



Control Areas	Control Measures
Uniform	<ul style="list-style-type: none"> • Full school uniform will be worn. • PE kit will be worn. • Staff identification lanyards must be worn and displayed. • There are no special washing requirements for clothes. • Catering staff to wear normal uniform, which is to be washed at the College.
School sites to be used	<p>Chulmleigh Community College will fully reopen on 7th September to all year groups. The sports hall will be fully utilised, as will the external sports facilities. Social distancing of 1m+ to be observed throughout. This is important and will be enforced wherever possible.</p> <p>One way systems on stairs and corridors will be in force to reduce the likelihood of close contact when moving around the College. Clear information and signage will be displayed.</p> <p>At the start of the day, all external doors will be available as entrances.</p> <p>At the end of the day, all external doors will be available as exits.</p> <p>Community access to the College will be prohibited during the day in term time and tightly controlled at other times.</p>
Travel to school	<ul style="list-style-type: none"> • Children must wait in the playground where the buses drop off to be collected by staff and remain socially distanced at all times. • Two bus waiting points will be created, one outside Art as normal and the other outside Dartridge for the Streets buses. • Dedicated school services transport our children from home. Whilst social distancing and masks do not apply on these buses, we will advise pupils to wear them – however, we are unable to police this fully. • Hand sanitising must be done on boarding and disembarking. • Additional cleaning of the buses. • Pupils to sit in the same seats wherever possible. • Streets buses will stop outside Dartridge Hall using the purpose-made gate. • Pupils should stay in their bus or year groups only. They must not mix with other ‘bubbles’. • Children should walk to College wherever possible. • Parents are asked not to congregate at the gates, in the College grounds or in the car park. • A member of staff will manage and monitor social distancing at the start and end of the day. Yellow dots will signify the 1m+ social distancing guidelines in key areas. This will give a clear indication to all pupils, however a good guide is to outstretch arms and keep this distance away from others.



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	<ul style="list-style-type: none"> • Children must wash their hands on entering the College. 60 additional hand wash stations are positioned in key areas throughout the College. • Hand gel is available at the entrance to the College, in the kitchen and in most rooms. Water-based hand sanitiser is available in the laboratories and in D&T. • All children will be supervised when they enter the building. Hand sanitising or hand washing must be done on entering the building or classroom.
<p>Controlling access to the College</p>	<ul style="list-style-type: none"> • Parents and carers are not to enter the College site or buildings unless by prior agreement. No visitors will be allowed into the College without the prior agreement of a member of SLT (who will inform TP if any additional cleaning requirements are needed). • Visitors by appointment only. Visitors may be asked to wear a face mask. Hand sanitising must take place when entering the building. • Visitors must be escorted and wear the correct lanyard. • The College reception must be made aware of prearranged visitors. • 2m spaces on pathways and in front of doors. • Contractors to visit outside of school hours wherever possible. • Social distancing must be conducted when any adult is shown around the College. • Staff must enter their classroom for the day upon arrival at College and report any problems or issues as soon as possible. • Break times will be supervised and bubbles will be kept separate (ie. year groups will be kept separate wherever possible). • Volunteers may only visit the College by prior arrangement. • Sports provision – outside activities are preferable, weather permitting. • Parents to drop children off quickly to prevent a queue. • The sports hall car park will remain available for parents and visitors only. • The main gates will remain closed during the day.
<p>Supervision at the start of the day</p>	<p>It is essential that pupils arrive at College in an orderly manner, observing social distancing when leaving the bus and keeping to their year group area. NB. staff will be on hand to direct pupils to the correct location.</p> <p><i>Year group areas are:</i> <i>Year 7: Area outside S2</i> <i>Year 8: Area outside Art</i> <i>Year 9: Area outside Maths classrooms</i> <i>Year 10: Area outside Heywood entrance</i> <i>Year 11: Area outside Dartridge</i></p>



