> <p>This risk assessment is generic and outlines the <u>Baseline COVID-19</u> control measures. Also included is brief information on additional measures that may be recommended by DfE/PHE SW if settings meet the threshold for further public health actions (as defined in the <u>Contingency Framework</u> for Education and Childcare settings). Each school is responsible for reviewing and amending to ensure it is applicable to their setting and the latest government guidance and must consult with their staff regarding the risks and control measures being implemented.</p> <p>When conducting the risk assessment, it is important that the school adopts a considered collaborative approach in line with DfE Guidance.</p>		Assessor(s): Abby Bassett (Head of School) and Joanne Callow (Executive Headteacher)	

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>	Optional: School's comments re. mitigations put in place
Keep occupied spaces well ventilated		
Poorly ventilated spaces leading to risks of coronavirus spreading Ventilation to reduce transmission	<ul style="list-style-type: none"> Heating used as necessary to ensure comfort levels are maintained when the building is occupied. 	Caretaker to open all of the windows each morning.

<p>Health and Safety Executive guidance on air conditioning and ventilation during the coronavirus outbreak and CIBSE COVID-19 advice provides more information. 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"> • <i>Keep windows open wide enough to provide some natural background ventilation and open internal doors to increase air flow.</i> • <i>Open windows fully when rooms are unoccupied for longer periods to purge the air (e.g. lunch times and before and after school).</i> • <i>Action taken to prevent occupants being exposed to draughts. For example, partially open high-level windows as oppose to low-level windows, close external doors and arrange the furniture if appropriate and possible.</i> • <i>Use fans, where available, for good air circulation.</i> • <i>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).</i> • <i>Ensure staff meetings and insets are in rooms with suitable and sufficient ventilation.</i> <p><i>A robust risk assessment process should include the following:</i></p> <ul style="list-style-type: none"> • <i>How is each room in the establishment being ventilated?</i> • <i>How many people are going to be using the room – more people greater the risk</i> • <i>What activities are being done in that room – lots of people talking, shouting, more risk</i> • <i>CO2 monitors are only a tool to identify poorly ventilated areas – they are not to be used as a mechanism to ‘measure safe thresholds’ and to be used with the HSE suitability chart.</i> • <i>Risk assessment video link https://youtu.be/hkK_LZeUGXM</i> <p><i>It is advisable to use a thermometer to monitor temperatures where opening windows and doors is being used as a mechanism to aid ventilation. For more information on suitable workplace temperatures see HSE: Guidance on temperature in the workplace</i></p>	<p>When weather turns colder, pupils and staff advised to wear base layers.</p> <p>Use CO2 monitors when supplied.</p> <p>All classrooms have windows and classroom/corridor doors.</p> <p>Class sizes are, on average, 30 pupils. Pupils cannot be spaced out due to limited spacing in classroom.</p> <p>Where possible, PE to be carried out outside/spaced in the hall and singing to be carried out in the hall/outside.</p>
<p>Maintain appropriate cleaning regimes</p>		
<p>You should put in place and maintain an appropriate cleaning schedule.</p>	<ul style="list-style-type: none"> • <i>Reduced clutter and removing difficult to clean items to make cleaning easier.</i> • <i>Cleaning 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.</i> 	<p>Cleaning supplies in each classroom.</p> <p>Regular handwashing and hand sanitiser in each room.</p> <p>All rooms have bins.</p>

