

## **Risk Assessment for Torquay Academy from September 2021**

### **Introduction**

Government guidance is that from Autumn term 2021 Covid 19 prevention measures remain in place until further updates are issued. This update seeks to follow this guidance in relation to our specific site. However, where any unintentional variance becomes apparent the government guidance should be referred to as accurate (see link below).

In order to ensure that we have all health and safety measures in place, we have considered the following issues and safeguarding measures, we recognise that local decisions may need to be flexible: This risk assessment will need to be dynamic in order to deal with any additional issues that arise or are identified once the school is fully operational. The risk assessment has been prepared by the Senior Leadership Team, consulted on by union representatives and reviewed by the Governors.

To enable the school to open safely for all students and to minimise the risk of transmission of coronavirus (Covid-19) the academy will continue to operate in areas dedicated to distinct year groups. Appendix 1 shows the planned layout. This arrangement will be reflected throughout the Risk Assessment.

Torquay Academy will continue to implement a system of controls creating a safer environment where the risk of transmission of the virus for both staff and students is substantially reduced. These measures remain the same for the new variants and all stakeholders are encouraged to adhere to the measures aimed at preventing transmission.

In developing this Risk Assessment it is recognised that control measures should be sensible and proportionate to facilitating the education of all students.

It is however recognised that whilst measures can be recommended in school, in the wider community there is greater freedom to mix that previously and thus the risk of transmission out of school cannot be mitigated. All stakeholders should try to minimise their interaction with each other in the non school environment and maintain a degree of social distancing at all times.

This risk assessment will be divided into six sections that reflect the DfE guidance:

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak>

1. The Public Health Advice, endorsed by Public Health England (PHE)
2. Asymptomatic testing
3. School Operations
4. Curriculum, behaviour and pastoral support

5. Assessment and Accountability
6. Contingency Planning to provide continuity of education in the case of local outbreak

This risk assessment will be shared with all staff who will also be encouraged to report any concerns regarding the arrangements in place and if the controls are

- effective
- working as planned

Members of SLT will consider at their weekly meetings whether any adjustments need to be made to the operation of the school and thus the risk assessment.

**Please note that throughout the Risk Assessment those persons potentially at risk include students, staff, visitors and all other stakeholders**

Checklist completed by:	Name:	Claire Beckett
	Position:	Finance Director
	School:	Torquay Academy
	Date:	2 March 2021
Risk Assessment reviewed by SLT	Date:	2 March 2021
Consultation with local union rep (DR)	Date:	2 March 2021
Risk Assessment reviewed by Governors	Date:	Circulated 3 March 2021
Updated re visitor testing	Date:	4 May 2021
Updated for Autumn 2021	Date	September 2021

Where from time to time Government guidance may change the up to date guidance will supersede this Risk Assessment until such time as it is updated.

## Section 1 - The Public Health Advice, endorsed by Public Health England (PHE)

	Hazard/Risk	Existing controls in place	Residual Risk	Lead person	Action required to reduce risk	Reduced Risk
			Transfer, Treat or Tolerate			Transfer, treat or tolerate
1.	All stakeholders are not kept fully informed about changes to policy and procedures due to Covid-19, resulting in risk to health	<ul style="list-style-type: none"> <li>communication strategies are in place for the following groups:               <ul style="list-style-type: none"> <li>Staff</li> <li>Students</li> <li>Parents</li> <li>Governors</li> <li>Local Authority</li> <li>Regional Schools Commissioner</li> <li>Other partners</li> </ul> </li> </ul>	Tolerate	SRM	<ul style="list-style-type: none"> <li>Letter to parents</li> <li>All staff meetings continue to be virtual as appropriate</li> <li>Publication and circulation of this risk assessment</li> </ul>	
2.	Transmission of Covid-19 will be increased by people attending school who are feeling unwell	Staff and students do not attend school when they are unwell	Treat	SRM	<p>Staff and students will be told not to attend school if they are feeling unwell and showing any signs of Covid-19</p> <p>Staff and students will be sent home as soon as any symptoms of Covid-19 are suspected</p> <p>Visitors will not be allowed in school if they are displaying signs of Covid-19</p>	Tolerate
3.	Spread of Covid-19 through poor hand hygiene	<p>Existing measures have already been put in place for the September 2020 opening. Safety is enhanced by the following measures</p> <ul style="list-style-type: none"> <li>automatic hand sanitisers at all entrances to the building</li> <li>automatic hand sanitisers at the entrance to every classroom and work space</li> </ul>	Tolerate	KJ		

		<ul style="list-style-type: none"> <li>- hand sanitisers at all catering outlets entry and exit points</li> <li>- soap dispensers in all toilets and hand washing areas</li> <li>- daily checks to ensure all dispensers are full and operational</li> </ul>				
4.	Spread of Covid-19 through poor respiratory hygiene	<p>Promoting the 'catch it, bin it, kill it' approach</p> <ul style="list-style-type: none"> <li>- all classrooms have a supply of tissues and plastic bags and students and staff will be encouraged to use these to dispose of any waste safely</li> <li>- sanitising after every use will also be encouraged</li> <li>- Face coverings are recommended as indicated in 5. below</li> </ul>	Tolerate	SRM	Regular top up of supplies by the daytime cleaners	
5.	Spread of Covid-19 through poor respiratory hygiene	<p>Face covering are now recommended in the following circumstance:</p> <ul style="list-style-type: none"> <li>• At all times by staff and adults move around the building and in circulation areas,</li> <li>• Students are recommended to wear face covering in communal areas</li> <li>• Face coverings are no longer required in the calssrooms. Where possible social distancing should still be maintained and encouraged</li> <li>• Face coverings do not need to be worn during active PE lessons or worn in the changing rooms</li> <li>• Face coverings may be worn at any time if desired by staff or students..</li> </ul> <p>The wearing of face shields is not an accepted face covering, unless a mask is also worn, as there is no evidence that they stop the spread of aerosols.</p>	Treat	CEB	<p>A stock of face coverings will be available in school to purchase where students do not have a face covering or if theirs becomes damaged or misplaced.</p> <p>See Appendix 5 shows full details of safely wearing a face mask</p>	

		<p><b>NB The wearing of face coverings in September is required under the extended powers given to the South West due to the high number of cases</b></p> <p>Appendix 5 has the full government guidance on the use of face coverings in school (March 2021)</p>				
6	Transmission of Covid-19 from staff not social distancing	<p>Staff will be requested to maintain 2m social distancing from each other as well as from the students. All staff must respect colleagues personal space and the following measures are in place to support 2m social distancing</p> <ul style="list-style-type: none"> <li>• workrooms have been redesigned</li> <li>• any face to face meetings will occur in larger rooms than normal</li> <li>• any training will be carried out in a forward facing manner wherever possible</li> <li>• larger tables will be provided where group work in training is necessary</li> <li>• posters to remind staff</li> <li>• appropriate messages eg Inset and briefings</li> </ul>	Tolerate			
7.	Ventilation to reduce spread	<p>There is evidence that ventilation in rooms will reduce the transmission of the virus. Accordingly:</p> <ul style="list-style-type: none"> <li>• Windows will be opened and doors propped open, where safe to do so.</li> <li>• External doors will be kept open at all times of arrival and departure to reduce contamination. These will be closed at other times for fire safety and safeguarding.</li> <li>• Heating in school will be adjusted to compensate for increased ventilation</li> </ul>	Tolerate	SLT		

