



Beauclerc & Chennestone Schools

Protective Risk Assessment

March 2021



This risk assessment should be used alongside the government guidance below:

<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>

[Schools coronavirus \(COVID-19\) operational guidance \(publishing.service.gov.uk\)](https://www.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/84848/schools-coronavirus-covid-19-operational-guidance)

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*

Template was prepared by the Surrey Recovery Planning Team

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This Protective Risk Assessment is a working document and is open to regular updates and amendments to reflect local circumstances and advice & guidance from Surrey County Council and/or national government sources.

	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 	Y	HB	Completed	L
		<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 	Y	SLT	Completed	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 https://www.legislation.gov.uk/ukxi/2020/129/contents/made Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities' https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities DfE and PHE (2020) 'COVID-19: guidance for educational settings' https://www.gov.uk/government/collections/guidance-for-schools-coronavirus-covid-19 	Y	SLT	Completed	L



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	<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. 	Y	SLT	Completed	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 https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools 	Y	SLT	In place / ongoing	L
	<ul style="list-style-type: none"> Staff are made aware of the school's infection control procedures in relation to coronavirus. 	Y	SLT	Complete	L
	<ul style="list-style-type: none"> In the event of a positive result for either a child or member of staff, the school will contact: DfE on 0800 046 8687. Selecting the option for reporting a positive case. The line will be open Monday to Friday from 8am to 6pm, and 10am to 4pm on Saturdays and Sundays Surrey and Sussex HPT (South East) Public Health England County Hall North Chart Way Horsham West Sussex RH12 1XA Email PHE.sshpu@nhs.net Telephone 0344 225 3861 option 3 Out of hours advice: 0844 967 0069 	Y	SLT Office staff	In place / ongoing	L
	<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 	Y	SLT	In place / ongoing	L



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		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.				
		<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. 	Y	All staff	In place / ongoing	L
		<ul style="list-style-type: none"> The School GDPR and Data Protection Policy is followed at all times – this includes withholding the names of staff, volunteers and pupils with either confirmed or suspected cases of coronavirus. 	Y	All staff	In place / ongoing	L
		<ul style="list-style-type: none"> Additional guidance sent to staff with regards to the opening of key worker / vulnerable pods with examples of how policy can be put into practice 	Y	SLT	Completed	L
Prevention 1. Minimise contact with individuals who are unwell with COVID-19 symptoms or are identified as having been in close contact with a positive case.		<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. 	Y	All staff	In place	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 10 days from when the symptomatic person first had symptoms. 	Y	All staff	In place	L
		<ul style="list-style-type: none"> If a child is awaiting collection, they are moved to a covered outside space where they can be isolated in a well ventilated environment, depending on the age and needs of the child, with appropriate adult supervision if required. Parents pick up the child from outside. Use walkie talkies for a member of staff to unlock the playground gates to facilitate collection 	Y	All staff	In place	M



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	<ul style="list-style-type: none"> In the event that waiting outside is not possible, the individual will be isolated in a well-ventilated area where there can be maintained a minimum of at least 2 metres distance away from other people. Duty SLT member will assist in identifying the most suitable location 	Y	All staff	In place	L
	<ul style="list-style-type: none"> In the event of a group of children/adults having to isolate, they will be moved to an outdoor space awaiting collection. A Senior Leadership Team member will co-ordinate the response according to the circumstances 	Y	All staff	In place	L
	<ul style="list-style-type: none"> If they need to go to the bathroom while waiting to be collected, Chennestone - they should use one of the staff/disabled toilet. Beauclerc – the toilet opposite Headteacher’s office. The bathroom must be cleaned and disinfected using standard cleaning products before being used by anyone else. Use the Walkie Talkie to inform other staff. The office to phone and inform Pomfrett Cottage Nursery 	Y	All staff	In place	L
	<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. 	Y	All staff	In place	L
	<ul style="list-style-type: none"> PPE will be worn by staff caring for the child while they await collection <ul style="list-style-type: none"> The wearer must then clean their hands to dispose of waste such as disposable cleaning cloths, face coverings, tissues and PPE from people with symptoms of coronavirus (COVID-19), including people who are self-isolating and members of their household Put it in a plastic rubbish bag and tie it when full, place the plastic bag in a second bin bag and tie it then put it in a suitable and secure place marked for storage for 72 hours. 	Y	All staff	In place	L