	<ul style="list-style-type: none"> • Surfaces that are frequently touched and by many people in common areas to be cleaned twice a day. • Avoid sharing work equipment by allocating it on a personal basis or put cleaning regimes in place to clean between each user. • Identify where you can reduce people touching surfaces, for example by leaving doors open (except fire doors) or providing contactless payment. • Keep surfaces clear to make it easier to clean and reduce the likelihood of contaminating objects. • Provide more bins and empty them more often. • Toilets and communal areas to be cleaned regularly. • Sanitising spray and paper towels to be provided in classrooms for use by members of staff. If using cloths – disposable or appropriate washing and drying process. <p>Thorough cleaning of rooms at the end of the day. This should include regular cleaning of areas and equipment, with a particular focus on frequently touched surfaces.</p> <p>PHE has published guidance on the cleaning of non-healthcare settings</p>	
Ensure good hygiene for everyone		
Hand & Respiratory hygiene	<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"> • COVID-19 posters/ signage displayed. • Frequent and thorough hand cleaning is regular practice. • Pupils and staff to clean their hands when they arrive at school, when they return from breaks, when they change rooms and before and after eating. • Sufficient handwashing facilities are available. • Where there is no sink, hand sanitiser provided in classrooms. • Staff help is available for pupils who have trouble cleaning their hands independently (e.g. small children and pupils with complex needs). • Use resources such as "e-bug" to teach effective hand hygiene etc. • Adults and pupils are encouraged not to touch their mouth, eyes and nose. • Adults and pupils encouraged to use a tissue to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it'). • Tissues to be provided. • Bins for tissues provided and are emptied daily. <p>Respiratory hygiene</p>	Remind pupils upon returning to school after the summer holidays.

	<p>The 'catch it, bin it, kill it' approach continues to be very important. The e-Bug COVID-19 website contains free resources for you, including materials to encourage good hand and respiratory hygiene.</p> <p>N.B. please note that face covering guidance has changed due to Cornwall becoming an 'Enhanced Response Area', the following points describe the situation outside of ERA status.</p> <ul style="list-style-type: none"> Although from Step 4, face coverings will no longer be advised for pupils, staff and visitors, persons choosing to wear face coverings as a precaution will not be deterred when outside the classroom. Where staff are in crowded spaces, face masks may be recommended (but not required). <p>There are good hygiene measures that can be used in:</p> <p>https://www.england.nhs.uk/south/wp-content/uploads/sites/6/2021/08/spotty-book-2021.pdf</p> <p>https://www.england.nhs.uk/south/info-professional/public-health/infection-winter/schools-and-nurseries-guidance/</p>	
<p>Conditions for use of fluid resistant face mask and other equipment when dealing with a symptomatic child are clear and understood by staff.</p>	<p>If a child, young person or other learner becomes unwell with symptoms of coronavirus while in their setting 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>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</p>	
<p>Staff use of PPE</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</p> <p>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</p>	

Staff related issues		
Accessing testing arrangements for all staff	Guidance on the new asymptomatic testing programmes taking place in schools are on a shared document platform hosted by DfE, including FAQ, webinars and step-by-step 'how to' guides. For primary schools - Primary Schools Document Sharing Platform - Google Drive .	All staff reminded about conducting lateral flow tests prior to returning to school and then completing on a twice weekly basis. Check stock levels and order when necessary.
Symptoms	Deliver strong messaging about signs and symptoms of Covid-19, isolation advice and testing to support prompt isolation of suspected cases	Latest guidance has been shared with parents via ClassDojo. Continue to update/remind where necessary.
Vaccination	Encourage vaccination uptake for staff	The vast majority of staff have now received both vaccinations. Encourage, if applicable.
Dealing with confirmed case/cases and outbreak.	Case (possible vs confirmed case) 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) Confirmed: PCR or LFD test positive case of COVID-19 with or without symptoms.	
Close Contact requirements	Individuals identified as close contacts are not required to self-isolate if any of the following apply: <ul style="list-style-type: none"> they are fully vaccinated (e.g. at least 2 weeks after second dose) they are below the age of 18 years and 6 months they have taken part in or are currently part of an approved COVID-19 vaccine trial they are not able to get vaccinated for medical reasons Close contacts who are not required to isolate will be advised to: <ul style="list-style-type: none"> take a PCR test (do not need to isolate whilst awaiting result but will need to isolate as a case if positive) limit close contact with others outside their household wear a face covering in enclosed spaces 	Share information with staff and parents.