	<ul style="list-style-type: none"> • Staff supervision of pupils must be maintained to ensure social distancing guidelines are adhered to. • If face coverings have been worn on transport, they must be removed correctly and stored safely before entering the College. • All pupils are to wash their hands when entering the building. Hand washing facilities are situated at convenient locations throughout the College. • A staff rota will be published for supervision of each year group. • Only essential equipment from home may be brought to College – this must include a drinks bottle. • Additional cleaning throughout the day will be done in key areas such as toilets, outside the classrooms, touch points and hand washing sinks. A member of the cleaning/premises team will be available throughout the day and cleaning materials will be on hand for staff. Training may be required on the safe and correct use of chemicals and cleaning items/PPE will be issued where necessary.
<p>Lunch Times/ Break Times</p>	<ul style="list-style-type: none"> • Staff supervision of year group areas will be undertaken throughout break periods. There will be no food available at morning break time; it is expected that pupils will bring in their own snacks. A packed lunch will be served to those pupils who have pre-ordered their requirement at lunch times. This will be available for collection from the designated area. A member of the catering staff will be available for the first part of lunch. Cleanliness is key to helping prevent the spread of the virus. Litter must be disposed of in the correct manner and not left around the site. • Pupils must wash their hands before eating. • Regular hand washing is important. Pupils are encouraged to wash their hands every time they pass a hand washing station if they have not washed their hands in the previous hour. Everyone must wash their hands before eating and before and after any sports or outside activities. • Each year group will eat their lunch separately – they will remain in their “bubble” in their designated zone. Mixing of bubbles is not permitted. • Full water bottles may be brought in from home and may be refilled from water dispensers. Water dispensers will be cleaned regularly throughout the day. • Waste disposal bins are available in each of the pupils’ zones. • Eating outside is preferable, weather permitting. • A one-way system into and out of Dartridge hall will be clearly signposted. • Toilets will be cleaned after each break. The toilets are only to be used when it is urgent. There is to be no congregation/gathering of pupils either inside or outside the toilets. Main entrance toilet doors have been removed to reduce touch points and improve ventilation. <p>The above measures are in conjunction with those from the existing catering and intimate care risk assessments/policies.</p>



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	<p>Playground</p> <ul style="list-style-type: none"> • Outside benches will be sanitised at the end of each day unless it is raining. • At the end of each day, the cleaners are to wear relevant PPE and spray external high risk key areas as identified on each site in conjunction with the Executive Headteacher and Estates Manager. • Gates will be closed after the buses arrive and opened at the end of the day. • The visitors' car park will remain closed to vehicles except the minibus at the start and end of the day and the meal van, as pupils will be accessing these areas during the day. • Minimal mixing of staff at break times will be observed, but consideration is given to ensuring safe ratios are maintained and supervision is always present.
<p>Staff Welfare</p>	<ul style="list-style-type: none"> • Staff may use the staff room, but social distancing must be observed. A maximum of 8 persons only in the staff room is allowed at any one time. Staff should not face each and the windows should remain open for ventilation. • The staff room will be sanitised after break, lunch and at the end of the day. Staff should clean and sanitise the areas which they have used. • All cups, etc. used must be washed and then placed in the dishwasher. The dishwasher must be put on when full or at least at the end of the day. • First aid incidents will require gloves to be worn and aprons when required. Wherever possible, pupils should clean any scrapes or grazes themselves under supervision. Face protection and masks should be worn if close contact is unavoidable. <p>The above measures are in conjunction with those from the vulnerable and staff risk assessments.</p>
<p>Offices School and social distancing and environment</p>	<ul style="list-style-type: none"> • No visitors will be allowed in College unless by pre-arranged appointment and, even then, only if essential. Visitors may be asked to wear masks. The College has a stock of disposable masks. • The College is to ensure that office areas are kept within the current social distancing guidelines. Wherever possible, staff must not face each other. • Screens have been erected where there is potential for face to face contact. • Windows must be open whenever possible to ensure adequate ventilation. • Markings will be displayed inside and outside of the building to enforce social distancing, e.g. floor markings and door signs. All users (parents, staff, visitors, pupils and contractors) are responsible for adhering to the two metre (1m+) distancing guidelines. • Any face-to-face communication with office staff must only be of an essential nature. Parents must communicate via email or by phone. College visits are discouraged whilst the Covid-19 crisis is present. • Phones, keyboards, etc. must be cleaned throughout the day by staff, using hand wipes. • All monies to be paid to College electronically. No cash will be accepted. • Hand washing must take place regularly throughout the day.



