

COVID-19 Risk Assessment

Date	Version	Changes	Senior Leadership Team Approval	Governing Board Approval
12/06/2020	V1	Drafted by Mark Baines, June opening to Years 10 and 12	Mark Baines	Ian Anderson
21/08/2020	V2	Drafted by Mark Baines, September full reopening	Mark Baines	Ian Anderson
11/09/2020	v2.1	Revised by Mark Baines following updated Surrey CC and Government Guidance	Mark Baines	Ian Anderson
02/11/2020	v2.2	Additional information regarding the use of Face Coverings	Mark Baines	Ian Anderson
19/11/2020	v2.3		Mark Baines	Ian Anderson
11/12/2020	v2.4	Changes to isolation period	Mark Baines	Ian Anderson
25/02/2021	v2.5		Mark Baines	Ian Anderson
01/04/2021	v2.6	Changes on attendance of students and staff, education visits, extra-curricular and physical activity	Mark Baines	Ian Anderson
20/05/2021	v2.7	Changes on face coverings, assemblies, music, dance, drama, extra-curricular activities and attendance	Mark Baines	Ian Anderson

	Risk rating prior to action	Recommended controls/Mitigation and Protective Measures	In place?	By whom?	Deadline	Risk rating following action
	H/M/L		Yes No In progress N/A			H/M/L
d procedures	H	Health and Safety Policy has been updated in light of the COVID-19 advice	Y	CAN	20/08/2020	M
		All staff, pupils and volunteers are aware of all relevant policies and procedures including, but not limited to, the following:				
	M	- Health and Safety Policy	Y	CAN	20/08/2020	M
	M	- Infection Control Policy	Y	CAN	20/08/2020	M
	M	- First Aid Policy	Y	CAN	20/08/2020	M
		All staff have regard to all relevant guidance and legislation including, but not limited to, the following:	Y	CAN	20/08/2020	
H	- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013	Y	CAN	20/08/2020	M	

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Awareness of and adherence to policies and	H	- The Health Protection (Notification) Regulations 2010	Y	CAN	20/08/2020	M
	H	- Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities'	Y	CAN	20/08/2020	M
	H	- DfE and PHE (2020) 'COVID-19: guidance for educational settings'	Y	CAN	20/08/2020	M
	H	The relevant staff receive any necessary training that helps minimise the spread of infection, e.g. infection control training.	Y	CAN	20/08/2020	M
		The school keeps up-to-date with advice issued by, but not limited to, the following:	Y	CAN	20/08/2020	M
	H	- DfE; NHS; Department of Health and Social Care; PHE	Y	CAN	20/08/2020	M
	H	Staff are made aware of the school's infection control procedures in relation to coronavirus via email and SharePoint;	Y	CAN	20/08/2020	M
	H	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 coronavirus (COVID-19) symptoms, 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 Stay at Home guidance.	Y	MBA	11/09/2020	M
	H	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	TFA	20/08/2020	M
	H	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.	Y	TFA	20/08/2020	M
H	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	MBA	20/08/2020	M	

all with COVID-19 symptoms	H	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	TFA	11/09/2020	M
	H	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	TFA	11/09/2020	M
	H	If a child is awaiting collection, they are moved, where possible, to a room where they can be isolated behind a closed door, depending on the age and needs of the child, with appropriate adult supervision if required. 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.	Y	DRA	20/08/2020	M

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Prevention 1. Minimise contact with individuals who are unwell	H	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.	Y	DRA	20/08/2020	M
	H	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	Y	DRA	20/08/2020	M
	H	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 educ	Y	DRA	20/08/2020	M
	H	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	DRA	20/08/2020	L
	H	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	DRA	20/08/2020	M
	H	The Infection Control Policy and Cleaning in non-healthcare settings guidance to be followed to clean the area.	Y	CAN	20/08/2020	M
	H	Any medication given to ease the unwell individual's symptoms, e.g. paracetamol, is administered in accordance with the Administering Medications Policy	Y	DRA	20/08/2020	L
	H	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	CAN	20/08/2020	L

Prevention where recommended, use of face covering		Face coverings are no longer recommended for pupils in classrooms or communal areas, in all schools.				
	H	DfE continue to recommend that face coverings should be worn by staff and visitors in situations outside of classrooms where social distancing is not possible (for example, when moving around in corridors and communal areas), in all schools.	Y	MBA	17/05/2021	L
		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.				
		Some individuals are exempt from wearing face coverings				

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	H/M/L		Yes No In progress N/A			H/M/L
2. W		DFE guidance to be followed on the use of face coverings in education and clear instructions are provided to staff, children and young people on how to put on, remove, store and dispose of face coverings.				

