

Surrey Exemplar
COVID-19 Risk Assessment

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	M	<ul style="list-style-type: none"> Health and Safety Policy has been updated in light of the COVID-19 advice 	Yes	JS, NP & GLJ	May 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	NP and JS to send policies	May 20	L
	M	<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' 	Yes	JS	Sept 20 (updated)	M
	M	<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. 	Yes	JS and NP	Ongoing	L
	M	<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 	Yes	JS (via email)	Ongoing	L

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	M	<ul style="list-style-type: none"> Staff are made aware of the school's infection control procedures in relation to coronavirus. 	Yes	JS & NP	Jun 20	L
	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. 	Yes	School Office	Sept 20 (updated)	L
	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. 	Yes	Class Teachers	Sept 20 (updated)	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	Ongoing	L
Prevention 1. Minimise contact with individuals who are unwell with COVID-19 symptoms	H	<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	All Staff	Ongoing	L
	H	<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	All Staff	Ongoing	M

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	H	<ul style="list-style-type: none"> If a child is awaiting collection, they are moved, where possible, to a room where they can be isolated behind a closed door, with appropriate adult supervision. A window should be opened for ventilation. If it is not possible to isolate them, they are moved to an area which is at least 2 metres away from other people. 	Yes	All Staff	Ongoing	M
	H	<ul style="list-style-type: none"> 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	All Staff	Ongoing	L
	H	<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
	H	<ul style="list-style-type: none"> PPE will be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs). More information on PPE use can be found in the safe working in education, childcare and children’s social care settings, including the use of personal protective equipment (PPE) guidance. 	Yes	All Staff	Ongoing	L
	H	<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 staff	Ongoing	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	Ongoing	L

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	M	<ul style="list-style-type: none"> The Infection Control Policy and <u>Cleaning in non-healthcare settings</u> guidance to be followed to clean the area. 	Yes	JS & Solo	May 20	M
	M	<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 Drugs and Medications section of Health Safety and Welfare Policy 	Yes	JS	May 20	L
	M	<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 	Yes	All Staff	Ongoing	L
Prevention	M	<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	L
2. Good hand hygiene practice	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	Ongoing	M
	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	Sept 20	L
	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, dispose of temporary face coverings in a covered bin or place reusable face coverings in a plastic bag they take home with them, and then wash their hands again before heading to their classroom. Guidance on <u>safe working in education, childcare and children's social care</u> provides more advice. 	NA	No current pupils wear a mask	Sept 20	L
	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. 	Yes	All Staff	Ongoing	L
Prevention	M	<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	All Staff	Ongoing	L

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3. Good respiratory hygiene	H	<ul style="list-style-type: none"> Younger pupils and those with complex needs are helped to follow this. Risk assessments to identify pupils with complex needs who struggle to maintain good respiratory hygiene, for example those who spit uncontrollably or use saliva as a sensory stimulant. DFE guidance to be followed on the <u>use of face coverings in education</u> and clear instructions are provided to staff, children and young people on <u>how to put on, remove, store and dispose of face coverings</u>. <ul style="list-style-type: none"> Staff to wear face masks whenever they leave their classroom, including staffroom and corridors. Face masks can be worn inside classrooms if staff feel appropriate. Face masks to be worn during drop off and pick up to ensure staff and parents are protected; 	Yes	Reception Staff	Ongoing	M
	H		Yes	SENCO	Sept 20	M
	H		Yes	SLT	Sept 20	L
4. Enhanced cleaning Prevention	H	<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. More frequent cleaning of rooms and shared areas that are used by different groups Soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts) are removed. Toilets will need to be cleaned regularly and pupils must be encouraged to clean their hands thoroughly after using the toilet - different groups have been allocated their own toilet blocks The <u>COVID-19: cleaning of non-healthcare settings guidance</u> is followed. Outdoor playground equipment should be cleaned more frequently. This includes resources used inside and outside by wrap around care providers as set out in the School Lettings Policy/Contract. 	Yes	Teaching Staff and Solo	Ongoing	L
	H		Yes	LS + Hen House	Ongoing	M
	H		Yes	Teachers	May 20	M EYFS L KS1
	H		Yes	Solo Separate Toilets	Sept 20	L
	H		Yes	JS & Solo	Ongoing	M
	H		No	Separate equipment per bubble	Sept 20	L

