

## Risk Assessment for Spring Term 2022

*Please note:*

- *As with any Risk Assessment, this document is neither perfect nor ever finished; it will be under constant review as national or local guidance or circumstance changes.*



**Clyst Vale Community College Risk Assessment**

**Address:**  
**Station Road, Broadclyst, nr Exeter, EX53AJ**

**Person(s)/Group at Risk**  
**Students, Parents, Staff, Visitors and Contractors**

Date assessment completed:  
**1<sup>st</sup> February 2022**  
 This document is to remain under constant review.  
 Written by **Kevin Bawn**, Principal

**This risk assessment is based on the principles and guidance contained within DfE Operational Guidance for Schools:**  
<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-covid-19-operational-guidance>

HAZARDS	CONTROL MEASURES IN PLACE
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Ensuring Good Hygiene (Control Measure 1)	
Sufficient handwashing facilities for staff and students	All sinks have hot water and good quality soap. Building constraints limit additional stations. Extensive access to hand sanitiser in classrooms and around the College. Regular access to facilities permitted throughout the day. Additional sanitiser stations have been installed based on what you have learned from usage to date.
Additional time for staff and students to carry out handwashing	Frequent hand cleaning encouraged as part of normal routine. Open access to handwashing facilities at set times.. Reminders built into behaviour expectations and school culture. Cleaning and hand hygiene time built into lessons.
Good respiratory hygiene	Promotion of 'catch it, bin it, kill it' through signage and other messaging. Tissues available in all rooms and bins are available.
Sufficient supplies of soap and cleaning products	Continual monitoring to ensure sufficient supplies "in stock" and deliveries. Regular detergents and bleach used. Review of COSHH assessments (RA05) to implement additional controls where there has been any change in products.
Use of Personal Protective Equipment (PPE)	Generally, staff will not require PPE. Exceptions may include First Aiders, or staff involved in lateral flow testing. Guidance on the appropriate selection and use of PPE will be followed, including <a href="http://devon.cc/ppe">http://devon.cc/ppe</a> and <a href="https://www.gov.uk/governmentpublications/safe-working-in-education-childcare-and-childrens-social-care">https://www.gov.uk/governmentpublications/safe-working-in-education-childcare-and-childrens-social-care</a>

<b>Cleaning and reducing contamination (Control Measure 2)</b>	
Higher risk areas spreading virus	Enhanced cleaning regime so that high risk areas, for example toilets, cleaned at least twice per day. As below, regular wiping by staff of heavily used equipment.
Contaminated surfaces spreading virus.	Classroom based resources such as sports, art and science equipment will be cleaned between classes. All desks or workplaces which are not used solely by one person must be wiped down after every use. IF SOMEONE BECOMES ILL WITH SUSPECTED COVID-19 we follow government <a href="#">guidance for working in education and childcare</a> at the setting and <a href="#">Cleaning and decontamination of non-health care settings</a> .
Shared resources and equipment increasing spread	Students are encouraged to bring own equipment. Handling paper and simple classroom equipment is low-risk but should be mitigated by cleaning of surfaces and hand cleaning. 'Heavy use' equipment such as photocopiers should be wiped after every use AND periodically through the day. This includes other equipment used (guillotine, stapler, laminator). In staff shared areas this includes "frequently touched surfaces", e.g. fridge door handles, kettles, toasters, microwave ovens, and milk bottle handles.
Cleaning staff and hygiene contractor's capacity - providing additional requirements	We make clear with our own staff and cleaning contractors the additional cleaning requirements, and agree additional hours to allow for this. Cleaning products used are suitable and that adequate supplies of cleaning materials are available. See <a href="#">Safe working in education and childcare</a> for guidance on PPE and guidance on <a href="#">cleaning non-health care settings</a> . Enhanced cleaning schedule and more frequent cleaning of shared areas or those used by different groups.

<b>Ventilation (Control Measure 3)</b>	
Ventilation to reduce spread: enhanced mitigation	<p>Ventilation is <b>Control Measure 3</b> in government guidance.</p> <p>Wherever safe and wherever possible, windows and doors must be propped open. This will not always be possible; professional judgement required. This includes all rooms, classrooms and offices. Students will be permitted to wear coats <i>when weather deteriorates</i>. Where mechanical ventilation (air-con) is present, all systems should be adjusted to full fresh air. If not adjustable, to be operated as normal. Ventilation to other essential areas (e.g.) chemical stores will remain operational.</p> <p>Mechanical ventilation is maintained according to manufacturers' instructions as part of a planned maintenance programme.</p> <p>Planned building works will improve ventilation to the Main block and the Technology block through the replacement of windows and the introduction of mechanical ventilation. This may not be of benefit until late October, so other measures will be promoted.</p> <p>The College's "village" lay out means that there is naturally a lot of air movement through most buildings, although not all; and students generally move between lessons in the open air.</p>
CO2 monitoring	<p>Humanities block classrooms have fixed CO2 meters. Staff will have refresher training as to their use.</p> <p>Portable CO2 meters were provided in December 2021. These are deployed and monitored to identify the poorer areas for ventilation. There is insufficient for one monitor per classroom, so in the identification phase monitors will be moved around.</p>

