



Dartmoor
MULTI ACADEMY TRUST

Establishment name:

Okehampton College



Initial Assessment

Review

Following Incident

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

Assessor(s): **JHW/DB/CG/CN**

Date of Review: **N/A**

Assessor(s): **N/A**

Activity/Task/Process/Equipment

COVID-19 2020. College full return September 2020

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

Summary of hierarchy of controls:

- Monitor and isolate all who have symptoms – maintain quarantine arrangements, cooperate with PHE (testing, track and trace)
- Fixed seating plans in all lessons so that close contacts can be identified in event of positive test
- Continue to protect the vulnerable/highly vulnerable in line with national guidance and by local risk assessment
- Regular and repeated hand washing/sanitising: on arrival, before food, after washroom visit, on entry/exit to room
- Good respiratory hygiene practice
- Enhanced cleaning regime
- Avoid cross year group mass congregation: no assemblies, segregated lunch sittings, virtual staff meetings, year group allocation of toilets
- Minimise congregation in movement around building: segregate year groups; one-way system; double period timetable to reduce lesson change-over; KS3 in fixed mixed ability groups who only move for specialist subject provision
- Limit sharing of equipment – personal equipment where possible, risk assessment for curriculum areas where equipment has to be shared to identify compensating hygiene controls
- PPE for selected staff who work in close proximity for >15 minutes (1:1 Work, First Aid etc)
- Face coverings to be worn for bus/taxi travel when close proximity cannot be avoided
- School discipline: policy amended to account for those who disrupt/ endanger fellow students/staff

Significant hazard	Who/what is at Risk?	Risk			Control measures in place
		L	S	R	
<p>Essential premises services to keep school open</p> <p>Injuries or ill-health arising from failure to maintain the building examples include: legionella contamination, CO production, failure to raise alarm in event of fire etc.</p>	Staff, students	>1	5	>5	<ul style="list-style-type: none"> Essential site maintenance should continue as normal and as determined by the timetable established on the Every system (Activities module) Every system used to monitor essential site maintenance: Compliance module can be scrutinised to identify gaps in maintenance provision. Annual H&S Review process will also monitor Contractors entering site will do so by appointment and will abide by hygiene controls and work to 1m social distancing rules.
<p>Staff or students with symptoms</p> <p>Potential for contracting COVID-19 via direct or indirect contact with someone displaying symptoms</p>	Staff, students	1	4	4	<ul style="list-style-type: none"> No staff or students to attend if they are symptomatic. Contact-free thermometers to be provided at each site to monitor students if they feel unwell. Those who display symptoms (continuous cough, high temp and loss/change to sense of smell/taste) whilst on site must return home as soon as possible to start period of isolation for 10 days. Household members to isolate for 14 days. Isolation room provided for those with symptoms to wait until collected. Those displaying symptoms are to cover their mouth/nose with a tissue or paper towel until they can leave. Stocks of tissue, hand-sanitiser and cleaner-sanitiser to be located in this room. PPE also to be to hand for use by staff assisting this person <i>if this is unavoidable</i> (see First Aid section). The room must then be cleaned in line with previously circulated guidance. If visual contamination is evident in the room e.g. saliva on table surfaces etc then PPE in the form of gloves, apron, respirator to

