

Surrey Exemplar COVID-19 Protective Measures Risk Assessment Template v18 – 24th August 2021

Please find attached a COVID-19 risk assessment template for schools that has been prepared in response to the Government's guidance for full opening. The measures set out in this risk assessment provide a framework for school leaders to put in place proportionate protective measures for pupils and staff. **The Governing Body/Trust Board must take ownership of the risk assessment and have oversight of the principles behind its contents.**

This tool may be useful as you undertake planning around a range of 'protective measures' and is entirely optional. Some sections will be more or less applicable, **this is a template document so please 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).

Step 4 – Protective measures

The country's move to Step 4 of the roadmap marked a new phase in the government's response to the pandemic, moving away from stringent restrictions on everyone's day-to-day lives, towards advising people on how to protect themselves and others, alongside targeted interventions to reduce risk. Many protective measures that have been in place in schools are now no longer required in normal circumstances. This risk assessment reflects these changes, setting out the protective measures which will remain in place.

Step 4 – Future outbreak planning

This Risk Assessment is to be read alongside the school's Outbreak Management Plan, which describes what the school would do if children, pupils, students or staff test positive for COVID-19, or how the school would operate if it was advised to reintroduce any measures described in this document to help break chains of transmission. It is essential for the Outbreak Management Plan to be kept up-to-date and relevant to the school's unique setting, referencing the government's [COVID-19 Contingency Framework](#) and the [Surrey County Council local outbreak control plan](#).

This risk assessment sets out the additional protective measures which will be considered in the case of and for the duration of an outbreak i.e. if a specific threshold is met, as set out in the government's [COVID-19 Contingency Framework](#) and the school's Outbreak Management Plan. The additional measures are given in this risk assessment under separate headings "**Temporary additional measures in the event of an outbreak**" and are shown in *italic* text.

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The template 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.gov.uk/guidance/national-lockdown-stay-at-home#going-to-work>

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak>

<https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak>

[Risk assessment - Working safely during the coronavirus \(COVID-19\) pandemic](#)

[Dedicated transport to schools and colleges COVID-19 operational guidance](#)

[Guidance on protecting people who are clinically extremely vulnerable from COVID-19 - GOV.UK \(www.gov.uk\)](#)

[Managing coronavirus \(COVID-19\) in education and childcare settings](#)

[Health and safety: responsibilities and duties for schools](#)

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

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Educational settings risk assessment content:

- [Awareness of and adherence to policies and procedures](#)
1. [Prevention: Minimise contact with individuals who are unwell with COVID-19 symptoms](#)
 2. [Prevention: Ensure face coverings are used in recommended circumstances](#)
 3. [Prevention: Clean hands thoroughly more often than usual](#)
 4. [Prevention: Good respiratory hygiene](#)
 5. [Prevention: Cleaning and disinfection](#)
 6. [Prevention: Minimise contact](#)
 7. [Prevention: Keep occupied spaces well ventilated](#)
 8. [In specific circumstances: Wear PPE where necessary](#)
 9. [In specific circumstances: Promote and engage in asymptomatic testing, where available](#)
 10. [Response to infection: Test and trace](#)
 11. [Response to infection: Managing confirmed COVID-19 cases](#)
 12. [Response to infection and outbreak plan: Contain any outbreaks](#)
 13. [Attendance](#)
 14. [Workforce](#)
 15. [Emergencies](#)
 16. [Managing School Transport](#)
 17. [Residential/Boarding](#)

Changes and updates made are documented here:

Date of change	Section, page, and change
23/02/2021	Face coverings , page 8, face coverings recommended to be worn in classrooms and activities where social distancing cannot be maintained for children aged 11 and over
23/02/2021	Minimise contact , page 17, educational visits are currently not advised.
23/02/2021	Ventilation , page 18, new sections on ventilation.
23/02/2021	Testing , page 20, new guidance on testing in different settings
17/03/2021	Introduction , page 1, update on variants and controls

