

Surrey Exemplar COVID-19 Risk Assessment Template v10 21st January 2021

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. **The Governing Body/Trust Board must take ownership of the risk assessment and have oversight of the principles behind its contents.**

Lockdown 5th January 2021: Colleges, primary (reception onwards) and secondary schools will remain open for vulnerable children and the children of critical workers. All other children will learn remotely until February half term.

The new variant (of COVID) transmits more easily than the previous one but there is currently no evidence that it is more likely to cause severe disease or mortality. The way to control this virus is the same, whatever the variant. It will not spread if we avoid close contact with others. Wash your hands, wear a mask (when necessary), keep your distance from others, and reduce social contact in line with guidance. It remains vital that these measures, along with enhanced environmental cleaning and ventilation, are practised stringently.

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/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-one-and-how-to-make-your-own>

<https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe>

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

<https://www.gov.uk/guidance/national-lockdown-stay-at-home#going-to-work>

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

- *Behaviour Policy*
- *Safeguarding & Child Protection Policy*
- *Health and Safety Policy*

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- *Infection Control Policy*
- *First Aid Policy*
- *School Emergency Plan*
- *Premises Lettings Policy and Contract*

Issued on behalf of the Surrey Recovery Planning Team

Updated by Kellie Nolan on 21st January 2021



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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, pupils and volunteers are aware of all relevant policies and procedures including, but not limited to, the following: <ul style="list-style-type: none"> - Health and Safety Policy. A copy sent to all staff on 4/1/2021. - Infection Control – A copy of this was sent to all staff and put on the school website on 5/1/2021 - Addendum to Medical Policy – Guidance created by the school on 22/5/2020. Sent to all staff on 9/7/2020 and reissued on 4/1/2021 - Fire Procedure Policy - Updated to reflect changes to classes on 9/7/2020 and amended in Autumn 2020. Resent 4/1/2021 - Behaviour Policy – Updated by MP and issued on 23/5/2020. Resent 4/1/2021 - School Safeguarding arrangements. Reissued to staff on 9/7/2020 and 4/1/2021. - Lettings Policy – Temporarily suspended for Spring Term 	Yes	KN	4/1/2021	
			Yes	KN	4/1/2021	
			Yes	KN	4/1/2021	
			Yes	KN	4/1/2021	
			Yes	KN	4/1/2021	
			Yes	KN	4/1/2021	
			N/a	N/a		



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	<ul style="list-style-type: none"> All staff have regard to all relevant guidance and legislation including, but not limited to, the following: <ul style="list-style-type: none"> 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' <p>Links to the documents listed above were sent to all staff by email on 18/5/2020 and reissued on 9/7/2020 and 4/1/2021.</p> <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 and DfE guidance. The school keeps up-to-date with advice issued by, but not limited to, the following: <ul style="list-style-type: none"> DfE; NHS; Department of Health and Social Care; PHE Staff are made aware of the school's infection control procedures in relation to coronavirus. The school's Infection Control Policy was sent to all staff on 4/1/2021. 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 10 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 	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>KN</p> <p>SLT</p> <p>SLT</p> <p>KN</p>	<p>4/1/2021</p> <p>Ongoing</p> <p>Ongoing</p> <p>4/1/2021</p>	
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		<p>and that they will be following the national <u>Stay at Home</u> guidance.</p> <p><i>A letter was sent to all parents on 1/9/2020 outlining all of the relevant advice and expectations surrounding infection control.</i></p> <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> <p><i>A letter was sent to all parents on 1/9/2020 outlining all of the relevant advice surrounding the expectations surrounding infection control. This included advice to parents on the importance of informing children to tell a member of staff if they are feeling unwell.</i></p> <ul style="list-style-type: none"> • 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 to parents and staff in letters dated 1/9/2020 and 2/11/2020. • The Staff and Volunteer Confidentiality Policy and Pupil Confidentiality Policy are followed at all times – this includes withholding the names of staff, volunteers and pupils with either confirmed or suspected cases of coronavirus. 	Yes	MP	1/9/2020	
			Yes	MP	1/9/2020	
			Yes	MP/KN	2/9/2020 4/1/2021	
			Yes	ALL	Ongoing	
Prevention						
1. Minimise contact with individuals who are unwell		<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 10 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 				