	<ul style="list-style-type: none"> • limit contact with clinically extremely vulnerable • participate in twice weekly LFD testing if eligible 	
Cases -staff	For all cases relating to staff, please also see the guidance for workplaces: For cases in staff, settings should call the Self-Isolation Service Hub on 020 3743 6715 as soon as they are aware. Employers will need to provide the 8-digit NHS Test and Trace account ID of the person who tested positive, alongside the names of co-workers identified as close contacts to ensure they are registered with NHS Test and Trace and receive the necessary public health advice.	
Cases- pupils	<p>Children who are unwell should not 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"> • IF these symptoms develop into cough, temperature, changes to taste and smell, should isolate and test. • IF test negative to COVID-19, still need to remain at home until at least 24 fever free and acute symptoms resolved. <p>Parents and settings should not try and ‘second guess’ diagnosis – if have the key symptoms, isolate and test.</p> <p><i>Examples of acute symptoms with which children should not attend school/nursery include fever, muscle aches, hacking cough.</i></p> <p>Follow public health advice on managing confirmed cases of COVID-19 see Schools COVID-19 operational guidance - GOV.UK (www.gov.uk)</p> <ul style="list-style-type: none"> • Ensure the case isolates for 10 days • Household of the case isolates for 10 days (unless fully vaccinated or aged under 18 years and 6 months) • If positive case came from an LFD test, case should take a confirmatory PCR test within 48hrs of the LFD • 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 • Staff and pupils who do not need to isolate should continue to attend school as normal • Clean and disinfect rooms the case was in, using appropriate PPE • Case and any isolating contacts can return once isolation period is completed, as long as they are well <p>Escalation criteria:</p>	

	<p>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.</p>	
Case Thresholds	<p><u>For most education and childcare settings:</u></p> <ul style="list-style-type: none"> • 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. • 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. • There are any admissions to hospital for COVID-19. • You are having problems implementing the control measures OR you have applied the control measures and are still seeing a significant rise in cases. 	
Contingency framework and outbreak control measures	<p>Schools are required to update their contingency plan (or outbreak management plan) and describe how they will respond if children, pupils, or staff test positive for COVID-19, how they will operate if they are advised to reintroduce any measures to help break chains of transmission. Such measures should be considered in addition to the day-to-day control measures being implemented by schools, PHE SW Health Protection Team have defined 4 levels:</p> <p>Baseline measures which settings should have in place at all times:</p> <ul style="list-style-type: none"> • Staff in primary schools should test themselves using LFDs twice a week using home test kits until the end of September when this is reviewed. Early years and wrap around childcare staff should continue to test twice weekly as they have done during the summer. • Follow and promote public health guidance on testing, self-isolation and managing confirmed cases of COVID-19 • Setting based contact tracing of staff cases and staff contacts to be reported to the Self-Isolation Hub (020 3743 6715) • Continue good hygiene measures, maintain appropriate cleaning regimes, keep occupied spaces well ventilated • Appropriate use of PPE • Continue strong messaging about signs and symptoms of COVID-19, isolation advice and testing • Encourage vaccination uptake for eligible staff and students <p>Additional outbreak control measures – If the threshold for extra action (set out in the Contingency Framework) is met, additional outbreak measures may be considered that are appropriate and proportionate to</p>	<p>Update as and when required.</p> <p>Encourage and remind all staff to continue carrying out twice weekly LFD tests.</p>

	<p>your school. These can be implemented by the school without additional support/approval:</p> <ul style="list-style-type: none"> • Providing a 'warn and inform' letter to parents • Strengthening communications to encourage testing (staff) • Consider moving activities outside (including exercise, assemblies and classes) • Further improvement of ventilation indoors, one-off enhanced cleaning (focus on touch points and shared equipment) • Reviewing and reinforcing hygiene measures <p>Enhanced or Exceptional outbreak control measures - can be recommended following an Incident Management Team (IMT) or Outbreak Control Team meeting (OCT) and risk assessment undertaken with the Local Authority (or Health Protection Team (HPT)*.</p> <p>Note: additional measures may also be advised by a Director of Public Health across an entire area if an Enhanced Response Package (ERA) is in place (your LA will communicate this to you)</p> <p>Contingency framework: education and childcare settings Actions for schools during the coronavirus outbreak</p>	
Pupil /staff related issues		
Vulnerable groups who are clinically, extremely vulnerable.	<p><i>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 supporting pupils at school with medical conditions.</i></p> <p><i>Whilst attendance is mandatory, we recommend that leaders in education work collaboratively with families to reassure them and to help their child return to their everyday activities. Discussions should 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</i></p> <p>FAQ</p>	
Assessment of all staff, including high risk staff with vulnerable / shielding family member, underlying health conditions or other risk factors	<p><i>A risk assessment should be undertaken with clinically extremely vulnerable and clinically vulnerable. A risk assessment should 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. The</i></p>	