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30/03/2021	Introduction , page 1, link to updated government guidance on protective measures for holiday and after-school clubs, and other out-of-school settings
30/03/2021	Minimise contact , page 16, update on guidance for physical activity in schools
30/03/2021	Educational visits , page 18, proposed date and note regarding roadmap
30/03/2021	Wraparound provision and extra-curricular activity , page 19, updated guidance
30/03/2021	Attendance , page 28, expectations for clinically extremely vulnerable pupils
30/03/2021	Workforce , page 28, expectations for clinically extremely vulnerable staff
30/03/2021	Workforce , page 30, expectations for clinically vulnerable staff
17/05/2021	Face coverings , page 9, change in guidance including that face coverings no longer recommended for children in all schools
17/05/2021	Music, dance and drama , page 18, updated guidance for curriculum and performances.
17/05/2021	Educational visits , page 19, guidance for day visits and domestic residential visits.
17/05/2021	Wraparound provision and extra-curricular activity , page 20, updates regarding group sizes and avoiding parental attendance
17/05/2021	Attendance , page 30, new guidance relating to travel from ‘red-list’ countries and quarantine for pupils travelling to England.
30/06/2021	Response to infection and outbreak plan , page 29; face coverings , page 9; and promote and engage in asymptomatic testing page 24, information provided for outbreak management plan
12/07/2021	<p>Prevention: Minimise contact with individuals who are unwell with COVID-19 symptoms, page 7, updated guidance in the case of COVID-19 symptoms</p> <p>Prevention: Ensure face coverings are used in recommended circumstances, page 10, face coverings no longer recommended for staff or pupils; steps to take in an Outbreak</p> <p>Prevention: Cleaning and disinfection, page 12, previously ‘Enhanced Cleaning’, school now required to maintain appropriate cleaning regimes</p> <p>Prevention: Minimise contact, page 13, ‘Bubbles’ no longer recommended, although the school may choose to maintain until the end of term; steps to take in an Outbreak</p> <p>Educational visits, page 14, updated guidance for running educational visits</p> <p>Wraparound provision and extra-curricular activity, page 15, updated guidance including sports provision, performances and events, and parental attendance</p> <p>In specific circumstances: Promote and engage in asymptomatic testing, where available, page 21, new guidance on how and when to test</p> <p>Response to infection: Test and trace, page 23, schools are no longer expected to undertake contact tracing</p> <p>Response to infection: Managing confirmed COVID-19 cases, page 24, updated guidance for if an individual develops COVID-19 symptoms or has a positive test</p>

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	<p><u>Response to infection and outbreak plan: Contain any outbreaks</u>, page 26, action to take in case of an outbreak</p> <p><u>Attendance</u>, page 27, updates on supporting children with medical conditions, ensuring pupils travelling to England follow government travel advice, and updated quarantine arrangements for boarding school pupils.</p>
24/08/2021	<p><u>Prevention: Minimise contact with individuals who are unwell with COVID-19 symptoms</u>, page 8, updated and reordered guidance for minimising contact with any individual who develops COVID-19 symptoms or has a positive test</p> <p><u>Prevention: Ensure face coverings are used in recommended circumstances</u>, page 11, updated “<i>Temporary additional measures in the event of an outbreak</i>”</p> <p><u>Prevention: Minimise contact</u>, page 18, updated “<i>Temporary additional measures in the event of an outbreak</i>”</p> <p><u>Prevention: Ventilation</u>, page 21, update regarding anticipated CO2 monitors being provided to the school during the Autumn term.</p> <p><u>In specific circumstances: Promote and engage in asymptomatic testing, where available</u>, page 23, additional detail on what close contacts should do whilst awaiting their PCR test results</p> <p><u>Response to infection: Test and trace</u>, page 24, with schools no longer expected to undertake contact tracing themselves, further update to make clear who is no longer required to isolate if identified as a close contact</p> <p><u>Response to infection: Managing confirmed COVID-19 cases</u>, page 26, now cites updated <u>section 1 (Prevention)</u> of this risk assessment</p> <p><u>Response to infection and outbreak plan: Contain any outbreaks</u>, page 26, updated in relation to school’s Outbreak Management Plan and use of headings “<i>Temporary additional measures in the event of an outbreak</i>” throughout this risk assessment.</p> <p><u>Attendance</u>, page 27, expectations for clinically extremely vulnerable (CEV) pupils have been updated to mirror wording in recently published guidance for CEV people, pre-Step 4 wording removed, and updated information on boarding school pupils attending from abroad, as quarantine rules have changed.</p> <p><u>Workforce</u>, page 29, expectations for CEV staff have been updated to mirror wording in recently published guidance for CEV people and pre-Step 4 wording removed.</p> <p><u>Managing School Transport</u>, page 31, updated “<i>Temporary additional measures in the event of an outbreak</i>”</p>

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Name of School:		Date of assessment:		Date of review:	
Identify those at risk:	Staff Pupils Agency staff/contractors Visitors Vulnerable groups: BAME Underlying health conditions including clinically extremely vulnerable (CEV) and extremely vulnerable Pregnant workers Over the age of	How someone could be harmed:	Coronavirus disease (COVID-19) is an infectious disease caused by a newly discovered coronavirus. The COVID-19 virus spreads primarily through droplets of saliva or discharge from the nose when an infected person coughs or sneezes. Most infected people will develop mild to moderate illness and recover without hospitalisation. In some cases, and if a person has a underlying health conditions, COVID-19 can cause serious ill health.	Assessed by:	

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 or N/A	Additional control measures to reduce the risk or the reasons why the recommended standard cannot be met.	Actioned by when and by who?	Risk rating following action H/M/L
Awareness of and adherence to		<ul style="list-style-type: none"> Health and Safety Policy has been updated in light of the COVID-19 advice 	Y	<ul style="list-style-type: none"> 	Kite	L

