

Surrey Exemplar COVID-19 Risk Assessment Template v7 8th September 2020

Please find attached the COVID-19 risk assessment for Milford School 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 must take ownership of the risk assessment and have oversight of the principles behind its contents.**

This tool may be useful as you undertake planning around a range of 'protective measures' for the **Autumn** Term and is entirely optional. Some sections will be more or less applicable, depending on your phase and context, and please feel free to change, adapt and supplement with additional detail as necessary.

School Leaders should share their risk assessment with the school workforce and should consider publishing it on their website to provide transparency of approach to parents, carers and pupils.

Schools should also review and update their wider premises, staff and pupil risk assessments and consider the need for relevant revised controls in respect of their conventional risk profile considering the implications of coronavirus (COVID-19).

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/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-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-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>

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

Issued on behalf of the Surrey Recovery Planning Team

	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	L	<ul style="list-style-type: none"> • Health and Safety Policy has been updated in light of the COVID-19 advice 	Yes	SLT	3/6/20	L
	M	<ul style="list-style-type: none"> • 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 - Infection Control Policy - First Aid Policy 	Yes NB –new staff to be made aware of policies Revised First Aid Policy to be shared with all staff	SLT SBM	3/6/20 2/9/20 16/9/20	L L

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Awareness of and adherence to policies and procedures	L	<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>Yes</p> <p>New staff to be made aware of guidance</p>	<p>SLT</p> <p>SLT</p>	<p>3.6.20</p> <p>2.9.20</p>	<p>L</p> <p>L</p>
	L	<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. 	<p>Yes</p> <p>First aid training included administering first aid using PPE.</p>	<p>SLT</p>	<p>20/7/20</p>	<p>L</p>
	L	<ul style="list-style-type: none"> 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 	<p>Yes</p>	<p>SLT/OFFICE</p>	<p>ONGOING</p>	<p>L</p>
	L	<ul style="list-style-type: none"> Staff are made aware of the school's infection control procedures in relation to coronavirus. 	<p>Yes</p> <p>Displayed in staff room</p>	<p>SLT</p>	<p>3/6/20</p>	<p>L</p>

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Awareness of and adherence to policies and procedures	M	<ul style="list-style-type: none"> 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 and that they will be following the national <u>Stay at Home</u> guidance. 	<p>Yes</p> <p>Quick reference guide, pupil absence to go on website</p>	<p>SLT/OFFICE</p> <p>OFFICE</p>	<p>2/9/20</p> <p>16/9/20</p>	<p>L</p> <p>L</p>
	M	<ul style="list-style-type: none"> 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>Yes</p> <p>Class teachers to reinforce hand washing</p>	ALL STAFF	ONGOING	M
	L	<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 is communicated clearly to parents and staff 	<p>Yes</p> <p>SLT member always at gate</p>	SLT	3/9/20	L
	M	<ul style="list-style-type: none"> 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	ALL STAFF	2/9/20	L



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<p>Prevention</p> <p>1. Minimise contact with individuals who are unwell with COVID-19 symptoms</p>	L	<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. 	Yes	SLT OFFICE	2/9/20 15/9/20	L L
	L	<ul style="list-style-type: none"> 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 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 14 days from when the symptomatic person first had symptoms. 	Yes Update website with guidance	OFFICE OFFICE	ONGOING 15/9/20	L L
	L	<ul style="list-style-type: none"> Head Teacher must be notified if any child or staff member displays COVID symptoms either at home or at school 	Yes	OFFICE	1/9/20	L
	L	<ul style="list-style-type: none"> If a child is awaiting collection, they are moved to the area outside the office. A barrier will be put in place to ensure no one enters the area which is at least 2 metres away from other people. Full PPE to be worn 	Yes	OFFICE	1/9/20	L
	L	<ul style="list-style-type: none"> If they need to go to the bathroom while waiting to be collected, they should use the closest bathroom to the office. A 'Do not Use' sign will be placed on the bathroom door. The bathroom will be cleaned and 	Yes	OFFICE	ONGOING	L



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		disinfected using standard cleaning products before being used by anyone else.	Cleaning to be organised	SBM	ONGOING	L
M		<ul style="list-style-type: none"> 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. 	Yes	ALL STAFF	ONGOING	L
L		<ul style="list-style-type: none"> 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. 	Yes	OFFICE	AS REQUIRED	L
M		<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. 	Yes	ALL STAFF	2/9/20	M
L		<ul style="list-style-type: none"> The Infection Control Policy and Cleaning in non-healthcare settings guidance to be followed to clean the area. 	Yes	ALL STAFF	2/9/20	L
L		<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 Cleaning in non-healthcare settings guidance 	Yes	ALL STAFF	2/9/20	L