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	H	<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	May 20	M
	H	<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. 	Yes	Solo	Ongoing	L
	H	<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 	Yes	JS	Ongoing	L
	H	<ul style="list-style-type: none"> 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	JS	Ongoing	M
Prevention	H	<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. 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> 	Yes	SLT	Jun 20	M
5. Minimise contact	H	<ul style="list-style-type: none"> If staff or pupils cannot maintain distancing, particularly with younger pupils, the risk is reduced by keeping pupils in smaller class sized groups. 	Yes	1 form entry	Jun 20	L
	H	<ul style="list-style-type: none"> All teachers and other staff can no longer operate across different classes and year groups in order to facilitate the delivery of the 	Yes	All Staff	Jan 21	M

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	H	school timetable. Teachers, Head Teachers and Support staff are assigned a class, which they will not move from.	Yes	SLT (Class Cover)	Jan 21	L
	H	• Supply teachers, peripatetic teachers and/or other temporary staff are not used in school at this time.	Yes	All Staff	Jun 20	L
	H	• Adults to avoid close face to face contact and minimise time spent within 1 metre of anyone.	Yes	All Staff	Jun 20	H
	H	• Adults should maintain 2 metre distance from each other and from children where possible.	Yes	Teaching Staff	Jun 20	H EYFS
	H	• Pupils old enough should be supported to maintain distance and not touch staff and their peers.	Yes	Teaching Staff	Jun 20	M KS1
	H	• Classrooms and other learning environments are organised to maintain space between seats and desks where possible.	Yes	Teaching Staff	Jun 20	M
	H	• Pupils are seated side by side and facing forwards, rather than face to face or side on.	Yes	Teaching Staff	Sept 20	M
	H	• Large gatherings such as assemblies are avoided, and groups kept apart.	Yes	HT	Sept 20	L
	H	• The timetable is revised to implement where possible: <ul style="list-style-type: none"> ○ Plan for lessons or activities which keep groups apart and movement around the school site to a minimum; ○ Maximise the number of lessons or classroom activities which could take place outdoors; ○ Virtual assembly groups; ○ Break times (including lunch) are staggered so that all pupils are not moving around the school at the same time; ○ Drop-off and collection times are staggered and communicated to parents; ○ Parents' drop-off and pick-up protocols are planned and communicated so that they minimise adult to adult contact; 	Yes	SLT	Jan 21	L

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	H	<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 are seated at the same desk; 	Yes	Teaching Staff	Jun 20	L
	H	<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; staggering lunch breaks and pupils clean their hands beforehand and enter in the groups they are already in or pupils are brought their lunch in their classrooms; The number of pupils using the toilet at any one time is limited; 	Yes	All Staff	Jun 20	L
	H	<ul style="list-style-type: none"> The use of shared space such as halls is limited and there is cleaning between uses by different groups. 	Yes	All Staff	Oct 20	L
	H	<ul style="list-style-type: none"> The use of staff rooms and offices is staggered to limit occupancy. Staff are requested to avoid entering the school office where at all possible. 	Yes	SLT	Jan 21	L
	H	<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 visits can happen outside of school hours or virtually, they should. A record will be kept of all visitors. 	Yes	JS and Office Staff	Sept 20	M
	H	<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	Teaching Staff	Jun 20	L
	H	<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, books, stationery and mobile phones. Bags are allowed. Pupils and teachers can take books and other shared resources home, 	Yes	Teaching Staff	Sept 20	M