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policies and procedures	<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	<ul style="list-style-type: none"> All staff made aware during INSET training 1st & 2nd/9/21 	ACADEM Y HEAD
	<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' 	Y	<ul style="list-style-type: none"> All staff made aware of documentation and a recommendation to read relevant sections during INSET training 	ACADEM Y HEAD
	<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	<ul style="list-style-type: none"> All staff made aware that PPE must be used to administer 1st Aid at all times. All staff made aware of procedures if a child is symptomatic and first aid policy available to all. 	ACADEM Y HEAD
	<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 Staff are made aware of the school's infection control procedures in relation to coronavirus. 	Y	<ul style="list-style-type: none"> First aid and infection control procedure on CPOMS library for staff to read 	ACADEM Y HEAD

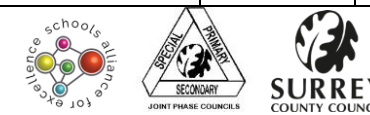
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	<ul style="list-style-type: none"> Parents are made aware of the school’s infection control procedures in relation to coronavirus via letter and social media. Pupils are made aware of the school’s infection control procedures in relation to coronavirus and are informed that they must tell a member of staff if they begin to feel unwell. 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. 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. 	Y Y Y Y	<ul style="list-style-type: none"> Letter sent at start of term and followed up with newsletter All children will be told procedures re hand washing, feeling unwell at start of term. To be revisited regularly with children. Face coverings to be disposed of in the medical waste bin the school office. Hands must be washed after removal. Masks should be handled by the straps only All staff made aware of confidentiality policy – copy stored on cpoms library. All staff to read. 	ACADEM Y HEAD All classroom staff ACADEM Y HEAD & all staff ACADEM Y HEAD	
<p>Prevention</p> <p>1. Minimise contact with individuals who are unwell with COVID-19 symptoms</p>	<p>When an individual develops COVID-19 symptoms or has a positive test</p> <ul style="list-style-type: none"> If a pupil or staff member develops COVID-19 symptoms or has a positive test they will follow public health advice on <u>when to self-isolate and what to do</u>. They should not come into school if they have symptoms, have had a positive test result or other reasons requiring them to stay at home due to the risk of them passing on COVID-19 (for example, they are required to quarantine). 	Y	<ul style="list-style-type: none"> Confirmed close contacts who have been vaccinated may still attend – but should request a PCR test. Staff members should increase the number of lateral flow tests while waiting for PCR results. Letter to be sent to parents – template using Surrey template (or Hampshire if available) 	ACADEM Y HEAD /Admin ACADEM Y HEAD /Admin	M



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	<ul style="list-style-type: none"> • If anyone in the school develops <u>COVID-19 symptoms</u>, however mild, they will be sent home and they should follow public health advice. • For everyone with symptoms, they should avoid using public transport and, wherever possible, be collected by a member of their family or household. • If a pupil is awaiting collection, they should be left in a room on their own if possible and safe to do so. A window should be opened for fresh air ventilation if possible. Appropriate PPE should also be used if close contact is necessary (such as for a very young child or a child with complex needs). Further information on this can be found in the <u>use of PPE in education, childcare and children’s social care settings</u> guidance. Any rooms they use should be cleaned after they have left. • The household (including any siblings) should follow the PHE <u>stay at home guidance for households with possible or confirmed coronavirus (COVID-19) infection</u>. • The ‘Flowchart school response to suspected or confirmed COVID-19 cases’ will be followed for suspected or confirmed cases. • In the majority of cases, schools and parents will be in agreement that a child with symptoms should not attend school, given the potential risk to others. In the event that a parent or guardian insists on a child attending school, schools can take the decision to refuse the child if in their reasonable 	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>	<ul style="list-style-type: none"> • The “Bee Hive” located opposite the music room and next to the resources room has been designated as the sick room. PPE is available for adults to wear. Signs will be put up restricting access to this area. • All windows in the area must be opened if suspected case whilst awaiting pick up but the door must remain closed. • Close contacts and household members under 18 years 6months and/or who are fully vaccinated do not have to self isolate. • Where a parent is not in agreement, there must be a conversation with the headteacher to discuss before the child is permitted to return to school 	<p>Admin</p> <p>All staff</p> <p>ACADEMY HEAD</p>	<p>H</p> <p>M</p> <p>M</p> <p>M</p>
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		<p>judgement it is necessary to protect their pupils and staff from possible infection with coronavirus (COVID-19). Any such decision would need to be carefully considered in light of all the circumstances and the current public health advice.</p> <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. 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 they have been requested to do so by NHS Test & Trace. 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. Any medication given to ease the unwell individual's symptoms, e.g. paracetamol, is administered in accordance with the Administering Medications Policy. 	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>	<ul style="list-style-type: none"> All staff must wear PPE helping any child whether they are displaying Covid or any other symptoms (eg vomiting) If a child or adult became unwell in the classroom, it is the teacher and teacher assistant's responsibility to ensure the area has been cleaned. At lunchtime, this is the mid day supervisor's responsibility. Prescribed medication only permitted in school. Administered by office staff 	<p>All staff</p> <p>All staff</p> <p>All staff</p> <p>All staff</p>	<p>L</p> <p>L</p> <p>L</p> <p>L</p>
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		<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. 				
<p>Prevention</p> <p>2. Where recommended, use of face covering</p>		<ul style="list-style-type: none"> From Step 4, face coverings are no longer recommended for pupils, staff and visitors either in classrooms or in communal areas. <p>Temporary additional measures in the event of an outbreak</p> <ul style="list-style-type: none"> If a specific threshold in the school's Outbreak Management Plan is met the following additional measures will be considered. Face coverings will temporarily be re-introduced in communal areas and classrooms for, staff and visitors, unless exempt. 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. Face visors or shields can be worn by those exempt from wearing a face covering but they are not an equivalent alternative in terms of source control of virus transmission. They should only be used after carrying out a risk assessment for the specific situation and should always be cleaned appropriately. In the event of an outbreak, Contingency framework: education and childcare settings 	Y	<ul style="list-style-type: none"> Staff will receive notification when masks are required. Any member of staff or parent requesting to wear a mask will be given the opportunity to explain why they feel it is necessary. If, after discussion, the staff member or parent still wishes to wear a mask, this will be permitted 	ACADEMY HEAD	L

