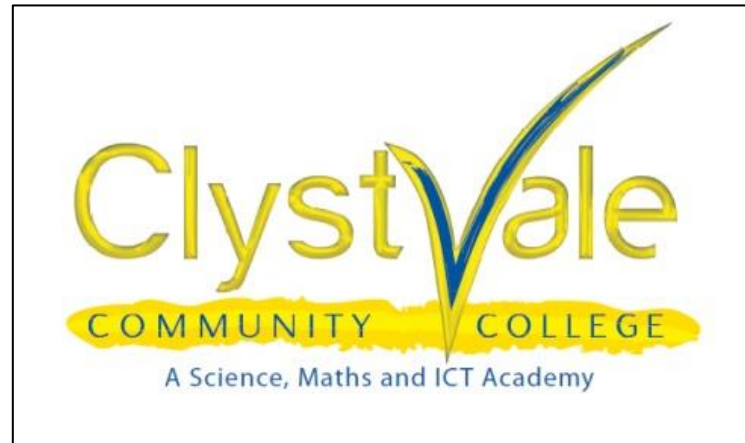


Updated 05.01.21




“Third Lockdown” Risk Assessment

Please report **positive cases of COVID-19 among students (and any contacts requiring students to isolate)** to Student Absence 01392-463911, or studentabsence@clystvale.org. If at an evening, weekend or holiday time, please text details to the “out-of-hours” number 07818 212 931.

Please note:

- *As with any Risk Assessment, this document is neither perfect nor ever finished; it is under constant review.*

	Establishment/Department: Clyst Vale Community College	Establishment Risk Assessment	RA100
	Address: Station Road, Broadclyst, nr Exeter, EX96SB		
Person(s)/Group at Risk Staff, Students, Visitors to the College Site and Contractors		Date assessment completed: 12th January 2021. Updated 26th January 2021. This document is to remain under constant review.	
		Written by: Kevin Bawn (Principal)	

Hazards	Control measures in place
Movement of persons around the school	

Entrance and egress to school site causing large groups of people inside school grounds compromising social distancing.	<i>30-minute window to allow staggered drop-off and collection times flexible. Experience shows no large crowds form. Two principal drop-off points, and visibility excellent so that parent/carer can see other students alighting. Controlled exit from Reception using 2m markings and through Coach Park reduces numbers at each point.</i>
Parents gathering in car park not social distancing	<i>Parents reminded that they cannot gather in the car parks, or enter the site unless they have a pre-arranged appointment or in an emergency situation. Appropriate signage.</i>
Overcrowding in classrooms and corridors.	<i>The key organisational unit is the "Bubble". Each Bubble operates as a separate year group with its own base room. There are staggered lunchtimes for different year groups. These precautions mitigate against crowding in the corridors. All bubbles are in IT suites, with students spaced as far apart as possible (1m+). Each Bubble has two leaders. to ensure good supervision and reduce any overcrowding. The Bubbles ensure that there is no general mixing of students Movement around the site is reduced as far as possible. There are no assemblies, library lessons, joint lessons; movement to breaks and PE lessons are carefully monitored (and one year group at a time)</i>
Increased numbers during breaks compromising social distancing.	<i>Staggered break times with appropriate supervision is in place. Play areas zoned according to "Bubble".</i>
Increased numbers during lunchtime compromising social distancing.	<i>Lunchtimes are staggered, zoned and supervised to prevent mixing. Bubbles are continually reminded to socially distance among themselves. Numbers on site make this low risk.</i>
Spread of virus due to increased numbers of people within the building.	<i>Students are in the Main Block in IT rooms, VO1, and Additional Support. Students remain mostly in their room and bubble, with the same staff. The block and rooms are ventilated. Strong hand hygiene measures are in place. Unless required to run KWV or for on-site work, staff are discouraged from attending site and from working in the main block..</i>
Inadequate social distancing measures leading to spread of the virus.	<i>Bubbles remain discrete on all days, with no mixing or swapping students. As far as possible, the same members of staff will remain with the Bubble on a weekly basis. Through staff briefings, reminders and signage social distancing are encouraged and enforced.</i>