8.	Contaminated surfaces spreading virus	<ul style="list-style-type: none"> <li>• <i>Excess furniture removed from all classrooms in use.</i></li> <li>• <i>All staff provided with personal sanitiser where requested in addition to the fixed positions.</i></li> <li>• <i>Regular cleaning of frequently touched surfaces, throughout the day</i></li> <li>• <i>Normal daily cleaning of all areas used during the day will ensure all areas are cleaned and sanitized ready for the following day.</i></li> </ul>	Tolerate	KJ	All sanitisers and cleaning products used will be anti-bacteria and be of a recommended strength	
9.	All areas not being maintained in a clean and hygienic manner	<ul style="list-style-type: none"> <li>• <i>Adequate cleaning staff will be maintained. Cleaning areas and regimes will reflect in-use areas and additional cleaning/ sanitizing requirements</i></li> <li>• <i>Cleaning staff will sanitise specialist areas between use by different groups</i></li> <li>• <i>Cleaning staff will be available throughout the day</i></li> </ul>	Tolerate	KJ		
10.	Transmission of Covid-19 through mixing of year groups	<p><i>The school has been organised by year group to minimise the risk of transmission to all groups within the school</i></p> <p><i>The school has been planned so that each year group has its own tutor, recreation and canteen area.</i></p> <p><i>Each group will have a dedicated pastoral team, other staff will move between groups but maintain social distancing and hygiene rules</i></p>	Tolerate			

		<i>From September 2021 Staff will again have their 'own' rooms and students will move freely around the school during transition.</i>				
11.	Transmission of Covid-19 within groups	<p><i>All classes will be laid out so that desks are forward facing; there will be no face to face seating.</i></p> <p><i>The teacher will try to maintain 2m distancing from the class they are teaching. This will be largely aided by the use of lecterns at the front of the class.</i></p> <p><i>Teaching assistants will be encouraged to also maintain a side by side profile with any student they are carrying out interventions with and will also be asked to maintain the 2m distance where possible.</i></p> <p><i>The wearing of face coverings in circulation areas</i></p> <p><i>No restriction will be put on students during recreational time however they will be encouraged, through assemblies to adhere to social distancing guidance</i></p>	SRM			
12	Transmission of Covid-19 once a student or member of staff has been identified as potentially at risk of having the virus	<p>Measures are in place to ensure appropriate isolation of an infected person.</p> <p>The school has appropriate PPE and will engage with NHS Test and Trace as required. The academy is no longer required to keep PHE informed of any confirmed cases</p> <p>Further information can be found under Section 6 - Contingency Planning</p>	Tolerate	CEB	<p>The Principal's PA's will be the contact point for the NHS Test and Trace and PHE.</p> <p>They will follow the published guidance <a href="https://www.gov.uk/guidance/contacts-phe-health-protection-teams">https://www.gov.uk/guidance/contacts-phe-health-protection-teams</a></p>	

13	Overcrowding of students arriving at school, risking transmission between groups	<ul style="list-style-type: none"> <li>- Each group of students will have a dedicated access route into school, see Appendix 1.</li> <li>- Senior staff will be on the main entrances at the start and end of the day to discourage gatherings of students and to aid dispersal</li> <li>- Parents will not be allowed on site to drop off students without specific permission from the Principal (existing pass)</li> </ul>	Tolerate			
14	Toilets being overcrowded	<i>Each year group will have it's own allocated toilets. Students will use these toilets to minimise the risk of transmission between groups however, as students are now able to move freely around school toilets will no longer be exclusive to year groups. Cleaning will however be maintained throughout the day.</i>	Treat	SLT		
15	Visitors and contractors to the school may increase the risk of transmission	<p><b>All visitors must wear a face covering when entering the school and keep in on at all times (at least until the end of September).</b> All visitors and contractors to the school must have an appointment to attend. They will need to sign in and out of the building and only access pre-approved areas of the school, being accompanied as appropriate. They will be made aware of any Covid-19 guidance that specifically relates to their role. Specifically the following considerations have been made:</p> <ul style="list-style-type: none"> <li>- Specialist staff, eg clinicians, therapists and support staff will have dedicated areas to meet a child, by appointment only</li> </ul>			<p>Regular visitors to school, eg peripatetic teachers, will have access to the school home testing kits if they have no access through other means ,eg through the NHS.</p> <p>They will be expected to complete the testing in line with all staff even if they do not attend daily.</p> <p>A testing station will be available in the reception</p>	

		<ul style="list-style-type: none"> <li>- Peripatetic music staff have a dedicated area for teaching and specific guidance</li> <li>- All regular visitors and contractors will be encouraged to carry out regular testing and report results to the school.</li> <li>- Contractors allowed to have access to the school will be carry out a test in the testing room set-up prior to general admission.</li> </ul> <p>In all the above circumstances students will be collected for their appointments and not circulate in school alone.</p> <ul style="list-style-type: none"> <li>- Contractors will encouraged to time their visits out of school core hours and to report test results</li> </ul>			area to allow for visitors to access a test. General admission will not be granted until a negative test has been reported. (This will reflect up to date guidance)	
16	Students attending two educational settings may have a higher risk of transmitting the virus	We are not aware of any students who will be attending two educational settings however if this arises we will liaise with the other setting to ensure that Covid-19 precautions are compatible	Treat	BTC	Discuss any issues that may arise and implement any adjustments required accordingly	Tolerate
17	Immunisation programmes are at risk of falling behind	Immunisation programmes will go ahead as planned. Social distancing guidelines will be adhered to as far as possible but the lead on how the programme will be managed will be led by the school nursing team and the academy staff will follow their direction	Tolerate			
18	Adequate measures are not being taken to prevent the transmission of Covid-19 in school	<p>The following preventive measures are in place throughout the school to minimise the risk of transmission:</p> <ul style="list-style-type: none"> <li>- anyone displaying symptoms of Covid-19 (continuous cough, high temperature, loss or change in normal sense of taste or smell) will be isolated and sent home</li> <li>- if that person uses a toilet whilst waiting to be collected it will be cleaned and sanitised immediately after</li> </ul>	Tolerate		<p>If Covid-19 symptoms are displayed evidence of a negative Covid-19 test should be given before the person can return to school.</p> <p>The small room next to reception will be used to isolate the person. They can be monitored and there is an adjacent toilet.</p>	

		<ul style="list-style-type: none"> <li>- PPE is provided to all trained first aid staff (this includes the pastoral team) and this must be used when in close contact with a suspected Covid-19 case</li> <li>- checking temperatures will not be relied upon in suspected cases</li> <li>- All staff and students will be encouraged wash hands regularly and follow the 'catch it, kill it, bin it' approach as well as regular hand sanitisation when entering rooms and different areas of school.</li> <li>- enhanced cleaning has been introduced throughout the school day</li> <li>- The new layout of the school and social areas has been put in place to minimise transmission of the virus</li> <li>- All students must carry their own equipment such as pens and pencils, in the form of the recommended school pencil case</li> <li>- shared equipment will need to be sanitised between use by different groups, this may be carried out by technicians or cleaners, as appropriate</li> </ul>				
<b>Section 2 – Asymptomatic Testing</b> <b>For the return September 2021, routine asymptomatic home testing has been introduced for all students and will continue. On return in September all students, where consent has been given, will have 2 in school tests before resuming home testing.</b> <b>All parents will be encouraged to consent to their child(ren) being tested. Testing kits will be kept in receptio for testing of visitors, as required.</b>						
20	The virus may spread by infected staff bringing the virus into school	<ul style="list-style-type: none"> <li>• From Monday 8 March, home testing kits will be available to all staff to regularly test themselves using a lateral flow test (LFD) on Sunday and Thursday evenings</li> <li>• Staff will record the result through the NHS website and via a Google form for school records</li> </ul>	Tolerate			