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	<p>- This waste should be stored safely and securely kept away from children. You should not put your waste in communal waste areas until the waste has been stored for at least 72 hours. Storing for 72 hours saves unnecessary waste movements and minimises the risk to waste operatives. This waste does not require a dedicated clinical waste collection in the above circumstances.</p> <p>More information on PPE use can be found in the safe working in education, childcare and children’s social care settings, including the use of personal protective equipment (PPE) guidance. Equipment available in each classroom, office and designated spaces</p>				
	<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 	Y	All staff	In place	L
	<ul style="list-style-type: none"> Any staff or pupil identified as a contact of a person that has tested positive for COVID 19, must isolate for the recommended period. 	Y	All staff	In place	L
	<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 	Y	All staff	In place	M
	<ul style="list-style-type: none"> The Infection Control Policy and Cleaning in non-healthcare settings guidance to be followed to clean the area. 	Y	All staff	In place	L
	<ul style="list-style-type: none"> Any medication given to ease the unwell individual’s symptoms, e.g. paracetamol, is administered in accordance with the Administering Medications Policy 	Y	First Aiders	In place	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 	Y	All staff	In place	L
Prevention	<ul style="list-style-type: none"> In primary schools, we recommend that face coverings should be worn by staff and adult visitors in situations where social distancing 	Y	All staff	In place	L



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2.Recommended, use of face covering		between adults is not possible (for example, when moving around in corridors and communal areas). Children in primary school do not need to wear a face covering.				
		<ul style="list-style-type: none"> Transparent face coverings, which may assist communication with someone who relies on lip reading, clear sound or facial expression to communicate, can also be worn 	N	All staff	On order	L
		<ul style="list-style-type: none"> Face visors or shields should not be worn as an alternative to face coverings. They may protect against droplet spread in specific circumstances but are unlikely to be effective in reducing aerosol transmission when used without an additional face covering. 	Y	All staff	In place	L
Prevention 3. Good hand hygiene practice		<ul style="list-style-type: none"> The School will ensure that pupils and staff clean their hands regularly, including when they arrive at school, when they return from breaks, when they change rooms and before and after eating. 	Y	All staff	In place	L
		<ul style="list-style-type: none"> Sufficient handwashing facilities are available. Where a sink is not nearby, provide hand sanitisers in classrooms and other learning environments. https://www.who.int/gpsc/clean_hands_protection/en/ 	Y	All staff	In place	L
		<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. 	Y	All staff	In place	L
		<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 	Y	All staff	In place	L
		<ul style="list-style-type: none"> Young children are encouraged to learn and practise these habits through games, songs and repetition; 	Y	All staff	In place	L
		<ul style="list-style-type: none"> 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. Guidance on <u>safe working in education, childcare and children's social care</u> provides more advice. 	Y	All staff	In place	L

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	<ul style="list-style-type: none"> All spaces are well ventilated using natural ventilation (opening windows and doors) – Children encouraged to bring in additional clothing to respond to the lower classroom temperatures. 	Y	All staff	In place	L
	<ul style="list-style-type: none"> Doors are propped open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation; 	Y	JT All staff	In place	L
	<ul style="list-style-type: none"> Posters are displayed throughout the school reminding pupils to wash their hands, e.g. before entering and leaving the school. 	Y	JT All staff	In place	L
4. Good respiratory hygiene	<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. 	Y	All Staff	In place	L
	<ul style="list-style-type: none"> Pedal bins are used additional and repeated hand contact 	Y	All staff	In place / ongoing	L
	<ul style="list-style-type: none"> Risk assessments used, if needed, for pupils with complex needs who struggle to maintain good respiratory hygiene, for example those who spit uncontrollably, use saliva as a sensory stimulant or use sensory equipment eg. Chew or fiddle toys 	Y	SENCO / SLT/ Class staff	Ongoing	M
5. Enhanced cleaning	<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; 	Y	All Staff Cleaners	In place / ongoing	L
	<ul style="list-style-type: none"> Soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts) are removed. 	Y	Class Staff	In place	L
	<ul style="list-style-type: none"> Different pods/bubble have been allocated toilet blocks. Pupils encouraged to clean their hands thoroughly after using the toilet. Ensure children are aware of their dedicated toilet. Only 1 boy and only one girl to be allowed to the toilet from any class at one time. 	Y	Class Staff	In place	L
	<ul style="list-style-type: none"> The <u>COVID-19: cleaning of non-healthcare settings guidance</u> is followed. 	Y	JT, HB Cleaners	In place	L
	<ul style="list-style-type: none"> Outdoor playground equipment should be cleaned more frequently. 	Y	Class Staff JT	In place / ongoing	L

