

COVID-19 Risk Assessment v2 6 13/07/2020

Please find attached a **COVID-19** risk assessment template for mainstream schools that has been prepared in response to the Government's guidance for full opening. The measures set out in this risk assessment provide a framework for school leaders to put in place proportionate protective measures for pupils and staff for September 2020. **The Governing Body/Trust Board must take ownership of the risk assessment and have oversight of the principles behind its contents.**

It should be used alongside the government guidance below:

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

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

<https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings>

<https://www.hse.gov.uk/coronavirus/assets/docs/risk-assessment.pdf>

The following school policies (but not limited to) have also been reviewed and updated as required:

- *Behaviour Policy*
- *Safeguarding & Child Protection Policy*
- *Fire Procedure Policy*
- *Health and Safety Policy*
- *Infection Control Policy*
- *Medical Policy*
- *School Emergency Plan*
- *School Business Continuity Plan*
- *Premises Lettings Policy*

Template Issued on behalf of the Surrey Recovery Planning Team

Completed by Kellie Nolan V2 13/07/2020



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	Risk rating prior to action H/M/L	Recommended controls/Mitigation and Protective Measures	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
Awareness of and adherence to policies and procedures		<ul style="list-style-type: none"> • Health and Safety Policy has been updated in light of the COVID-19 advice • All staff, parents and volunteers are aware of all relevant policies and procedures including the following: <ul style="list-style-type: none"> - Health and Safety Policy. A copy sent to all staff on 9/7/2020. - Infection Control – A copy of this was sent to all staff and put on the school website on 1/6/2020 - Addendum to Medical Policy – Guidance created by the school on 22/5/2020. Sent to all staff on 9/7/2020. - Fire Procedure Policy - Updated to reflect changes to classes on 9/7/2020. - Behaviour Policy – Updated by MP and issued on 23/5/2020. - School Safeguarding arrangements. Reissued to staff on 9/7/2020. 	Yes	KN	9/7/2020	
			Yes	KN	1/6/2020	
			Yes	KN	9/7/2020	
			Yes	KN	9/7/2020	
			Yes	KN	23/5/2020	
			Yes	KN	9/7/2020	



	<ul style="list-style-type: none"> All staff have regard to all relevant guidance and legislation including, but not limited to, the following: Email with appropriate links to documents sent out to staff on 18/5/2020 and reissued on 9/7/2020. - The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 - The Health Protection (Notification) Regulations 2010 - Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities' - DfE and PHE (2020) 'COVID-19: guidance for educational settings' - https://www.surreycc.gov.uk/data/assets/pdf_file/0004/228136/Flowchart-School-response-to-suspected-or-confirmed-cases-of-Covid-19-coronavirus-v1-10-June-2020.pdf 	Yes	KN		
	<ul style="list-style-type: none"> The relevant staff receive any necessary training that helps minimise the spread of infection, e.g. infection control training. - KN is following Surrey County Council Health and Safety Team and DfE guidance. 	Yes	KN	9/7/2020	
	<ul style="list-style-type: none"> The school keeps up-to-date with advice issued by, but not limited to, the following: • DfE; NHS; Department of Health and Social Care; PHE 	Yes	KN	9/7/2020	
	<ul style="list-style-type: none"> Staff are made aware of the school's infection control procedures in relation to coronavirus. 	Yes	KN	9/7/2020	
	<ul style="list-style-type: none"> The relevant staff receive any necessary training that helps minimise the spread of infection, e.g. infection control training. - KN is following Surrey County Council Health and Safety Team and DfE guidance. 	Yes	SLT	Ongoing	
	<ul style="list-style-type: none"> The school keeps up-to-date with advice issued by, but not limited to, the following: • DfE; NHS; Department of Health and Social Care; PHE 	Yes	SLT	Ongoing	
	<ul style="list-style-type: none"> Staff are made aware of the school's infection control procedures in relation to coronavirus. 	Yes	SLT	Ongoing	