					<p>be worn for clean. Contaminated area to be pre-treated with Titan sanitiser.</p> <ul style="list-style-type: none"> ▪ Flow chart from PHE HPT to be followed in respect of any person displaying symptoms ▪ Staff to be tested ▪ Students encouraged to be tested. School to be provided with a number of test kits to facilitate prompt testing. ▪ Actions on flow chart followed depending on test result. <i>If negative</i>, person can return to school after end of symptoms. Household can stop isolating. ▪ Timetabling and seating plans will enable identification of all people within close contact (>15 mins at <2m) of infected person. All classrooms will have a strict seating plan. Students must sit in the seat they are allocated, and only that seat. These seating plans will be recorded centrally to support effective and speedy liaison with Public Health England if a case occurs. ▪ <i>If positive</i>, the individual must continue to self-isolate for 10 days and until the end of infectious symptoms. These are a continued high temperature and or vomiting and diarrhea. The individual should continue to remain isolated beyond 10 days until these symptoms have ceased for 48 hours. ▪ Household members of an individual who has tested positive should remain in isolation for 14 days. If symptoms develop in this time, they should be tested and follow the routine described above depending on the result.
<p>Shielding the vulnerable</p> <p>Potential for contracting COVID-19 via direct or indirect contact whilst attending school site with elevated consequence</p>	<p>Staff and students in vulnerable or extremely vulnerable groups</p>	1	4	4	<ul style="list-style-type: none"> ▪ Highly vulnerable groups (shielding up until 31.07.2020) must be risk assessed ahead of a return. To be led by line manager and undertaken with member of staff. ▪ Vulnerable staff (expectant mothers, over-70s, BAME staff, those with medical conditions whereby they are advised to have an annual flu-jab) must be risk assessed ahead of a return by their line manager. ▪ Controls measures could be: strict social distancing, work away

					<p>from higher risk students, avoid close contact 1:1 work, avoid direct face to face contact, PPE, other work tasks which avoid direct close contact. The school will try as far as practically possible to accommodate additional measures where appropriate.</p> <ul style="list-style-type: none"> ▪ Highly vulnerable students should follow medical guidance in respect of their return to full-time education. Risk assessment should be completed for returning students in this category to identify (subject to medical guidance) additional control measures. ▪ Where a student is unable to attend school because they are complying with clinical and/or public health advice, they will be offered access to remote education and engagement with this activity will be monitored. ▪ Risk assessments should be completed for students with EHCP to identify additional control measures necessary to control the risks to the <i>individual</i>, their <i>peers</i> and the <i>staff who work with them</i>. ▪ IHCP to be reviewed to ensure all students with medical needs can attend College with all protective elements of plan in place.
<p>Social distancing</p> <p>Potential for contracting COVID-19 via direct contact whilst attending school site</p>	Staff, students	1	4	4	<p><u>Students:</u></p> <ul style="list-style-type: none"> ▪ Population density will mean that students will not be able to maintain social distancing upon a full return. Nevertheless, students should be as far apart as they can be in all contexts ▪ Teaching rooms organised to avoid any direct face to face positioning with seating in rows, facing the front unless the layout of specialist teaching spaces with fixed benching prevents this. ▪ Principal control measures therefore become reducing mass gathering and congestion and to avoid inter-mixing between year groups ▪ No mass congregation: no assemblies and food provision and break times segregated by time.