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<p>with COVID-19 symptoms</p>		<p>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 10 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 10 days from when the symptomatic person first had symptoms.</p> <ul style="list-style-type: none"> • If a child is awaiting collection, they are moved, where possible, to a room where they can be isolated behind a closed door, depending on the age and needs of the child, with appropriate adult supervision if required. A window should be opened for ventilation. If it is not possible to isolate them, they are moved to an area which is at least 2 metres away from other people. • If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom 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 <u>COVID-19: cleaning of non-healthcare settings guidance</u>. • 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) guidance</u>. • In an emergency, call 999 if someone is seriously ill or injured or their life is at risk. Anyone with coronavirus (COVID-19) symptoms 				
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		<p>should not visit the GP, pharmacy, urgent care centre or a hospital.</p> <ul style="list-style-type: none"> 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 <u>Cleaning in non-healthcare settings</u> guidance to be followed to clean the area. Any medication given to ease the unwell individual's symptoms, e.g. paracetamol, is administered in accordance with the Administering Medications Policy 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 <p><i>Staff/pupils/parents and carers at Long Ditton Infant & Nursery School are aware of all of the guidance outlined above and commit to adhere to it at all times.</i></p>	Yes	ALL	Ongoing	
<p>Prevention 2. Where recommended, use of face covering</p>		<ul style="list-style-type: none"> The government is not recommending universal use of face coverings in all schools. In primary schools where social distancing is not possible in areas outside of classrooms between members of staff or visitors, for example in staffrooms, headteachers will have the discretion to decide whether to ask staff or visitors to wear, or agree to them wearing face coverings in these circumstances. Based on current evidence and the measures that schools are already putting in place, such as the system of controls and consistent bubbles, face coverings are not necessary in the classroom even where social distancing is not possible. There is a 				



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	<p>broad view across the staff team that face coverings would have a negative impact on their teaching. This is kept under constant review and staff can request a covering at any stage.</p> <p><i>The school made the decision to request that parents 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. A letter was sent to parents on 2/11/2020 and the message was reiterated in subsequent communications on 4/1/2021 & 5/1/2021.</i></p> <ul style="list-style-type: none"> • Some individuals are exempt from wearing <u>face coverings</u> • DFE guidance to be followed on the <u>use of face coverings in education</u> and clear instructions are provided to staff, children and young people on <u>how to put on, remove, store and dispose of face coverings</u>. <p>Take Off Your Cloth Face Covering Carefully, When You're Home</p> <ul style="list-style-type: none"> • 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. 	Yes	ALL	Ongoing	
Prevention	<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. 	Yes	All	Ongoing	
		Yes	All	Ongoing	



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<p>3. Clean hands thoroughly more often than usual</p>		<ul style="list-style-type: none"> 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. 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, provide hand sanitisers in classrooms and other learning environments. 	<p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>All</p> <p>All</p> <p>All</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	
<p>Prevention</p> <p>4. Good respiratory hygiene</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. Younger pupils and those with complex needs are helped to follow this. Risk assessments to identify pupils with complex needs who struggle to maintain good respiratory hygiene, for example those who spit uncontrollably or use saliva as a sensory stimulant. DFE guidance to be followed on the <u>use of face coverings in education</u> and clear instructions are provided to staff, children and young people on <u>how to put on, remove, store and dispose of face coverings</u>. 	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>All</p> <p>All</p> <p>Staff</p> <p>All</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	
<p>Prevention</p> <p>5. 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. 	<p>Yes</p> <p>Yes</p>	<p>Staff</p> <p>Staff</p>	<p>Ongoing</p> <p>Ongoing</p>	