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	<ul style="list-style-type: none"> • If hand washing facilities are not available, then hand gel must be used as an alternative. • Paperwork should only be handed into the office where absolutely necessary. A series of trays are recommended to leave paperwork in quarantine for a minimum of 48 hours. Parents are to be informed that paperwork will not be looked at for at least 48 hours. Plastic should be quarantined for 72 hours but may be wiped with Invincible antibacterial spray. • If paperwork needs to be handled immediately (e.g. receiving post), then hand washing should take place as soon as possible afterwards. • A one-way system has been implemented. Signage is used to remind pupils. • Pupils will change class whilst staff remain in their rooms wherever possible. • Pupils will sanitise their table and chair with an antibacterial wipe before leaving. Lessons should allow adequate time for this. • Avoiding touching doors. Doors will be kept open wherever possible. • As many doors as possible should be wedged open during the day to avoid the need to touch them, including fire doors. Site security must be maintained. • The main gate will be closed for the day. • All fire doors must be closed again at the end of the day. Staff must close fire doors in the event of a fire or fire alarm.
<p>Classrooms</p>	<ul style="list-style-type: none"> • Any non-essential items should be removed from the classrooms. This is to aid social distancing and help with cleaning. • Resources must be cleaned at the end of each day or quarantined. • Books and similar resources should be discrete to year group bubbles or cleaned before subsequent use if they cannot be left for more than 48 hours. • Pupils must have their own resources, such as an 'exams pencil case' (containing essential items such as a pen/pencil/rubber/ruler/calculator, etc.) for regularly used items. • The classroom furniture has been set out to face forwards wherever possible and to allow teachers to maintain 1m+ distance at the front of the class. Wherever possible, the capacity of each classroom is 32. The front table nearest to the teacher should be left empty wherever possible and only used to reposition a pupil if needed. • Any small objects used by the teacher and pupils should, under the teacher's supervision, be sanitised after use following cleaning guidelines. • Adults' personal belongings must be kept to an absolute minimum. • Pupils must be allocated their own desk and sit at the same desk for each lesson wherever possible. • Equipment and resources that are deemed essential for use will be spray-sanitised at the end of each day. Teachers must use PPE to do this once pupils have gone home. • Pupils will be reminded regularly about social distancing and hand washing. • Sanitising wipes are available in each class to wipe down tables and chairs at the end of the lesson.



<p>Library</p>	<ul style="list-style-type: none"> • The virus can remain on paper for 48-72 hours, so books must be handled with gloves or left for three days. • The library will be sanitised at the end of the day using an aerosol bomb room sanitiser. The room must be vacated for such an operation. Year group bubbles can use the library on their selected day. At other times gloves must be worn. • Returned books will be quarantined for 72 hours before going back on the shelves. • To prevent unauthorised access to the library, the external public access door will be kept locked. • No public access to the library is permitted whilst the College is open during term time until guidance advises anything different, in which case this RA will be reviewed. • Books may be selected in several ways. Returned books will be quarantined for at least 72 hours and clearly identified with the time and date of quarantine and by whom. • Gloves must be worn when collecting and handing out library books. • A one way system is in force around the library shelves. • Touch points and frequently used areas in the library must be cleaned each time a new 'bubble' visits. • All doors and windows to remain open wherever possible when pupils visit the library, except the main car park entrance door.
<p>Infection control</p>	<ul style="list-style-type: none"> • The Trust understands the importance of the NHS Test and Trace Programme and has contact details for Devon Public Health (0300 303 8162 option 1 then option 1). • It is the parents/carers' responsibility to inform the College if their child or a household member has COVID-19 symptoms, or if they have come into contact with anyone outside the home who has COVID-19. See 'Symptoms' section below. • Ensure good respiratory hygiene by promoting the "Catch It, Bin it, Kill It" approach at all times. • Staff and parents must be understand that they will need to be ready and willing to take a test, quarantine, or follow the NHS Test and Trace advice in accordance with Government guidelines. • Quarantine applies to all households who have shown symptoms of COVID-19. The College must be made aware of any such quarantine. • Parents and staff should inform the Executive Headteacher or College reception immediately of the outcome of any test. • All confirmed cases of COVID-19 will be advised to parents and staff immediately.
<p>Hand washing</p>	<ul style="list-style-type: none"> • 20-second hand washing to be undertaken at key times throughout the day. • In between hand washing, hand sanitising gel may be used. Sanitising stations will be available and located throughout the College.