					<ul style="list-style-type: none"> ▪ Entrances to be segregated across Key stages to reduce congestion at start and end of day: <ul style="list-style-type: none"> ○ KS3 main reception ○ KS4 lower Block 1 entrance ○ KS5 Wardhayes ▪ Tutor groups organised by Year Group only ▪ Lessons in KS3 to be undertaken in fixed mixed ability classes. Students remain in same class group for the day to reduce corridor movement and hence congestion levels ▪ Wherever possible, KS3 lessons will be undertaken in same teaching room with classes only moving for specialist teaching spaces ▪ Teachers will move to students wherever possible, again to reduce corridor congestion ▪ KS4: align grouping in English, mathematics, science, and religious studies to reduce intermingling and room changes ▪ KS5: segregation by zoning in Wardhayes and Skills Centre. Years 12 and 13 are to be considered on year group 'bubble' ▪ With above arrangement, teachers will move to students wherever possible, rather than vice-versa. ▪ Timetable extended into a 4-week timetable with 3 lessons per day to reduce lesson change and corridor congestion ▪ Segregated breaks and lunchtimes to reduce intermixing of Year Groups during recreation time – rolling timetable of breaks and lunch breaks. ▪ Breaks: <ul style="list-style-type: none"> ○ Y7: Canteen from 09:55 to 10:10 ○ Y11: Café 11 from 10:15 to 10:30 ○ Y9: Canteen from 10:35 to 10:50 ○ Y10: Café 11 from 10:55 to 11:10 ○ Y8: Canteen from 11:15 to 11:30 ▪ Lunch breaks: <ul style="list-style-type: none"> ○ Y11: Café 11 from 12:25 to 12:50 ○ Y7: Canteen (upstairs) from 12:25 to 12:50 ○ Y9: Canteen (downstairs) from 13:05 to 13:40
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					<ul style="list-style-type: none"> ○ Y10: Café 11 from 13:45 to 14:10 ○ Y8: Canteen (upstairs) from 13:45 to 14:10 <ul style="list-style-type: none"> ▪ Students must only use those toilets assigned to their year group 'bubbles' ▪ Strict one-way system to be maintained and policed to reduce corridor congestion and cross-over ▪ Washrooms allocated on a Year Group basis to limit cross-contamination potential. ▪ Breakfast club will continue but will be segregated by tables into different Year Groups. A minimum social distance of 2m will be maintained between the different Year Groups' tables. ▪ Standard Operating Procedures for behaviour for learning will be adapted to ensure that any requirement for a student to take 'time out' for 'reflection' in Ready To Learn (R2L) facility will not undermine our controls to minimize contact and maintain distancing. ▪ R2L will be arranged in year group 'bubbles', i.e. laid out to ensure 2m distancing in year group rows <p><u>Staff:</u></p> <ul style="list-style-type: none"> ▪ Social distancing is not possible as a control, for students but it remains in place for most staff for two reasons: <ul style="list-style-type: none"> ○ Secondary teaching staff will cross year group hubs and are therefore a potential source of cross-contamination. ○ Evidence shows that infection is more likely to spread between adults than between students and adults. ▪ Teaching staff should maintain a social distance of 2m wherever they can to allow for the cross over between year groups of specialist teaching staff. ▪ Classrooms to be set up to allow 2m free space for teacher ▪ Individual risk assessments should be completed for students who require 1:1 support. ▪ 1:1 support staff will not be able to maintain social distance and are to remain in year group bubble – no TAs who undertake work 1:1 to cross between year groups.
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				<ul style="list-style-type: none"> ▪ 1:1 support staff to limit direct face to face contact as far as is practicable by seating position ▪ PPE in the form of a medical face mask to be worn for the duration of the close contact if > 15 minutes. ▪ If the specific student risk assessment identifies the need a face-shield (spitting risk) may also need to be worn (see section on PPE below). ▪ Staff briefings to be virtual. Faculty meetings to maintain 2m distance. ▪ Staff should avoid close and direct face to face contact with students wherever possible. Assist students by looking over their shoulder or remain side to side. <p><u>Visitors:</u></p> <ul style="list-style-type: none"> ▪ There should be no non-essential visitors without prior appointment. Parents and ad-hoc visitors must not be granted access and receptions should remain closed to those without an appointment. Signs should be displayed with a telephone number or e-mail for appointments to be made. ▪ Where reception remains unprotected, a reception screen is installed to protect reception staff. ▪ A meeting room is set up to allow meetings with an advanced appointment to take place in accordance with 2m social distancing. ▪ Contractors who must attend for essential maintenance must follow hygiene practices and must maintain the 2m rule wherever they can, as with staff. Wherever practicable (and as is consistent with safeguarding protocols), they must be left alone in the room where their work can be undertaken (e.g. plant room etc). <p><u>Food provision:</u></p> <ul style="list-style-type: none"> ▪ HACCP reviewed by kitchen managers to control any additional COVID-19 risk areas in food production. ▪ Year Groups to be segregated by sittings to reduce potential for
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					<p>cross-contamination across groups. Timetable established to allow for cleaning between 'sittings'.</p> <ul style="list-style-type: none"> ▪ Further physical segregation across the three canteens: Y7-9 in main canteen; Y10-11 in Café 11; KS5 in Café 6 (Wardhayes) ▪ Areas within canteen/Café 11 to be cleaned down between sittings by catering staff ▪ No shared cutlery/crockery to be used - menu choices designed around that concept. ▪ Wrapped food only for quick collection to speed up food collection and reduce congestion and queues ▪ No open access drinks chillers etc for products to foods to be handled. ▪ Students must sanitise hands before entering eating areas, and before using finger scanners in Café 11 or the Dining Room. ▪ Students are encouraged to bring bottled water, which they may use during lessons, but all food consumption must take place only in designated dining areas or outside (this includes packed lunches), as per the schedule: KS3 Canteen, KS4 Café 11, KS5 (Wardhayes).
<p>Hygiene</p> <p>Potential for contracting COVID-19 via indirect contact whilst attending school site</p>	Staff, students	1	4	4	<p><u>Hand-hygiene:</u></p> <ul style="list-style-type: none"> ▪ Indirect transmission to be reduced by limiting sharing of teaching spaces as far as is possible whilst offering a full curriculum: wherever possible, KS3 lessons will be undertaken in same teaching room with classes only moving for specialist teaching spaces ▪ Ongoing regular hand-hygiene is the principal control for indirect transmission and cross-contamination between year groups. ▪ Where use of specialist classrooms is unavoidable for curriculum delivery (science, technology etc), the compensating control to prevent indirect transmission is that hand-hygiene will be undertaken by all upon entering and leaving a teaching space. If there is a room change across year group bubbles, an
<p>First Aid</p> <p>Potential for contracting COVID-19 from both direct and indirect contact with child due to administration of First Aid</p>	First Aid staff	1	4	4	<ul style="list-style-type: none"> ▪ Ongoing regular hand-hygiene is the principal control for indirect transmission and cross-contamination between year groups. ▪ Where use of specialist classrooms is unavoidable for curriculum delivery (science, technology etc), the compensating control to prevent indirect transmission is that hand-hygiene will be undertaken by all upon entering and leaving a teaching space. If there is a room change across year group bubbles, an