		<ul style="list-style-type: none"> <li>If the test is positive the staff member should not attend school but book a PCR test for confirmation and self isolate as per Government guidelines</li> </ul>				
21	The virus may spread by infected visitors coming into school	<ul style="list-style-type: none"> <li>Regular visitors to school, eg counsellor's and peripatetic staff will form part of the staffing contingent and be in the LFD home testing regime</li> <li>Other visitors to school, including contractors will be by appointment only, escorted and the existing cleaning regime for visitors continue to be implemented</li> <li>All contractors and other visitors (not parents) will be encouraged to test on arrival at school. Access will not be granted for those testing positive or for those who cannot demonstrate a negative test result.</li> </ul>	Tolerate			
22	Students may unwittingly spread the virus through social interactions	<ul style="list-style-type: none"> <li>Students will all receive 2 LFD tests on returning to school in September</li> <li>The testing will be socially distanced and students will leave immediately after the first test</li> <li>Assuming their test is negative all students will then return to school and follow their normal timetable</li> <li>If the test is positive the student should not attend school but book a PCR test for confirmation and self isolate as per Government guidelines</li> </ul>	Tolerate			
<b>Section 3 - School Operations</b> <b>From September 2021 school attendance is mandatory</b>						

23	Transport provided by the school may not meet the same Covid-19 standards as TA	<ul style="list-style-type: none"> <li>- school minibuses will only be used for students in the same year group</li> <li>- Front seats will not be used for passengers to allow adequate social distancing between staff and students to be maintained</li> <li>- All other seats will be forward facing</li> <li>- When the minibus is used cleaning will be carried out before the next use</li> <li>- No home school transport is used routinely for students</li> <li>- The school has an account with Torbay Taxis which has its own Covid-19 policy, please see Appendix 3</li> <li>- Face coverings will be required to be worn in taxis as per the Government guidelines on public transport</li> <li>- Students using public transport will be advised to follow Covid-19 secure practices including washing their hands on arrival to school</li> </ul> <p>All students will be encouraged to walk or cycle to school wherever possible</p>	Tolerate	SRM	<p>Letter to parents re user of public transport</p> <p>All staff to follow guidance if using public transport to get to work</p>	
24	Attendance falls for both students and staff due to anxiety about returning	The government has now lifted the restriction on sanctions for non-attendance. The school will therefore continue to follow up on all non-attendance and impose any sanctions necessary.	Treat	CEB/MB	<p>Meet with parents/ students/ staff who have concerns about attending the school</p> <p>Go through Covid-19 secure measures to ease anxiety and get a full return of all</p>	Tolerate

25	Pupils or staff who are shielding or self-isolating will not be penalised for non-attendance	<p><i>The Government has lifted shielding requirements for students and for adults. As shielding has lifted staff and students should return to the workplace. Where individuals have specific requirements these will be discussed.</i></p> <ul style="list-style-type: none"> <li><i>- students who are unable to attend due to self isolation will receive home learning packs equivalent to work being taught in school where possible (see Section 5 contingency planning)</i></li> <li><i>- Where staff who need to remain at home are unable to work from home, they will be considered absence through sickness but alternative tasks may be determined if so agreed</i></li> </ul> <p><i>All students who are self-isolating will be identified through their absence code as such</i></p>	EP/CEB			
26	The academy fails to deliver on their employer Health & Safety and equalities duties	<p><i>The school will continue to meet legislative requirements in relation the H &amp; S and equalities throughout the period of Covid-19 adjustments.</i></p> <p><i>By creating this RA in line with published guidance we believe that we are meeting our legal duties whilst mitigating the risk of Covid-19 transmission in the school.</i></p>	Tolerate			
27	The school fails to look after their staff wellbeing	<p><i>By following this RA we believe that we are looking after the wellbeing of all stakeholders in the school.</i></p> <p><i>We aim to ensure that:</i></p> <ul style="list-style-type: none"> <li><i>- staff work-life balance and wellbeing is not affected</i></li> </ul>	Tolerate	SRM/CEB		

		<p>- We acknowledge that some roles may need to be adjusted or hours of work amended, however this is in the interests of all students returning to school, in challenging circumstances and making the new regime workable</p> <p>Where Covid-19 secure practices are not being observed we reserve the right to challenge individuals concerned and if appropriate instigate investigations into the same following our normal policies</p>				
28	The school fails to deliver specialist support for students	<p>The school has identified a number of support services which need to be delivered across year groups. These include, but are not limited to safeguarding support, counselling and SEND. The academy has put in place dedicated space for these activities. Students may again move freely. Students will be around school for these services. Appropriate sanitisation will continue between appointments.</p>				
29	Pupils will not follow guidance	<ul style="list-style-type: none"> <li>• Dedicated year group pastoral and leadership teams will ensure a consistent and thorough approach to non-conformance to Covid-19 procedures.</li> <li>• Clear sanctions in place</li> </ul>	Tolerate	BC/PH		
30	The school does not recruit staff due to the Covid-19 pandemic	<p>Where recruitment is required the school will continue to follow its recruitment and selection procedure. In exceptional circumstances interviews may be held online using an appropriate meeting platform.</p>	Tolerate			

31	Teaching and learning activities are compromised by insufficient or reduced staff members in school	<p><i>As far as possible the academy will ensure that normal operations are resumed from March 2021. This will include:</i></p> <p><i>Supply teachers will be deployed where required and will be inducted on the Covid-19 secure measures within the academy</i></p> <p><i>Peripatetic teachers will be encouraged to return to the academy and dedicated rooms have been identified for this. A full risk assessment has been created which is shown in Appendix 2b of this document</i></p>	Tolerate			
32	Visitors and staff using reception area are at higher risk of Covid-19 transmission	<ul style="list-style-type: none"> <li>• <i>Screens around counter to promote social distancing</i></li> <li>• <i>Hand sanitiser in reception area</i></li> <li>• <i>Shared areas regularly sanitised by cleaning staff</i></li> <li>• <i>Reception doors held open during high traffic times</i></li> <li>• <i>Anti-bacterial wipes available for use on phones where sharing unavoidable</i></li> <li>• <i>Visitors and parents by appointment only so that footfall is minimised</i></li> </ul>	Tolerate	CB		
33	Visitors are not aware of school compliance to Covid-19 measures and do not comply (Parents, contractors and other staff entering or working in the building)	<ul style="list-style-type: none"> <li>• <i>Posters displayed outside and in Reception</i></li> <li>• <i>All visitors must wear face coverings when entering the building and keep them on at all times</i></li> <li>• <i>Tell parents, carers or any visitors, such as suppliers, not to enter the education or childcare setting if they are displaying any symptoms of coronavirus. Inform all visitors, suppliers, and contractors that only pre-arranged calls will be allowed on site</i></li> </ul>	Tolerate	KJ		

