

Surrey Exemplar COVID-19 Risk Assessment Template v6 March 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 for September 2020. **The Governing Body/Trust Board 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/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/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-which-are-partially-open-during-the-coronavirus-outbreak>

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

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*

**Surrey Exemplar
COVID-19 Risk Assessment Template v6 March 2021**

- *School Emergency Plan*
- *School Business Continuity Plan*
- *Premises Lettings Policy and Contract*

Issued on behalf of the Surrey Recovery Planning Team

	Recommended controls/Mitigation and Protective Measures
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 yes • All staff, pupils and volunteers are aware of all relevant policies and procedures including, but not limited to, the following yes: <ul style="list-style-type: none"> - Health and Safety Policy - Infection Control Policy - First Aid Policy yes • All staff have regard to all relevant guidance and legislation including, but not limited to, the following yes: <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' • The relevant staff receive any necessary training that helps minimise the spread of infection, e.g. infection control training. yes • The school keeps up-to-date with advice issued by, but not limited to, the following yes: <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. yes • Parents are made aware of the school's infection control procedures in relation to coronavirus via email/letter and link to school website – 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. Yes If a child tests positive then their year group bubble is required to stay home for 10 days. Same situation if a member of staff tests positive



**Surrey Exemplar
COVID-19 Risk Assessment Template v6 March 2021**

	<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. Yes • 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. Yes – as appropriate • 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
<p>Prevention</p> <p>1. Minimise contact with individuals who are unwell with COVID-19 symptoms</p>	<ul style="list-style-type: none"> • Staff and other adults do not come into the school if they have coronavirus (COVID-19) symptoms, or have tested positive in the last 10 days, and anyone developing those symptoms during the school day is sent home. yes • 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 10 days from when the symptomatic person first had symptoms. yes • 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. If it is not possible to isolate them, they are moved to an area which is at least 2 metres away from other people. Yes chairs outside the office (blue chairs from library) • 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. Yes disabled toilet which will then be thoroughly cleaned afterwards • 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>. Yes • 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>. Yes • 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



**Surrey Exemplar
COVID-19 Risk Assessment Template v6 March 2021**

	<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 The Infection Control Policy and <u>Cleaning in non-healthcare settings</u> guidance to be followed to clean the area. Yes Any medication given to ease the unwell individual's symptoms, e.g. paracetamol, is administered in accordance with the Administering Medications Policy Yes 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 Yes
<p>Prevention</p> <p>2. Good hand hygiene practice</p>	<ul style="list-style-type: none"> The School will ensure that pupils clean their hands regularly, including when they arrive at school, when they return from breaks, when they change rooms, before and after eating and before going home. Yes 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. Yes The school will build hand washing routines into school culture, supported by behaviour expectations set out in the school Behaviour Policy and class and school rules Yes Parents will be responsible for removing their child's face covering should they arrive at school wearing one. All children will immediately wash their hands on arrival. 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. 1 sink in each classroom and 2 in class toilets. Cold water tap only in hall for breakfast and after school club however sanitiser to be provided.
<p>Prevention</p> <p>3. 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. Yes Younger pupils and those with complex needs are helped to follow this. Yes 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
<p>Prevention</p> <p>4. Enhanced cleaning</p>	<ul style="list-style-type: none"> Surfaces that pupils are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters are cleaned more regularly than normal; Yes anti bac spray and cloths for each class/bubble for during the day cleaning; thorough cleaning by contract cleaners after school daily Soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts) are removed. Yes, no cushions, bean bags, puppets. Any playdough to be in individual named pots for exclusive use

**Surrey Exemplar
COVID-19 Risk Assessment Template v6 March 2021**

	<ul style="list-style-type: none"> • Different groups/ “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. Yes • The COVID-19: cleaning of non-healthcare settings guidance is followed. Yes • Outdoor playground equipment will be limited to the large static items (e.g. climbing frame, trim trail etc) • P.E equipment will be distributed into year group bubbles for their sole use. Where there are insufficient quantities to allow for this, these items will be cleaned or left for 48 hours (72 if plastic) before being used by a different bubble. This includes resources used inside and outside used by wrap around care providers as set out in the School Lettings Policy/Contract. Yes • 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 • 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. Yes – Steadfast Cleaners • 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 Yes • 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
<p>Prevention</p> <p>5. Minimise contact</p>	<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 through maintaining distance between individuals (adults). Yes. Year group bubbles of up to 60 children with their class teachers and teaching assistants. However parallel classes within each year group bubble are kept apart indoors. In the dinner hall each class occupies their own continuous run of tables. • The balance between the Bubbles and social distancing is based on: <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 <p>More information on groups can be found in COVID-19: Guidance for full opening</p> • If staff or pupils cannot maintain distancing, particularly with younger pupils, the risk is reduced by keeping pupils in year group bubbles of up to 60 children. Yes