<p>Lack of ventilation</p> <p>Potential for contracting COVID-19 via direct contact due to poor ventilation</p>	<p>Staff, students</p>	<p>1</p>	<p>4</p>	<p>4</p>	<p>interim clean will be undertaken of desk top surfaces.</p> <ul style="list-style-type: none"> ▪ Sanitising equipment – wipes or cleaner-disinfectant will be available for undertaking the interim cleans. ▪ Hand washing or hand sanitising with alcohol hand sanitiser must be undertaken at the following times: <ul style="list-style-type: none"> ○ Upon arrival at day's start ○ After using a washroom ○ Before and after food ○ <u>Upon entering and leaving any teaching space</u> ○ After coming in from outside recreation ○ Upon final departure ○ After removing PPE or a face covering ▪ <i>Therefore, hand- sanitiser must be available at the entrance/s to each teaching space and entrance/exit points.</i> ▪ Staff to undertake hand-hygiene after handling pupils' work. ▪ Hand hygiene should also be undertaken after use of any shared resource ▪ Staff should supervise hand-sanitising in teaching spaces. ▪ All visitors must wash/sanitise their hands upon arrival and departure <p><u>Respiratory hygiene:</u></p> <ul style="list-style-type: none"> ▪ Good respiratory hygiene – 'Catch it, Bin it, Kill it' to be followed and modelled as much as possible. ▪ Tissues and covered bins to be provided in each room ▪ <i>Behaviours to be taught and modelled at all ages.</i> ▪ Regular checks of washrooms must be undertaken to ensure that stocks of soap etc are available. ▪ Pupil access to washrooms will be on a Year Group basis to prevent potential for cross-contamination between Year Groups ▪ Message to be reinforced by posters displayed around the site ▪ Some pupils with complex needs will struggle to maintain as good respiratory hygiene as their peers. This should be considered in student specific risk assessments in order to support these pupils and the staff working with them.
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				<p><u>Cleaning:</u></p> <ul style="list-style-type: none"> ▪ Demands of whole school opening in combination of reduced national risk means all rooms utilised in the timetable should be cleaned daily in accordance with national cleaning guidance with all hard surfaces sanitised with cleaner-sanitiser with confirmed viricidal action. ▪ Reduction in displays around rooms to limit clutter and potential for trapped dirt to gather. ▪ Clear desk policy: staff to clear hard surfaces to allow for cleaning. ▪ Launder cloths daily or use disposable paper rolls. ▪ Cleaning protocol circulated. Regularly touched hard-surfaces to be sanitised: tables, desk tops, light switches, keyboards/mouse, phones, taps, flush handles. ▪ Roving cleaning staff throughout day to clean regularly touched corridor surfaces (door handles, bannisters etc) ▪ Cleaner-sanitiser and paper towel to be located in teaching spaces for staff to clean if they see the need i.e. if a child sneezes on a desk top etc. ▪ Similarly, desk tops will need to be wiped down in specialist areas if there is a change over of year groups. ▪ Cleansing wipes to be located by photocopiers to allow users to wipe buttons/touchscreen after each use. ▪ Please refer to Cleaning Guidance for full details of cleaning methodology plus a <i>suggested</i> example cleaner/disinfectant. <p><u>First Aid:</u></p> <ul style="list-style-type: none"> ▪ Delivering First Aid will often necessarily mean that staff have to remain for several minutes in close proximity (<1m) to a pupil often face to face. A higher level of control is therefore needed. ▪ PPE is required in these instances and should be provided in the form of a medical face mask and face shield ▪ The medical face mask to be replaced with a FFP2/N95 respirator <i>if the person displays symptoms and approaching</i>
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				<p><i>them is unavoidable.</i> The first control measure is not to approach the person with symptoms if at all possible.</p> <ul style="list-style-type: none"> ▪ Disposable gloves should be worn ▪ If people report to First Aid with COVID-19 symptoms, beyond testing temperature if needed, they should NOT be treated by First Aid but should be shown to a separate isolation room where they can be isolated until they return home. They should be required to cover their mouths with a tissue/paper towel until this happens. ▪ A contactless thermometer is available to take a temperature. PPE will nevertheless be worn as described above. ▪ Have a room set aside for this eventuality and have a supply of tissues/paper towels on hand. <p><u>PPE – please note:</u></p> <ul style="list-style-type: none"> ▪ PPE for the purposes of infection control in the form of gloves, face masks/respirators and face shields must be used with caution as cross contamination of the virus can occur with PPE. ▪ If disposable gloves are worn, change them frequently by removing them from the wrist and continue to wash your hands. ▪ PPE face masks/respirators must be removed by the ear pieces/ties. Face shields by the back of the securing band. In all cases avoid touching the front of the mask/shield which could be contaminated. ▪ Always wash your hands after removing PPE ▪ <i>PPE can be a flawed control measure if used incorrectly. It relies on good fit and correct usage. It can itself become contaminated. Do not let wearing PPE lull you into a false sense of security and avoid prolonged close, face to face contact as the control measure of first choice.</i> ▪ Briefing document for safe use of PPE circulated. <p><u>Ventilation:</u></p> <ul style="list-style-type: none"> ▪ Occupied teaching spaces to be ventilated by opening windows. ▪ Doors into room can be propped open when the room is
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					<p>occupied but teaching staff must close these when the room is unoccupied.</p> <ul style="list-style-type: none"> ▪ Air handling units and other mechanical ventilation systems should be used if the school has these. It should be ensured that these systems are <u>not</u> set to air re-circulation only. ▪ Re-circulating only air-conditioning systems not to be used in place of open windows and fresh air ventilation. ▪ Where such systems are required as part of the heating system, HEPA filters to be installed to allow heat mode of air-con units to be used in autumn/winter months.
<p>Curricular and Extra-Curricular Activities</p> <p>Potential for both direct and indirect transmission through curriculum activities and after school clubs</p>	Students, staff	1	4	4	<ul style="list-style-type: none"> ▪ Students should be self-sufficient in terms of equipment: all equipment used every day i.e. pens, rulers etc to be brought from home and to be for that student's personal use only. ▪ Curriculum to be limited to reduce prolonged close contact, hence limiting potential for direct transmission, plus the sharing of equipment to reduce the potential for indirect transmission. ▪ Where the sharing of equipment cannot be avoided in practical activities, this must not be allowed to cross Year Groups without prior sanitisation or being quarantined for 72 hours. ▪ In these circumstances, specific curriculum risk assessment to be undertaken by subject leads to identify compensating hygiene controls to achieve this. Until these risk assessments have been completed, practical activities in specialist subject areas will be suspended: <ul style="list-style-type: none"> ○ Science: demonstrations or videos will replace students carrying out experiments. ○ Technology: no practical activities can be undertaken to remove the risk that equipment will be shared across year group 'bubbles'. ○ Music: a separate risk assessment undertaken to identify controls and inform adaptations before undertaking activities such as 'singing, chanting, playing wind or brass instruments or shouting'.