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		<i>will be referred to in reimplementing the use of face coverings.</i>				
Prevention						
3. Clean hands thoroughly more often than usual		<ul style="list-style-type: none"> • Pupils clean their hands regularly, including: <ul style="list-style-type: none"> ○ when they arrive at the school ○ when they return from breaks ○ when they change rooms ○ before and after eating • Pupils and staff will need to wash their hands and incorporate time for this in timetables or lesson plans. • Staff working with pupils who spit uncontrollably may want more opportunities to wash their hands than other staff. • Pupils who use saliva as a sensory stimulant or who struggle with ‘catch it, bin it, kill it’ may also need more opportunities to wash their hands. • Continue to help pupils with complex needs to clean their hands properly. • Frequent and thorough hand cleaning should now be regular practice. • Ensure there is enough hand washing or hand sanitiser stations available so that all pupils and staff can clean their hands regularly • Supervise hand sanitiser use given the risks around ingestion – skin friendly skin cleaning wipes can be used as an alternative • Building these routines into school culture, supported by behaviour expectations and helping ensure younger pupils and those with complex needs understand the need to follow them 	Y	<ul style="list-style-type: none"> • Hand washing and routines must be built into daily expectations and explicitly taught to children. • Children must be supervised washing their hands to ensure it is done sufficiently • Hands must be washed before and after using the library 	All class room staff and mid day supervisors	M



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<p>Prevention</p> <p>4. Good respiratory hygiene</p>		<ul style="list-style-type: none"> • 'Catch it, bin it, kill it' approach continues to be very important, suitable number of tissues and bins available in the school to support pupils and staff to follow this routine. • Younger pupils and those with complex needs are helped to follow this. • Risk assessments to identify pupils with complex needs who struggle to maintain good respiratory hygiene, for example those who spit uncontrollably or use saliva as a sensory stimulant. 	<p>Y</p>	<ul style="list-style-type: none"> • Staff must notify school office if they do not have a bin with a lid 	<p>All staff</p>	<p>L</p>
<p>Prevention</p> <p>5. Cleaning and disinfection</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. • 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 being allocated their own toilet blocks could be considered but is not a requirement if the site does not allow for it • The COVID-19: cleaning of non-healthcare settings guidance is followed. • Outdoor playground equipment should be cleaned more frequently. This includes resources used inside and outside by wrap 	<p>Y</p>	<ul style="list-style-type: none"> • Teachers and Support staff responsibility to ensure high touch points cleaned at playtime, lunch time as a minimum. Support staff to clean bannisters after each whole class transition (eg play/lunch times) • Books must be quarantined for 72 hours before being reissued • Mid day supervisors to clean toilet door handles, flush handles, sinks and taps after lunch • KS 2 to use the toilet block in the East wing corridor only. West Wing toilets to be used by Oak and Willow class only. Children in KS 2 who are using the Nurture room or the Computing suite must return to East Wing toilets • Toilet facilities to be used by one child at a time only. Younger children to be supervised to ensure hands are washed effectively. • Staff toilets are colour coded and staff assigned a colour. 	<p>All staff</p>	<p>L</p>

