

	Establishment/Department: Mill Water School	Establishment Risk Assessment	RA100 V2.7
	Address: Bicton, EX9 7BJ		
Person(s)/Group at Risk Staff, Pupils, Visitors and Contractors		Date assessment completed: 2.9.21	
Covid-19 guidance September 2021 RA100 V2.7		This document will remain under constant review due to the fast-changing nature of DfE / Government guidance in response to the challenges posed by Covid-19.	
		Assessor(s): Lynne Hasell, Sarah Pickering, Becky Reguige	

Significant Hazard Section	Control measures in place	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 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	<ul style="list-style-type: none"> The school relies on natural ventilation. Where there are ventilation systems in place (ie toilet areas, sensory rooms, hydrotherapy pool), these systems will be regularly maintained and in good working order. Heating will be used as necessary to ensure comfort levels are maintained when the building is occupied. Windows will be kept open wide enough to provide sufficient natural ventilation. Internal classroom doors will be kept closed unless it is safe to open them; other internal doors, except fire doors, may be left open to increase air flow. External classroom doors will be kept closed. Fob controlled external doors must always be kept closed. Windows can be opened fully when rooms are unoccupied for longer periods to clear the air (eg play times and before and after school). High level windows in the hall, corridors and other rooms, will be left open throughout the day. 	

classrooms and exploring options to help improve ventilation in settings where needed.	<ul style="list-style-type: none"> • Draughts will be minimised by partially opening high-level windows as opposed to low-level windows, where this is an option. • Staff and pupils will be encouraged to wear additional clothing if the room becomes chilly. Office staff may wear jackets. • Face to face staff meetings will only be held in rooms with suitable and sufficient ventilation; we will encourage use of Teams/Zoom. • Every classroom, meeting room and office has natural ventilation. • Classroom numbers will be limited to those pupils and staff on the Class List 2021 – 2022. • Hydrotherapy pool area numbers will not exceed 8 users plus staff • Meeting rooms are spacious and have good ventilation • Staff room windows will be kept open and staff will be encouraged to use back meeting room if staff room is busy • Corridor windows will be opened before the start of the school day • Sensory rooms – numbers will be kept to a minimum (3 pupils plus staff) • All classrooms have CO2 monitors which will identify poor ventilation. 	
Maintain appropriate cleaning regimes		
You should put in place and maintain an appropriate cleaning schedule.	<ul style="list-style-type: none"> • Unnecessary items will be removed from classrooms and other learning environments where there is space to store them elsewhere. Handyman/Premises Manager will be consulted on practicality. • There will be regular cleaning of frequently touched surfaces during the day, including door handles, light switches, table surfaces, Inventory key pad, photocopier key pads, kitchen equipment. The front door handle, door plates and handles along the main corridors will be cleaned by the Handyman/Premises Manager after all children have arrived in the morning. • Each classroom will manage their own cleaning routines. • Government advice on cleaning will be followed if someone becomes ill with suspected COVID-19 in school. • We will follow government guidance for working in education and childcare if someone becomes ill with suspected COVID-19 at Mill Water School. • We will follow guidance on Cleaning and decontamination of non-health care settings. • Staff will not share stationery, phones or devices without prior cleaning • Pupils will have their own pens, pencils, scissors etc and will not share equipment. • Staff will not share mugs/cups, etc. 	

	<ul style="list-style-type: none"> • Pupils will have their own beakers and will not share within the classroom. • Pupils will not use the photocopiers/printers. • Photocopier and signing in keypads will be cleaned throughout the day. • Premises Manager will disinfect any walkie talkies or phones when they are borrowed/returned for charging. • Staff will be mindful of hygiene when using essential devices within the classroom ie iPods and iPads. Laptops from the shared trolley will be sanitised before and after use by classes. • School cars - Handyman/Premises Manager and/or vehicle users will disinfect door handles, steering wheel and any other hard surfaces before/after use. • Thorough cleaning of rooms at the end of the day will be undertaken by Devon Norse. PHE has published guidance on the cleaning of non-healthcare settings 	
Ensure good hygiene for everyone		
Hand & Respiratory hygiene	<p>Whilst DfE guidance removes the need for schools to maintain ‘bubbles’ we will follow PHE advice to:</p> <ul style="list-style-type: none"> • keep mixing to a minimum • display COVID-19 posters • encourage frequent and thorough hand cleaning - pupils and staff will clean their hands when they arrive at school, when they return from breaks, and before and after eating • provide hand sanitiser in classrooms where there is no sink • help pupils with hand hygiene • provide plentiful resources to teach and encourage hand hygiene • encourage adults and pupils not to touch their mouth, eyes and nose. • encourage adults and pupils to use a tissue to cough or sneeze and use bins for tissue waste (‘catch it, bin it, kill it’). • provide tissues • provide bins for tissues which are emptied throughout the day. <p>Respiratory hygiene</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>6.9.21 Whilst Devon remains an Enhanced Response Area, we will continue to ask staff to wear masks in communal areas.</p> <p>We will refer to the following resources.</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>DCC Health and Safety Arrangements: - Infection Control HS26</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>If a child, young person or other learner becomes unwell with symptoms of coronavirus whilst at school 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. We will maintain a supply of fluid resistant face masks.</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 use of PPE	<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. We will 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	<p>Mill Water School will not be carrying out asymptomatic testing on the school site. We will encourage staff to test at home twice weekly.</p>	
Symptoms	<p>We will deliver strong messaging about signs and symptoms of Covid-19, isolation advice and testing to support prompt isolation of suspected cases</p>	