					<ul style="list-style-type: none"> ▪ Extra-curricular offer will have to be adjusted to prevent cross year group activities either by year group only activities or by strict social distancing. ▪ After school activities will not go ahead unless attendees can maintain the integrity of year group 'bubbles' ▪ Any extra-curricular offer will be subject to a separate risk assessment to identify how this will be achieved. ▪ Similarly, external providers wishing to return to use our facilities must provide a risk assessment to outline what protective measures they have in place. ▪ These risk assessments will be vetted by the Trust Health & Safety Manager before a decision can be made, either: <ul style="list-style-type: none"> ○ No: Assessment indicates controls will not be sufficient to mitigate risk. ○ Yes, with amendments: Assessment indicates additional controls are necessary to mitigate risk effectively before activity can go ahead. ○ Yes: Assessment indicates controls are sufficient to mitigate risk
<p>Cleaning tasks</p> <p>Potential for indirect contracting of COVID-19 whilst undertaking cleaning</p>	Cleaning staff	1	4	4	<ul style="list-style-type: none"> ▪ See separate cleaning guidance and associated risk assessments ▪ Cleaners' PPE to be disposable gloves and disposable or laundered aprons. ▪ FFP2/FFP3/N95 respirators are for direct contact (within 2m for >15minutes) with an individual who is displaying symptoms so should NOT normally be required for these tasks – refer to cleaning guidance. See exception below. ▪ If not disposable, laundered aprons should be washed on the hottest wash possible for the clothing concerned ▪ Removed PPE to be double-bagged for disposal ▪ A disinfectant/cleaner (either combined or separate) to be used. Ensure that this has a confirmed viricidal action. ▪ Usual COSHH risk assessment findings to be followed in