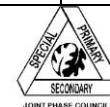


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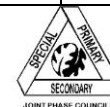
		<p>around care providers as set out in the School Lettings Policy/Contract.</p> <ul style="list-style-type: none"> • Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately in line with the Infection Control Policy and Cleaning in non-healthcare settings guidance • Cleaners are employed by the school to carry out daily, thorough cleaning that follows national guidance and is compliant with the COSHH Policy and the Health and Safety Policy. • The School Site Manager 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 • The School Site Manager monitors the cleaning standards of school cleaning contractors and discusses any additional measures required with regards to managing the spread of coronavirus. 		<ul style="list-style-type: none"> • PPE must be worn when cleaning up spillages 		
<p>Prevention</p> <p>6. Minimise contact</p>		<ul style="list-style-type: none"> • From Step 4, it is no longer recommend that it is necessary to keep children in consistent groups ('bubbles'). Bubbles will not need to be used for any summer provision or in schools from the autumn term. 	Y	<ul style="list-style-type: none"> • Bubbles will no longer be in place but lunch will be eaten at designated tables. 	All staff	M

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	<p>Educational visits</p> <ul style="list-style-type: none"> • It is recommended that the school does not go on any international visits before the start of the autumn term. From the start of the new school term the school can go on international visits that have previously been deferred or postponed and organise new international visits for the future. • The school is aware that the travel list (and broader international travel policy) is subject to change and green list countries may be moved into amber or red. The travel lists may change during a visit and the school will comply with international travel legislation and will have contingency plans in place to account for these changes. • The school will liaise with either its visit provider, commercial insurance company, or the Risk Protection Arrangement (RPA) to assess the protection available. Independent advice on insurance cover and options can be sought from the British Insurance Brokers' Association (BIBA) or Association of British Insurers (ABI). Any school holding ATOL or ABTA refund credit notes may use these credit notes to rebook educational or international visits. • The school will undertake full and thorough risk assessments in relation to all educational visits and ensure that any public health advice, such as hygiene and ventilation requirements, is included as part of that risk assessment. General guidance about 	<ul style="list-style-type: none"> • School procedures to be used for all visits, including local visits (anything off site is considered a visit) • All visits must be entered on Evolve and approved from EVC and Headteacher 	All staff	L
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	<p>educational visits is available and is supported by specialist advice from the Outdoor Education Advisory Panel (OEAP).</p> <p>Wraparound activities</p> <ul style="list-style-type: none"> • From Step 4, it is no longer recommended necessary to keep children in consistent groups ('bubbles'). This means that bubbles will not need to be used for any summer provision or from the autumn term. • From Step 4, it is no longer advised that providers limit the attendance of parents and carers at sessions. The school will continue to ensure that parents' and carers' most up-to-date contact details are held in case of an emergency. • Wraparound childcare and other organised activities for children may take place in groups of any number. • Providers caring for children: <ul style="list-style-type: none"> ○ under 5 years only should refer to the guidance for early years and childcare providers during the COVID-19 pandemic ○ both under 5 years and aged 5 years and over, in mixed groups together, should follow the guidance on actions for out-of-school settings. <p>Sports provision</p> <ul style="list-style-type: none"> • All sports provision, including competition between settings, should be planned and delivered in line with government guidance. 		<ul style="list-style-type: none"> • All out of school sports events must be risk assessed for each separate event 	<ul style="list-style-type: none"> • All Teachers 	L
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	<ul style="list-style-type: none"> • Providers of sports activities will also refer to: <ul style="list-style-type: none"> ○ guidance on grassroot sports for public and sport providers, safe provision and facilities, and guidance from Sport England ○ advice from organisations such as the Association for Physical Education and the Youth Sport Trust ○ guidance from Swim England on school swimming and water safety lessons available at returning to pools guidance documents and using changing rooms safely • Performances, Events and Music • Singing, wind and brass instrument lessons can be undertaken, following guidance provided by the DCMS working safely during coronavirus (COVID-19): performing arts. • If planning an indoor or outdoor face-to-face performance in front of a live audience, the school will also follow the latest advice in the DCMS working safely during coronavirus (COVID-19): performing arts. • If delivering sporting or other organised events, more information can be found in the COVID-19: Organised events guidance for local authorities. • Where the school premises are hired for use by external wraparound childcare providers, 		<ul style="list-style-type: none"> • Singing is permitted in well ventilated rooms or outdoors. Children must not face each other when singing • Pupils should be positioned back-to-back or side-to-side when playing or singing whenever possible. • When handling musical instruments, all effort should be made to avoid sharing instruments. All participants (staff and children) must wash hands before and after handling equipment, especially if being used by more than one person. • If instruments and equipment have to be shared, disinfect regularly and always between users. The class teacher is responsible for ensuring instruments are cleaned after use • Instruments should be cleaned by the pupils playing them, where possible. 	<ul style="list-style-type: none"> • All Teachers 	L
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		<p>such as after-school or holiday clubs, these organisations will:</p> <ul style="list-style-type: none"> ○ consider the relevant government guidance for their sector ○ put in place protective measures. <p><i>Temporary additional measures in the event of an outbreak</i></p> <ul style="list-style-type: none"> • <i>If a specific threshold in the school's Outbreak Management Plan is met the following additional measures will be considered.</i> • <i>It may become necessary to reintroduce 'bubbles' for a temporary period, to reduce mixing between groups, as follows.</i> • <i>The number of contacts between pupils and staff is reduced. This is achieved through keeping groups separate (in 'Bubbles'). The school will consider:</i> <ul style="list-style-type: none"> ○ <i>The layout of the school site;</i> ○ <i>The feasibility of keeping distinct groups separate while offering a broad curriculum</i> <p><i>More information on groups can be found in COVID-19: Guidance for full opening</i></p> <ul style="list-style-type: none"> • <i>All teachers and other staff can operate across different classes and year groups in order to facilitate the delivery of the school timetable. This will be particularly important for secondary schools.</i> • <i>Supply teachers, peripatetic teachers and/or other temporary staff can move between schools.</i> 		<p>In the event of bubbles being reinstated, the school will have 3 bubbles:</p> <ol style="list-style-type: none"> 1: EY & KS1 2. Maple & Chestnut Classes 3. Pine Class 		
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	<ul style="list-style-type: none"> • <i>Large gatherings such as assemblies are avoided, and groups kept apart.</i> • <i>The timetable is revised to implement where possible:</i> <ul style="list-style-type: none"> ○ <i>Plan for lessons or activities which keep groups apart and movement around the school site to a minimum;</i> ○ <i>Maximise the number of lessons or classroom activities which could take place outdoors;</i> ○ <i>Staggered assembly groups;</i> ○ <i>Break times (including lunch) are staggered so that all pupils are not moving around the school at the same time.</i> • <i>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.</i> • <i>Mixing within education or childcare setting is minimised by:</i> <ul style="list-style-type: none"> ○ <i>accessing rooms directly from outside where possible;</i> ○ <i>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;</i> ○ <i>staggering lunch breaks and pupils clean their hands beforehand and enter in the groups they are already in</i> 				
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		<p><i>or pupils are brought their lunch in their classrooms;</i></p> <ul style="list-style-type: none"> ○ <i>The number of pupils using the toilet at any one time is limited.</i> ● <i>The use of shared space such as halls is limited and there is cleaning between use by different groups.</i> 				
<p>Prevention</p> <p>7. Keep occupied spaces well ventilated</p>		<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"> ○ mechanical ventilation systems – these should be adjusted to increase the ventilation rate wherever possible and checked to confirm that normal operation meets current guidance and that only fresh outside air is circulated. If possible, systems should be adjusted to full fresh air or, if not, then systems should be operated as normal as long as they are within a single room and supplemented by an outdoor air supply ○ 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 	Y	<ul style="list-style-type: none"> ● Classroom staff are responsible for ensuring classrooms are well ventilated by opening doors and windows ● All classroom staff are responsible for ensuring stairwells are ventilated by opening windows ● Fans and warm air heaters must not be used 	All staff	L