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	<ul style="list-style-type: none"> • More frequent cleaning of rooms and shared areas that are used by different groups • Soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts) are removed. • Toilets are cleaned regularly and pupils are encouraged to clean their hands thoroughly after using the toilet – although it is not a requirement different year groups have been allocated their own toilets • The <u>COVID-19: cleaning of non-healthcare settings guidance</u> is followed. • Outdoor playground equipment is rotated to limit cross contamination. This includes resources used inside and outside by wrap around care providers as set out in the School Lettings Policy/Contract when operational. • 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> • Cleaners are employed by the school to carry out daily, thorough cleaning that follows national guidance and is compliant with the COSHH Policy and the Health and Safety Policy. • The SBM has arranged for additional cleaning during the school day and where necessary will arrange enhanced cleaning to be undertaken where required – advice about enhanced cleaning protocols is sought from the local health team. • 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	Staff	Ongoing	
		Yes	LTC	Ongoing	
		Yes	Staff	Ongoing	
		Yes	Staff	Ongoing	
		Yes	Staff	Ongoing	
		Yes	KN	Ongoing	
		Yes	KN	Ongoing	
		Yes	KN	Ongoing	
Prevention		Yes	All	Ongoing	
6. Minimise contact	<ul style="list-style-type: none"> • The number of contacts between pupils and staff is reduced. This is achieved through keeping groups separate (in 'Bubbles') and 	Yes	All	Ongoing	

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		<p>through maintaining distance between individuals. The balance between the Bubbles and social distancing is based on:</p> <ul style="list-style-type: none"> ○ Pupils ability to distance; ○ The layout of the school site; ○ The feasibility of keeping distinct groups separate while offering a broad curriculum <ul style="list-style-type: none"> • If staff or pupils cannot maintain distancing, particularly with younger pupils, the risk is reduced by keeping pupils in smaller class sized groups. • All teachers and other staff can operate across different classes and year groups in order to facilitate the delivery of the school timetable. This is however limited as much as possible at Long Ditton Infant School and is constantly under review. Where staff need to move between classes and year groups, they should try and keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults. • Adults to avoid close face to face contact and minimise time spent within 1 metre of anyone. • Adults should maintain 2 metre distance from each other and from children where possible. Restrictions are in place in the staffroom and shared spaces and this is kept under constant review. • Pupils old enough should be supported to maintain distance and not touch staff and their peers. This is particularly hard in the school setting given the age of the children but the message is repeated regularly to them. • Classrooms and other learning environments are organised to maintain space between seats and desks where possible. This is kept under review. - Year 2 pupils are seated side by side and facing forwards, rather than face to face or side on. 	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>SLT</p> <p>Staff</p> <p>Staff</p> <p>Staff</p> <p>All</p> <p>Staff</p> <p>Year 2</p> <p>EYFS</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	
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		<ul style="list-style-type: none"> - 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. - With effect from 2/11/2020 Year 1 children 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. • Large gatherings such as assemblies are avoided, and groups kept apart. • The timetable is revised to implement where possible: <ul style="list-style-type: none"> ○ Plan for lessons or activities which keep groups apart and movement around the school site to a minimum; ○ Maximise the number of lessons or classroom activities which could take place outdoors; ○ Staggered assembly groups; ○ 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; • 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; • Mixing within education or childcare setting is minimised by: <ul style="list-style-type: none"> ○ accessing rooms directly from outside where possible; ○ considering one-way circulation, or place a divider down the middle of the corridor to keep groups apart 	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>Year 1</p> <p>SLT</p> <p>SLT</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>as they move through the setting where spaces are accessed by corridors;</p> <ul style="list-style-type: none"> ○ staggering lunch breaks and pupils clean their hands beforehand and enter in the groups they are already in or pupils are brought their lunch in their classrooms; ○ The number of pupils using the toilet at any one time is limited; <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; • The use of staff rooms and offices is staggered to limit occupancy. Occupancy of the staffroom is limited to a maximum of four people at a time. Guidance is being following by all office based staff. • Visitors to the site, such as contractors, local authority employees and health employees to be 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 should. A record will be kept of all visitors. • Classroom based resources, such as books and games, are used and shared within the Bubble; these are cleaned regularly, along with all frequently touched surfaces. Resources that are shared between classes or Bubbles, such as sports, art and science equipment are cleaned frequently and meticulously and always between Bubbles, 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 Bubbles; • Pupils limit the amount of equipment they bring into school each day, to essentials such as lunch boxes, water bottles, fruit pots, hats, coats and books. Bags are allowed. 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. 	Yes	SLT	Ongoing
			Yes	All	Ongoing
			Yes	SBM/Office	Ongoing
			Yes	All	Ongoing
			Yes	All	Ongoing
			Yes	All	Ongoing