<b>Testing, self-isolation and managing confirmed cases (Control Measure 4)</b>	
Procedures for Initial Mass Testing of Students when required	An effective system and procedure has been established. Students arrive at the Coach Park Gate only for initial testing and are guided into a queuing system in the playground which is out of doors. (if wet, the sheltered area by the Canteen will be used). Students will be registered for attendance and for testing as they arrive. They will then go to the Sports Hall for 15 minutes before being allowed into class; if a LFT is negative, protocols for a positive test will be followed (below). Students who have been tested on a previous day must go directly to their tutor room and not mix with other year groups. We will take all possible steps to ensure that students' learning loss is minimised.
Lateral Flow testing (Secondary Schools)	We will observe all national and public health requirements and guidance. Most recently, all students received one on-site LFT on 4 <sup>th</sup> or 5 <sup>th</sup> January.
Accessing testing arrangements are clear for all staff	Achieved through repeated internal communication. All staff expected to test twice-weekly at home. Government supplies kits. Signing out system in place.
Student becoming unwell with COVID-19 symptoms	The student will be sent to Reception immediately and placed in the designated room until collected by parents, carers or a responsible adult. Here, they can be isolated behind a closed door, easily supervised, and the room ventilated. If it is not possible to isolate the student (only because room is already occupied), they will be moved to an area which is at least 2 metres away from other people. Suitable PPE (including fluid resistant face mask) available at this location.
Member of staff becoming unwell with COVID-19 symptoms	If a member of staff becomes unwell with symptoms, they will be sent home immediately. If there is any delay, they will be moved to a room where they can be isolated behind a closed door with a window opened for ventilation. If it is not possible to isolate them, they will be moved to an area which is at least 2 metres away from other people. Suitable PPE (including fluid resistant face mask) available at this location.
Confirmatory PCR test	Government guidance will be followed. Currently the advice is that there is no requirement for confirmatory PCR tests, which should only be taken if covid symptoms present (there are four exceptions outlined in the guidance which are uncommon in a school setting)
Student or staff member hospitalised with COVID-19	Government guidance will be followed: PHE will be consulted for advice if a student or staff member is hospitalised through COVID-19.

<b>Outbreak of Covid-19</b>	
Outbreak Management Plan	The College has produced a separate Outbreak Management Plan in the event of a covid-19 outbreak at the College and/or instruction from Devon County Council or PHE.
Dealing with an outbreak.	In the event of a complex situation or outbreak, the Principal will consult PHE, and join any Outbreak Control Team or Local Incident Management Team Meeting as required. This happened with the outbreak in February. PHE advice in the context of government guidance will be followed:

	<a href="https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1011704/20210817_Contingency_Framework_FINAL.pdf">https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1011704/20210817_Contingency_Framework_FINAL.pdf</a>
Dealing with an outbreak: possible actions	The principle will be to introduce measures as a last resort for the minimal number of people for the shortest time. Depending on the extent of the outbreak and the advice/instructions of PHE: bubbles could be reintroduced, with staggered break and lunchtimes, and the reintroduction of a full one-way system. Face masks could become compulsory for a defined period. Social distancing could be reintroduced. Meetings of staff, parents or external agencies could return to being virtual. Vulnerable and CEV students could need to self-isolate. Remote learning would be reintroduced if students are told to self-isolate for a defined period, or if staffing levels fell to an unsafe level.