					<p>respect of chemical safety and use.</p> <ul style="list-style-type: none"> ▪ Please refer to Cleaning Guidance for full details of cleaning methodology plus a <i>suggested</i> example cleaner/disinfectant. ▪ Launder cloths daily or use disposable paper rolls. ▪ All staff to follow a 'clear-desk' policy to enable regular cleaning of all hard surfaces. ▪ Unnecessary paperwork and displays to be removed to allow surfaces to be sanitised. ▪ Cleaning of isolation room: if visual contamination is evident in the room e.g. saliva on table surfaces etc then PPE in the form of gloves, apron, respirator to be worn for clean. Contaminated area to be pre-treated with Titan sanitiser.
<p>Transport</p> <p>Potential for direct and/or indirect contracting of COVID-19 travelling in bus or taxi</p>	Students	2	3	6	<ul style="list-style-type: none"> ▪ Alternative means of transport to bus travel encouraged wherever possible – walking, cycling, private car travel. ▪ The Trust is not the principal duty holder in respect of transport organised by others. The strategy will therefore be to cooperate with and communicate the risk assessment findings of other partner organisations as well as reinforcing and communicating government guidance for the safe use of general public transport. ▪ DCC Transport Coordination Service risk control measures to apply. ▪ Students should segregate according to Year Groups in bus transport as far as is possible. They should sit next to others in their year group or siblings ▪ In recognition that this will be challenging, and in line with government guidance, students using coach travel must wear face coverings* ▪ Similarly, those arriving by taxi or public service buses must also wear face coverings. ▪ Any child, young person or other learner who starts displaying coronavirus symptoms while at their setting should wherever possible be collected by a member of their family or household.

				<ul style="list-style-type: none"> ▪ Transport provider to clean regularly touched hard surfaces between uses ▪ All passengers alighting from a bus will go straight via their allotted entrance point to their Tutor Base where they will sanitise hands. Similarly, transport users will sanitise hands before leaving the building to board the bus/coach/taxi. <p><i>*PPE protects the individual from the virus. A face-covering offers little protection to the individual but it will protect others <u>from</u> the individual by limiting the travel of their breath or cough/sneezes. See separate guidance on use of face-coverings.</i></p>
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