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		<ul style="list-style-type: none"> ○ natural ventilation – if necessary external opening doors may also be used (as long as they are not fire doors and where safe to do so) The Health and Safety Executive guidance on air conditioning and ventilation during the coronavirus outbreak and CIBSE coronavirus (COVID-19) advice provides more information. ● 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. ● CO2 monitors and guidance for their use will be provided to the school during the Autumn term. 				
<p>In specific circumstances</p> <p>8. Where necessary, wear PPE</p>		<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: 	Y	<ul style="list-style-type: none"> ● If a member of staff requests to wear PPE, they will be asked to speak to the Head Teacher. If, after discussion, they still wish to wear PPE, this will be permitted provided it does not inhibit ability to carry out duties 	All staff	L



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		<ul style="list-style-type: none"> ○ where an individual child or young person becomes ill with coronavirus (COVID-19) symptoms while at schools ○ Performing aerosol generating procedures (AGPs) <ul style="list-style-type: none"> ● When working with children and young people who cough, spit or vomit but do not have coronavirus (COVID-19) symptoms, only wear PPE that would be routinely worn, should be worn. ● 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’s PPE guidance. 				
<p>In specific circumstances</p> <p>9. Promote and engage in asymptomatic testing, where available</p>		<p>Asymptomatic testing</p> <ul style="list-style-type: none"> ● Testing remains important in reducing the risk of transmission of infection within schools. ● Staff who opt into testing undertake twice weekly home tests whenever they are on site until further notice <p>Confirmatory PCR tests</p> <ul style="list-style-type: none"> ● Staff and pupils with a positive LFD test result should self-isolate in line with the stay at home guidance for households with possible or confirmed coronavirus (COVID-19) infection. They will also need to get a free PCR test to check if they have COVID-19. ● Whilst awaiting the PCR result, the individual should continue to self-isolate. 	Y	<ul style="list-style-type: none"> ● Positive lateral flow tests must be followed up by a PCR test. Staff must self isolate if they have a positive Lateral Flow and wait result of PCR test ● Test kits are available from the school office 	All Staff	L