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	<p>Lunchtimes</p> <ul style="list-style-type: none"> • Children to hand wash/sanitise before and after eating. • If catering services are able to provide – children are given individual and disposable containers and cutlery. • Pupils eat at their individual work station therefore no shared tables and touch points • Children with allergies are made aware to staff in each pod/bubble • Staff monitor food in lunchboxes to ensure no food is present that could trigger any allergic responses. 	Y	All staff	In place / ongoing	L
	<ul style="list-style-type: none"> • Staff to use the same cup all day or to bring in their own cup from home 	Y	All staff	In place / ongoing	L
	<ul style="list-style-type: none"> • Staff to wipe down taps and handles after using the staffroom or accessing other communal areas – anti-bac wipes/spray and disposable cloths to be provided 	Y	All staff	In place / ongoing	L
	<ul style="list-style-type: none"> • Staff to ensure that they put all utensils and plates etc in the dishwasher themselves, and ensure any services touched are cleaned with anti-bac solution immediately after use 	Y	All staff	In place / ongoing	L
	<ul style="list-style-type: none"> • Staff to remain in their bubble area wherever possible and ensure regular cleaning of touch points, including telephones, keyboards, walkie-talkies, keys/locks, door handles etc 	Y	All staff	In place / ongoing	L
	<ul style="list-style-type: none"> • Staff to ensure all surfaces are clear and operate a 'minimal' approach to allow easier and thorough regular cleaning or a deep clean should that be required, 	Y	All staff	In place / ongoing	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 <u>Cleaning in non-healthcare settings</u> guidance 	Y	All staff	In place / ongoing	L

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	<ul style="list-style-type: none"> 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. 	Y	HB JT	In place	L
	<ul style="list-style-type: none"> 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 	Y	HB JT	In place / ongoing	L
	<ul style="list-style-type: none"> The Caretaker and SBM monitors the cleaning standards of school cleaning contractors and discusses any additional measures required with regards to managing the spread of coronavirus. 	Y	JT HB	In place / ongoing	L
	<ul style="list-style-type: none"> If an indoor Covid isolation room has to be used – the member of staff who is in ppe and accompanied the child, wipes down and uses the steamer to clean 	Y	All staff	In place / ongoing	L
Prevention					
6. Minimise contact	<ul style="list-style-type: none"> The number of contacts between pupils and staff is reduced. This is achieved through keeping smaller bubbles e.g. 2 classes in a bubble with a limit of 70 children and through maintaining distance between individuals. 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> 	Y	All staff	In place / ongoing	L
	<ul style="list-style-type: none"> Staff movement between bubbles should only be when absolutely necessary e.g. emergency cover. Where staff need to move between classes and year groups, where possible they should try and keep their distance from pupils and other staff as much as they can. 	Y	All staff	In place / ongoing	L

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	<ul style="list-style-type: none"> Adults try to avoid close face to face contact and minimise time spent within 1 metre of anyone. 	Y	All staff	In place / ongoing	L
	<ul style="list-style-type: none"> Classrooms and other learning environments are organised to maintain space between seats and desks where possible 	Y	All staff	In place / ongoing	L
	<ul style="list-style-type: none"> Pupils are seated side by side and facing forwards, rather than face to face or side on. (Apart from EYFS and Year 1 due to learning needs. They will more regularly clean equipment) 	Y	All staff	In place / ongoing	L
	<ul style="list-style-type: none"> Pupils old enough should be supported to maintain distance and not touch staff and their peers. 	Y	All staff	In place / ongoing	L
	<ul style="list-style-type: none"> Use of walkie talkies by staff to avoid bubbles using the same outside space at any time e.g. daily mile track, forest schools area 	Y	All staff	In place / ongoing	L
	<ul style="list-style-type: none"> Large gatherings such as assemblies are avoided, and groups kept apart. 	Y	All staff	In place / ongoing	L
	<ul style="list-style-type: none"> The timetable is revised to implement where possible: <ul style="list-style-type: none"> Plan for lessons or activities which keep bubbles apart and movement around the school site to a minimum; Maximise the number of lessons or classroom activities which could take place outdoors safely 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/carers; Parents' drop-off and pick-up protocols are planned and communicated so that they minimise adult to adult contact; One way system introduced at Chennestone 	Y	SLT All staff	In place / ongoing	L

