

Surrey Exemplar COVID-19 Risk Assessment v7 November 2020

Please find attached a COVID-19 risk assessment template 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-childcaresettings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings>

<https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-whichare-partially-open-during-the-coronavirus-outbreak>

<https://www.gov.uk/government/publications/face-coverings-in-education/face-coverings-in-education>

<https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own/face-coverings-when-to-wear-oneand-how-to-make-your-own>

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

The following school policies have also been reviewed and updated as required:

- *Behaviour Policy*
- *Safeguarding & Child Protection Policy*
- *Health and Safety Policy*
- *Infection Control Policy*
- *First Aid Policy*
- *School Emergency Plan*
- *School Business Continuity Plan*

Template Issued on behalf of the Surrey Recovery Planning Team

Updated by Kellie Nolan 6/11/2020/2020

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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	

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		<p>All staff have regard to all relevant guidance and legislation including, but not limited to, the following:</p> <p>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</p> <p>The Health Protection (Notification) Regulations 2010</p> <p>Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities'</p> <p>DfE and PHE (2020) 'COVID-19: guidance for educational settings'</p> <p>https://www.surreycc.gov.uk/data/assets/pdf_file/0004/228136/Flowchart-School-response-to-suspected-or-confirmed-cases-of-Covid-19coronavirus-v1-10-June-2020.pdf</p> <p>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.</p> <p>The school keeps up-to-date with advice issued by, but not limited to, the following:</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>KN</p> <p>KN</p> <p>KN</p> <p>KN</p> <p>KN</p> <p>KN</p> <p>SLT</p> <p>SLT</p>	<p>9/7/2020</p> <p>9/7/2020</p> <p>9/7/2020</p> <p>9/7/2020</p> <p>9/7/2020</p> <p>9/7/2020</p> <p>Ongoing</p> <p>Ongoing</p>	
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	<p>DfE; NHS; Department of Health and Social Care; PHE</p> <p>Staff are made aware of the school's infection control procedures in relation to coronavirus. KN distributed the school's Infection Control Policy to all staff on 9/7/2020.</p> <p>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.</p> <ul style="list-style-type: none"> - A letter will be sent to all parents on 1/9/2020 outlining all of the relevant advice and expectations surrounding infection control. <p>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.</p> <ul style="list-style-type: none"> - 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. <p>A letter was sent to all parents/carers on Monday 2/11/2020 asking them to wear face coverings during drop off and pick up times. Staff have also been asked to wear coverings when they are on the school gate in the hope that we can continue to minimise the spread of infection across the school community.</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>SLT</p> <p>KN</p> <p>MP</p> <p>MP</p> <p>MP/KN</p>	<p>Ongoing</p> <p>9/7/2020</p> <p>2/9/2020</p> <p>2/9/2020</p> <p>2/9/2020</p>	
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		<p>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 has been communicated clearly to parents in a letter dated 1/9/2020 and 2/11/2020. Staff receive copies of this risk assessment each time it is updated.</p> <p>https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-to-wearcloth-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>Yes</p>	<p>MP/KN</p> <p>ALL</p> <p>ALL</p>	<p>2/11/2020</p> <p>Ongoing</p> <p>Ongoing</p>	
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<p>Prevention</p> <p>1. Minimise contact with individuals who are unwell with</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 	<p>Yes</p> <p>Yes</p>	<p>ALL</p> <p>ALL</p>	<p>Ongoing</p> <p>Ongoing</p>	
<p>COVID-19 symptoms</p>	<p>least 7 days and should arrange to have a test to see if they have coronavirus (COVID-19). Other members of their household (including 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. 				

	<ul style="list-style-type: none"> □ 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 <u>safe working in education, childcare and children’s social care settings, including the use of personal protective equipment (PPE)</u> 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. 				
	<ul style="list-style-type: none"> □ The Infection Control Policy and <u>Cleaning in non-healthcare settings</u> guidance to be followed to clean the area. □ 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</u> guidance 				

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<p>Prevention</p> <p>2. Good hand hygiene practice</p>	<p>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.</p> <p>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. Skin friendly skin cleaning wipes can be used as an alternative.</p> <p>The school will build hand washing routines into school culture, supported by behaviour expectations set out in the school Behaviour Policy.</p> <p>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.</p> <p>Sufficient handwashing facilities are available. Where a sink is not nearby, hand sanitiser is available in all classrooms and other learning environments</p>	<p>YES</p>	<p>ALL</p>	<p>Ongoing</p>	
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<p>Prevention</p> <p>3. Good respiratory hygiene</p>		<p><input type="checkbox"/> '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.</p> <p><input type="checkbox"/> Younger pupils and those with complex needs are helped to follow this.</p> <p><input type="checkbox"/> 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:</p> <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. <p><input type="checkbox"/> 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> <p><input type="checkbox"/> DfE guidance to be followed on the use of face coverings in education and clear instructions are provided to staff, children and young people.</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>ALL</p> <p>ALL</p> <p>ALL</p> <p>ALL</p> <p>ALL</p> <p>ALL</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	
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<p>Prevention</p> <p>4. Enhanced cleaning</p>	<input type="checkbox"/> Surfaces that pupils are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters are cleaned more regularly than normal;	Yes	ALL	Ongoing
	<input type="checkbox"/> More frequent cleaning of rooms and shared areas that are used by different groups (Main School Hall and Toilets)	Yes	ALL	Ongoing
	<input type="checkbox"/> Soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts) are removed.	Yes	ALL	Ongoing
	<p>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. Toilets will be allocated to year groups however the school site does not allow for separate toilet blocks.</p> <p>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> <p>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.</p>	Yes	ALL	Ongoing
	<input type="checkbox"/>	Yes	Hirer /PM	Ongoing
	<input type="checkbox"/>	Yes	ALL	Ongoing

