

**Bletchingley Village Primary School
COVID-19 Risk Assessment October 2020**

It should be used alongside the government guidance below:

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

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>

<https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings>

<https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak>

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

The following school policies (but not limited to) should also be reviewed and updated as required:

- *Behaviour Policy*
- *Safeguarding & Child Protection Policy*
- *Health and Safety Policy*
- *Infection Control Policy*
- *First Aid Policy*
- *School Emergency Plan*
- *School Business Continuity Plan*
- *Premises Lettings Policy and Contract*

Issued on behalf of the Surrey Recovery Planning Team

Review date November 2020

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	Risk rating prior to action H/M/L	Recommended controls/Mitigation and Protective Measures	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
Awareness of and adherence to policies and procedures	L	<ul style="list-style-type: none"> Health and Safety Policy has been updated in light of the COVID-19 advice 	YES	FOM . H&S / HT	Complete	L
	L	<ul style="list-style-type: none"> All staff, pupils and volunteers are aware of all relevant policies and procedures including, but not limited to, the following: <ul style="list-style-type: none"> Health and Safety Policy Infection Control Policy First Aid Policy 	YES			
	M	<ul style="list-style-type: none"> All staff have regard to all relevant guidance and legislation including, but not limited to, the following: <ul style="list-style-type: none"> The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 The Health Protection (Notification) Regulations 2010 Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities' DfE and PHE (2020) 'COVID-19: guidance for educational settings' 	YES	HT / H&S	01.09.20	L
	M	<ul style="list-style-type: none"> The relevant staff receive any necessary training that helps minimise the spread of infection, e.g. infection control training. 	YES	HT / H&S	01.09.20	L
	L	<ul style="list-style-type: none"> The school keeps up-to-date with advice issued by, but not limited to, the following: <ul style="list-style-type: none"> DfE; NHS; Department of Health and Social Care; PHE 	YES	HT	01.09.20	L



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	M	<ul style="list-style-type: none"> Staff are made aware of the school's infection control procedures in relation to coronavirus. Parents are made aware of the school's infection control procedures in relation to coronavirus via letter and social media – they are informed that they must not send their child to school if they have <u>coronavirus (COVID-19) symptoms</u>, or have tested positive in the last 7 days, or if another household member develops coronavirus symptoms. In both these circumstances the parents/carers should call the school to inform the school of this and that they will be following the national <u>Stay at Home</u> guidance. 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 are made aware of the process for removing face coverings when staff who use them arrive at school, and this is communicated clearly to 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. 	YES	HT / H&S	01.09.20	L
	M		YES	HT / TLT	01.09.20	L
	M		In school daily reminders	HT / Teachers	01.09.20	L
	M		YES – to be monitored	HT / H&S	01.09.20	L
	L		YES	All staff	01.09.20	L
Prevention 1. Minimise contact with individuals who are unwell with COVID-19 symptoms	H	<ul style="list-style-type: none"> Staff and other adults do not come into the school if they have coronavirus (COVID-19) symptoms, or have tested positive in the last 7 days, and anyone developing those symptoms during the school day is sent home. 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 7 days and should arrange to have a test to see if they have coronavirus (COVID-19). Other members of their 	YES	All staff	In place	L
	H		YES	All staff	In place	L



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	H	household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms.	YES	All staff	In place	M
	H	<ul style="list-style-type: none"> If a child is awaiting collection, they are moved, where possible, to a room where they can be isolated behind a closed door, 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. 	YES	All staff	In place	L
	H	<ul style="list-style-type: none"> If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom must be cleaned and disinfected using standard cleaning products before being used by anyone else. 	YES	All staff	In place	L
	M	<ul style="list-style-type: none"> Everyone will wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. The area around the person with symptoms must be cleaned with normal household disinfectant after they have left to reduce the risk of passing the infection on to other people. See the COVID-19: cleaning of non-healthcare settings guidance. 	YES	All staff	In place	L
	H	<ul style="list-style-type: none"> PPE will be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs). More information on PPE use can be found in the safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE) guidance. 	YES	All staff	In place	L
	L	<ul style="list-style-type: none"> In an emergency, call 999 if someone is seriously ill or injured or their life is at risk. Anyone with coronavirus (COVID-19) symptoms should not visit the GP, pharmacy, urgent care centre or a hospital. 	YES	All staff	In place	L
	L	<ul style="list-style-type: none"> Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive (see below) or they have been requested to do so by NHS Test & Trace. 	YES	All staff	In place	L
	L			All staff	01.09.20	L