Premises related matters	
Changes to building use	<i>There are no significant changes to building use. We have retained the one-way system from the autumn term although numbers on site mean this is not essential but a further mitigation. Floor tape is used in each zone, especially communal areas. As many doors and windows as possible are left open for ventilation (see fire procedures, below). There are no changes or limitations on fire evacuation routes.</i>

Health and Safety checks	<p>All standard checks and routine maintenance applies (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).</p> <p>Cleaning regimes are significantly enhanced. Using limited areas of the College means thorough daily cleaning is possible, with eating areas cleaned after every use, and toilets four times a day.</p> <p>If equipment is not maintained within statutory test periods then it is taken out of use until the inspection and test can be completed.</p>
First Aid procedures	<p>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.</p>
Fire Procedures	<p>There is no significant change to the normal, existing fire procedures. The assembly point is on the field; there is close supervision to ensure that students line up in year group bubbles but 2m apart.</p> <p>Fire detection and alarm systems, fire extinguishers are all in order and maintained. Where doors have been propped open to reduce hand contact, these are closed as members of staff pass through.</p>
Water hygiene – management of legionella	<p>The agreed regimes for flushing and monitoring of temperatures have been maintained throughout the school year to date. Prior to any block/zone being re-opened, water hygiene standards are implemented according to government guidance https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak</p>
Using and monitoring new practices within College to reduce risk of Covid-19 transmission and maintain the highest possible standards	<p>All staff to be briefed as appropriate. All staff to be made aware of this Risk Assessment, the “KWV guidance” with reminders about zoning, social distancing, evacuation routes, actions in case of illness (including covid-19 symptoms) or accidents.</p> <p>There are opportunities for all colleagues and students to raise concerns / make suggestions to the Principal in strictest confidence.</p>
Management of contractors on site	<p>All requirements and controls are communicated to contractors in advance and on arrival.</p>
Staff rooms and offices comply with social distancing and safe working practice	<p>Numbers of colleagues on site kept to a minimum. In offices and communal rooms chairs removed and placed apart. All face to face meetings cancelled unless otherwise unavoidable (eg statutory meetings with parental request). Number of colleagues limited to rooms on basis of number of 2m2. Staff kitchen has limit of two people; colleagues encouraged to bring their own food and utensils. Enhanced cleaning regimes.</p>
Ventilation to reduce spread	<p>Windows are opened and doors propped open, where safe to do so.</p> <p>Ventilation to other essential areas (e.g.) chemical stores will remain operational, and is extremely low risk.</p>
Management of waste	<p>All internal waste bins emptied daily. Disposal of waste conforms to guidance 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</p>
Outdoor lessons and activities	<p>Outdoor lessons and activities are supervised at all times. Outdoor spaces are zoned. Each bubble will have its own equipment as far as possible, and shared equipment is cleaned between uses.</p>