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	<ul style="list-style-type: none"> ○ Reminder posters put up outside for parents <p>More information on timetables can be found in COVID-19: <u>Guidance for full opening</u> <u>https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</u></p>				
	<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 cleaning of touch points during the course of the day. Children are seated at the same desk where possible 	Y	All staff	In place / ongoing	L
	<ul style="list-style-type: none"> ● Mixing within education or childcare setting is minimised by: <ul style="list-style-type: none"> ○ accessing rooms directly from outside where possible; ○ Staff use of walkie talkies if whole bubbles are moving through school at unplanned times; ○ 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; ○ staggering start and end of day e.g. limiting number of bubbles entering one entrance at any given time ○ The number of pupils using the toilet at any one time is limited; ○ For school meals in the lunch hall, kitchen staff will hand meal to school staff member to pass to child. 	Y	All staff	In place / ongoing	L
	<ul style="list-style-type: none"> ● Chennestone Lunch – Bubbles to use classrooms and hall. Tables in hall wiped down before next bubble enters / or use different seats ● Beauclerc Lunch – Bubbles leave and exit hall using different doors 	Y	All staff	In place / ongoing	L
	<ul style="list-style-type: none"> ● The use of staff rooms is staggered to limit occupancy – 6 allowed in Chennestone, 3 at Beauclerc. Any other adults enter have to wear a mask and need to be quick 	Y	All staff	In place / ongoing	L
	<ul style="list-style-type: none"> ● Maximum Occupancy levels in main office areas is 2 	Y	All staff	In place / ongoing	L



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	<ul style="list-style-type: none"> Visitors to the site, such as parents/carers, 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. Meetings with visitors should be held remotely where possible. Where visits can happen outside of school hours, they should. Meetings with visitors should be restricted to the least amount of rooms, with access to the school kept as limited as possible. A record will be kept of all visitors. 	Y	All staff	In place / ongoing	L
	<ul style="list-style-type: none"> Parents are told that if their child needs to be accompanied to the education or childcare setting then only one parent can attend 	Y	SLT	In place / ongoing	L
	<ul style="list-style-type: none"> Parents are told their allocated drop off and collection times and the process for doing so, including protocols for minimising adult to adult contact e.g. one way system 	Y	SLT	In place / ongoing	L
	<ul style="list-style-type: none"> Parents are told that they cannot gather at entrance gates or doors, or enter the site (unless they have a pre-arranged appointment, which should be conducted safely) 	Y	All staff SLT	In place / ongoing	L
	<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. Reading books to be given out on a Monday 3 or 4 books depending on availability) to be collected in on a Friday morning to allow them to be unused for over 48 hours 	Y	All staff	In place / ongoing	L
	<ul style="list-style-type: none"> Pupils limit the amount of equipment they bring into school each day, to essentials such as water bottles, lunch boxes, hats, coats, books, stationery and mobile phones. Bags are allowed. Pupils and teachers can take books and other shared resources home, 	Y	All staff	In place / ongoing	L