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	M	<ul style="list-style-type: none"> The Infection Control Policy and <u>Cleaning in non-healthcare settings</u> guidance to be followed to clean the area. Any medication given to ease the unwell individual's symptoms, e.g. paracetamol, is administered in accordance with the Administering Medications Policy Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately in line with the Infection Control Policy and <u>Cleaning in non-healthcare settings</u> guidance 	YES – see update			
	H		YES	All Staff	In place	L
	H		YES	All staff	In place	L
Prevention 2. Good hand hygiene practice	H	<ul style="list-style-type: none"> The School will ensure that pupils clean their hands regularly, including when they arrive at school, when they return from breaks, when they change rooms and before and after eating. 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. The school will build hand washing routines into school culture, supported by behaviour expectations set out in the school Behaviour Policy. Pupils arriving at school wearing a face covering are instructed not to touch the front of their face covering during use or when removing them. They immediately wash their hands on arrival, dispose of temporary face coverings in a covered bin or place reusable face coverings in a plastic bag they take home with them, and then wash their hands again before heading to their classroom. Guidance on <u>safe working in education, childcare and children's social care</u> provides more advice. Sufficient handwashing facilities are available. Where a sink is not nearby, provide hand sanitisers in classrooms and other learning environments. 	YES	All staff	In place	L
	M		YES	All staff	In place	L
	M		YES	HT / Teachers	In place	L
	M		YES	All staff	In place	L
	H		YES	SM/s	In place	L
Prevention	H	<ul style="list-style-type: none"> 'Catch it, bin it, kill it' approach continues to be very important, suitable number of tissues and bins available in the school to support pupils and staff to follow this routine. 	YES	All staff	In place	L

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3. Good respiratory hygiene	H	<ul style="list-style-type: none"> Younger pupils and those with complex needs are helped to follow this. Risk assessments to identify pupils with complex needs who struggle to maintain good respiratory hygiene, for example those who spit uncontrollably or use saliva as a sensory stimulant. 	YES	All staff	In place	L
	H		YES	Inclusion Lead	01.09.20	L
Prevention 4. Enhanced cleaning	H	<ul style="list-style-type: none"> Surfaces that pupils are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters are cleaned more regularly than normal; Soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts) are quarantined after use Different groups/ "pods" do not need allocated toilet blocks, but toilets will be cleaned regularly, and pupils encouraged to clean their hands thoroughly after using the toilet. 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. 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 SBM / FOM 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 PM monitors the cleaning standards of school cleaning contractors and discusses any additional measures required with regards to managing the spread of coronavirus. 	YES	PM / Teachers	In place	L
	H		YES	SM / Teachers	In place	L
	M		YES	All staff	01.09.20	L
	H		YES	All staff	In place	L
	H		YES	SM / HT	01.09.20	L
	H		YES	PM	In place	L
	M		YES	HT / Cleaners	In place	L
	M		YES	HT PM	In place	L
L	YES	PM	In place	L		



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		<ul style="list-style-type: none"> All classrooms will be deep cleaned with a fogger at the end of every school day. EYFS and KS1 will also be deep cleaned every lunch time. 			In place	
Prevention 5. Minimise contact	M	<ul style="list-style-type: none"> The number of contacts between pupils and staff is reduced. This is achieved through keeping groups separate (in 'pods') and through maintaining distance between individuals. The balance between the pods and social distancing is based on: <ul style="list-style-type: none"> Pupils ability to distance; The layout of the school site; The feasibility of keeping distinct groups separate while offering a broad curriculum <p>More information on groups can be found in COVID-19:</p>	YES	All staff	In place	L
	M	<ul style="list-style-type: none"> Staff should only move between pods when absolutely necessary. Where staff need to move between classes and year groups, where possible they should try and keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults. 	YES	HT / Teachers	In place	L
	H	<ul style="list-style-type: none"> Adults to avoid close face to face contact and minimise time spent within 1 metre of anyone. 	YES	All staff	In place	L
	H	<ul style="list-style-type: none"> Where this is necessary for specialist provision in SLCN, visors will be worn by teaching staff 	YES	SLCN staff	In place	L
	M	<ul style="list-style-type: none"> Pupils old enough should be supported to maintain distance and not touch staff and their peers. 	YES	All staff	In place	L
	H	<ul style="list-style-type: none"> Classrooms and other learning environments are organised to maintain space between seats and desks where possible. 	YES		In place	L
	H	<ul style="list-style-type: none"> Pupils are seated side by side and facing forwards, rather than face to face or side on where possible 	YES	SM / HT	In place	L
	M			YES	Teachers	In place