		<ul style="list-style-type: none"> <li>• Inform any visitor, suppliers, contractors of any infection control procedures on site</li> <li>• Where possible ad hoc deliveries to be pre-arranged</li> </ul>				
34	Suppliers understanding and complying with new arrangements	<ul style="list-style-type: none"> <li>• Discuss new arrangements with suppliers and deliveries to be arranged for quiet times or outside school hours</li> <li>• Agreement from Suppliers of their confirmation and understanding of the new arrangements in place</li> </ul>	Tolerate	CB/KJ		
35	Staff meeting with parents	<ul style="list-style-type: none"> <li>• These should only be carried out where absolutely essential. Meetings should be arranged in a room where social distancing is possible.</li> </ul>	Tolerate	SLT		
36	Communications to parents and staff	<ul style="list-style-type: none"> <li>• All parents and carers to be informed of arrangements prior to opening</li> <li>• Regular ongoing communications – identified and logged.</li> </ul>	Tolerate	SRM		
37	Parent aggression due to anxiety and stress	<ul style="list-style-type: none"> <li>• Tell parents their allocated drop off and collection times and the process for doing so, including protocols for minimising adult to adult contact (for example, which entrance to use) to reduce anxiety</li> <li>• Supervision of drop off areas by SLT at start and end of day</li> </ul>	Tolerate	GP		
38	Spread of virus due to increased numbers of people within the building	<ul style="list-style-type: none"> <li>• Inform parents that if their child needs to be accompanied to school only one parent should attend, eg for a meeting if face to face meeting is essential</li> </ul>	Tolerate	EW		
39	Full consideration has not been given to the school workforce	In creating this RA the academy has identified all government guidance relating to staff and intend to fulfil all our legal obligations. In doing	Tolerate	SRM/CB		

		<p>so we have considered the following groups of staff as well as staff as a whole</p> <ul style="list-style-type: none"> <li>- all staff will continue to be offered the CPD which they would normally expect. The mode of delivery may differ from previously but the rationale behind the choices will remain the same</li> <li>- Staff who are clinically extremely vulnerable (CEV) should work from home following government guidance until shielding advice is lifted</li> <li>- Staff who are clinically vulnerable (CV) may also return to work and we believe the Covid-19 secure measures in place, if adhered to, will allow for their safe return</li> <li>- Staff living with CEV and CV family are also able to return to work</li> <li>- We will follow government advice in relation to any member of staff who is pregnant</li> <li>- We believe that the systems of controls in place will minimise the risk of transmission of the virus.</li> <li>- The school aims to continue its programme of supporting trainee teachers throughout the school</li> <li>- Staff entitled to take leave will continue to be allowed to. However, all staff have been advised that any quarantine arising from that holiday will need to be taken as holiday or unpaid leave.</li> </ul>				
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		<ul style="list-style-type: none"> <li>- <i>Volunteers in school will be considered on a case by case basis and at all times will need to follow the protocols in Part 3 of Keeping children safe in education</i><a href="https://www.gov.uk/government/publications/keeping-children-safe-in-education--2">https://www.gov.uk/government/publications/keeping-children-safe-in-education--2</a></li> <li>- <i>The school recognises that the Designated Safeguarding Lead (DSL) may have additional workload during this time. The academy has a network of support for this role</i></li> </ul>				
40	Transmission is enhanced through staff meetings and briefing	<ul style="list-style-type: none"> <li>• <i>Only meetings where social distancing can be maintained should be held face to face,</i></li> <li>• <i>Meeting locations should be determined by number of attendees</i></li> <li>• <i>Briefings will return to face to face</i></li> <li>• <i>Larger meetings, where necessary should be conducted via Google Hangouts/Meet</i></li> </ul>	Tolerate	SLT		
41	The school does not fulfil all of its legal requirements in the provision of food for all pupil	<ul style="list-style-type: none"> <li>- <i>adjustments have been made to the school communal areas to create separate dining areas for all students</i></li> <li>- <i>arrangements have been made for the pre-ordering of all main meals to ensure that all those wishing to receive a main meal can</i></li> <li>- <i>other food will be available at all food outlets that does not require pre-ordering</i></li> </ul>	CEB/CD			

		<ul style="list-style-type: none"> <li>- Sanitising units will be available at all catering outlets to help minimise the potential spread of the virus</li> <li>- Breakfast club will continue to be provided for all but in a modified format</li> <li>- The catering team will work within the guidance provided <a href="https://www.gov.uk/government/publications/covid-19-guidance-for-food-businesses/guidance-for-food-businesses-on-coronavirus-covid-19">https://www.gov.uk/government/publications/covid-19-guidance-for-food-businesses/guidance-for-food-businesses-on-coronavirus-covid-19</a></li> <li>- Where students entitled to FSM are asked to self isolate due to a case in school, FSM provision will continue by way of a voucher.</li> </ul>				
42	Students education and wellbeing will suffer as there are no educational visits planned	<p>The academy will ensure that once restrictions are lifted appropriate visits can go ahead and will adhere to government guidance on this</p> <p><a href="https://www.gov.uk/government/publications/health-and-safety-on-educational-visits/health-and-safety-on-educational-visits">https://www.gov.uk/government/publications/health-and-safety-on-educational-visits/health-and-safety-on-educational-visits</a></p>	Tolerate	PMH		
43	The ethos of the school will suffer as students will not be able to fully identify with the establishment	<p>Full school uniform is required by all students on the return to school in March. Wearing uniform helps to promote the culture and ethos of the school</p> <p>The academy is building a good quality uniform bank to support parents who are</p>	Tolerate	BTC		

		<p><i>struggling to provide uniform for their children.</i></p> <p><i>All areas of the school has signage to encourage all students to be the best they can be and is an inclusive space</i></p>				
44	Students will not benefit from the experience of extra-curricular activities which are often the only opportunity for many to engage in such activities	<p><i>The academy is resolved to offer a full programme of extra-curricular activities and encourage all students to participate.</i></p> <p><i>The programme will be managed as far as possible to ensuring that individual year group activities all occur on the same afternoon. This will reduce the potential for the transmission of Covid-19</i></p>	Tolerate	DJ		
45	Changes to building use being safe for pupils & staff– e.g. storage, one way systems, floor tape	<ul style="list-style-type: none"> <li>• <i>Risk assessment for changes &amp; monitoring Ensure fire, first aid and other Health &amp; Safety needs are met</i></li> <li>• <i>Staff workrooms will be re-located, capacity reduced and additional workplaces arranged in circulation areas within zones</i></li> <li>• <i>Discourage unnecessary gatherings</i></li> <li>• <i>Single staff toilets will enforce 2m social distancing</i></li> <li>• <i>Spare furniture will be stored securely away from teaching areas</i></li> </ul>	Tolerate	CEB		
46	Staff rooms and offices do not comply with social distancing and safe working practice	<ul style="list-style-type: none"> <li>• <i>Staff workrooms will be re-located, capacity reduced and additional workplaces arranged in circulation areas within zones</i></li> <li>• <i>Numbers of staff will be spread over greater area to allow for social distancing</i></li> <li>• <i>Discourage unnecessary gatherings</i></li> </ul>	Tolerate	SLT		

		<ul style="list-style-type: none"> <li>• <i>Single staff toilets will enforce 2m social distancing</i></li> </ul>				
47	Staff Capacity with increased numbers of pupils - Shortage of teachers to maintain staff to pupil ratio	<ul style="list-style-type: none"> <li>• <i>All staff returned to school in March so capacity not an issue.</i></li> <li>• <i>No staff continue to shield</i></li> <li>• <i>Staffing will be carefully managed if staff need to be off due to isolating</i></li> </ul>	Tolerate	SRM		
<b>Section 4 - Curriculum, behaviour and pastoral support</b>						
48	Students will not receive the catch-up support needed to make substantial progress by the end of the academic year	<p><i>The academy will ensure that this concern is underpinned by these key principles:</i></p> <ul style="list-style-type: none"> <li>• <i>Education is not optional; all pupils will continue to receive a high quality education that promotes their developments and prepares them for the opportunities, responsibilities and experiences of later life</i></li> <li>• <i>The curriculum remains broad and ambitious</i></li> <li>• <i>remote education, where needed, is high quality and aligns as closely as possible with in-school learning provision.</i></li> </ul> <p><i>In considering the above principles the academy will:</i></p>	Tolerate	PH/SRM		