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	<ul style="list-style-type: none"> • Staff and KS1 pupils have their own individual and very frequently used equipment, such as pencils and pens, these are not shared; The EYFS share pots within their own bubbles but these are cleaned frequently. • Physical Education classes will be kept in consistent groups and sports equipment is rotated and quarantined between use by different groups. Contact sport is avoided. • The school refers to the following guidance: <ul style="list-style-type: none"> ○ <u>guidance on the phased return of sport and recreation</u> and guidance from <u>Sport England</u> for grassroots sport ○ advice from organisations such as the <u>Association for Physical Education</u> and the <u>Youth Sport Trust</u> <p>Schools are able to work with external coaches, clubs and organisations for curricular and extra-curricular activities where they are satisfied that it is safe to do so. The school currently uses Pleiades to support lunchtime cover and provide additional activities for the children. The school has considered carefully how this arrangement is facilitated within our wider protective measures.</p> <p>Schools in Tier 4 (Lockdown) – Physical Education</p> <ul style="list-style-type: none"> • PE, sport and physical activity provided by schools to their own pupils under their systems of control can continue. This includes sports clubs or activities before or after school, in addition to their regular PE lessons. Pupils should be kept in consistent groups and sports equipment thoroughly cleaned between each use by different individual groups. Competition between different schools should not take place, in line with the local restrictions on grassroots sport. Due to a lack of uptake preschool and afterschool care has temporarily been suspended. This is being kept under review. • Schools can hold PE lessons indoors, including those that involve activities related to team sports, for example practising specific techniques, within their own system of controls. When it comes to 	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>ALL</p> <p>SLT</p> <p>SLT/ Clubland/ Pleiades</p> <p>All</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	
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		<p>playing team sport, schools can offer those with approved guidance listed in the DCMS return to recreational team sport framework, offering the activity in line with guidance. Outdoor sports should be prioritised where possible, and large indoor spaces used where it is not, maximising natural ventilation flows (through opening windows and doors or using air conditioning systems wherever possible) distancing between pupils and paying scrupulous attention to cleaning and hygiene.</p> <ul style="list-style-type: none"> • Singing, wind and brass instrument playing can be undertaken in line with the Music, Dance and drama in schools section in the full opening guidance and other guidance, in particular guidance provided by the DCMS for professionals and non-professionals, available at working safely during coronavirus (COVID-19): performing arts. Further information on music teaching in schools is available in the COVID-19 – guidance for full opening. • Schools in local restriction tier 3 and 4 areas should not host and does not host performances with an audience. • While the school is in operation, we ensure good ventilation and maximise this wherever possible, by, for example, opening windows and propping open doors, (not fire doors), where safe to do so (bearing in mind safeguarding in particular). Further advice on this can be found in Health and Safety Executive guidance on air conditioning and ventilation during the coronavirus outbreak. • The school works closely with Pleiades and Clubland, to ensure that as far as possible pupils are kept in a group with others from the same bubble they are in during the school day. Where it is not possible, pupils, the providers may need to group children with others from outside their school day bubble. This may happen, for example, if only one or two children are attending wraparound provision from the same school day. If the external providers do this, they will seek to keep children in small, consistent groups with the same children each time, as far as this is possible. • The school will also read the local restriction tiers guidance to find out what tier their area is in and the additional restrictions that 	<p>Yes Yes Yes Yes</p>	<p>SLT ALL SLT/ Clubland/ Pleiades SLT</p>	<p>Ongoing Ongoing Ongoing Ongoing</p>	
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		apply. Currently, the school where possible and with the support of Pleiades and Clubland will continue to offer wraparound care. This has temporarily been suspended due to a very low take up.				
Prevention						
7. Where necessary, wear PPE		<ul style="list-style-type: none"> • The majority of staff 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 safe working in education, childcare and children's social care for more information about preventing and controlling infection and follow SCC PPE guidance. 	Yes	All	Ongoing	
			Yes	Staff	22/1/2021	
Response to infection						
8. Test and trace		<ul style="list-style-type: none"> • NHS Test and Trace process to be followed. 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 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 ○ 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) 	Yes	All	Ongoing	