Prevention 3.Clean hands thoroughly more often than usual	H	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.	Y	TFA	20/08/2020	L
	H	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.	Y	CAN	11/09/2020	L
	H	The school will build hand washing routines into school culture, supported by behaviour expectations set out in the school Behaviour Policy.	Y	TFA	20/08/2020	L
	H	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 bin or place reusable.	Y	TFA	20/08/2020	M
	H	Sufficient handwashing facilities are available. Where a sink is not nearby, provide hand sanitisers in classrooms and other learning environments.	Y	CAN	20/08/2020	M

Prevention 4.Good respiratory hygiene	H	'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	CAN	20/08/2020	L
	H	Younger pupils and those with complex needs are helped to follow this.	Y	TFA	20/08/2020	M
	H	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.	Y	TFA	20/08/2020	L
	M	DFE guidance to be followed on the use of face coverings in education and clear instructions are provided to staff, children and young people on how to put on, remove, store and dispose of face coverings.	Y	TFA	01/09/2020	L

Prevention Enhanced cleaning	H	Surfaces that pupils are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters are cleaned more regularly than normal;	Y	CAN	20/08/2020	M
	H	More frequent cleaning of rooms and shared areas that are used by different groups	Y	CAN	01/09/2020	L
	H	Year groups are two allocated toilet blocks (Years 7 and 8, and Years 10 and 11 will share), toilets will be cleaned regularly, and pupils encouraged to clean their hands thoroughly after using the toilet.	Y	CAN	20/08/2020	M
		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 around care providers as set out in the School Lettings Policy/Contract.	N/A	CAN	20/08/2020	
	H	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	CAN	20/08/2020	M

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	H/M/L		Yes No In progress N/A			H/M/L
5.1.1	H	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	CAN	20/08/2020	M
	H	The SBM arranges enhanced cleaning to be undertaken where required.	Y	CAN	20/08/2020	M
	H	The SBM monitors the cleaning standards of school cleaning contractors and discusses any additional measures required with regards to managing the spread of coronavirus.	Y	CAN	20/08/2020	M

	H	The number of contacts between pupils and staff is reduced. This is achieved through keeping groups separate (in 'Bubbles') in social time and through maintaining distance between individuals. The balance between the Bubbles and social distancing is based on:	Y	SPA	20/08/2020	M
		- Pupils ability to distance;				
		- The layout of the school site;				
		- The feasibility of keeping distinct groups separate while offering a broad curriculum				
		More information on groups can be found in COVID-19: Guidance for full opening.				
		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. Where staff need to move between classes and year groups, they should try and keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults.				
		Supply teachers, peripatetic teachers and/or other temporary staff can move between schools. They should ensure they minimise contact and maintain as much distance as possible from other staff.				
	H	Adults to avoid close face to face contact and minimise time spent within 1 metre of anyone.	Y	MBA	01/09/2020	L
	H	Adults should maintain 2 metre distance from each other and from children where possible.	Y	MBA	01/09/2020	L
	H	Pupils old enough should be supported to maintain distance and not touch staff and their peers.	Y	MBA	01/09/2020	L
	H	If staff or pupils cannot maintain distancing, particularly with younger pupils, the risk is reduced by keeping pupils in smaller class sized groups.	N/A			
	H	Pupils are seated side by side and facing forwards, rather than face to face or side on, where possible.	Y	TFA	20/08/2020	L
	H	Year group assemblies and liturgy will recommence.	Y	DRA	20/05/2021	L
		The timetable is revised to implement where possible:		SPA	20/08/2020	
	H	- Plan for lessons or activities which keep groups apart and movement around the school site to a minimum;	Y	SPA	20/08/2020	L
	H	- Maximise the number of lessons or classroom activities which could take place outdoors;	Y	SPA	20/08/2020	L
H	- Staggered assembly groups;	Y	DRA	20/05/2021	L	
H	- Lunchtime are staggered to minimise pupils moving around the school at the same time; Different playgrounds are allocated for each year group for break and lunch, as well different exit routes.	Y	LPO	20/08/2020	L	
M	- Parents' drop-off and pick-up protocols are planned and communicated so that they minimise adult to adult contact and remind them not to gather at gates and come onto the site without an appointment.	Y	TFA	20/08/2020	L	
	Mixing within education or childcare setting is minimised by:		SPA			