Cleaning and reducing contamination	
Contaminated surfaces spreading virus.	<i>Unnecessary items in classrooms in use and other learning environments are removed where there is space to store them elsewhere or moved to an unused area of the room. Rooms are regularly cleaned twice a day. Additionally, surfaces are regularly wiped during the day. If someone becomes ill with suspected COVID-19 at the setting government guidance are followed (and see below):</i> 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
Equipment – PE and multiple-use	<i>Thoroughly cleaned between groups of students and only one bubble will use equipment at a time. Certain items (eg board games) are only used with gloves and wiping down before and after use.</i>
Shared resources and shared equipment increasing spread	<i>Students should bring their own stationery where possible. Where provided, stationery is assigned to individuals, and wiped. For staff, all surfaces and machinery in Resources Room (copiers, guillotine, laminator) must be wiped before and after use. Enhanced cleaning regimes apply.</i>
Cleaning staff and hygiene contractor's capacity - providing additional requirements	<i>Additional cleaning requirements in place using CVCC staff. Cleaning products being used are suitable and in adequate supply. Arrangements are in place to hire contract cleaning in the event of an emergency situation. See 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 and https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings.</i>
Handwashing facilities	<i>Each bubble has access to student toilets with sinks, soap and hot water. All zones and rooms are provided with hand sanitiser. Students sanitise at the start and end of each session.</i>
Time for staff and students to carry out handwashing	<i>Frequent hand cleaning is part of the normal routine. Students encouraged to have regular access to handwashing facilities through the day, observing social distancing</i>
Soap and cleaning products	<i>Regular monitoring and ordering to ensure sufficient supplies and deliveries. Cleaning products, regular detergents and bleach conform to appropriate standards (COSSH).</i>
Toilets being overcrowded	<i>Each Bubble has access to designated student toilets. Students are limited to four maximum in a toilet area (one per cubicle as normal !). Floor markings and signage as a reminder. Students are allowed to leave activities to visit the toilet to reduce queuing and overcrowding at break times.</i>

Staff related issues	
Staffing levels insufficient	<i>Very low-risk. On-site provision requires 30% of the staffing establishment (the rest are strongly advised to work from home). In the very unlikely event that there is insufficient staffing, the College would need to close or part-close. This would be known the day before.</i>

Staff absence	Staffing rotas include two members of staff per Bubble, and there is a reserve “on call”, with additional back-up from SLT. Very low risk of any “on the day” cancellation.
Staff anxiety	Colleagues are made aware of the plans in place (including for example Risk Assessment, health & safety measures, changes to the structure of the day). Where appropriate, colleagues should seek GP, counselling or occupational health advice. There is a minimum of weekly communication through the Staff Bulletin to describe and explain current decisions and reasoning.
Staff understanding of new changes	Colleagues are briefed through the Staff Bulletin, other times as required, and provided with relevant information (Risk Assessment, the ECP “Handbook”). There is a focus on maintaining consistency of provision between bubbles. SLT colleagues monitor activities to ensure standards are maintained.
Accessing testing arrangements (PCR)	Where colleagues or household members display symptoms, they are entitled and <u>required</u> to take a test. This is now well-established https://www.gov.uk/apply-coronavirus-test The College will assist colleagues to book a test if necessary
Accessing testing arrangements (LFT)	Colleagues on site are required to be tested by LFT twice a week (or once if only attending one day a week). Any “ad hoc” visits must be known in advance so that the member of staff can be tested. Please see also “CVCC LTF Risk Assessment”.
Assessment of all staff, including colleagues at high risk themselves or with household members with underlying health conditions or other risk factors	A risk assessment is undertaken for clinically extremely vulnerable staff, and for all staff who may be anxious, using an appropriate risk assessment’ document. During the current lockdown all CEV colleagues are isolating and working from home. Government guidance is followed. https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19 and https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing#clinically-vulnerable-people
Staff use of PPE	Government guidance makes it clear that most colleagues have no need to use PPE routinely. PPE is provided for LFTesting, cleaning staff when required, for First Aiders, and for members of staff working in frequent close contact with students with EHCP.
Face Masks	Face masks are to be worn at all times, except when in class, eating, or at a safe social distance. Colleagues may wear masks in class when not speaking or instructing students.
Member of staff becoming unwell with COVID-19	Government guidance is followed if someone becomes ill and what happens if there is a confirmed case of coronavirus in a setting https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings#when-open The member of staff will go home/be collected immediately and seek medical advice including a test for the virus. The parents of all students in the bubble of the infected colleague will be contacted and advised to follow Government guidance. The zone would be deep cleaned and not used for at least five days. Government guidance would not require the whole KWV provision to close (unless there are further cases as well). Accurate records of staff and students are maintained to enable public health contact tracking and testing regimes.