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	although unnecessary sharing is avoided. Rules on hand cleaning, cleaning of the resources and rotation apply to these resources.				
	<ul style="list-style-type: none"> • Staff and pupils have their own individual and very frequently used equipment, such as pencils and pens, these are not shared; 	Y	All staff	In place / ongoing	L
	<ul style="list-style-type: none"> • Physical Education classes should be kept in consistent groups and sports equipment thoroughly cleaned between use by different groups. Contact sport to be avoided. Outdoor sports to be prioritised and large indoor spaces used where not to ensure maximising distance between pupils and high levels of cleaning and hygiene. <u>COVID-19: Guidance on phased return of sport and recreations.</u> Guidance and risk assessment shared with external sport coaches 	Y	All staff	In place / ongoing	L
	<ul style="list-style-type: none"> • Children will be asked to arrive in school in their PE kit on the relevant day to minimise changing and additional bags etc being brought into school. 	Y	All staff	In place / ongoing	L
	<ul style="list-style-type: none"> • 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 according to the space, positioning pupils back to back or side to side, avoiding sharing of instruments and ensuring good ventilation are put in place. <ul style="list-style-type: none"> ○ Where possible, singing and playing of wind instruments should take place outside. ○ Where it is not possible to use an outside space, a larger well ventilated space will be used with the limited group size ○ Instruments must be cleaned thoroughly before and after use 	Y	All staff	In place / ongoing	L
	<ul style="list-style-type: none"> • Performances with audiences are currently not permitted 	Y	SLT	In place	L
	<ul style="list-style-type: none"> • Day trips and residential trips are currently not permitted – in accordance with DFE advice given to the NAHT (FAQ 26.02.21) 	Y	SLT	In place	L
	<ul style="list-style-type: none"> • Designated playground area/space and timings for each bubble to avoid any mixing during lunch. Chennestone Playground is split into 3 sections = Upper A, Upper B and Lower. 	Y	All staff	In place / ongoing	L



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	<ul style="list-style-type: none"> When moving around school – staff must wear a mask at all times and ensure they socially distance 	Y	All staff	In place / ongoing	L
	<ul style="list-style-type: none"> Bubbles have different drop-off and collection points which are communicated to parents/carers. 	Y	All staff	In place / ongoing	L
	<ul style="list-style-type: none"> Parent communication is limited at drop off and collection times. If essential staff ensure social distancing and interactions are brief whilst wearing both a mask and visor. Phone calls should be used if longer conversations are needed 	Y	All staff	In place / ongoing	L
	<ul style="list-style-type: none"> Outdoor one way system continued at Chennestone 	Y	All staff	In place / ongoing	L
	<ul style="list-style-type: none"> Reminder posters are outside for parents 	Y	All staff	In place / ongoing	L
	<ul style="list-style-type: none"> Wrap around care can re-commence for both school based operations and external providers. They will maintain separation of the school based bubble structure to minimise the number of contacts. 	Y	All staff	In place / ongoing	L
Prevention 7. Ventilation	<ul style="list-style-type: none"> Good ventilation reduces the concentration of the virus in the air, which reduces the risk from airborne transmission. When the school is in operation, it is important to ensure it is well ventilated and a comfortable teaching environment is maintained. These can be achieved by a variety of measures including: <ul style="list-style-type: none"> natural ventilation – opening windows (in cooler weather windows should be opened just enough to provide constant background ventilation and opened more fully during breaks to purge the air in the space). Opening internal doors can also assist with creating a throughput of air natural ventilation – if necessary external opening doors may also be used (as long as they are not fire doors and where safe 	N	HB JT	Works ordered	M

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		<p>to do so) The <u>Health and Safety Executive guidance on air conditioning and ventilation during the coronavirus outbreak</u> and <u>CIBSE coronavirus (COVID-19) advice</u> provides more information.</p> <ul style="list-style-type: none"> ○ Works ordered to fix ironmongery specifically relating to window winders. ○ Pending completion of works, Caretaker will ensure all rooms ventilated and windows are fixed open. ○ To balance the need for increased ventilation while maintaining a comfortable temperature, consider: <ul style="list-style-type: none"> ○ opening high level windows in colder weather in preference to low level to reduce draughts ○ increasing the ventilation while spaces are unoccupied (for example, between classes, during break and lunch, when a room is unused) ○ providing flexibility to allow additional, suitable indoor clothing ○ rearranging furniture where possible to avoid direct draughts ● Heating to be used as necessary to ensure comfort levels are maintained particularly in occupied spaces. 				
Prevention 8. PPE		<ul style="list-style-type: none"> ● PPE should be worn by staff outside of the classroom even where social distancing is possible 	Y	All staff	In place / ongoing	L
		<ul style="list-style-type: none"> ● Visors will be provided for staff to wear during the day 	Y	All staff	In place / ongoing	L
		<ul style="list-style-type: none"> ● Staff wear PPE whilst receiving and dismissing the class at either end of the school day. 	Y	All staff	In place / ongoing	L
		<ul style="list-style-type: none"> ● PPE must be used; <ul style="list-style-type: none"> ○ where an individual child or young person becomes ill with coronavirus (COVID-19) symptoms while at schools ○ 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 	Y	All staff	In place / ongoing	L