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		<ul style="list-style-type: none"> If the PCR test is taken within 2 days of the positive lateral flow test, and is negative, it overrides the self-test LFD test and the pupil can return to school, as long as the individual doesn't have COVID-19 symptoms. Additional information on PCR test kits for schools and further education providers is available. 				
<p>Response to infection 10. Test and trace</p>		<ul style="list-style-type: none"> From Step 4, close contacts will be identified via NHS Test and Trace and the school is no longer expected to undertake contact tracing. As with positive cases in any other setting, NHS Test and Trace will work with the positive case and/or their parent to identify close contacts. Contacts from a school setting will only be traced by NHS Test and Trace where the positive case and/or their parent specifically identifies the individual as being a close contact. This is likely to be a small number of individuals who would be most at risk of contracting COVID-19 due to the nature of the close contact. The school is aware it may be contacted in exceptional cases to help with identifying close contacts, as currently happens in managing other infectious diseases. Individuals are not required to self-isolate if they live in the same household as someone with COVID-19, or are a close contact of someone with COVID-19, and any of the following apply: <ul style="list-style-type: none"> they are fully vaccinated 	Y	<ul style="list-style-type: none"> template letter to be used to notify parents of positive cases All staff aware of confidentiality expectations and must not reveal or discuss who is symptomatic or who has tested positive 	Academy Head	L

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		<ul style="list-style-type: none"> ○ they are below the age of 18 years and 6 months ○ they have taken part in or are currently part of an approved COVID-19 vaccine trial ○ they are not able to get vaccinated for medical reasons ● Instead, they will be contacted by NHS Test and Trace, informed they have been in close contact with a positive case and advised to take a PCR test. ● The school will encourage all individuals to take a PCR test if advised to do so. ● Staff who do not need to isolate, and children and young people aged under 18 years 6 months who usually attend school, and have been identified as a close contact, should continue to attend school as normal. They do not need to wear a face covering within the school, but it is expected and recommended that these are worn when travelling on public or dedicated transport. ● 18-year-olds will be treated in the same way as children until 6 months after their 18th birthday, to allow them the opportunity to get fully vaccinated. At which point, they will be subject to the same rules as adults and so if they choose not to get vaccinated, they will need to self-isolate if identified as a close contact. 				
Response to infection		<ul style="list-style-type: none"> ● Confirmed cases of COVID-19 will be managed by the school should they arise in any of the following cases: 	Y	Latest guidance will be followed when notifying school of positive cases	Academy Head	M



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11. Managing confirmed COVID-19 cases		<ul style="list-style-type: none"> ○ if a pupil or staff member develops COVID-19 symptoms or has a positive test; ○ if anyone in the school develops COVID-19 symptoms, however mild; ● In any of these cases, the school will refer to <u>section 1 of this risk assessment</u>, specifically under the heading “When an individual develops COVID-19 symptoms or has a positive test”. 		Bubbles, segregated playtimes, lunch in classes and virtual assemblies may be re-introduced in the event of a positive case in school		
<p>Response to infection</p> <p>12. Contain any outbreaks</p>		<ul style="list-style-type: none"> ● The <u>contingency framework</u> describes the principles of managing local outbreaks of COVID-19 in education and childcare settings. Local authorities, directors of public health (DsPH) and PHE health protection teams (HPTs) can recommend measures described in the contingency framework in individual education and childcare settings – or a small cluster of settings – as part of their outbreak management responsibilities. ● The school’s Outbreak Management Plan describes what it would do if children, pupils, students or staff test positive for COVID-19, or how the school would operate if it was advised to reintroduce any measures described in this document to help break chains of transmission. ● The Outbreak Management Plan will be kept up-to-date and relevant to the school’s unique setting, referencing the government’s <u>COVID-19 Contingency Framework</u> and the <u>Surrey County Council local outbreak control plan</u>. 	Y	<p>Latest Hampshire guidance will be followed</p> <p>PHE to be contacted in the event of 5 positive cases amongst likely close contacts or 10% of school population</p> <p>PHE to be contacted for guidance if necessary</p>	Academy Head	M