		<ul style="list-style-type: none"> - KN distributed the school's Infection Control Policy to all staff on 9/7/2020. • Parents are made aware of the school's infection control procedures in relation to coronavirus via letter and social media – they are informed that they must not send their child to school if they have <u>coronavirus (COVID-19) symptoms</u>, or have tested positive in the last 7 days, or if another household member develops coronavirus symptoms. In both these circumstances the parents/carers should call the school to inform the school of this and that they will be following the national Stay at Home guidance. - A letter will be sent to all parents on 1/9/2020 outlining all of the relevant advice surrounding the expectations surrounding the infection control. • Pupils are made aware of the school's infection control procedures in relation to coronavirus and are informed that they must tell a member of staff if they begin to feel unwell. - A letter will be sent to all parents on 1/9/2020 outlining all of the relevant advice surrounding the expectations surrounding the infection control. This will include advice to parents on the importance of informing children to tell a member of staff if they are feeling unwell. • Staff and pupils are made aware of the process for removing face coverings when pupils and staff who use them arrive at school, and this will be communicated clearly to parents in a letter dated 1/9/2020 and staff will receive a copy of this risk assessment by 10/7/2020. 	Yes	KN	9/7/2020	
			Yes	MP	1/9/2020	
			Yes	MP	1/9/2020	
			Yes	MP/KN	1/9/2020	



		<p>https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-to-wear-cloth-face-coverings.html</p> <ul style="list-style-type: none"> • Take Off Your Cloth Face Covering Carefully, When You're Home • Untie the strings behind your head or stretch the ear loops • Handle only by the ear loops or ties • Fold outside corners together • Place covering in the washing machine (learn more about how to wash cloth face coverings) • Be careful not to touch your eyes, nose, and mouth when removing and wash hands immediately after removing. <ul style="list-style-type: none"> • All of the relevant policies related to Data Protection are followed at all times – this includes withholding the names of staff, volunteers and pupils with either confirmed or suspected cases of coronavirus. 	<p>Yes</p> <p>Yes</p>	<p>ALL</p> <p>ALL</p>	<p>Ongoing</p> <p>Ongoing</p>	
<p>Prevention</p> <p>1. Minimise contact with individuals who are unwell with COVID-19 symptoms</p>		<ul style="list-style-type: none"> • Staff and other adults do not come into the school if they have coronavirus (COVID-19) symptoms, or have tested positive in the last 7 days, and anyone developing those symptoms during the school day is sent home. • If anyone in the school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they are sent home and advised to follow 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection', which sets out that they must self-isolate for at least 7 days and should arrange to have a test to see if they have coronavirus (COVID-19). Other members of their household (including 	<p>Yes</p>	<p>ALL</p>	<p>Ongoing</p>	



		<p>any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms.</p> <ul style="list-style-type: none"> • If a child is awaiting collection, the child will be moved to the baking area 'Sick Bay'*. They will be supervised by an adult who will remain 2 metres away from the child, provided no intervention is required, to support the safety of the child. • If they need to go to the bathroom while waiting to be collected, they will use the disabled toilet if possible. The bathroom must be cleaned and disinfected using standard cleaning products before being used by anyone else. • Everyone will wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. The area around the person with symptoms must be cleaned with normal household disinfectant after they have left to reduce the risk of passing the infection on to other people. See the COVID-19: cleaning of non-healthcare settings guidance. • PPE will be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs). More information on PPE use can be found in the safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE) guidance. • In an emergency, call 999 if someone is seriously ill or injured or their life is at risk. Anyone with coronavirus (COVID-19) symptoms should not visit the GP, pharmacy, urgent care centre or a hospital. • Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive (see below) or they have been requested to do so by NHS Test & Trace. • The Infection Control Policy and Cleaning in non-healthcare settings guidance to be followed to clean the area. 				
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		<ul style="list-style-type: none"> Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately in line with the Infection Control Policy and <u>Cleaning in non-healthcare settings guidance</u> 				
<p>Prevention</p> <p>2. Good hand hygiene practice</p>		<ul style="list-style-type: none"> The School will ensure that pupils clean their hands regularly, including when they arrive at school, when they return from breaks, when they change rooms and before and after eating. Supervision of hand sanitiser use will take place due to risk around ingestion. Younger pupils and pupils with complex needs will continue to be helped to clean their hands properly. The school will build hand washing routines into school culture, supported by behaviour expectations set out in the school Behaviour Policy. Pupils arriving at school wearing a face covering are instructed not to touch the front of their face covering during use or when removing them. They immediately wash their hands on arrival, dispose of temporary face coverings in a covered bin or place reusable face coverings in a plastic bag they take home with them, and then wash their hands again before heading to their classroom. Guidance on <u>safe working in education, childcare and children’s social care</u> provides more advice. Sufficient handwashing facilities are available. Where a sink is not nearby, hand sanitiser is available in all classrooms and other learning environments 	YES	ALL	Ongoing	
<p>Prevention</p>		<ul style="list-style-type: none"> ‘Catch it, bin it, kill it’ approach continues to be very important, suitable number of tissues and bins available in the school to support pupils and staff to follow this routine. 	Yes	ALL	Ongoing	