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	H/M/L		Yes No In progress N/A			H/M/L
	M	- accessing rooms directly from outside where possible;	Y	SPA	20/08/2020	M
	H	- The number of pupils using the toilet at any one time is limited;	Y	SPA	20/08/2020	M
	M	The use of staff rooms and offices is restricted to limit occupancy.	Y	JON	20/08/2020	M
	H	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 virtually or outside of school hours, they should. A record will be kept of all visitors.	Y	CAN	20/08/2020	M
	M	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;	Y	RHA	20/08/2020	M
	M	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, although unnecessary sharing is avoided. Rules on hand cleaning, cleaning of the resources and rotation apply to these resources.	Y	TFA	20/08/2020	L
	M	Staff and pupils have their own individual and very frequently used equipment, such as pencils and pens, these are not shared;	Y	RHA	20/08/2020	L
	M	Physical Education classes should be kept in consistent groups. Outdoor sports to be prioritised and large indoor spaces used where not, maximising natural ventilation flows (through opening windows and doors or using air conditioning systems wherever possible), distancing between pupils, and paying scrupulous attention to cleaning and hygiene.	Y	LPO	01/04/2021	M
		Only team sports whose national governing bodies have developed guidance under the principles of the government's guidance on team sport and been approved by the government such as sports on the list available at grassroots sports guidance for safe provision including team sport, contact combat sport and organised sport events.				
		Outdoor competition between different schools can take place. Indoor competition between different schools will not take place until wider indoor grassroots sport for under 18s is permitted.				

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	H/M/L		Yes No In progress N/A			H/M/L
Prevention 6.Minimise contact		<p>COVID-19: Guidance on phased return of sport and recreations. External facilities can also be used in line with government guidance for the use of, and travel to and from, those facilities. Schools should refer to the following guidance:</p> <ul style="list-style-type: none"> o guidance on the phased return of sport and recreation and guidance from Sport England for grassroot sport o advice from organisations such as the Association for Physical Education and the Youth Sport Trust o guidance from Swim England on school swimming and water safety lessons available at returning to pools guidance documents o using changing rooms safely <p>Schools are able to work with external coaches, clubs and organisations for curricular and extra-curricular activities where they are satisfied that it is safe to do so. Schools should consider carefully how such arrangements can operate within their wider protective measures.</p> <p>Indoor swimming pools, used by settings for education and training, including hydrotherapy pools used for physical therapy, can continue to be used.</p>				
	M	Schools will continue teaching music, dance and drama as part of the curriculum; the overarching objective being to reduce the number of contacts amongst pupils, and between pupils and staff, including for rehearsal and performance. As set out in the system of controls, this can be achieved through keeping groups separate (in bubbles) and through maintaining social distance between individuals.	Y	SPA	01/09/2020	L
		Singing, wind and brass instrument playing can be undertaken in line with the music, dance and drama in schools section in the full operational guidance and in particular guidance provided by the DCMS working safely during coronavirus (COVID-19): performing arts.				
		Schools planning an indoor or outdoor face-to-face performance in front of a live audience should follow the latest advice in the working safely during COVID-19 in the performing arts guidance, which provides details of how to manage audiences as well as carry out performing arts safely. If planning an outdoor performance you should also give particular consideration to the guidance on delivering outdoor events.				
		Schools may wish to still consider alternatives such as live streaming and recording performances, subject to the usual safeguarding considerations and parental permission.				
		Educational visits				
		•Day visits – in line with the government's roadmap, schools were able to resume educational day visits from 12 April. Any educational day visits must be conducted in line with relevant COVID-secure guidelines and regulations in place at that time. This includes system of controls, such as keeping children within their consistent groups and the COVID-secure measures in place at the destination.				