Vaccination	We will encourage vaccination uptake for staff	
Dealing with confirmed case/ cases and outbreak.	<p>Case (possible vs confirmed case)</p> <p>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)</p> <p>Confirmed: PCR or LFD test positive case of COVID-19 with or without symptoms.</p>	
Close Contact requirements	<p>Individuals identified as close contacts are not required to self-isolate if any of the following apply:</p> <ul style="list-style-type: none"> • they are fully vaccinated (eg 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 <p>Close contacts who are not required to isolate will be advised to:</p> <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 • limit contact with clinically extremely vulnerable • participate in twice weekly LFD testing if eligible 	
Cases - staff	For cases in staff, we will call the Self-Isolation Service Hub on 020 3743 6715 as soon as we are aware. We will 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	Children who are unwell should not attend school and should remain at home until their acute symptoms resolve (+24 hours for a fever).	

	<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>Examples of acute symptoms with which children should not attend school include fever, muscle aches, hacking cough.</p> <p>We will 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 we have any infection control concerns or questions we will call the DfE Coronavirus helpline on 0800 046 8687 for advice. If we meet 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. DCC Public Health Team can also assist.</p>	
Case Thresholds	<ul style="list-style-type: none"> • 2 children, pupils and staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period. • There are any admissions to hospital for COVID-19. • We are having problems implementing the control measures OR we have applied the control measures and are still seeing a significant rise in cases. 	

Contingency framework and outbreak control measures	<p>We will update our outbreak management plan and describe how we will respond if children, pupils, or staff test positive for COVID-19, and how we will operate if we are advised to reintroduce any measures to help break chains of transmission. Such measures will 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 should test themselves using LFDs twice a week using home test kits until the end of September when this is reviewed. • 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 your school. These will 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 and secondary aged pupils only) • Considering 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</p>	
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	Contingency framework: education and childcare settings Actions for schools during the coronavirus outbreak	
Pupil /staff related issues		
Vulnerable groups who are clinically, extremely vulnerable.	<p>All CEV children and young people should attend school 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.</p> <p>We will work closely with families where parents have ongoing concerns about sending their children to school. FAQ</p>	
Assessment of all staff, including high risk staff with vulnerable / shielding family member, underlying health conditions or other risk factors	<p>We will carry out risk assessments with clinically extremely vulnerable and clinically vulnerable staff. We will update all previous risk assessments. The 'Risk assessment for all staff including vulnerable groups' will be used to aid and record this assessment - https://devoncc.sharepoint.com/:w:/s/PublicDocs/Education/ESoXeZkAQylLupPG5VVG6yQB2iEFDD4pgkko5gBbtOSEkw?e=040Qiy</p>	
Pregnant staff	<p>Coronavirus (COVID-19): advice for pregnant employees - GOV.UK (www.gov.uk)</p> <p>We will risk assess all pregnant staff. Coronavirus (COVID-19) infection and pregnancy (rcog.org.uk)</p>	
Transport		
Transport to/from school	<p>Mill Water pupils are exempt from wearing face masks on school transport.</p> <ul style="list-style-type: none"> • Pupils will be encouraged to wash/clean their hands before boarding home to school transport, and when arriving at school or home. • Pupils will be encouraged to respect the driver's personal space. 	

Curriculum considerations		
Educational visits	<p>Educational and off site visits will be planned and risk assessed following the usual school procedures and taking into consideration the Covid-19 DfE travel guidance for educational settings and any local or national restrictions which apply.</p> <p>Any educational day visits will be conducted in line with relevant coronavirus (COVID-19) secure guidelines and regulations in place at that time. This includes system of controls, such as keeping children within their consistent groups and the COVID-secure measures in place at the destination.</p> <p>We will undertake full and thorough risk assessments in relation to all off site visits to ensure they can be undertaken safely. As part of this risk assessment, we will consider what control measures need to be used and follow wider advice on visiting indoor and outdoor venues. We will consult the health and safety guidance on educational visits when considering visits.</p> <p>General guidance about educational visits is available and is supported by specialist advice from the Outdoor Education Advisory Panel (OEAP).</p>	
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	<ul style="list-style-type: none"> • The governing body continues to meet regularly via online platforms. • The governing body agendas are structured to ensure all statutory requirements are discussed and school leaders are held to account for their implementation. • The Headteacher'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 is in 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. 	
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Section	List Actions / Additional Control Measures	Date action to be carried out	Person Responsible

Signed: Headteacher/Head of Department:
.....**Date**

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.