<p>3. Good respiratory hygiene</p>		<ul style="list-style-type: none"> • Younger pupils and those with complex needs are helped to follow this. • In the case of children who have sensory needs that include chewing or sucking on clothes as a form of sensory stimulation or comfort staff must: <ul style="list-style-type: none"> - Remove the item if it is likely to be passed to another person. - Wash their hands thoroughly if they come into contact with the item. - Clean the surface and area that has come into contact with the item. - PPE equipment is available for all staff to use if they desire when removing and cleaning the item. • In the event that the school becomes aware of a pupil who has struggles to maintain good respiratory hygiene, for example those who spit uncontrollably or use saliva as a sensory stimulant, an individual risk assessment will be put in place. 	<p>Yes Yes Yes</p>	<p>ALL ALL ALL</p>	<p>Ongoing Ongoing Ongoing</p>	
<p>Prevention 4. Enhanced cleaning</p>		<ul style="list-style-type: none"> • Surfaces that pupils are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters are cleaned more regularly than normal; • Soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts) are removed. • Different classes (Bubbles) do not need allocated toilet blocks, but toilets will be cleaned regularly, and pupils encouraged to clean their hands thoroughly after using the toilet. • The COVID-19: cleaning of non-healthcare settings guidance is followed. https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings 	<p>Yes Yes Yes Yes</p>	<p>ALL ALL ALL ALL</p>	<p>Ongoing Ongoing Ongoing Ongoing</p>	

	<ul style="list-style-type: none"> Outdoor playground equipment will be cleaned more frequently. This includes resources used inside and outside by wrap around care providers as set out in the School Lettings Policy. Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately in line with the Infection Control Policy and Cleaning in non-healthcare settings guidance Cleaners are employed by the school to carry out daily, thorough cleaning that follows national guidance and is compliant with the Health and Safety Policy. The SBM arranges enhanced cleaning to be undertaken where required – advice about enhanced cleaning protocols is sought from the local health team. Schools short of cleaning product supplies, should email DfE-CovidEnquiries.COMMERCIAL@education.gov.uk The SBM monitors the cleaning standards of school cleaning contractors and discusses any additional measures required with regards to managing the spread of coronavirus. 	Yes	Hirer /PM	Ongoing	
		Yes	ALL	Ongoing	
		Yes			
		Yes	KN	Ongoing.	
		Yes	KN	Ongoing	
Prevention		Yes	SLT	Ongoing	
5. Minimise contact	<p>The number of contacts between pupils and staff has been reduced as much as is physically possible based on the pupil's ability to distance and the layout of the school site.</p> <ul style="list-style-type: none"> Where staff are required to move between classes (bubbles) they should try and keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults. 	Yes	ALL	Ongoing	



	<ul style="list-style-type: none"> Adults to avoid close face to face contact and minimise time spent within 1 metre of anyone. 	Yes	ALL	Ongoing
	<ul style="list-style-type: none"> Pupils old enough should be supported to maintain distance and not touch staff and their peers. Staff will continually remind pupils of this requirement. 	Yes	ALL	Ongoing
	<ul style="list-style-type: none"> Pupils are seated side by side and facing forwards, rather than face to face or side on. Nursery and Reception have a rotation system in place where half of the children will be sitting on the floor (on a suitable surface) and half will be sitting on chairs and all will be facing forward. 	Yes	ALL	Ongoing
	<ul style="list-style-type: none"> Large gatherings such as assemblies and whole school events are avoided, and groups will be kept apart as much as is physically possible. Year group lunches and assemblies will take place but social distancing measures will be implemented. 	Yes	ALL	Ongoing
	<ul style="list-style-type: none"> The timetable has been revised to implement where possible: <ul style="list-style-type: none"> A Plan for lessons or activities which keep groups apart and movement around the school site to a minimum; Staggered assembly groups; one year group at a time. Break times (including lunch) are staggered so that all pupils are not moving around the school at the same time; Drop-off and collection times are staggered and communicated to parents; Parents' drop-off and pick-up protocols are planned and communicated so that they minimise adult to adult contact; 	Yes	SLT	Ongoing
		Yes	MP	17/7/2020
		Yes	MP	17/7/2020