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	H/M/L		Yes No In progress N/A			H/M/L
		The school will undertake full and thorough risk assessments in relation to all educational visits to ensure they can be undertaken safely. As part of this risk assessment, you will need to consider what control measures need to be used and follow wider advice on visiting indoor and outdoor venues. You should consult the health and safety guidance on educational visits when considering visits.				
		•Domestic residential educational visits – in line with the roadmap, schools can undertake domestic residential education visits, from 17 May. Children are kept within their consistent groups (bubbles) for the purpose of the visit. Annex C of the full operational guidance sets out the conditions that should be met when planning and undertaking a residential educational visit				
		•International educational visits – given the complexities attached to international travel at this stage of the pandemic, DfE recommend schools do not go on any international visits this academic year up to and including 5 September 2021.				
		•From 17 May, where wraparound and other extra-curricular activities for children are taking place indoors or outdoors, they will be able to take place in groups of any number. However, it remains important to continue to minimise mixing between children, where possible. This can be achieved by continuing to keep children in consistent groups every time they attend the setting.				
		Smaller groups should be considered when it is not possible to do this. When considering appropriate group sizes, it will be important to take into account factors such as the recommended occupancy levels of the premises you are operating from and levels of ventilation (if indoors). An example would be if operating from a premises which is not well-ventilated or in which it is difficult to maintain social distancing, you should have smaller group sizes (e.g. 15 children or fewer per group).				
		The guidance for providers who run community activities, holiday clubs, after-school clubs, tuition, and other out-of-school provision for children may help to plan extra-curricular provision.				
		DfE continue to advise that parents and carers should not routinely be present during sessions in out-of-school settings or wraparound childcare provision. Where parents do attend, you should consider the ability to maintain social distancing in line with the current guidance, levels of ventilation, and the recommended occupancy levels of the premises you are operating from.				
	M	Where parents are using external childcare providers or out of school extra-curricular activities for their children, the school will: <ul style="list-style-type: none"> o advise them to limit their use of multiple out-of-school settings providers, and to only use one out-of-school setting in addition to school as far as possible. o encourage them to check providers have put in place their own protective measures o send them the link to the guidance for parents and carers 				

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	H/M/L		Yes No In progress N/A			H/M/L
Prevention 7.Keep occupied spaces well ventilated	H	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:	Y	CAN	01/11/2020	L
		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				
		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:				
		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.Where necessary, wear PPE		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:		DRA		
	H	- 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	Y	DRA	20/08/2020	M
	H	- 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	DRA	20/08/2020	M
		Read the guidance on safe working in education, childcare and children's social care for more information about preventing and controlling infection and follow SCC PPE guidance.				
Specific stances to note and change in automatic		Rapid testing remains a vital part of our plan to suppress this virus. Schools should follow the guidance set out for their settings:				

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	H/M/L		Yes No In progress N/A			H/M/L
In sp circum 9. Prom enge asympt	H	Secondary schools and colleges.	Y	CAN	08/01/2021	L

Response to infection 10. Test and trace	M	NHS Test and Trace process to be followed and understand how to contact their local Public Health England health protection team. Staff members and parents/carers understand that they will need to be ready and willing to:	Y	DRA	20/08/2020	M
	H	- book a test if they are displaying symptoms. Staff and pupils must not come into the school if they have symptoms, and must be sent home to self-isolate if they develop them in school. All pupils can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit	Y	DRA	20/08/2020	M
	H	- 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	Y	DRA	20/08/2020	M
	H	- self-isolate if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19)	Y	DRA	01/09/2020	M
	H	Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. Tests can be booked online through the NHS testing and tracing for coronavirus website, or ordered by telephone via NHS 119 for those without access to the internet. Essential workers, which includes anyone involved in education or childcare, have priority access to testing.	Y	MBA	01/09/2020	M
	H	The school will ask parents and staff to inform them immediately of the result of the test:	Y	DRA	20/08/2020	M
	H	- If someone tests negative, if they feel well and no longer have symptoms similar to COVID-19 they can stop self-isolating.	Y	DRA	01/09/2020	M
	H	If someone test positive they should follow the 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection' and must continue to self-isolate for at least 10 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. Other members of their household should continue self-isolating for the full 14 days.	Y	DRA	01/09/2020	M