		<ul style="list-style-type: none"> <li>• <i>Create time to cover any missed content from lockdown</i></li> <li>• <i>aim to return to the schools normal curriculum</i></li> <li>• <i>continue to plan on the basis of the educational needs of the pupils</i></li> <li>• <i>develop remote education that is integrated into the school curriculum planning</i></li> <li>• <i>Relationships, sex and health education (RSHE) will be taught as required by law</i></li> <li>• <i>KS3 curriculum will continue to be broad based</i></li> <li>• <i>Specific students will be identified for interventions to ensure they do not fall further behind especially in English and Maths</i></li> <li>• <i>In KS4 &amp; 5 students needing extra support will also be identified but this is likely to be in all subjects and not just Maths and English</i></li> <li>• <i>Small group and targeted 1-2-1 interventions will continue to help raise the level of achievement of all students</i></li> </ul> <p><i>The academy will use the package of financial support announced by the government (Covid catch up funding) to ensure that targeted support is used for the most vulnerable students. The wellbeing of our students will remain at the core of all educational activities provided by the academy</i></p>				
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49	Certain specialist educational activities may create a greater risk to the transmission of Covid-19	<p><b>Music</b></p> <p>Please see the RA's in Appendix 2a to demonstrate how we will continue to deliver music in school. This guidance no longer applies from September 2021</p> <p><b>Physical activity</b></p> <p>Please see the risk assessment in Appendix 2c and 2d to demonstrate how PE will be delivered safely</p>				
50	Students well being may suffer as a result of Covid-19	<p>Staff will be made aware of the link below and consideration will be given as to when this is appropriate to be used</p> <p><a href="https://youtube/MYmBLnSQh3M">https://youtube/MYmBLnSQh3M</a></p>	Treat	EW	Video used to support student well being	Tolerate
<b>Section 5: Assessment and Accountability</b>						
51	School suffers as a result of routine inspections not going ahead	<i>The school will accommodate any routine regulatory inspections and will ensure that these are conducted to comply with Covid-19 secure protocol</i>	Tolerate	CB		
52	Students are not awarded the grades that they were hoping for at GCSE, A Level or BTEC	<ul style="list-style-type: none"> <li>• <i>Results will this year is expected to be determined by examination</i></li> <li>• <i>On return to school in September students will have the opportunity to demonstrate the level they are working at/towards through normal assessment activities</i></li> <li>• <i>For BTEC assessed work students will be fully supported to produce the evidence</i></li> </ul>	Tolerate	EP		

53	Students suffer as results days do not happen and there is insufficient opportunity to discuss future options	<ul style="list-style-type: none"> <li>• The academy will ensure that all results days will go ahead and will be sent advance notification of how the flow of the event will work</li> <li>• The academy will show clear signage as to where staff, students and parents are allowed</li> <li>• Numbers of staff will be limited to allow for social distancing if still required</li> <li>• Students will have the opportunity to talk to staff once their results are known</li> <li>• One to one careers talks have continued throughout lockdown</li> </ul>	Tolerate			
<b>Section 6: Contingency Planning for Outbreaks</b> <b>For September 2021 the South West has been given extended powers due to the high number of cases. This RA aims to cover these additional measures when applied</b>						
54	Member of a class becoming unwell with COVID 19 and transmission occurs	<ul style="list-style-type: none"> <li>• If a child is awaiting collection, they will be moved to a room where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required. The room next to reception will be used for this purpose. The pastoral leader will be responsible for calling parents/carers to arrange collection</li> <li>• Close contacts will no longer be identified by the school but by Track and Trace. Close contacts will only need to isolate if</li> </ul>	Treat	CEB	A student or member of staff with suspected symptoms should get a PCR test and inform the school of the result before returning.	Tolerate

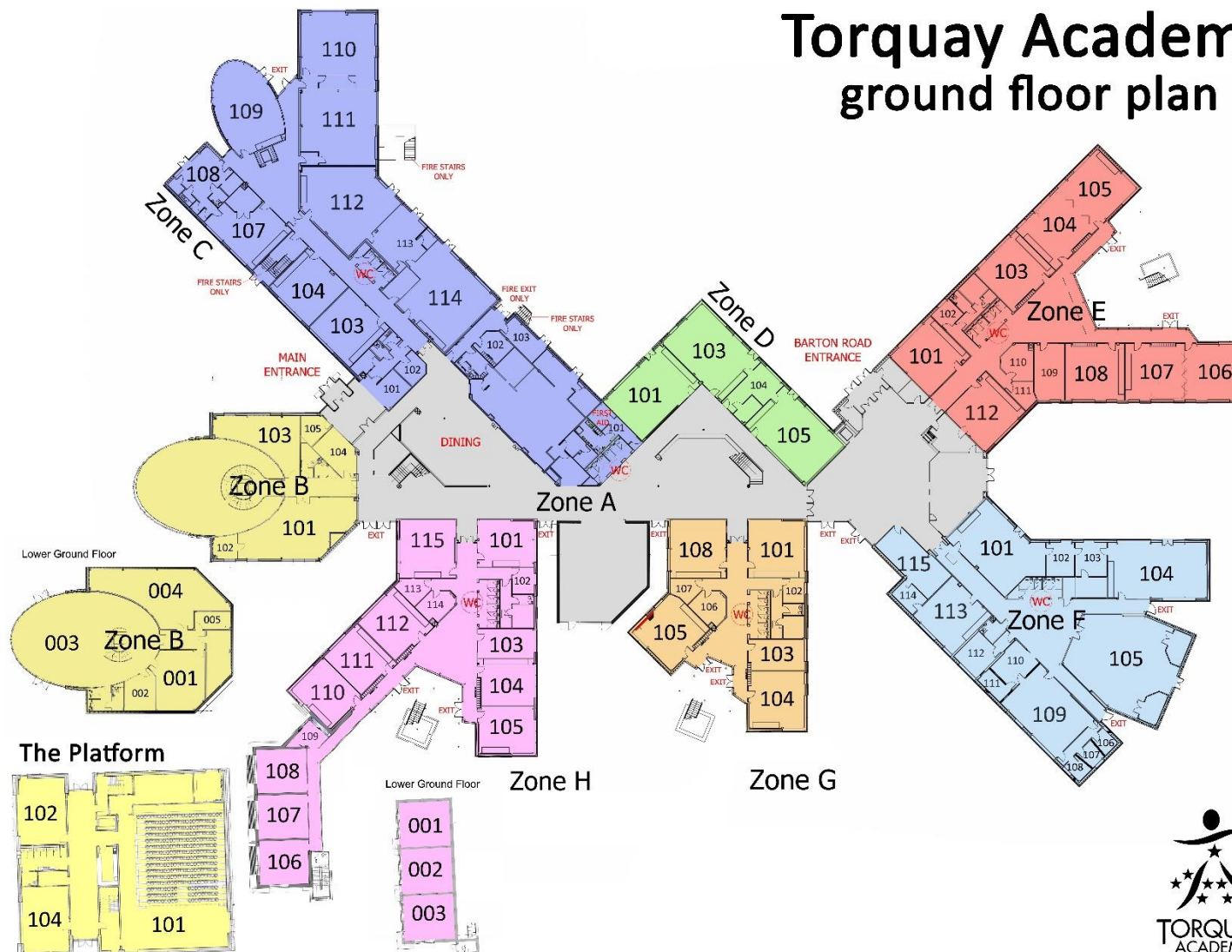
		<p><i>contacted by Track and Trace and advised to do so.</i></p> <p><b><i>Please see Appendix 4 with full details of suspected Covid -19 procedure.</i></b></p>				
55	Staff and students not made aware of need to self-isolate	<ul style="list-style-type: none"> <li><i>Where Covid-19 is confirmed the school will notify all parents/carers of students who are deemed to have been in close contact to self-isolate. They will be advised when it is safe to return to school. (This is not currently relevant)</i></li> <li><i>All other members of the school community will also be advised of the positive case and be advised they can continue to attend school.</i></li> <li><i>The school will at all times engage with NHS Test and Trace and ensure compliance of affected students and staff</i></li> </ul> <p><b><i>Please see Appendix with full details of confirmed Covid -19 procedure.</i></b></p>	Treat	CEB	Specific group as recommended by PHE will be asked to self-isolate in accordance with current guidance (close contacts do not currently need to self isolate)	Tolerate
56	Staff are not aware how to access testing arrangements	<ul style="list-style-type: none"> <li><i>Access to testing is already available to all essential workers displaying symptoms</i></li> <li><i>Ensure all staff are aware of this and how to access a PCR test if they are asked to isolate due to Covid symptoms</i></li> <li><i>Routine testing of all staff by LFD remains in place</i></li> </ul>	Tolerate	SRM		
57	Staff are not aware of conditions for use of face coverings or other equipment when dealing with a symptomatic child	<ul style="list-style-type: none"> <li><i>If a child, young person or other learner becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return</i></li> </ul>	Tolerate	SRM/CB		