	<ul style="list-style-type: none"> • Pupils use the same classroom or defined area of a setting throughout the day, with a thorough cleaning of the rooms at the end of the day. And are seated at the same desk; In the EYFS chairs will be cleaned before changeovers take place. 	Yes	EYFS	Ongoing
	<ul style="list-style-type: none"> • Mixing within the school setting is minimised by: <ul style="list-style-type: none"> ○ accessing rooms directly from outside where possible; ○ a one-way circulation system is in place. ○ staggering lunch breaks and pupils clean their hands beforehand and enter in their year group ○ The number of pupils using the toilet at any one time is limited; 	Yes	ALL	Ongoing
	<ul style="list-style-type: none"> • The use of shared space such as halls is limited and there is cleaning between use by different groups; 	Yes	ALL	Ongoing
	<ul style="list-style-type: none"> • The use of staff rooms and offices is staggered to limit occupancy. 	Yes	ALL	Ongoing
	<ul style="list-style-type: none"> • Visitors to the site, such as contractors, local authority employees and health employees are fully briefed on the school’s arrangements and follow site guidance on physical distancing and hygiene on or before arrival. Where visits can happen outside of school hours, they will be and a record will be kept of all visitors. 	Yes	ALL	Ongoing
	<ul style="list-style-type: none"> • Classroom based resources, such as books and games, are used and shared within the classroom only; these are cleaned regularly, along with all frequently touched surfaces. Resources that are shared between classes, such as sports, art and science equipment are cleaned frequently and meticulously and always between classes, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different class groups; 	Yes	ALL	Ongoing



	<ul style="list-style-type: none"> • Pupils limit the amount of equipment they bring into school each day, to essentials such as book bags, water bottles, fruit pots, lunch bags, hats, coats, books. Pupils and teachers can take books and other shared resources home, although unnecessary sharing is avoided. Rules on hand cleaning, cleaning of the resources and rotation apply to these resources. • Staff and KS1 pupils have their own individual and very frequently used equipment, such as pencils and pens, these are not shared; • Physical Education classes will be kept in consistent groups and sports equipment thoroughly cleaned between use by different groups. Contact sport to be avoided. Outdoor sports to be prioritised and in the event that the hall will need to be used the school will ensure that we maximise distance between pupils and high levels of cleaning and hygiene. • The school is aware that lessons which include singing or shouting may cause an additional risk of infection. Control measures of physical distancing, positioning pupils side to side and ensuring good ventilation are in place. The school will not be using the recordings during the Autumn term. 	Yes	ALL	Ongoing	
		Yes	ALL	Ongoing	
		Yes	ALL	Ongoing	
		Yes	ALL	Ongoing	
Prevention		Yes	ALL	Ongoing	
6. Where necessary, wear PPE	<ul style="list-style-type: none"> • The majority of staff in education settings will not require PPE beyond what they would normally need for their work. PPE is only needed in a very small number of cases, including: <ul style="list-style-type: none"> ○ where an individual child or young person becomes ill with coronavirus (COVID-19) symptoms while at schools, and only then if a distance of 2 metres cannot be maintained 	Yes	ALL	Ongoing	



	<ul style="list-style-type: none"> ○ where a child or young person already has routine intimate care needs that involves the use of PPE, in which case the same PPE should continue to be used <ul style="list-style-type: none"> ● Read the guidance on <u>safe working in education, childcare and children’s social care</u> for more information about preventing and controlling infection and follow <u>SCC PPE guidance</u>. <p>The school has PPE equipment available for any staff member that would like to use is.</p>	Yes	ALL	1/9/2020	
<p>Response to infection</p> <p>7. Test and trace</p>	<ul style="list-style-type: none"> ● The NHS Test and Trace process to be followed https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/nhs-test-and-trace-if-youve-been-in-contact-with-a-person-who-has-coronavirus/ 	Yes	ALL	Ongoing	
	<ul style="list-style-type: none"> ● Contact your local <u>Public Health England health protection team</u>. Surrey and Sussex HPT (South East) Public Health England County Hall North Chart Way Horsham West Sussex RH12 1XA Email PHE.sshpu@nhs.net Telephone 0344 225 3861 (option 1 to 4 depending on area) Out of hours advice 0844 967 0069 	Yes	ALL	Ongoing	
	<ul style="list-style-type: none"> ● Staff members and parents/carers understand that they will need to be ready and willing to: <ul style="list-style-type: none"> ○ <u>book a test</u> if they are displaying symptoms. Staff and pupils must not come into the school if they have symptoms, and must be sent home to self-isolate if they develop them in school. All pupils 	Yes	ALL	Ongoing	