Student related issues	
Students who are clinically extremely vulnerable.	<i>Parents must seek specialist medical advice if their child is medically vulnerable which will inform an individual risk assessment if the child attends College. As acknowledged in Government guidance, it is not possible to guarantee a zero-risk environment in College.</i>
Children with EHCP	<i>An individual risk assessment is completed before attendance and there will be frequent contact between home and Additional Support</i>
Students unable to follow guidance	<i>Students are continually reminded of the health and hygiene requirements. There is close supervision of students who find it difficult to self-regulate. As far as possible, the same members of staff are assigned to each bubble to ensure consistency. If necessary, additional adult support is provided to ensure all children follow the required measures. There is a very small Additional Support bubble with 1:1 or 1:2 staff:student ratios.</i>
Accessing testing arrangements (LFT)	<i>Students on site are required to be tested by LFT twice a week (or once if only attending one day a week). This is subject to parental consent being given. Please see also "CVCC LTF Risk Assessment".</i>
Member of a class becoming unwell with COVID-19	<i>The student will be isolated immediately in a designated room off Reception which can be safely supervised by a member of staff. A separate toilet is available. Colleagues are reminded of these arrangements. Suitable PPE is available at this location. Parents/carers will be contacted immediately to collect the student and arrange for a PCR test. As above, the room will be thoroughly deep-cleaned after use.</i>
Student displays poor behaviour	<i>The College's Behaviour Policy remains in place. Students are warned about poor behaviour which, if it persists, may lead to removal from the bubble to spend the rest of the day under supervision with a member of SLT. Parents will be informed, as it is likely that poor behaviour will infringe basic health and hygiene requirements. Statutory guidance on exclusion from school remains in place; if a student clearly breaches the College rules and expectations AND puts other members of the College at risk, the Principal has a right to exclude for a fixed-term period, or permanently.</i>

Transport	
Travel to school and provision of safe school transport:	<i>Any risks associated with public and school transport are beyond our control. Parents and students are encouraged to walk or cycle to College where possible. Some will prefer to use cars to minimise risk: students should be dropped and collected safely in the car park, and parents should not come into the College. There is close liaison with Devon School Transport Team which continues to operate with its own covid precautions of compulsory mask-wearing and social distancing.</i>
School Transport arrangements	<i>We have been advised by Devon School Transport that it is not possible to guarantee staggered arrival times. At present, with very low numbers of students using school transport this is a low risk; there is sufficient space at the front of College to maintain social distancing without difficulty.</i>

Provision of food	
Provision of food	<i>There is cold food provision at breaktimes only. Students in receipt of Free School Meals are receiving vouchers, although FSM students in College also have a cold meal provided. In practice, the majority of students bring their own lunch and other snacks from home.</i>

Communications with parents and others	
Communicating expectations and guidance	<i>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. A site telephone number is displayed if immediate access is required. Expectations and guidance are regularly communicated in regular updates, Newsletters, and signage.</i>
Suppliers understanding and complying with new arrangements	<i>Suppliers, contractors and delivery companies are advised (in advance, where possible) to visit at quieter times of day and observe the heightened health requirements.</i>
Communications to parents and staff	<i>There are regular communications and reminders: twice-weekly updates, a weekly Newsletter, and periodic letters specifically for the parents/carers of the KWV group and Sixth Form attending site. For staff, there is the weekly Staff Bulletin, a weekly briefing, and e-mailed communications as appropriate. KWV colleagues are informed of operational matters on site face-to-face or by e-mail.</i>
Parental conflict due to anxiety and stress.	<i>Prevention. Frequent, extensive and detailed communication to parents to explain reasons, as above. Clear expectations, guidance and signage. Personal answering of the switchboard telephone when College is open. Maintenance of the pastoral "School" system for continuity of contact. The Welfare Team supports families and parents, including those experiencing anxiety and stress. Conflict on site. Measures are in place to reduce adult-to-adult contact. Existing protocols and safety measures apply, including Reception screen and security doors.</i>



Principal
26th January 2021