Risk of Transmission through human interaction	
Close contact tracing	However, schools no longer undertake close contact tracing which is now the responsibility of NHS Test and Trace. Students are not required to isolate if they are a close contact of someone with covid-19.
Social Distancing	There is no longer any requirement to enforce social distancing measures.  However, students, staff and visitors are reminded that keeping approximately one metre apart is of benefit in many ways. It reduces the risk of transmission; and also respects personal space, and encourages better behaviour. It should be recognised that many people remain anxious about covid-19.
Masks and face coverings	The legal requirement for students to wear face coverings has been discontinued in national guidance from 27 <sup>th</sup> January. However, with College rates increasing, and local rates higher than national average and also increasing, masks are still recommended in communal areas or corridors. This will be reviewed weekly.  Face coverings are recommended on public and School transport.  Any student, staff member, or visitor who wishes to wear a face covering is encouraged to do so.
Changing Rooms	Students will be encouraged to change quickly and wherever possible wait outside.
Visitors and Meetings	Although meetings can be held on site, the offer should be made of holding it virtually. Due attention will be made to the number of people and the size of venue: where possible, this should be well-ventilated. Similar to masks (above) this will be reviewed weekly in the context of case numbers.
Large gatherings	Guidance will be followed, and the local situation taken into account. Any large gathering of students or parents will be individually risk assessed. Within the College, mixed year School Assemblies are discontinued at present, although year group assemblies can take place. Parents Evenings will be virtual, and pending government announcements all other parental or public events will also be virtual. Similar to masks (above) this will be reviewed weekly in the context of case numbers.

Staff meeting and informal conversations	As above, while there are no requirements regarding social distancing or masks, colleagues are reminded that a metre's distance in a well-ventilated room will help to mitigate risk. Staff meetings in a formal sense of 15-20 colleagues are permitted where it is not appropriate to meet virtually. Whole staff meetings and briefings will be reintroduced when case rates fall,
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<b>Student related issues</b>	
Vulnerable students who are clinically, extremely vulnerable.	CEV and CV students should attend College. Reasonable adjustments, risk assessments and precautionary isolating will be addressed on an individual basis, incorporating specialist medical advice.
Children with EHCP and students who attend dual settings and alternative provision	Students may attend both. Good communication between College and settings.
Behaviour; including refusal to observe required control measures	The College Behaviour Policy applies as normal, with minor adaptations. Mistreatment of hygiene facilities or deliberate and/or persistent breaking of the control measures will lead to sanctions, up to and including exclusion.
Students' equipment	For individual and very frequently used equipment, such as pencils and pens, it is recommended that staff and students have their own items that are not shared.

<b>Staff related issues</b>	
General	Members of staff regularly reminded of the need for caution, of particular risks, testing requirements, and procedures in the event of a suspected case on site.
Staff Meetings and Meetings of Staff	Keeping a distance and good ventilation are encouraged.
Staff: informal conversations	In the covid outbreak in February, this was identified as one of two major "danger areas". Good hygiene precautions are necessary
Managing supply teachers, visitors, contractors and other temporary visiting staff.	Staff who manage supply teachers, visitors, contractors and other temporary visiting staff are conversant with SD and hygiene protocols within the school.
Insufficient staff capacity/ shortage of teachers to maintain staff to student ratios	Mitigation depends on numbers, teacher specialism, and the timetable. Combining classes within a year group bubble reduces teacher demand; use of appropriately trained teaching assistants to lead a group under the direction of a teacher. Employment of supply teachers. If staff absence is at a very high level, part-closure or full-closure might be necessary (similar to extreme weather days). Please refer to the Outbreak Management Plan. Note also:

	<a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#section-1-public-health-advice-to-minimise-coronavirus-covid-19-risks">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#section-1-public-health-advice-to-minimise-coronavirus-covid-19-risks</a>
Anxiety levels of staff and community	Sustain high levels and quality of communications. Open and transparent communication about plans, safety measures, timetable changes, expectations and other mitigating actions. Briefings as appropriate. Some colleagues may have anxiety levels requiring support through external agencies, GP or occupational health, through already established channels. Where necessary, further advice available from HR provider
Staff understanding of new changes	As above: detailed and open communication. Briefing and training. Use of virtual, visual means to communicate.

<b>Communications with parents and others</b>	
Parents, contractors and other staff entering or working in the building – school complying with external requirements for staff safety	All users of the College are told not to enter if they are displaying any symptoms of coronavirus. All visitors, suppliers, and contractors are informed that only pre-arranged visits are allowed on site. Expectations and guidance are regularly communicated in regular updates, Newsletters, and signage
Communications to parents and staff	There are regular communications and reminders: a weekly update, a weekly Newsletter, and periodic letters on significant issues for parents/carers
Students and families anxious about return	Individual contact and discussion with family. College counsellor available. Engagement with external agencies, including medical, as appropriate. Reference to communications. Pre-visits and phased returns where appropriate.
Parent aggression due to anxiety and stress.	Low risk, especially as restrictions have eased considerably. Existing systems and structures are sufficient mitigation

<b>Oversight of the governing body</b>	
Lack of governor oversight during the COVID-19 crisis leads to the school failing to meet statutory requirements	Low risk. Throughout the past 22 months, the governing body continued to meet regularly via online platforms. Agendas are structured to ensure all statutory requirements are discussed and school leaders are held to account for their implementation. The Principal'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. Regular dialogue with the Chair of Governors and those governors with designated responsibilities has taken place. 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.