	<p>'Risk assessment for all staff including vulnerable groups' can be used to aid and record this assessment -</p> <p>https://devoncc.sharepoint.com/:w:/s/PublicDocs/Education/ESoXeZkAQyILupPG5VVG6yQB2iEFDD4pgkko5qBbtOSEkw?e=040Qiy</p>	
Pregnant staff	<p>Coronavirus (COVID-19): advice for pregnant employees - GOV.UK (www.gov.uk)</p> <ul style="list-style-type: none"> - should have a risk assessment in place: Coronavirus (COVID-19) infection and pregnancy (rcog.org.uk) can support risk assessment. - a more precautionary approach advised for those >28 weeks pregnant or for individuals with underlying health conditions that place them at greater risk. 	N/A
Transport		
Transport to/from school	<p>Following discussions with colleagues at the Department for Education, and with the aim of minimising disruption to education in the Autumn term, we are asking that students aged 11 and over continue to wear face coverings when travelling on school transport until further notice.</p> <p>We recognise that some medical conditions or additional needs may make this not possible - exemption passes are available - please contact the school directly who will be able to issue these. We would also ask that:</p> <ul style="list-style-type: none"> • Students should wash/clean their hands before boarding home to school transport, and when arriving at school or home. • 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. <p>It is still recommended that face coverings are worn by all passengers, unless exempt (www.gov.uk/ guidance/coronavirus-covid-19-safer-travel-guidance-forpassengers#face-coverings)</p>	N/A as we do not have school transport.
Curriculum considerations		
Educational visits	<p>You should undertake full and thorough risk assessments in relation to all educational visits and ensure that any public health advice, such as hygiene and ventilation requirements, is included as part of that risk assessment.</p> <p>General guidance about educational visits is available.</p>	Complete prior to educational visits taking place.

Resources		
	<p>DfE daily email- DfE - COVID daily email subscription service (office.com)</p> <p>Posters and promotional material - https://coronavirusresources.phe.gov.uk/back-to-school/resources/</p> <p>NHS resources and videos</p> <ul style="list-style-type: none"> 🕒 Handwashing for teachers 🕒 Handwashing for children 🕒 Coronavirus factsheet for kids 🕒 PPE Donning and Doffing advice <p>Other resources and videos</p> <ul style="list-style-type: none"> 🕒 COVID-19: the facts Scouts 🕒 eBug https://e-bug.eu/ 🕒 PHE webcast - Breaking the chain of infection 	
Oversight of the governing body		
Lack of governor oversight during the COVID-19 crisis leads to the school failing to meet statutory requirements	<p><i>The governing body continues to meet regularly. The governing body agendas are structured to ensure all statutory requirements are discussed and school leaders are held to account for their implementation. The Head of School's report to governors includes content and updates on how the school is continuing to meet its statutory obligations in addition to covering the school's response to COVID-19.</i></p> <p><i>Regular dialogue with the Chair of Governors and those governors with designated responsibilities is in place.</i></p> <p><i>Minutes of governing body meetings are reviewed to ensure that they accurately record governors' oversight and holding leaders to account for areas of statutory responsibility.</i></p>	Meetings set for the Autumn term. Head of School and Chair of Governors communicate regularly.

Section	List Actions / Additional Control Measures	Date action to be carried out	Person Responsible
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All	Share updated guidance and risk assessment with all staff	6.9.21	Abby Bassett (Head of School)
All	Share updated guidance and risk assessment with all staff	6.9.21 and 7.9.21	Abby Bassett (Head of School)
Contingency framework and outbreak control measures	Update contingency and outbreak plan in line with updated guidance	10.9.21	Abby Bassett (Head of School) and Jo Callow (Executive Headteacher)

Signed: Abby Bassett (Head of School) and Joanne Callow (Executive Head) ... **Date** 3.9.21

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.