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	H	<p>although unnecessary sharing is avoided. Rules on hand cleaning, cleaning of the resources and rotation apply to these resources.</p> <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; 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> Singing, wind and brass instrument playing can be undertaken in line with the Music, Dance and drama in schools section in the <u>full opening guidance</u> and other guidance, in particular guidance provided by the DCMS for professionals and non-professionals, available at <u>working safely during coronavirus (COVID-19): performing arts</u> 	Yes	All Staff	Sept 20	L
	H		Yes	Teaching Staff	Sept 20	L
	H		Yes	Teaching Staff	Sept 20	M
<p>Prevention</p> <p>6. Where necessary, wear PPE</p>	H	<ul style="list-style-type: none"> The majority of staff in education settings will not require PPE beyond what they would normally need for their work. PPE is only needed in a very small number of cases, including: <ul style="list-style-type: none"> where an individual child or young person becomes ill with coronavirus (COVID-19) symptoms while at schools, and only then if a distance of 2 metres cannot be maintained where a child or young person already has routine intimate care needs that involves the use of PPE, in which case the same PPE should continue to be used Read the guidance on <u>safe working in education, childcare and children's social care</u> for more information about preventing and controlling infection and follow <u>SCC PPE guidance</u>. 	Yes	All Staff	Sept 20	L
	M		Yes	All Staff	Sept 20	L

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<p>Response to infection</p> <p>7. Test and trace</p>	M	<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) 	Yes	All Staff	Sept 20	L
	M	<ul style="list-style-type: none"> 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 developed symptoms at schools, where providing a test will increase the likelihood of them getting tested. 	Yes	Office Staff	Sept 20	L
	M	<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 	Yes	JS & Office Staff	Sept 20	L

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		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.				
Response to infection 8. Managing confirmed COVID-19 cases	H	<ul style="list-style-type: none"> Flowchart school response to suspected or confirmed COVID-19 cases to be followed for suspected or confirmed cases. 	Yes	SLT & Office Staff	Sept 20	L
	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	HT	Sept 20	L
	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	SCC	Sept 20	L
	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 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 	Yes	SLT & Office Staff	Jan 21	L
	M	<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. This does not need to include every interaction a member of staff or pupil has. 	Yes	Office Staff	Sept 20	L
	M	<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 & Teachers	Sept 20	L

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Response to infection 9. Contain any outbreaks	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. 	Yes	SLT & SCC	Sept 20	L
	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. 	Yes	SLT	Sept 20	L
	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. 	Yes	SLT	Sept 20	L
	M	<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 & Teachers	Sept 20	L
Emergencies	H	<ul style="list-style-type: none"> All pupil emergency contact details are up-to-date, including alternative emergency contact details, where required. 	Yes	Office	Jan 21	L
	H	<ul style="list-style-type: none"> Parents are contacted as soon as practicable in the event of an emergency. 	Yes	Office & Class Reps Office	Sept 20	L
	H	<ul style="list-style-type: none"> Pupil alternative contacts are called where their primary emergency contact cannot be contacted. 	Yes	Office	Sept20	L
	H	<ul style="list-style-type: none"> The school has an up-to-date First Aid Policy in place which outlines the management of medical emergencies – medical emergencies are managed in line with this policy. 	Yes	SLT	May 20	L
Managing School Transport	H	<ul style="list-style-type: none"> Parents and pupils are encouraged to walk or cycle to their education setting where possible; 	Yes	Office	Sept 20	L
	M	<ul style="list-style-type: none"> Parents and pupils are discouraged from using public transport, where possible particularly during peak times; 	Yes	Office	Sept 20	L
	M	<ul style="list-style-type: none"> For more information on home to school transport, please refer to <u>SCC guidance in safer working for home to school transport.</u> 	Yes	SLT	Sept 20	L
	M	<ul style="list-style-type: none"> Where possible, transport arrangements are organised to cater for any changes to start and finish times; 	Yes	SLT & Office	Sept 20	L

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	H	<ul style="list-style-type: none"> Revised travel plans are communicated clearly to contractors, local authorities and parents where appropriate (for instance, to agree pick-up and drop-off times). 	Yes	Office	Sept 20	L
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