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Prevention 2. Good hand hygiene practice	H	<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 STAFF	ONGOING	M
	H	<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. 	Yes	ALL STAFF	2/9/20	L
	M	<ul style="list-style-type: none"> The school will build hand washing routines into school culture, supported by behaviour expectations set out in the school Behaviour Policy. 	Yes	SLT/ALL STAFF	2/9/20	L
	M	<ul style="list-style-type: none"> Sufficient handwashing facilities are available. Where a sink is not nearby, hand sanitisers have been provided in classrooms and other learning environments. Break times have been staggered to reduce the amount of pupils in toilets at any one time. 	Yes	ALL STAFF	2/9/20	L
Prevention 3. Minimise contact with individuals who are unwell with COVID-19 symptoms	H	<ul style="list-style-type: none"> 'Catch it, bin it, kill it' approach continues to 'available in the school to support pupils and staff to follow this routine be very important, suitable number of tissues and bins. Posters drawn by the children showing the Catch it, bin it, kill it message. 	Yes	ALL STAFF	ONGOING	M



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	H	<ul style="list-style-type: none"> Younger pupils and those with complex needs are helped to follow this. 	Yes	ALL STAFF	ONGOING	M
	H	<ul style="list-style-type: none"> 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. 	Yes	SLT	WHEN REQUIRED	M
	L	<ul style="list-style-type: none"> DFE guidance to be followed on the <u>use of face coverings in education</u> and clear instructions are provided to staff on <u>how to put on, remove, store and dispose of face coverings.</u> Doffing and Donning poster in staffroom 	Yes	SLT	2/9/20	L
Prevention 4. Enhanced Cleaning	L	<ul style="list-style-type: none"> Surfaces that pupils are touching such as toys, books, desks, chairs, doors, sinks, toilets, light switches are cleaned more frequently than normal. 	Yes Cleaning schedules	SLT, ALL STAFF	ONGOING	L
	L	<ul style="list-style-type: none"> More frequent cleaning of rooms and shared areas that are used by different groups 	Yes	ALL STAFF	ONGOING	L
	L	<ul style="list-style-type: none"> Soft toys and toys that are hard to clean have been removed. 	Yes	All STAFF	3.6.20	L
	L	<ul style="list-style-type: none"> Toilets are cleaned more regularly and pupils are encouraged to clean their hands thoroughly after using the toilet 	Yes Cleaning schedules	MIDDAY SUPERVISOR/SLT	ONGOING	L

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	L	<ul style="list-style-type: none"> Outdoor playground equipment is cleaned more frequently. This includes resources used inside and outside. 	Yes	ALL STAFF	ONGOING	L
	L	<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. 	Yes	ALL STAFF	ONGOING	L
	L	<ul style="list-style-type: none"> Contract Cleaners are employed by the school to carry out daily, thorough cleaning that follows the national guidance and Health and Safety Policy 	Yes	SBM	3/6/20	L
	M	<ul style="list-style-type: none"> Enhanced cleaning to be undertaken where required. Standards to be monitored by SBM 	Yes	SBM	WHEN REQUIRED	L
<p>Prevention</p> <p>5. Minimise contact</p>	M	<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') <p>Reception children are not expected to social distance within their bubbles due to their age, therefore the following measures are in place:</p> <ul style="list-style-type: none"> - Parents are advised children with any symptoms must be kept at home and organise a test. - Handwashing schedule to be followed - Ensure staff who are symptomatic do not attend work and organise a test. - Keeping in bubbles, minimising contact - Staff will social distance where possible from children and other adults. 	Yes	ALL STAFF	ONGOING	M



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M	<ul style="list-style-type: none"> Most teaching staff will not move between bubbles unless absolutely necessary. Learning Support staff will move between bubbles if PPA or staff illness cover is required. Staff will wash or sanitize their hands before entering another room and where possible keep their distance from pupils and other staff. 	Yes SENCO to arrange LSA cover and timetable	ALL STAFF	ONGOING	M
M	<ul style="list-style-type: none"> Staff will maintain social distance from other staff as much as they can, ideally 2 metres. 	Yes	ALL STAFF	ONGOING	M
M	<ul style="list-style-type: none"> Staffroom to be limited to 3 people at any one time, or staff from the same bubble. Lunch breaks are staggered. 	Yes	ALL STAFF	ONGOING	M
M	<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 STAFF	ONGOING	M
M	<ul style="list-style-type: none"> Pupils in Rec, YR1 and YR2 will be supported to maintain distance and not touch staff or their peers 	Yes	ALL STAFF	ONGOING	M
M	<ul style="list-style-type: none"> Corridor has been divided to ensure a one way system is in operation 	Yes	ALL STAFF	ONGOING	M
M	<ul style="list-style-type: none"> Adults should maintain 2 metre distance from each other and from children where possible 	Yes	ALL STAFF	ONGOING	M
M	<ul style="list-style-type: none"> Classrooms and other learning environments are organised to maintain space between seats and desks where possible 	Yes	ALL STAFF	ONGOING	M
M	<ul style="list-style-type: none"> Pupils in Year 2 are seated side by side and facing forwards, rather than face to face or side on. 	Yes	ALL STAFF	ONGOING	M