**Surrey Exemplar
COVID-19 Risk Assessment Template v6 March 2021**

- Staff should only move between bubbles when absolutely necessary. Yes. Where staff need to move between classes and year groups, (for example lunch time supervisors, SEN TAs and adults covering PPA), they should try, where possible, keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults. Yes.
- Adults to avoid close face to face contact and minimise time spent within 1 metre of anyone. Yes
- Pupils old enough should be supported to maintain distance and not touch staff and their peers. Yes
- Classrooms and other learning environments are organised to maintain space between seats and desks where possible, however due to space and classroom practicalities, 'usual' table groupings will be in place (e.g. side by side and face to face across a table)
- Pupils are seated side by side and facing forwards, (during carpet inputs).
- Large gatherings such as assemblies are avoided, and groups kept apart. Yes. Continuation of zoom assemblies (including year group ones)
- The timetable is revised to implement where possible:
 - Plan for lessons or activities which keep groups apart and movement around the school site to a minimum; yes, individual indoor classrooms or year group outdoor classroom area
 - Maximise the number of lessons or classroom activities which could take place outdoors; yes maximise opportunities to take learning outside, e.g. playground and field zones plus woodland area available via weekly sign up timetable in staffroom
 - Staggered assembly groups; No - assemblies in own classrooms. Whole school by K Smith Monday and Wednesday; each year group to run their own year group assemblies and teachers on a rota to lead weekly 5Rs assembly. All via zoom. Host to email invite to lead adult in each bubble
 - Break times (including lunch) are staggered so that all pupils are not moving around the school at the same time; Yes

Morning Break

Reception	10:15-10:30	Class TA (break at 10-10:15)
Year One	10:30-10:45	Class TA (break at 10:15-10:30)
Year Two	10:45-11:00	Class TA (break at 10:30-10:45)

Lunchtime

Reception	Hall: 11:40-12:10	Outside: 12:10-12:45	Inside: 12:45-1:00
Year One	Inside:	Hall:	Outside:



**Surrey Exemplar
COVID-19 Risk Assessment Template v6 March 2021**

	12:00-12:10	12:10-12:35	12:35-12:55
Year Two	Outside: 12:00-12:35		Hall: 12:35-12:55

- Drop-off and collection times are staggered and communicated to parents; **Yes**. YR via double green gates leading to the kitchen; Y1 and Y2 in half class groupings via Hambledon Road or Chestnut Way entrances by prior agreement/allocation
- Parents' drop-off and pick-up protocols are planned and communicated so that they minimise adult to adult contact; **Yes**, only 1 parent to attend **wearing a mask/face covering**; socially distanced queues as directed. Parents to leave via car park exit. **Staff to either wear mask/covering at drop off/pick up or have one to hand (e.g. in case closer contact is required with a parent/carer needing relay a message)**

	Drop off	Pick up
Reception	8:40 Wrens	2:55
	8:50 Robins	3:05
Year One	8:45 Swallows	3:00
	8:55 Finches	3:10
Year Two	9:00 Wagtails	3:15
	9:05 Woodpeckers	3:20

- 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. **Yes**
- Mixing within education or childcare setting is minimised by:
 - accessing rooms directly from outside where possible; **Yes**
 - considering one-way circulation, or place a divider down the middle of the corridor to keep groups apart as they move through the setting where spaces are accessed by corridors; **always walk on the left, adults to supervise children**
 - staggering lunch breaks and pupils clean their hands beforehand and enter in the groups they are already in **Yes**
 - The number of pupils using the toilet at any one time is limited; **Yes**
- The use of shared space such as halls is limited and there is cleaning between use by different groups; **Yes**
One year group bubble in the Hall at any one time for lunch with each class sat at 1 continuous row of tables.