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		<ul style="list-style-type: none"> • A small number of home testing kits are available at the school to be given directly to staff who have developed symptoms at schools, where providing a test will increase the likelihood of them getting tested. These are very limited and only available in the case of people who are not able to book or get to a test centre. • Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. Tests can be booked online through the NHS testing and tracing for coronavirus website, or ordered by telephone via NHS 119 for those without access to the internet. Essential workers, which includes anyone involved in education or childcare, have priority access to testing. • The school 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 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection' and must continue to self-isolate for at least 10 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 10 days. 	Yes	SLT	Ongoing	
			Yes	All	Ongoing	
			Yes	All	Ongoing	
Response to infection		<ul style="list-style-type: none"> • Flowchart school response to suspected or confirmed COVID-19 cases is followed for suspected or confirmed cases. • Schools contact the DfE Helpline (0800 046 8687 and select option 1) for advice on the action to take in response to a positive case. Schools will be put through to a team of advisers who will inform them of what action is needed based on the latest public 	Yes	Staff	Ongoing	
9. Managing confirmed COVID-19 cases			Yes	SLT	Ongoing	

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		<p>health advice. If, following triage, further expert advice is required the adviser will escalate the school's call to the local health protection team. The health protection team will also contact schools directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school - as identified by NHS Test and Trace.</p> <ul style="list-style-type: none"> • 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, schools must send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 10 days since they were last in close contact with that person when they were infectious. Close contact means: <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 • The health protection team will provide definitive advice on who must be sent home. To support this records of pupils and staff in each group and any close contact that takes place between pupils and staff in different groups to be kept. This does not need to include every interaction a member of staff or pupil has. • Household members of those contacts who are sent home do not need to self-isolate themselves unless the child, young person or staff member who is self-isolating subsequently develops symptoms. If someone in a class or group that has been asked to self-isolate develops symptoms themselves within their 10 day 	Yes	SLT	Ongoing	
			Yes	Office	Ongoing	
			Yes	ALL	Ongoing	



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		<p>isolation period they should follow <u>guidance for households with possible or confirmed coronavirus (COVID-19) infection</u>. They should get a test, and:</p> <ul style="list-style-type: none"> ○ if someone who is self-isolating because they have been in close contact with someone who has tested positive for coronavirus (COVID-19) starts to feel unwell and gets a test for coronavirus themselves, and the test delivers a negative result, they must remain in isolation for the remainder of the 10 day isolation period. This is because they could still develop coronavirus (COVID-19) within the remaining days. ○ if the test result is positive, they should inform their setting immediately, and should isolate for at least 10 days from the onset of their symptoms (which could mean the self-isolation ends before or after the original 10 day isolation period). Their household should self-isolate for at least 10 days from when the symptomatic person first had symptoms, following <u>guidance for households with possible or confirmed coronavirus (COVID-19) infection</u> ● Evidence should not be requested of negative test results or other medical evidence before admitting children or welcoming them back after a period of self-isolation ● In the majority of cases, schools and parents will be in agreement that a child with symptoms should not attend school, given the potential risk to others. In the event that a parent or guardian insists on a child attending school, schools can take the decision to refuse the child if in their reasonable judgement it is necessary to protect their pupils and staff from possible infection with coronavirus (COVID-19). Any such decision would need to be carefully considered in light of all the circumstances and the current public health advice. 	<p>Yes</p> <p>Yes</p>	<p>Staff</p> <p>All</p>	<p>Ongoing</p> <p>Ongoing</p>	
<p>Response to infection</p>		<ul style="list-style-type: none"> ● If two or more cases are confirmed within 10 days or an overall rise in sickness absence where COVID-19 is suspected, there 	<p>Yes</p>	<p>SLT</p>	<p>Ongoing</p>	