<b>Curriculum considerations</b>	
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Curriculum opportunities to reinforce messages about control measures	Tutorials, Course 42 and CPS lessons will deliver explicit instructions and guidance about coronavirus, health, and the College's response. All members of staff will remind students frequently (every lesson) about the importance of hand-hygiene, social distancing and mask-wearing.
Equipment	Subjects including PE, DT, Food, Performing Arts and Science will retain additional but not enhanced cleaning of shared equipment; CLEVAPPS Level 1 and equivalent.
Educational visits	From 1 <sup>st</sup> September, national and international visits are permitted. Insurance for any trip must ensure full financial protection. There will be frequent consideration of the UK travel list. Full and thorough risk assessments will be conducted, Relevant external organisations will be consulted, for example Devon's "Evolve".
"Bubbles"	Year Group "bubbles" have been discontinued. Caution, good hand hygiene, and ventilation will mitigate activities involving students from different year groups, and assemblies will be held. In the event of an outbreak, and on PHE advice, "bubbles" could be reintroduced (see above). This is unlikely, and would only be the result of a variant of concern.

<b>Premises related matters</b>	
Changes to building use being safe for students & staff – e.g. storage, one-way systems, floor tape.	The previous whole-College "one-way" system has been discontinued since September. However, elements of it have been retained as they were beneficial to student management, and will also contribute to mitigating covid-19 risk. Entrance to the English, Maths, Humanities and Science blocks will be as before. Unrelated to covid, there is a risk from roofing work (Sept-Oct) which will continue the one-way system past room SC6.
First Aid procedures	There is a qualified first aider (lower level qualification) on site at all times the College is open. There is no change to normal first aid procedures in terms of access or referral, although First Aiders have a full range of PPE available to them as circumstances dictate
Fire Procedures	There is no significant change to the normal, existing fire procedures in terms of evacuation. Students will return to assembling in School groups. Fire detection and alarm systems, fire extinguishers are all in order and maintained.
Water hygiene – management of legionella	The agreed regimes for flushing and monitoring of temperatures have been maintained according to the planned maintenance programme.
Management of premises related risks e.g. asbestos, delayed statutory testing (LOLER)	There are no significant changes to building use. There are no limitations on fire evacuation routes. The following checks and activities undertaken before start of term: a thorough clean (deep clean not required), water systems checked, flushed and tested, testing of fire and smoke alarms, fire doors, gas supply, ventilation, stairs and lifts, lighting, and inspection for rodent or vermin action. If equipment is not maintained within statutory test periods then it is taken out of use until the inspection and test can be completed.
Staff rooms and offices to comply with social distancing and safe working practice	Covid outbreak of February 2021 identified this as one of two main "danger areas" for staff. Colleagues are reminded and encouraged to be cautious: rearrange furniture; unnecessary meetings to be avoided; bring own food and utensils. Enhanced cleaning regimes as per below.

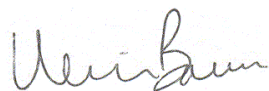


Management of waste	All internal waste bins emptied throughout the day, minimum daily in low-occupancy areas. Disposal of waste conforms to guidance <a href="https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe#how-should-ppe-and-face-coverings-be-disposed-of">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#how-should-ppe-and-face-coverings-be-disposed-of</a> and <a href="#">Guidance on disposal of PPE waste</a>
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<b>Transport</b>	
Dedicated school transport, including statutory provision	The College will continue to work closely with Devon School Transport and uphold their expectations. Students are required to wear masks; and to behave in a responsible, cautious manner
Wider public transport	The College will continue to work closely with Stagecoach and uphold their expectations. Students are required to wear masks; and to behave in a responsible, cautious manner

<b>Provision of food</b>	
Food prepared on premises is compliant with Covid - 19 health and hygiene guidance	The Canteen complies with the <a href="#">Guidance for food businesses on coronavirus (COVID-19)</a> Caterlink (caterers) regularly review risk assessments in light of changing circumstances
Catering staff are operating in a safe environment	Catering staff follow the relevant aspects of government guidance for food premises: <a href="https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/restaurants-offering-takeaway-or-delivery">https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/restaurants-offering-takeaway-or-delivery</a>
Cashless Catering	Currently, there will be no handling of cash, and the “cashloader” machine remains disabled; all payments must be online with provision through the Finance Office for some disadvantaged and/or vulnerable students.

Signed:



Principal

Date 14<sup>th</sup> January 2022