Surrey Exemplar
 COVID-19 Risk Assessment Template v6 March 2021

	<p>1 year two class to line up outside for lunch at a time, with the other class only doing so once the first class has moved into the Hall. Y2 classes to alternate (see separate rota for Y2)</p> <ul style="list-style-type: none"> The use of staff rooms and offices is staggered to limit occupancy. Yes. <p>1 member of office team working in office at any one time; staffroom occupancy limited to 6; wipes available for each member of staff to clean shared items such as kettle before and after use and after having their break/lunch. Windows are to be kept open to mitigate risk.</p> <p>Timetable displayed in staffroom to indicate which members of staff have lunch when to ensure capacity not exceeded.</p> <ul style="list-style-type: none"> Caretaker on site from 6am-9am to reduce potential contact 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. Yes 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 Pupils limit the amount of equipment they bring into school each day, to essentials such as lunch boxes, hats, coats, 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. Books to be changed on Mondays and Thursdays to allow returned books to be put aside for 72 hours Physical Education classes should be kept in consistent groups and sports equipment thoroughly cleaned after use by each group/bubble (e.g. benches). Contact sport to be avoided. Outdoor sports to be prioritised and large indoor spaces used where not to ensure maximising distance between pupils and high levels of cleaning and hygiene. COVID-19: Guidance on phased return of sport and recreations. Yes Lessons which include singing, chanting, playing wind or brass instruments or shouting may cause an additional risk of infection. Control measures of physical distancing, playing outside, limiting group size to 15, positioning pupils back to back or side to side, avoiding sharing of instruments and ensuring good ventilation are put in place. Yes, (e.g. singing to take place outdoors or in well ventilated classrooms with half classes singing at one time – alternate verses etc)
<p>Prevention</p>	<ul style="list-style-type: none"> PPE is required in specific instances, 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



Surrey Exemplar
 COVID-19 Risk Assessment Template v6 March 2021

<p>6. Where necessary, wear PPE</p>	<p>case the same PPE should continue to be used</p> <ul style="list-style-type: none"> • In addition, staff are to wear masks/face coverings when in communal areas. These include: <ul style="list-style-type: none"> ○ the staffroom (when not eating or drinking) ○ the staff loos ○ movement around the corridors (outside of escorting children to the dinner hall, i.e. outside of pupil contact times) ○ school offices ○ at pick up and drop off when speaking to parents/carers <p>Please note that visors alone in these situations are not sufficient</p> <ul style="list-style-type: none"> • Staff may also choose to wear masks/face coverings/visors at other times. For example: <ul style="list-style-type: none"> ○ at pick up and drop off ○ when working closely with individual children (e.g. 1:1 SEND support; individual readers etc) ○ when working closely with small groups of children ○ when supervising lunchtime in the dinner hall <p>Please note however that there may be individual arrangement for children with complex needs (e.g. where staff wearing a mask at drop off and pick up would escalate individual levels of anxiety; also where a child might need to lip read)</p> <ul style="list-style-type: none"> • 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.
<p>Response to infection 7. Test and trace</p>	<p>NHS Test and Trace process to be followed and understand how to contact their local Public Health England health protection team Yes Staff members and parents/carers understand that they will need to be ready and willing to:</p> <ul style="list-style-type: none"> ○ book a test 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 Yes. ○ In the event that demand for the testing exceeds national or local capacity, and testing for symptomatic school staff or pupils is delayed, the school will implement the current policy on self-isolation in line with public health guidance. This means that symptomatic staff or pupils will be asked to self-isolate in their homes for 10 days and 10 days for household members. ○ 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 Yes



**Surrey Exemplar
COVID-19 Risk Assessment Template v6 March 2021**

	<ul style="list-style-type: none"> ○ self-isolate 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 ● The school will ask parents and staff to inform them immediately of the result of the test: Yes <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. Yes ○ 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
<p>Response to infection</p> <p>8. Managing confirmed COVID-19 cases</p>	<ul style="list-style-type: none"> ● Flowchart school response to suspected or confirmed COVID-19 cases to be followed for suspected or confirmed cases. ● If someone has attended the site tests positive for COVID-19, the local health protection team will be contacted by the school. Yes ● 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 ● 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 14 days since they were last in close contact with that person when they were infectious. Yes 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 ● 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. Yes ● Remote education plan in place by the end of September 2020 for individual pupils or groups of pupils self-isolating. Yes
<p>Response to infection</p> <p>9. Contain any outbreaks</p>	<ul style="list-style-type: none"> ● If two or more cases are confirmed within 14 days or an overall rise in sickness absence where COVID-19 is suspected, there may be an outbreak and the local health protection will advise on any additional action required. Yes ● Follow local health protection advice, this may include a larger number of other pupils self-isolate at home as a precaution. Yes ● 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. Yes ● Remote education plan in place by the end of September 2020 for individual pupils or groups of pupils self-isolating. Yes

**Surrey Exemplar
COVID-19 Risk Assessment Template v6 March 2021**

<p>Emergencies</p>	<ul style="list-style-type: none"> • All pupil emergency contact details are up-to-date, including alternative emergency contact details, where required. Yes, • Parents are contacted as soon as practicable in the event of an emergency. Yes • Pupil alternative contacts are called where their primary emergency contact cannot be contacted. Yes • 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
<p>Managing School Transport</p>	<ul style="list-style-type: none"> • Parents and pupils are encouraged to walk or cycle to their education setting where possible; Yes • For more information on home to school transport, please refer to SCC guidance in safer working for home to school transport.