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	L	<ul style="list-style-type: none"> Large gatherings such as assemblies are avoided, and groups kept apart 	Yes	SLT/ALL STAFF	ONGOING	L
	L	<ul style="list-style-type: none"> Revised timetable where possible: <ul style="list-style-type: none"> Plans 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; 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; 	Yes	ALL STAFF	2/9/20	L
			Yes	ALL STAFF	2/9/20	L
			Yes	ALL STAFF	2/9/20	L
			Yes	SLT / OFFICE	2/9/20	L
	M	<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 lunchtimes. YR2 seated at same desks 	Yes	SLT	2/9/20	M
	M	<ul style="list-style-type: none"> Mixing within school is minimised by: <ul style="list-style-type: none"> accessing rooms directly from outside where possible; Divider down the middle of the corridor to keep groups apart as they move through the school Staggering lunch breaks. 	Yes	SLT	2/9/20	M

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	M	<ul style="list-style-type: none"> The hall is divided in the middle. One class on each side (no year group mixing). 4 children per table sat side by side so that they are not directly opposite another child. Tables and benches cleaned after each year group. 	Yes	SLT/MIDDAY SUPERVISOR	ONGOING	M
	M	<ul style="list-style-type: none"> Lunchbands are cleaned in Milton fluid everyday 	Yes	SLT/MIDDAY SUPERVISOR	ONGOING	M
	L	<ul style="list-style-type: none"> 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 possible, visits will happen outside of school hours. A record will be kept of all visitors. 	Yes	OFFICE / SLT	ONGOING	L
	M	<ul style="list-style-type: none"> 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; 	Yes	TEACHERS/LSA	ONGOING	M
	M	<ul style="list-style-type: none"> Pupils limit the amount of equipment they bring into school each day, to essentials such as lunch boxes, hats, coats, bags. Unnecessary sharing is avoided. Rules on hand cleaning, cleaning of the resources and rotation apply to these resources 	Yes	TEACHERS/ LSA	ONGOING	M
	M	<ul style="list-style-type: none"> Physical Education classes are taught in the outside area and any equipment thoroughly cleaned between use 	Yes	ALL STAFF	ONGOING	L

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<p>Prevention</p> <p>6. Where necessary, wear PPE</p>	<p>L</p>	<ul style="list-style-type: none"> • PPE is only needed in a very small number of cases, including: <ul style="list-style-type: none"> ○ where an individual child becomes ill with coronavirus (COVID-19) symptoms while at school., ○ where a child already has routine intimate care needs that involves the use of PPE, in which case the same PPE should continue to be used • 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>Yes</p>	<p>ALL STAFF</p>	<p>ONGOING</p>	<p>L</p>
<p>Response to infection</p> <p>7. Test and trace</p>	<p>H</p>	<ul style="list-style-type: none"> • NHS Test and Trace process to be followed and understand how to contact their local <u>Public Health England health protection team</u>. 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) • A small number of home testing kits available to be given directly to parents/carers collecting a child who has developed symptoms at school or staff who have 	<p>Y</p>	<p>SLT/ALL STAFF/PARENTS</p>	<p>ONGOING</p>	<p>H</p>
	<p>H</p>		<p>Yes</p>	<p>SLT</p>	<p>ONGOING</p>	<p>H</p>



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	H	<p>developed symptoms at schools, where providing a test will increase the likelihood of them getting tested.</p> <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 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 14 days. 	Register of tests given out Yes	SLT	1/9/20	H
Response to infection	H	<ul style="list-style-type: none"> PHE Flowchart school response to suspected or confirmed COVID-19 cases to be followed for suspected or confirmed cases. 	Yes	SLT	2/9/20	H
8. Managing confirmed COVID-19 cases	H	<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. 	Yes	SLT	ONGOING	H
	H	<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. 	Yes	SLT	ONGOING	H
	H	<ul style="list-style-type: none"> 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 	Yes	SLT	ONGOING	H



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		<p>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 				
	L	<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 to be kept. 	Yes	OFFICE	2/9/20	L
	L	<ul style="list-style-type: none"> • Remote education plan in place by the end of September 2020 for individual pupils or groups of pupils self-isolating. 	Yes	SLT	30/9/20	L
<p>Response to infection</p> <p>9. Contain any outbreaks</p>	H	<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 will advise on any additional action required. 	Y	SLT	WHEN REQUIRED	H
	H	<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. 	Y	SLT	WHEN REQUIRED	H
	H	<ul style="list-style-type: none"> • 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. 	Y	SLT	WHEN REQUIRED	H



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10.Emergencies	M	<ul style="list-style-type: none"> All pupil emergency contact details are up-to-date, including alternative emergency contact details, where required. 	Y	OFFICE	20/7/20	M
	H	<ul style="list-style-type: none"> Parents are contacted as soon as practicable in the event of an emergency. 	Y	OFFICE	ONGOING	M
	M	<ul style="list-style-type: none"> Pupil alternative contacts are called where their primary emergency contact cannot be contacted. 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. 	PART	REVISED POLICY SENT TO GOVERNORS	16/9/20	M
10. Managing School Transport	L	<ul style="list-style-type: none"> Parents and pupils are encouraged to walk or cycle to their education setting where possible; 	Y	SLT	ONGOING	L
	L	<ul style="list-style-type: none"> Parents and pupils are discouraged from using public transport, where possible particularly during peak times; 	Y	SLT	ONGOING	L