		<p><i>home PPE should be worn by the supervising adult. If contact with the child or young person is necessary, then gloves, an apron and a face mask and shield 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 a face shield <b>must</b> be worn</i></p> <p><b>Please see Appendix 4 with full details of suspected Covid -19 procedure.</b></p>				
58	Use of PPE	<ul style="list-style-type: none"> <li><i>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. No additional PPE will be required</i></li> </ul>	Tolerate			
59	Students who are self-isolating do not receive adequate level of home learning	<ul style="list-style-type: none"> <li><i>Students who are self-isolating will be provided with an appropriate home learning materials</i></li> <li><i>Appropriate home learning will be planned and overseen by SLT</i></li> </ul>	Tolerate			



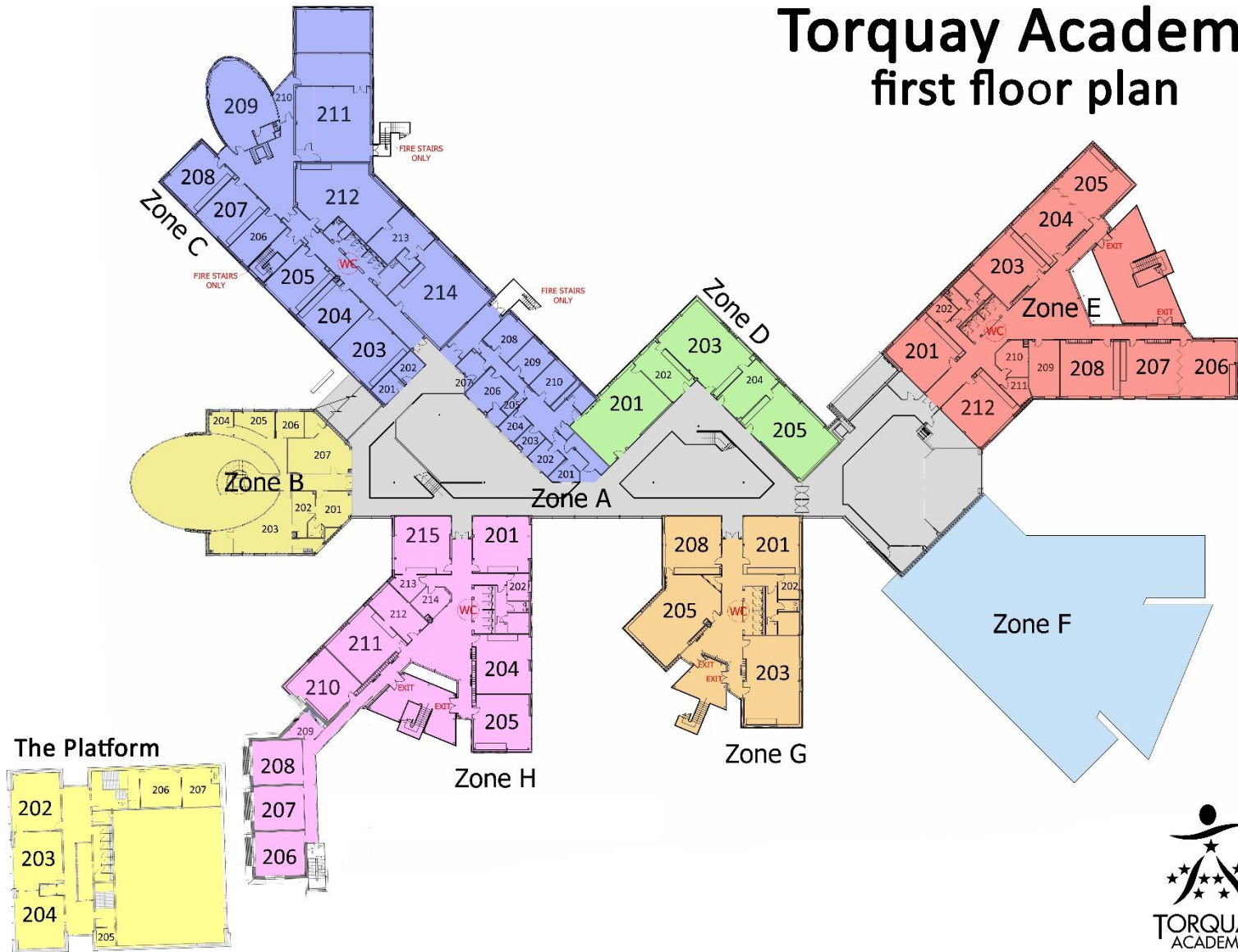
## Appendix 1 - School layouts

# Torquay Academy ground floor plan



# Torquay Academy

## first floor plan



## Appendix 2a

**As from September 2021 this guidance has been superseded and normal activity resumed subject to other actions in this RA**

### **Practical Music Delivery Guidelines (Covid)**

**March 2021**

For a planned March return to practical music delivery, the following guidelines have been developed using information provided by the Department of Education and Music Mark.

- All KS3 music lessons will (wherever possible) now take place in F4 which is a significantly larger teaching space than F12 and will enable better social distancing amongst students and staff
- All students and staff members will sanitise their hands on entry and exit from the teaching space
- Face coverings should be worn at all times except when the teacher permits for them to be removed
- All instruments and practical equipment that students have used in their lesson used will be wiped down and sanitised between classes
- Students will now be collected and brought to their lessons by their teachers. As students move between learning spaces they will be in register order and will be expected to remain so as they enter the learning space and begin the lesson
- Students will not be allowed to leave the teaching space unsupervised

- Transitions will be closely monitored to ensure that social distancing is adhered to
- Students will be required to work in their own 'learning space'. For some students, this might mean sharing a keyboard. However, students will sit side-by-side and facing the same direction. Students will not be allowed to move around the classroom unless they are given permission to do so
- All unused equipment & furniture will be removed from practical teaching spaces to maximise the space the students have to work in
- There will be no whole class singing to take place in lessons for the foreseeable future
- TME will review & update what SOL are appropriate for students, but the amended curriculum will be focused primarily around instrumental work. Singing will be kept to a minimum and will be in closely supervised smaller ensembles to ensure social distancing measures are adhered to and students are positioned side-by-side and facing in the same direction
- Students will no longer be able to use the corridor as breakout space if there are students from another year group working there

#### **Measures within the classroom**

Maintaining a distance between people whilst inside and reducing the amount of time they are in face to face to contact lowers the risk of transmission. It is strong public health advice that staff in secondary schools maintain distance from their pupils, staying at the front of the class, and away from their colleagues where possible. Ideally, adults should maintain 2 metre distance from each other, and from children.