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<p>10. Contain any outbreaks</p>		<p>may be an outbreak and the local health protection will advise on any additional action required.</p> <ul style="list-style-type: none"> • Follow local health protection advice, this may include a larger number of other pupils 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>Attendance</p>		<ul style="list-style-type: none"> • The advice for pupils in local restriction tiers 1 to 3 who remain in the clinically extremely vulnerable group is that they should continue to attend school unless they are one of the very small number of pupils or students under paediatric or NHS care (such as recent transplant or very immunosuppressed children) and have been advised specifically by their GP or clinician not to attend an education setting. This applies during tiering not the current lockdown • Shielding advice is currently in place in tier 4 areas, and so all children still deemed clinically extremely vulnerable are advised not to attend school. • Children who live with someone who is clinically extremely vulnerable, but who are not clinically extremely vulnerable themselves, should still attend school in all local restriction tiers. 				
<p>Workforce</p>		<p>Clinically extremely vulnerable (CEV)</p> <ul style="list-style-type: none"> • Clinically extremely vulnerable people should not go to the workplace if they live or work in areas where shielding advice is active. Currently this applies to Tier 4 areas only. Otherwise, if you cannot work from home, you can still go to work in Tiers 1, 2 and 3. Under local restriction tier 3, staff and employers may wish to discuss flexibilities that support clinically extremely vulnerable staff, such as staggered start times to reduce travel during rush hour. 				



	<p>Pregnant women</p> <ul style="list-style-type: none"> • Pregnant women are considered ‘clinically vulnerable’ or in some cases ‘clinically extremely vulnerable’ to coronavirus (COVID-19) and therefore require special consideration as set out in the <u>guidance for pregnant employees</u>. Employers should carry out a risk assessment to follow the Management of Health and Safety at Work Regulations 1999 (MHSW). Pregnant women of any gestation should not be required to continue working if this is not supported by the risk assessment. • Women who are 28 weeks pregnant and beyond, or are pregnant and have an underlying health condition that puts them at a greater risk of severe illness from COVID-19 at any gestation, should take a more precautionary approach. Employers should ensure pregnant women are able to adhere to any active national guidance on social distancing and/or advice for pregnant women considered to be clinically extremely vulnerable (this group may previously have been advised to shield). <p>Clinically vulnerable</p> <ul style="list-style-type: none"> • Clinically vulnerable staff can continue to attend school. While in school they should follow the sector-specific measures in this document to minimise the risks of transmission. • This includes taking particular care to observe good hand and respiratory hygiene, minimising contact and maintaining social distancing in line with the provisions set out in section 6 of the ‘prevention’ section of this guidance. This provides that ideally, adults should maintain 2 metre distance from others, and where this is not possible avoid close face to face contact and minimise time spent within 1 metre of others. While the risk of transmission between young children and adults is likely to be low, adults should continue to take care to socially distance from other adults including older children and adolescents. 				
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		<ul style="list-style-type: none"> • People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace unless advised otherwise by an individual letter from the NHS or a specialist doctor 				
Testing		<ul style="list-style-type: none"> • Lateral flow device (LFD) tests are better at identifying people who are the most infectious, and so they act as an additional part of the armoury to reduce the risk of virus circulating in the school by finding people without symptoms who are carrying more virus. The school staff will self-test from Tuesday 26th January and will also continue with all the protective measures already in place to reduce the risk of transmission at school. 	Yes	Staff	Ongoing	
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	Ongoing	
		<ul style="list-style-type: none"> • Pupil alternative contacts are called where their primary emergency contact cannot be contacted. 	Yes	Office	Ongoing	
		<ul style="list-style-type: none"> • The school has an up-to-date First Aid Policy in place which outlines the management of medical emergencies – medical emergencies are managed in line with this policy. 	Yes	Governors	Ongoing	
Managing School Transport		<ul style="list-style-type: none"> • Parents and pupils are encouraged to walk or cycle to their education setting where possible; 	Yes	All	Ongoing	
		<ul style="list-style-type: none"> • Parents and pupils are discouraged from using public transport, where possible particularly during peak times; • For more information on home to school transport, please refer to SCC guidance in safer working for home to school transport. • Further information on transport is available in the COVID-19 – guidance for full opening 	Yes	All	Ongoing	

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		<ul style="list-style-type: none"> Revised travel plans are communicated clearly to contractors, local authorities and parents where appropriate (for instance, to agree pick-up and drop-off times). 	Yes	SLT	Ongoing	
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