	H	Flowchart school response to suspected or confirmed COVID-19 cases to be followed for suspected or confirmed cases.	Y	DRA	20/08/2020	L
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	H/M/L		Yes No In progress N/A			H/M/L
Response to infection 11. Managing confirmed COVID-19 cases	H	Schools should contact the DfE Helpline on 0800 046 8687 and select option 1 for advice on the action to take in response to a positive case. Schools will be put through to a team of advisers who will inform them of what action is needed based on the latest public health advice. If, following triage, further expert advice is required the adviser will escalate the school's call to the local health protection team. The health protection team will also contact schools directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school - as identified by NHS Test and Trace.	Y	DRA	20/08/2020	M
	H	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	DRA	20/08/2020	M
	H	Based on the advice from the health protection team, schools must send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious. Close contact means:	Y	DRA	20/08/2020	M
		- 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				
	H	The health protection team will provide definitive advice on who must be sent home. To support this 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.	Y	MBA	11/09/2020	L
	H	Household members of those contacts who are sent home do not need to self-isolate themselves unless the child, young person or staff member who is self-isolating subsequently develops symptoms. If someone in a class or group that has been asked to self-isolate develops symptoms themselves within their 10-day isolation period they should follow guidance for households with possible or confirmed coronavirus (COVID-19) infection. They should get a test, and	Y	MBA	11/09/2020	L
		o if someone who is self-isolating because they have been in close contact with someone who has tested positive for coronavirus (COVID-19) starts to feel unwell and gets a test for coronavirus themselves, and the test delivers a negative result, they must remain in isolation for the remainder of the 10-day isolation period. This is because they could still develop coronavirus (COVID-19) within the remaining days.				
		o if the test result is positive, they should inform their setting immediately, and should isolate for at least 10 days from the onset of their symptoms (which could mean the self-isolation ends before or after the original 10-day isolation period). Their household should self-isolate for at least 10 days from when the symptomatic person first had symptoms, following guidance for households with possible or confirmed coronavirus (COVID-19) infection				
	Evidence should not request of negative test results or other medical evidence before admitting children or welcoming them back after a period of self-isolation					

	Risk rating prior to action	Recommended controls/Mitigation and Protective Measures	In place?	By whom?	Deadline	Risk rating following action
	H/M/L		Yes No In progress N/A			H/M/L
		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 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.				
	H	Remote education plan in place by the end of September 2020 for individual pupils or groups of pupils self-isolating.	Y	RHA	20/08/2020	M
Response to infection 12. Contain any outbreaks	H	If two or more cases are confirmed within 14 days or an overall rise in sickness absence where COVID-19 is suspected, there may be an outbreak and the local health protection will advise on any additional action required.	Y	DRA	20/08/2020	M
	H	Follow local health protection advice, this may include a larger number of other pupils self-isolate at home as a precaution.	Y	DRA	20/08/2020	M
	H	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	MBA	20/08/2020	M
	H	Remote education plan in place by September 2020 for individual pupils or groups of pupils self-isolating.	Y	RHA	20/08/2020	M
Emergencies	H	All pupils' emergency contact details are up-to-date, including alternative emergency contact details, where required.	Y	TFA	20/08/2020	L
	H	Pupils' parents are contacted as soon as practicable in the event of an emergency.	Y	TFA	20/08/2020	L
	H	Pupils' alternative contacts are called where their primary emergency contact cannot be contacted.	Y	TFA	20/08/2020	L
	H	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.	Y	CAN	20/08/2020	M
	H	Fire Drill procedure will have to be amended so that children and staff line up in their "bubble" and stand 2 metres away from the next "bubble"	Y	SPA	20/08/2020	M
School Transport	M	Parents, children and young people are encouraged to walk or cycle to their education setting where possible;	Y	TFA	20/08/2020	L
		Parents and pupils are discouraged from using public transport, where possible particularly during peak times				
		For more information on home to school transport, please refer to SCC guidance in safer working for home to school transport.				
	H	Transport providers are advised that they do not work if they or a member of their household are displaying any symptoms of coronavirus;	Y	TFA	20/08/2020	L