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	<ul style="list-style-type: none"> Read the guidance on <u>safe working in education, childcare and children's social care</u> for more information about preventing and controlling infection and follow <u>SCC PPE guidance</u>. 	Y	All staff	In place / ongoing	L
	<ul style="list-style-type: none"> All outside contractors / visitors / parents to wear faces if they have to enter the school 	Y	All staff	In place / ongoing	L
Prevention 9. Staff Testing	<p>Please see separate risk assessment for more details Following Government guidance staff coming into school will be offered rapid testing to begin on Monday 25th January. Testing is not mandatory</p> <ul style="list-style-type: none"> Information letter sent out to staff – completed 21.01.21 	Y	All staff	Completed 21.01.21	L
	<p>Process</p> <ul style="list-style-type: none"> Full time staff test every 3 to4 days Part time staff once a week Staff sign for the package (a batch of kits) only Tests are for staff use only DfE link and guidance sent to all staff 	Y	All staff	In place / ongoing	L
	<p>Anyone who has previously received a positive COVID-19 PCR test result should not be re-tested within 90 days of that test, unless they develop any new symptoms of COVID-19.</p>	Y	All staff	In place / ongoing	L
	<p>After the tests</p> <ul style="list-style-type: none"> 30 minutes for the results to be obtained. Staff then need to report the result to the NHS Test and Trace online system (or by telephone if preferred) Staff must inform the school office of your results – if possible email result information to :personnel@chennestone.surrey.sch.uk Office staff keep a test log based on DfE template including which tests were given out to her and a log of results. 	Y	All staff	In place / ongoing	L

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		<p>Staff confident in actions in event of a positive outcome –</p> <ul style="list-style-type: none"> - Any positive results must immediately be notified to a member of SLT to consider wider implications for immediate contacts etc - Inform the result to NHS Test and Trace online immediately. NHS Test and Trace process to be followed and school contact their local Public Health England health protection team. - Staff member books in a PCR test to confirm 	Y	All staff	In place / ongoing	L
Response to infection 10. Test and trace		<ul style="list-style-type: none"> • All staff must download the Covid App and confirm they have not been notified to isolate on arrival at school each day. 	Y	All staff	In place / ongoing	L
		<ul style="list-style-type: none"> • Staff temperatures taken on arrival each day. 	Y	All staff	In place / ongoing	L
		<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: • <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 • QR codes displayed so staff / visitors can scan • <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) 	Y	All staff	In place / ongoing	L
		<p>8. A small number of home testing kits available to be given directly to staff who have developed symptoms and are unable to book a test.</p>	Y	SLT	In place / ongoing	L

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		<p>9. The school will ask parents and staff to inform them immediately of the result of the test:</p> <ul style="list-style-type: none"> a. If someone tests negative, if they feel well and no longer have symptoms similar to COVID-19 they can stop self-isolating. b. 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 10 days. 	Y	All staff	In place / ongoing	L
		<ul style="list-style-type: none"> • 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. 	Y	SLT	In place / ongoing	L



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Response to infection 11. Managing confirmed COVID-19 cases	<ul style="list-style-type: none"> • <u>Flowchart school response to suspected or confirmed COVID-19 cases</u> to be followed for suspected or confirmed cases. 	Y	SLT	In place / ongoing	L
	<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. 	Y	SLT	In place / ongoing	M
	<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. 	Y	SLT	In place / ongoing	M
	<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 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 	Y	SLT	In place / ongoing	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 e.g. for interventions to be kept. This does not need to include every interaction a member of staff or pupil has. 	Y	SLT	In place / ongoing	L
	<ul style="list-style-type: none"> • In the event of isolation or pod closures, children access the same online learning offer as their peers (what they were also receiving in school). 	Y	SLT	In place / ongoing	L
Response to infection	10. If two or more cases are confirmed within 10 days or an overall rise in sickness absence where COVID-19 is suspected, there may be	Y	SLT	Ongoing	M