Schools should make small adaptations to the classroom to support distancing where possible. That should include seating pupils side by side and facing forwards, rather than face to face or side on, and might include moving unnecessary furniture out of classrooms to make more space.

*Department For Education, Guidance For Full Opening: Schools (Published 2nd July 2020)*

<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>

## Appendix 2b

**As from September 2021 this guidance has been superseded and normal activity resumed subject to other actions in this RA**

### Covid Peripatetic Music

#### March 2021

For a planned March return for peripatetic music lessons we propose to follow guidance from Music Mark (UK Association of Music Education).

- Peripatetic tutors will be able to use the practise middle practise room and control room in The Platform for lessons. These rooms all enable more than adequate social distancing and ensure that no pupils will have to enter a classroom of students in a separate bubble.
- Face coverings should be worn until the teacher says it is fine to remove it. The face covering must to re-applied before leaving the practice room
- Peri tutors should keep their doors open (when applicable) to ensure adequate ventilation.
- Students will not cross independently cross schools and teachers will be required to be collected from every lesson.
- Students will be encouraged to bring in their own instrument / drum sticks.

- Students required to sanitise hands upon entering the classroom.
- Tutors (particularly guitar and piano) to sanitize instruments between use.
- Singing tutors advised to teach from a side profile as to avoid direct exposure to student airflow.
- Singing lessons must maintain a strict minimum of two meters during practise (as recommended in the Music Mark peri guidance).
- Following government guidance tutors may wish to wear a face covering, though not mandatory.

### **Appendix 2C**

**As from September 2021 this guidance has been superseded and normal activity resumed subject to other actions in this RA**

### **Torquay Academy**

### **Core PE Delivery Guidelines (Covid-19)**

**March 2021**

For a planned March return to practical physical education delivery, the following guidelines have been developed using information provided by the Department of Education and the various Governing Bodies of Sport.

- All of the sports hall changing rooms will be cleaned each morning prior to the start of lesson 2. In addition to this all changing rooms will be cleaned at the end of every lesson throughout the day ready for the next groups use. This will be during break 1 and break 2. This will include the cleaning of toilets as access to the toilets will be granted if necessary.
- Face coverings should be worn when moving to and from the lesson and in the changing rooms
- Face coverings do not need to be worn during activity and may be left in the changing room
- As much as possible PE lessons will take place outside
- On entry and exit to and from the sports areas all students and staff members will sanitise their hands on entry and exit from the teaching space
- All practical equipment that students have used in their lesson used will be wiped down and sanitised between classes
- Students will now be collected and brought to their lessons by their teachers. As students move between learning spaces, they will be in register order and will be expected to remain so as they enter the changing rooms and move between learning spaces.

- Students will change in the same changing room using the same space within that changing room for each lesson. As far as practicable students will observe social distancing whilst in the changing rooms.
- At this stage the policy of not lending out PE kit will be adopted, this may change as the situation changes, although it is the expectation that every student brings their PE kit to every lesson anyway.
- Students will not be allowed to leave the teaching space unsupervised. If it is completely necessary students will be allowed to use the toilets as they will be cleaned in between lessons.
- Transitions will be closely monitored to ensure that social distancing is adhered to.
- We will follow the most up to date guidelines that every sport's governing body has published regarding how we conduct our lessons. As a rule of thumb at the time of writing these protocol's students will work in small groups, ideally no more than 6 and contact will be kept to a minimum during lessons. At this stage we will not be playing any full contact (rugby) sports, we will, where appropriate adapt some sports to minimise contact.
- If students use the fitness suite for their Core PE lessons the same protocols in place for the fitness suite seen at appendix 2d will apply
- All unused equipment will be removed from practical teaching spaces to maximise the space the students have to work in.

- The PE curriculum for September has been written taking into account all of the latest guidelines, we have adapted some sports and adopted a more generic approach so that skills that the students may have missed out on because of the restrictions are still taught.
- At the end of the lesson students will be escorted back to their learning areas in the same manner as they arrived for their PE lesson.
- After school clubs will take place between 3.15-4.15pm. Prior to activities commencing the area to be used and the equipment required will be cleaned.
- To avoid transmission after school activities will be carried out in year groups. Year 8 on a Monday, Year 7 on a Tuesday and Year 9 on a Wednesday.
- The facility will be cleaned again prior to the evening bookings.

## **Appendix 2d**

**As from September 2021 this guidance has been superseded and normal activity resumed subject to other actions in this RA**

## **Torquay Academy**

### **Fitness Suite Delivery Guidelines (Covid)**

**March 2021**

For a planned 12 April 2021 return to opening the fitness suite to members of the public, the following guidelines have been developed using information provided by the Fitness Industry guidelines.

- Face coverings should be worn in circulation and changing areas but may be removed when entering the fitness suite
- The fitness suite and equipment within will be cleaned and sanitised prior to opening the facility each day.
- Sports centre staff will ensure that the equipment is sanitised regular throughout the opening hours. Equipment will be sprayed clean.
- Users will be asked to ensure that they clean equipment used after they have finished with it in preparation for the next user, they will also be encouraged to sanitise equipment when they first use it, this will ensure that equipment is thoroughly cleaned for each use. The blue tissue paper and a spray will be used for this cleaning.
- There will be signs placed around the fitness suite reminding users of these measures.
- Initially the fitness suite will be open to members only, this will assist us should the need for a track and trace scenario be necessary. This can be reviewed as restrictions are eased.

- All users will be required to sanitise their hands on entry and exit to the fitness suite.
- The doors of the fitness suite will be left open to assist the flow of air.
- Initially we will limit the number of users at any one time to 10, again this will be reviewed as measures are eased. If numbers dictate, we will also consider a booking system, allocating users time slots. This will NOT be introduced unless absolutely necessary.
- Users will need to arrive changed ready for their workout as we will not be providing changing facilities.
- There will be no showers available initially.
- Toilets will be available if required.

## Appendix 3

# WELCOME TO TORBAY TAXIS

Torbay Taxis Ltd are your local private hire firm. Reliable, low-cost, and versatile, we're perfect for all your taxi hire needs. We operate a vehicle fleet of approximately 180 cars, estate cars, MPVs and 8 seater buses carrying from 4 to 8 passengers. **We're sure to have a vehicle suited to your requirements.**

We have male and female drivers on all shifts. Please inform us of your needs in order that we can send the right type of vehicle for you. We also have a Driver Manager whose responsibility is maintaining quality and consistency

### COVID-19 Measures

Safety in our vehicles has always been our number one priority so, in keeping with government guidance, we have made some changes to ensure our vehicles are as safe as possible.

- Customers must wear a face-covering when travelling in our vehicles (unless medically exempt).
- The front seat must remain empty in line with social-distancing guidelines.
- We are only able to carry 3 passengers (instead of 4) in our saloon vehicles and are leaving the front seat free in our MPV's, meaning we can carry a maximum of 6 passengers at this time.

**Thank you for your understanding.**

Its easy to book with Torbay Taxis Ltd, you can [book online](#), give us a [call on 01803 211 611](#) or download our  
new

## Appendix 4

### Actions to take where Covid-19 is suspected or confirmed

Information relating to actions to be taken in the event of a positive diagnosis for Covid-19 are changing frequently. For example, there is now guidance available on the use of face masks in lockdown conditions.