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		<ul style="list-style-type: none"> Large gatherings such as whole school assemblies are avoided, and groups kept apart. The timetable is revised to implement where possible: <ul style="list-style-type: none"> Plan for lessons or activities which keep groups apart and movement around the school site to a minimum; Maximise the number of lessons or classroom activities which could take place outdoors; Staggered assembly groups; Break times (including lunch) are staggered so that all pupils are not moving around the school at the same time; Drop-off and collection times are staggered and communicated to parents; Parents' drop-off and pick-up protocols are planned and communicated so that they minimise adult to adult contact; 	YES On going	HT HT	In place 01.09.20	
	M					L
	M	<ul style="list-style-type: none"> Pupils use the same classrooms, unless accessing specialist provision, 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; Mixing within education or childcare setting is minimised by: <ul style="list-style-type: none"> accessing rooms directly from outside where possible; 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; staggering lunch breaks and pupils clean their hands beforehand and enter in the groups they are already in or pupils are brought their lunch in their classrooms; The number of pupils using the toilet at any one time is limited; Classroom staff will oversee breaks and lunch for their children 	YES	Teachers	In place	L
	H		YES	All staff	In place	
	M		YES	All staff	In place	L
	M		YES	All staff	In place	L



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	M	<ul style="list-style-type: none"> The use of shared space such as halls is limited and there is cleaning between use by different groups; The use of staff rooms and offices is staggered to limit occupancy. Visitors to the site, such as contractors, local authority employees and health employees to be fully briefed on the school's arrangements and follow site guidance on physical distancing and hygiene on or before arrival. Where visits can happen outside of school hours, they should. A record will be kept of all visitors. 	YES Ongoing	All staff SM / Reception teams	In place 01.09.20	L
	M	<ul style="list-style-type: none"> Classroom based resources, such as books and games, are used and shared within the pod; these are cleaned regularly or quarantined, along with all frequently touched surfaces. Resources that are shared between classes or pods, such as sports, art and science equipment are cleaned frequently and meticulously and always between pods, 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 pods; 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. Staff and pupils have their own individual and very frequently used equipment, such as pencils and pens, these are not shared; Physical Education classes should be kept in consistent groups and sports equipment thoroughly cleaned between use by different groups. Contact sport to be avoided. Outdoor sports to be prioritised and large indoor spaces used where not to ensure maximising distance between pupils and high levels of cleaning and hygiene. COVID-19: Guidance on phased return of sport and recreations. Lessons which include singing, chanting, playing wind or brass instruments or shouting may cause an additional risk of infection. Control measures of physical distancing, playing outside, limiting group size to 15 in a classroom, positioning pupils back to back or 	YES	Teachers	In place	L
	M		YES	All staff	In place	L
	M		YES			L
	M		Ongoing	All staff HT / PE Staff	In place 01.09.20	L
	M		Ongoing	All staff	01.09.20	



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		side to side, avoiding sharing of instruments and ensuring good ventilation are put in place.				
Prevention 6. Where necessary, wear PPE	H	<ul style="list-style-type: none"> The majority of staff in education settings will not require PPE beyond what they would normally need for their work. PPE is only needed in a very small number of cases, including: <ul style="list-style-type: none"> where an individual child or young person becomes ill with coronavirus (COVID-19) symptoms while at schools, and only then if a distance of 2 metres cannot be maintained where an individual requires close contact first aid 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 where face to face teaching is unavoidable ie SLCN unit 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. 	YES	All staff	In place	L
			YES	All staff	01.09.20	L
Response to infection 7. Test and trace	M	<ul style="list-style-type: none"> 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: <ul style="list-style-type: none"> book a test if they are displaying symptoms. Staff and pupils must not come into the school if they have symptoms and must be sent home to self-isolate if they develop them in school. All pupils can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit 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 self-isolate if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19) 	YES	All staff	01.09.20	L