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10. Contain any outbreaks		an outbreak and the local health protection will advise on any additional action required.				
		11. Follow local health protection advice, this may include a larger number of other pupils self-isolate at home as a precaution.	Y	SLT	Ongoing	M
		12. 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	Ongoing	M
		13. In the event of pod closures, key worker children can continue to access the online provision alongside their year group peers	Y	All staff / SLT	Ongoing	L
Additional Risk Factors 11. Response to emergencies		<ul style="list-style-type: none"> All pupil emergency contact details are up-to-date, including alternative emergency contact details, where required. 	Y	Admin Team	In place / ongoing	L
		<ul style="list-style-type: none"> Parents are contacted as soon as practicable in the event of an emergency. 	Y	Admin Team	In place / ongoing	L
		<ul style="list-style-type: none"> Pupil alternative contacts are called where their primary emergency contact cannot be contacted. 	Y	Admin Team	In place / ongoing	L
		<ul style="list-style-type: none"> The school has an up-to-date Supporting Children with Medical Conditions policy in place which outlines the management of medical emergencies – medical emergencies are managed in line with this policy. 	Y	HB	In place	L
		<ul style="list-style-type: none"> Fire drill – children to line up in their bubbles. Member of Bubble staff to ensure lines are well spaced to avoid any mixing with other children. 	Y	Class Staff	In place / ongoing	L
Additional Risk Factors 12. Managing School Transport		<ul style="list-style-type: none"> Parents and pupils are encouraged to walk or cycle to their education setting where possible; 	Y	All Staff	In place / ongoing	L
		<ul style="list-style-type: none"> School car park limited to staff only to minimise potential contacts 	Y	SLT	In place / ongoing	L

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	<ul style="list-style-type: none"> Parents and pupils are discouraged from using public transport, where possible particularly during peak times; 	Y	SLT	In place / ongoing	L
	<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). 	Y	SLT	In place / ongoing	L
Additional Risk Factors 13. Workforce	<ul style="list-style-type: none"> Staffing capacity under constant review to take into account any outbreaks of infection, illness, requirements to shield and other emergency absences 	Y	SLT	Ongoing	M
	<ul style="list-style-type: none"> In event reduced capacity, consideration will be given to the need to switch to remote learning very quickly for either specific bubbles or more widely. 	Y	SLT	Ongoing	L
	<ul style="list-style-type: none"> Established and well-practiced use of Seesaw and Google classrooms, with children having been provided with all logons and passwords required. 	Y	SLT	In place	L
	<p>Clinically extremely vulnerable (CEV)</p> <ul style="list-style-type: none"> Clinically extremely vulnerable (CEV) staff are <u>advised to shield</u> and advice received within their shielding letter. This guidance is expected to last until the end of March 2021 and will be subject to further ongoing review (an update is expected mid-March). The shielding advice is not affected by whether the individual has been vaccinated against Covid-19. Even where both doses have already been administered the shielding advice remains unchanged. Staff who have received a shielding letter must ensure they advise the school, and if possible, provide a copy of the letter to: personnel@chennestone.surrey.sch.uk Any member of staff who have been advised to shield but is looking to return to work should make a formal request in writing. Such requests for all classroom and other support staff should be addressed to Lou Anderson and the Leadership Team requests should be addressed to both Mrs Anderson and the Chair of Governors. Staff making such requests will not be permitted to return to work until the request has been considered and responded to. 	N	SLT All Staff Governors	Ongoing	L



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	<ul style="list-style-type: none"> • Staff who are shielding and not attending school, will be required to work their normal hours and will be provided with the tasks on an individual basis. 				
	<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. • 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 				
	<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 guidance for pregnant employees. 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 				



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		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).				
Attendance		<ul style="list-style-type: none"> The advice for pupils who have been confirmed as clinically extremely vulnerable is to shield and stay at home as much as possible until further notice. 	Y	SLT	In place	L
		<ul style="list-style-type: none"> Children who are clinically extremely vulnerable will be provided with access to remote learning 	Y	SLT	In place	L
		<ul style="list-style-type: none"> 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. 	Y	SLT	In place	L

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