TA will ensure that the latest guidance is adhered to in all circumstances and will be in contact regularly with PHE (SW) to ensure that appropriate actions are taken in the event of an outbreak.

Member of a class or staff becoming unwell with suspected COVID-19	<p>In the event that a child presents with any symptoms then the parent/guardians will be contacted immediately.</p> <p>Contact PHE Health Protection Team on 0300 303 8162 to notify so they can support risk assessment and follow up.</p> <p>If a child is awaiting collection, they will be moved to a room where they can be isolated behind a closed door with ventilation (<i>these have been identified for each area</i>), with appropriate adult supervision. If it is not possible to isolate them (eg if more than one person displaying symptoms), move them to an area (<i>outdoors if weather is ok</i>) which is at least 2 metres away from other people.</p> <p>Ensure suitable PPE, including fluid resistant face mask is available at this location and worn by the supervising adult delegated to monitor the child so they are prepared to respond to the child in the event that they need urgent attention.</p> <p>On collection of the child, it will be confirmed with the parent that they are aware of how to get the child tested and confirm that they will let the school know the result as soon as they are aware.</p>
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	<p>You can ask for a test online at: <a href="https://www.nhs.uk/conditions/coronavirus-covid-19/testing-for-coronavirus/ask-for-a-test-to-check-if-you-have-coronavirus/">https://www.nhs.uk/conditions/coronavirus-covid-19/testing-for-coronavirus/ask-for-a-test-to-check-if-you-have-coronavirus/</a></p> <p><b><u>Or call 119 to arrange a test</u></b></p> <p>In the event that a member of staff presents with symptoms, they will immediately remove themselves from the school having notified a member of staff, at a safe distance, as well as confirming where they've been and with whom so cleaning can be immediately initiated to any affected areas and contacts within school closely monitored. The member of staff will, as soon as they are able, arrange to be tested and will provide the school with the test results as soon as practicable.  <a href="https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested">https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested</a></p> <p>Clean and disinfect rooms the suspected case was using – ensure appropriate PPE (gloves and apron) are used.</p> <p>Appropriate PPE is provided in all areas</p>
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<p>Member of a class or staff has a confirmed positive test for COVID-19</p>	<p><b>As from September 2021 only those displaying symptoms of Covid 19 or with a confirmed positive case need to self isolate</b></p> <p>On confirmation that a member of a class cohort, either child or member of staff, has had a positive test, ensure they stay at home for 10 days (day of onset + nine days). The rest of their household need to self-isolate for 10 days.</p> <p>Contact the PHE SW Health Protection Team on 0300 303 8162 immediately so they can support the risk assessment and advise about follow up.</p> <p>Advise that anyone with symptoms get tested: Staff and children over 5: online via <a href="https://nhs.uk/coronaviruschildren">nhs.uk/coronaviruschildren</a> Children under 5: Call NHS 111.</p> <p>Any siblings also in the same setting (but a different, unaffected area) would need to isolate at this point</p> <p>The HPT will undertake an assessment to determine whether contacts in the setting need to self-isolate at home for 14 days.</p> <p>Clean and disinfect rooms the case was using if this has not already been done – ensure appropriate PPE (minimum gloves and apron) are used.</p> <p>Subject to PHE advice, the whole cohort may need to be isolated within their room or, if weather permits, in an outside location, whilst parents/guardians are notified to collect <a href="#">them</a>.</p> <p>Subject to PHE advice, once all children have been collected then the staff will make their way home to begin their isolation and the classroom will be subject to a cleaning regime agreed with the cleaners for a location where there has been a positive test <a href="https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance">https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance</a></p> <p><a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings</a></p>
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## Appendix 5

### The recommended use of face coverings and how to use them safely

(Extract from Schools coronavirus (COVID-19) operational guide  
February 2021

**This guidance is no longer mandatory but a temporary recommendation is in force in Torbay for September 2021**

#### **2. Ensure face coverings are used in recommended circumstances**

Where pupils in year 7 (which would be children who were aged 11 on 31 August 2020) and above are educated, we recommend that face coverings should be worn by adults and pupils when moving around the premises, outside of classrooms, such as in corridors and communal areas where social distancing cannot easily be maintained. Face coverings do not need to be worn by pupils when outdoors on the premises.

In addition, we now also recommend in those schools, that face coverings should be worn in classrooms or during activities unless social distancing can be maintained.

This does not apply in situations where wearing a face covering would impact on the ability to take part in exercise or strenuous activity, for example in PE lessons.

In primary schools, we recommend that face coverings should be worn by staff and adult visitors in situations where social distancing between adults is not possible (for

example, when moving around in corridors and communal areas). Children in primary school do not need to wear a face covering.

We are taking this additional precautionary measure for a limited time during this period of high coronavirus (COVID-19) prevalence in the community. These measures will be in place until Easter. As with all measures, we will keep it under review and update guidance at that point.

Transparent face coverings, which may assist communication with someone who relies on lip reading, clear sound or facial expression to communicate, can also be worn. There is currently very limited evidence regarding the effectiveness or safety of transparent face coverings, but they may be effective in reducing the spread of coronavirus (COVID-19).

Those who rely on visual signals for communication, or communicate with or provide support to such individuals, are currently exempt from any requirement to wear face coverings in schools or in public places.

Face visors or shields should not be worn as an alternative to face coverings. They may protect against droplet spread in specific circumstances but are unlikely to be effective in reducing aerosol transmission when used without an additional face covering. They should only be used after carrying out a risk assessment for the specific situation and should always be cleaned appropriately.

### **Exemptions**

Some individuals are exempt from wearing face coverings. This applies to those who:

- cannot put on, wear or remove a face covering because of a physical impairment or disability, illness or mental health difficulties
- speak to or provide help to someone who relies on lip reading, clear sound or facial expression to communicate

The same exemptions will apply in education and childcare settings and you should be sensitive to those needs, noting that some people are less able to wear face coverings and that the reasons for this may not be visible to others.

### **Access to face coverings**

Due to the increasing use of face coverings in wider society, staff and pupils are already likely to have access to face coverings. PHE has also published guidance on how to make a simple face covering.

You should have a small contingency supply available for people who:

- are struggling to access a face covering
- are unable to use their face covering as it has become damp, soiled or unsafe
- have forgotten their face covering

No pupil should be denied education on the grounds that they are not wearing a face covering.

### **Safe wearing and removal of face coverings**

You should have a process for when face coverings are worn within your school and how they should be removed. You should communicate this process clearly to pupils, staff and visitors and allow for adjustments to be made for pupils with SEND who may be distressed if required to remove a face covering against their

wishes.

**Safe wearing of face coverings requires the:**

- cleaning of hands before and after touching – including to remove or put them on
- safe storage of them in individual, sealable plastic bags between use

Where a face covering becomes damp, it should not be worn, and the face covering should be replaced carefully. Staff and pupils may consider bringing a spare face covering to wear if their face covering becomes damp during the day.

You must instruct pupils to:

- not touch the front of their face covering during use or when removing it
- dispose of temporary face coverings in a 'black bag' waste bin (not recycling bin)
- place reusable face coverings in a plastic bag they can take home with them
- wash their hands again before heading to their classroom

Separate guidance is available on:

- preventing and controlling infection, including the use of PPE, in education, childcare and children's social care settings

## Appendix 6

### Links to useful Government Guidance

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak>

[www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools](https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools)

<https://www.gov.uk/guidance/contacts-phe-health-protection-teams>

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>

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