	Risk rating prior to action	Recommended controls/Mitigation and Protective Measures	In place?	By whom?	Deadline	Risk rating following action
	H/M/L		Yes No In progress N/A			H/M/L
Managing S	H	Transport providers, as far as possible, are advised of the need to follow hygiene rules and try to keep distance from their passengers;	Y	TFA	20/08/2020	L
		Where possible, transport arrangements are organised to cater for any changes to start and finish times;				
	H	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	TFA	01/09/2020	L
Aerosol Generating Procedures	H	Staff performing AGPs in these settings should follow PHE's personal protective equipment (PPE) guidance on aerosol generating procedures, and wear the correct PPE, which is:	Y	CAN	11/09/2020	L
		a FFP2/3 respirator				
		gloves				
		a long-sleeved fluid repellent gown				
		eye protection				
	H	Children and young people should be taken from the classroom or shared area for any AGP to be carried out in a designated room with the doors closed and any windows open. If this is not possible, for example in children and young people who require sporadic care, such as urgent tracheostomy tube suction, individual risk assessments should be carried out. In all instances, efforts should be made to:	Y	CAN	11/09/2020	L
	- ensure that only staff who are needed to undertake the procedure are present and that no other children or young people are in the room					
	- minimise clutter to make the process of cleaning the room as straightforward as possible					
	- clean all surfaces and ventilate the room following a procedure and before anyone not wearing appropriate PPE enters. Clearance of infectious particles after an AGP is dependent on the ventilation and air change within the room. For a room without ventilation, this may take an hour					
		Students - Clinically extremely vulnerable (CEV) <ul style="list-style-type: none"> Shielding advice is being paused nationally from 31 March. From 1 April, 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. 				

	Risk rating prior to action	Recommended controls/Mitigation and Protective Measures	In place?	By whom?	Deadline	Risk rating following action
	H/M/L		Yes No In progress N/A			H/M/L
Attendance		Workforce - Clinically extremely vulnerable (CEV) <ul style="list-style-type: none"> Shielding advice is being paused nationally from 31 March. From 1 April, clinically extremely vulnerable individuals are no longer advised to shield but must continue to follow the rules in place for everyone under the current national restrictions. Staff in schools who are clinically extremely vulnerable will be advised to continue to work from home where possible, but if they cannot work from home should attend their workplace. People living with someone who is clinically extremely vulnerable can still attend work where home-working is not possible and should ensure they maintain good prevention practice in the workplace and home settings. 				
		Travel and quarantine <ul style="list-style-type: none"> All pupils travelling to England must adhere to government travel advice. Schools will check the current 'red list' and liaise with parents to ensure any pupils arriving from an affected country, or having transited through one in the past 10 days, will quarantine in a government approved facility with a parent or legal guardian rather than at home. 				
		Pregnant women <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). 				
		Clinically vulnerable (CV) <ul style="list-style-type: none"> Clinically vulnerable staff can continue to attend school. While in school they should follow the prevention measures in this document to minimise the risks of transmission. People who live with those who are clinically vulnerable can attend the workplace but should ensure they maintain good prevention practice in the workplace and at home. 				

Key

Likelihood

Severity

Level

	Risk rating prior to action	Recommended controls/Mitigation and Protective Measures	In place?	By whom?	Deadline	Risk rating following action
	H/M/L		Yes No In progress N/A			H/M/L
				Of Harm 1 unlikely 2 possible 3 probable 4 certain	Of Harm 1 minor 2 slight 3 off work 4 serious	Of Risk High 6+ Medium >2 Low <2