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	<p>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</p> <p>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.</p> <p>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</p> <p>The SBM monitors the cleaning standards of school cleaning contractors and discusses any additional measures required with regards to managing the spread of coronavirus.</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>KN</p> <p>KN</p>	<p>Ongoing.</p> <p>Ongoing</p>	
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<p>Prevention</p> <p>5. Minimise contact</p>	<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>	Yes	SLT	Ongoing
	<ul style="list-style-type: none"> All teachers and other staff can operate across different classes and year groups in order to facilitate the delivery of the school timetable. 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"> Supply teachers and/or other temporary staff can move between schools. They should ensure they minimise contact and maintain as much distance as possible from other staff. 	Yes	ALL	Ongoing
	<ul style="list-style-type: none"> Adults should maintain 2 metre distance from each other and from children where possible. 	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"> Year 2 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	Year 2/EYFS/SLT	Ongoing
	<ul style="list-style-type: none"> With effect from 2/11/2020 Year 1 children will no longer sit in forward facing rows. The format does not meet the needs of the children and this layout creates hazards within the classroom environment. 	Yes	YEAR 1/SLT	2/11/2020
	<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. 	Yes	ALL	Ongoing



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	<p>Year group lunches and assemblies will take place but social distancing measures will be implemented.</p> <p>The timetable has been revised to implement where possible:</p> <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; ○ <p>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.</p> <p>Mixing within the school setting is minimised by:</p> <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; <p>The use of shared space such as halls is limited and there is cleaning between use by different groups;</p> <p>The use of staff rooms and offices is staggered to limit occupancy</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>SLT</p> <p>MP</p> <p>MP</p> <p>MP</p> <p>MP</p> <p>MP</p> <p>EYFS</p> <p>ALL</p> <p>ALL</p> <p>ALL</p>	<p>Ongoing</p> <p>2/9/2020</p> <p>2/9/2020</p> <p>2/9/2020</p> <p>2/9/2020</p> <p>2/9/2020</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	
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		<p>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.</p> <p>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;</p> <p>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.</p> <p>Staff and KS1 pupils have their own individual and very frequently used equipment, such as pencils and pens, these are not shared;</p> <p>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. COVID-19: Guidance on phased return of sport and recreations.</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>ALL</p> <p>ALL</p> <p>ALL</p> <p>ALL</p> <p>ALL</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	
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		<p>☐ The school is aware that there may be an additional risk of infection in environments where there is singing, chanting, playing instruments or shouting. Control measures of physical distancing, positioning pupils side to side and ensuring good ventilation are in place. Groups will be limited to 15 and singing etc will not take place in larger groups such as school choirs and ensembles, or school assemblies. The school will not be using the recorders during the Autumn term.</p>	Yes	ALL	Ongoing	
Prevention						
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 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 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	Ongoing	
			Yes	ALL	1/9/2020	
Response to infection						
7. Test and trace		<p>The NHS Test and Trace process to be followed https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/nhstest-and-trace-if-youve-been-in-contact-with-a-person-who-has-coronavirus/</p>	Yes	ALL	Ongoing	

		<p>If someone tests 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</p>				
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<p>Response to infection</p> <p>8. Managing confirmed COVID-19 cases</p>		<p><input type="checkbox"/> If someone has attended the site tests positive for COVID-19, the local health protection team will be contacted by the school.</p> <p><input type="checkbox"/> 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.</p> <p><input type="checkbox"/> 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 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 <p><input type="checkbox"/> 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.</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>SLT</p> <p>SLT</p> <p>SLT</p> <p>Office Pupils/ SLT Staff</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	
		<p><input type="checkbox"/> A Remote education plan will be in place by the 1 September 2020 for individual pupils or groups of pupils self-isolating.</p>	<p>Yes</p>	<p>KN</p>	<p>1/9/2020</p>	

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		<input type="checkbox"/> 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.				
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. Parents and pupils are discouraged from using public transport to get to school where possible particularly during peak times; 	Yes Ongoing	MP Ongoing	Ongoing Ongoing	