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	L	<ul style="list-style-type: none"> A small number of home testing kits available to be given directly to parents/carers collecting a child who has developed symptoms at school or staff who have developed symptoms at schools, where providing a test will increase the likelihood of them getting tested. The school will ask parents and staff to inform them immediately of the result of the test: <ul style="list-style-type: none"> If someone tests negative, if they feel well and no longer have symptoms similar to COVID-19 they can stop self-isolating. If someone test positive they should follow the ‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’ and must continue to self-isolate for at least 7 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. 	NO	HT / FOM	01.09.20	L
	M		YES	HT / FOM	In place	L
Response to infection 8. Managing confirmed COVID-19 cases	L	<ul style="list-style-type: none"> Flowchart school response to suspected or confirmed COVID-19 cases to be followed for suspected or confirmed cases. 	YES	HT	In place	L
	H	<ul style="list-style-type: none"> If someone has attended the site tests positive for COVID-19, the local health protection team will be contacted by the school. 	YES	HT	In place	L
	L	<ul style="list-style-type: none"> The health protection team will provide guidance to support a rapid risk assessment to confirm who has been in close contact with the person during the period they were infectious and ensure they are asked to self-isolate. 	YES	HT	In place	L
	H	<ul style="list-style-type: none"> Based on the advice from the health protection team, schools must send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious. Close contact means: <ul style="list-style-type: none"> Direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being 	YES	All staff	In place	L

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	L	<ul style="list-style-type: none"> coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin) ○ Proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual ○ Travelling in a small vehicle, like a car, with an infected person 	YES	HT	In place	L
	M	<ul style="list-style-type: none"> • Records of pupils and staff in each group and any close contact that takes place between pupils and staff in different groups to be kept. This does not need to include every interaction a member of staff or pupil has. • Remote education plan in place by the end of September 2020 for individual pupils or groups of pupils self-isolating. 	YES	HT	Ongoing	L
Response to infection 9. Contain any outbreaks	H	<ul style="list-style-type: none"> • If two or more cases are confirmed within 14 days or an overall rise in sickness absence where COVID-19 is suspected, there may be an outbreak and the local health protection will advise on any additional action required. 	YES	HT	In place	L
	H	<ul style="list-style-type: none"> • Follow local health protection advice, this may include a larger number of other pupils self-isolate at home as a precaution. 	YES	HT	In place	L
	M	<ul style="list-style-type: none"> • In consultations with the local Director of Public Health, where an outbreak in a school is confirmed, a mobile testing unit may be dispatched to test others who may have been in contact with the person who tested positive. 	YES	HT	In place	L
	L	<ul style="list-style-type: none"> • Remote education plan in place by the end of September 2020 for individual pupils or groups of pupils self-isolating. 	ongoing	HT / Teachers	01.09.20	L
Emergencies	L	<ul style="list-style-type: none"> • All pupil emergency contact details are up-to-date, including alternative emergency contact details, where required. 	YES	Admin staff	In place	L
	M	<ul style="list-style-type: none"> • Parents are contacted as soon as practicable in the event of an emergency. 	YES	All staff	In place	L
	M	<ul style="list-style-type: none"> • Pupil alternative contacts are called where their primary emergency contact cannot be contacted. 	YES	All staff	In place	L
	L		YES	HT / FOM	In place	L

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		<ul style="list-style-type: none"> The school has an up-to-date Medical / First Aid Policy in place which outlines the management of medical emergencies – medical emergencies are managed in line with this policy. 				
Managing School Transport	L	<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; For more information on home to school transport, please refer to SCC guidance in safer working for home to school transport. Where possible, transport arrangements are organised to cater for any changes to start and finish times; Transport providers are advised that they do not work if they or a member of their household are displaying any symptoms of coronavirus; Transport providers, as far as possible, are advised of the need to follow hygiene rules and try to keep distance from their passengers; Revised travel plans are communicated clearly to contractors, local authorities and parents where appropriate (for instance, to agree pick-up and drop-off times). 	YES	HT	In place	L
	H		YES	HT	Ongoing	L
	L		YES	All staff	In place	L
	M		YES	HT / SLT	In place	L
	H		YES	HT	In place	L
	M		YES	HT	In place	L
	M		YES	HT / SLT	01.09.20	L