		<p>can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit</p> <ul style="list-style-type: none"> ○ provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test & Trace ○ <u>self-isolate</u> if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19) <ul style="list-style-type: none"> ● The school will ask parents and staff to inform them immediately of the result of the test: <ul style="list-style-type: none"> ○ If someone tests negative, if they feel well and no longer have symptoms similar to COVID-19 they can stop self-isolating. ○ If someone test positive they should follow the '<u>stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection</u>' and must continue to self-isolate for at least 7 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. Other members of their household should continue self-isolating for the full 14 days. 	Yes	ALL	Ongoing	
<p>Response to infection</p> <p>8. Managing confirmed COVID-19 cases</p>		<ul style="list-style-type: none"> ● If someone has attended the site tests positive for COVID-19, the local health protection team will be contacted by the school. ● The health protection team will provide guidance to support a rapid risk assessment to confirm who has been in close contact with the person during the period they were infectious and ensure they are asked to self-isolate. ● Based on the advice from the health protection team, the school will send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days since they 	Yes	SLT	Ongoing	
			Yes	SLT	Ongoing	
			Yes	SLT	Ongoing	



		<p>were last in close contact with that person when they were infectious. Close contact means:</p> <ul style="list-style-type: none"> ○ Direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin) ○ Proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual ○ Travelling in a small vehicle, like a car, with an infected person <ul style="list-style-type: none"> ● Records of pupils and staff in each group and any close contact that takes place between pupils and staff in different groups will be kept. This will not include every interaction a member of staff or pupil has. ● A Remote education plan will be in place by the 1 September 2020 for individual pupils or groups of pupils self-isolating. 	<p>Yes</p> <p>Yes</p>	<p>Office Pupils/ SLT Staff</p> <p>KN</p>	<p>Ongoing</p> <p>1/9/2020</p>	
<p>Response to infection</p> <p>9. Contain any outbreaks</p>		<ul style="list-style-type: none"> ● If two or more cases are confirmed within 14 days or an overall rise in sickness absence where COVID-19 is suspected, there may be an outbreak and the local health protection team will advise on any additional action required. ● The school will follow advice from the local health protection team. This may include a larger number of other pupils having to self-isolate at home as a precaution. ● In consultations with the local Director of Public Health, where an outbreak in a school is confirmed, a mobile testing unit may be dispatched to test others who may have been in contact with the person who tested positive. 	<p>Yes</p>	<p>SLT</p>	<p>Ongoing</p>	



	<ul style="list-style-type: none"> A remote education plan will be put in place by the 1st September 2020 for individual pupils or groups of pupils self-isolating. 	Yes	KN	1/9/2020	
Emergencies	<ul style="list-style-type: none"> All pupil emergency contact details are up-to-date, including alternative emergency contact details, where required. 	Yes	Office	Ongoing	
	<ul style="list-style-type: none"> Parents are contacted as soon as practicable in the event of an emergency. 	Yes	Office/ ALL	Ongoing	
	<ul style="list-style-type: none"> Pupil alternative contacts are called where their primary emergency contact cannot be contacted. 	Yes	Office/ ALL	Ongoing	
	<ul style="list-style-type: none"> The school has an up-to-date Medical Policy in place which outlines the management of medical emergencies – medical emergencies are managed in line with this policy. 	Yes	ALL	Ongoing	
Managing School Transport	<ul style="list-style-type: none"> Parents and pupils will be encouraged to walk or cycle to school via the school newsletter. 	Yes	MP	Ongoing	
	<ul style="list-style-type: none"> Parents and pupils are discouraged from using public transport to get to school where possible particularly during peak times; 	Ongoing	Ongoing	Ongoing	