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	<ul style="list-style-type: none"> • Stringent hand washing procedures for staff and pupils each time they enter and leave the building and working area. • Hand washing displays are to be put up around the College. • The College will ensure they have adequate stocks of soap and hand gel at all times. • Hand washing is the preferred method of hand sanitisation. • A culture of “if you are passing a hand washing station, wash your hands for 20 seconds” will be promoted.
No Access areas	<ul style="list-style-type: none"> • Areas of the College may be out of bounds and closed off with barriers. There is no access to these areas by pupils. Staff should only enter these areas when needed to do so and even then as infrequently as possible.
Cleaning	<ul style="list-style-type: none"> • The College will ensure that the cleaning team carry out an extended clean of areas of the College used each day. For example: light switches, entry systems, door handles, toilets, chairs and tables. That means all touch points. • To reduce the risk of cross-contamination, the College will implement a further cleaning system to ensure that during the full working day the high-risk areas of the College, e.g. hand rails on staircases, door handles etc. are regularly cleaned by staff who have received the correct training. • Water dispensers will be cleaned after each break and at the end of the day.
Catering	<p>Catering facilities will be available and will adopt wherever possible commercial COVID-19 safe guidelines (see separate Catering risk assessment for more information).</p>
Social Distancing	<ul style="list-style-type: none"> • Maintaining social distance between people and reducing the amount of time they are in face to face contact lowers the risk of transmission. Wherever possible, transit around the College uses a one way system. Supervision of pupils will be paramount to ensure 1m+ is maintained. • Large gatherings to be avoided. • Offices to be organised to ensure face to face contact is minimised, screens installed where needed and in certain circumstances relocation of staff to different areas where 1m+ cannot be maintained. • MJ will relocate to M1 NP will relocate to H1 <p>Where practical, meetings will take place using video conferencing via TEAMS or Zoom.</p>
Fire & First Aid	<ul style="list-style-type: none"> • A fire drill must be undertaken at least once a term, keeping year groups socially distant from each other on the designated gathering areas. These areas should be marked out. • The medical room must be cleaned after each use. First Aiders must be made aware of the increased risks of attending to patients during the pandemic, paying special attention to PPE. • PPE will be available and staff made aware of its correct use in first aid, intimate care and other occasions when it may be required.



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	<ul style="list-style-type: none"> • Reporting of incidents to be carried out on SIMS or ClassCharts.
Transport	<ul style="list-style-type: none"> • Dedicated services transport our pupils from home. Social distancing and masks do not apply on these buses. • Hand sanitising must be done on boarding and disembarking. • Additional cleaning of the buses. • Pupils to sit in the same seats wherever possible. • Streets buses will stop outside Dartridge Hall using the purpose-made gate. • Year 6 minibuses will go straight to the primary school.
Equipment and products on order	<ul style="list-style-type: none"> • Government guidelines for the use of PPE in schools will be strictly followed. PPE is not recommended for normal school circumstances. • If a child or adult develops symptoms of COVID-19 during the day, they will be escorted, socially distant, to the sports hall reception room until they can be collected. Government-recommended PPE will be readily available <u>only</u> if that person needs close assistance. • Normal use of gloves is required when carrying out cleaning, as per the current risk assessment. • There is separate guidance for intimate care. There is no need for additional PPE. • All requirements for PPE, cleaning materials and first aid supplies must be made directly to the Estates Manager. • Each room will have Invincible spray, wipes, blue towel and Nitrile gloves.
Symptoms	<ul style="list-style-type: none"> • If any member of staff or child becomes unwell and showing symptoms of COVID-19, as per the Government’s guidelines, they will be sent home. These are:- <ul style="list-style-type: none"> ○ a high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature). ○ a new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual). ○ a loss or change to your sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal. • Whilst awaiting collection, they must be in the Sports Hall Reception room and supervised at all times. • The Premises team will clean of the area which has been used, and parents will be informed of the illness.



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Mental Health	<ul style="list-style-type: none"> • The Senior Leadership Team will continue to promote mental health and wellbeing awareness to staff relevant to the COVID-19 outbreak and will offer various options for support. • Pupils will be taught about hygiene and good mental health on a regular basis.
Intimate Care	<ul style="list-style-type: none"> • Please refer to the separate Intimate Care Risk Guidance.
Training	<ul style="list-style-type: none"> • Staff and pupils will be regularly reminded of correct procedures. Staff must be familiar with the current/latest Government guidelines concerning teaching and learning during the coronavirus pandemic.
EHCP	<ul style="list-style-type: none"> • Children with an EHCP will have a separate Risk assessment carried out.
Vulnerable and extremely vulnerable staff	<ul style="list-style-type: none"> • Vulnerable and extremely vulnerable staff have a separate risk assessment carried out.
Risk Assessments	<ul style="list-style-type: none"> • Updated as needed, based on regular review and updated guidance. • The catering risk assessment will be reviewed weekly.
Local Lockdown	<ul style="list-style-type: none"> • The Trust will work closely with PHE, Devon County Council and the DfE should an outbreak of the virus be identified within our area. Contingency plans will be drawn up to cope with such an eventuality. An immediate response to a local lockdown to provide remote education will be expected within these plans.