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		<ul style="list-style-type: none"> This risk assessment sets out the additional protective measures which will be considered in the case of and for the duration of an outbreak i.e. if a specific threshold is met, as set out in the government's COVID-19 Contingency Framework and the school's Outbreak Management Plan. The additional measures are given elsewhere in this risk assessment under separate headings "<i>Temporary additional measures in the event of an outbreak</i>" and are shown in <i>italic</i> text. 				
Attendance		<p>Clinically extremely vulnerable (CEV)</p> <ul style="list-style-type: none"> All clinically extremely vulnerable pupils should attend their school unless they are one of the very small number of pupils under paediatric or other specialist care and have been advised by their GP or clinician not to attend. Pupils who live with someone who is clinically extremely vulnerable should continue to attend school as normal. Further information is available in the guidance on supporting pupils at school with medical conditions and guidance on protecting people who are clinically extremely vulnerable. <p>Travel and quarantine</p>		Individual health care plans to be followed and made available to relevant staff	Teachers & HT	L

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		<ul style="list-style-type: none"> All pupils travelling to England must adhere to current legislation, details of which are set out in government travel advice. Those aged 11 to 17 need proof of a negative COVID-19 test to travel to England (children aged 10 and under are exempt from this) and those aged 5 to 17 must take a COVID-19 travel test on or before day 2. More information is provided in the government's quarantine and testing guidance. The school will check the current 'red list' and liaise with parents to ensure any pupils arriving from or through an affected country will follow this advice. 				
Workforce		<p>Clinically extremely vulnerable (CEV)</p> <ul style="list-style-type: none"> Clinically extremely vulnerable (CEV) people are advised, as a minimum, to follow the same guidance as everyone else. It is important that everyone adheres to this guidance, but CEV people may wish to think particularly carefully about the additional precautions they can continue to take. Further information can be found in the 19 July guidance on protecting people who are CEV from COVID-19. The school is able to explain the measures it has in place to keep CEV staff safe at work, noting the Health and Safety Executive's (HSE) guidance on protecting vulnerable workers, including advice for employers and 	Y	<ul style="list-style-type: none"> CEV members of staff will work in areas ensuring adequate ventilation Individual adaptations will be discussed with staff as necessary Should CEV staff request PPE, this will be agreed CEV staff will be permitted to work from home where this has been mutually agreed in advance and still allows for the CEV member of staff to carry out their duties (eg PPA can be taken at home for CEV staff) Where possible, CEV staff will be able to attend meetings remotely if requested 	Academy Head	L



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		<p>employees on how to talk about reducing risks in the workplace.</p> <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 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). 				
Emergencies		<ul style="list-style-type: none"> • All pupil emergency contact details are up-to-date, including alternative emergency contact details, where required. 	Y	First aid policy included in first aid box , cpoms library and class folders	Admin	L



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	<ul style="list-style-type: none"> • Parents are contacted as soon as practicable in the event of an emergency. • Pupil alternative contacts are called where their primary emergency contact cannot be contacted. • The school has an up-to-date First Aid Policy in place which outlines the management of medical emergencies – medical emergencies are managed in line with this policy. 				
Managing School Transport	<ul style="list-style-type: none"> • Parents and pupils are encouraged to walk or cycle to their education setting where possible. • Parents and pupils are discouraged from using public transport, where possible particularly during peak times. • Pupils aged 11 and over should wear a face covering when travelling on dedicated transport to secondary school or college. • Maximising distancing and minimising mixing is no longer recommended, but unnecessary risks such as overcrowding should be minimised. • Transport providers are advised that they do not work if they or a member of their household are displaying any symptoms of coronavirus, and should follow the PHE stay at home guidance for households with possible or confirmed coronavirus (COVID-19) infection • Transport providers, as far as possible, are advised of the need to follow hygiene rules and to ensure vehicles are well ventilated 	Y	Parents to be advised in newsletters	Academy Head	L

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		<p>when occupied, particularly by opening windows and ceiling vents.</p> <ul style="list-style-type: none"> • Where possible, transport arrangements are organised to cater for any changes to start and finish times. • Revised travel plans are communicated clearly to contractors, local authorities and parents where appropriate (for instance, to agree pick-up and drop-off times). • For more information on home to school transport – Dedicated transport to schools and colleges COVID-19 operational guidance <p><i>Temporary additional measures in the event of an outbreak</i></p> <ul style="list-style-type: none"> • <i>If a specific threshold in the school's Outbreak Management Plan is met or if the school is advised to consider reintroducing bubbles to reduce mixing for a temporary period, the school will consider whether it is possible to temporarily reinstate any measures it previously had in place to reduce mixing on transport.</i> 				
Residential/ Boarding		<ul style="list-style-type: none"> • All care staff continue to undertake individual risk assessments, activity risk assessments, placement plans and Covid specific individual Risk assessments. • For information on how to care for a symptomatic child while protecting the welfare of other pupils and staff, read the guidance on isolation for residential educational settings. 				



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This risk assessment has been agreed by the following:

Name	Date	Designation	Organisation	Signature
N Slater	28.9.21	Academy Head	The Ferns Primary Academy	
Mark Chegwiddden		Academy Council Chair	The Ferns Primary Academy	

