

Assessment conducted by:	Nicki Starling	Job title:	Headteacher	Covered by this assessment:	Staff, pupils, contractors, visitors, volunteers, holiday club providers
Date of assessment:	1/9/2021 8/11/2021 14/12/21 6/1/22	Review interval:	Monthly	Next review	30/9/2021 8/12/2021 4/1/21 6/02/2022

Related documents

**Trust/Local Authority documents:**

[BAMEd-Network- Schools-and-Covid-19 - guidance-for-BAME-staff-and-their-employers-2.pdf](#)  
[Guidance-note-on-BAME-08.06.20.pdf](#)

- *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*

**Government guidance:**

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

	Risk rating prior to action H/M/L	Recommended controls/Mitigation and Protective Measures	In place? Yes/ No	Mitigation Actions/ Comments	Risk rating following action H/M/L
Awareness of and adherence to policies and procedures	H	<ul style="list-style-type: none"> <li>• Health and Safety Policy has been updated in light of the COVID-19 advice</li> <li>• 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"> <li>- <b>Health and Safety Policy</b></li> <li>- <b>Guidance for Accident Prevention and Procedures for Reporting of Injuries, Diseases and Dangerous Occurrences (RIDDOR)</b></li> </ul> </li> <li>• All staff have regard to all relevant guidance and legislation including, but not limited to, the following:               <ul style="list-style-type: none"> <li>- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013</li> <li>- The Health Protection (Notification) Regulations 2010</li> <li>- Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities'</li> <li>- DfE and PHE (2020) 'COVID-19: guidance for educational settings'</li> </ul> </li> <li>• The relevant staff receive any necessary training that helps minimise the spread of infection, e.g. infection control training.</li> <li>• The school keeps up-to-date with advice issued by, but not limited to, the following:               <ul style="list-style-type: none"> <li>- DfE; NHS; Department of Health and Social Care; PHE</li> </ul> </li> </ul>	Yes	<p>Three named policies will be re shared with staff end of August via email with form to reply they have read.</p> <p>All this guidance will be available electronically on our staff system and in a paper folder available in the staff room. SLT will have read all named guidance over the Summer. Appropriate guidance will have been read by WL, AT and KP.</p> <p>Updates will be given during the Sept inset day. NS will keep up to date reading the daily DFE guidance and the weekly Surrey guidance. Relevant guidance will be shared with appropriate staff.</p>	L

		<ul style="list-style-type: none"> <li>• Staff are made aware of the school’s infection control procedures in relation to coronavirus.</li> <li>• 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 <b>if they have <u>coronavirus (COVID-19) symptoms</u>, or have tested positive in the last 10 days</b>. In these circumstances the parents/carers should call the school to inform the school of this and that they will be following the national <a href="#">Stay at Home</a> guidance.</li> <li>• 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.</li> <li>• 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.</li> </ul>		<p>Parents will be reminded in the newsletter sent out on 3/9/2021 The above guidance will refer to the <a href="#">Stay at Home</a> and this will be added to the COVID section of the school website.</p> <p>Through child friendly posters, videos in class, visual prompts and regular reminders throughout the day.</p> <p>In parent guidance – staff on gate in mornings so can remind parents if necessary. This point added to the staff confidentiality signed policy and signed in Sept.</p>	
<p><b>Prevention</b></p> <p>1. Minimise contact with individuals who are unwell with COVID-19 symptoms</p>	<p><b>H</b></p>	<ul style="list-style-type: none"> <li>• Staff and other adults do not come into the school if they have coronavirus (COVID-19) symptoms, or have tested positive. Anyone developing those symptoms during the school day is sent home.</li> <li>• 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).</li> </ul>		<p>This guidance will be shared with staff and parents as mentioned above. Staff will be reminded to test twice weekly at home using a LFD.</p> <p>All visitors will be asked to engage with NHS Test and Trace by providing contact details before entering the school building. (Updated 1/11/2020)</p>	<p><b>L</b></p>

		<ul style="list-style-type: none"> <li>From 14 December, adults who are fully vaccinated and all children and young people aged between 5 and 18 years and 6 months identified as a contact of someone with COVID-19 are strongly advised to take a LFD test every day for 7 days and continue to attend their setting as normal, unless they have a positive test result. Daily testing of close contacts applies to all contact who are:             <ul style="list-style-type: none"> <li>fully vaccinated adults – people who have had 2 doses of an approved vaccine</li> <li>all children and young people aged 5 to 18 years and 6 month, regardless of their vaccination status</li> <li>people taking part, or have taken part, in an approved clinical trial for a COVID-19 vaccine.</li> <li>people who are not able to get vaccinated for medical reasons</li> </ul> </li> </ul> <p>Children under 5 years are exempt from self-isolation and do not need to take part in daily testing of close contacts.</p> <ul style="list-style-type: none"> <li>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.</li> <li>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.</li> <li>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</li> </ul>		<p>Flow chart of actions if show symptoms added to website and shared with staff</p> <p>The cookery room will stay as the dedicated medical room. This guidance will be displayed in a poster in this room and will include the guidance on how to dispose of any tissues, PPE used as in the June RA. The toilet to be used will be the child disabled toilet. This will be added to above poster.</p> <p>Guidance added to poster for medical room.</p> <p>As above</p> <p>PPE equipment is kept in box in medical room with donning and doffing guidance displayed on box</p>	
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<p><b>Prevention</b></p> <p>2. Good hand hygiene practice</p>	<p>H</p>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• 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.</li> <li>• The school will build hand washing routines into school culture, supported by behaviour expectations set out in the school Behaviour Policy.</li> <li>• Sufficient handwashing facilities are available. Where a sink is not nearby, provide hand sanitisers in classrooms and other learning environments.</li> </ul>	<p>This will continue as part of the daily routine</p> <p>All classrooms have sinks and will have a supply of hand sanitiser</p>	<p>L</p>
<p><b>Prevention</b></p> <p>3. Good respiratory hygiene</p>	<p>H</p>	<ul style="list-style-type: none"> <li>• '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.</li> <li>• Younger pupils and those with complex needs are helped to follow this.</li> <li>• 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.</li> </ul>	<p>All classrooms will continue to have a pedal bin with the Catch it... poster laminated in the front. These will continue to be changed throughout the day by WL. All staff will support and remind children to follow this procedure as part of their daily reminders.</p> <p>RA are in place for identified children.</p>	<p>L</p>
<p><b>Prevention</b></p> <p>4. Enhanced cleaning</p>	<p>H</p>	<ul style="list-style-type: none"> <li>• Surfaces that pupils are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters are cleaned twice a day.</li> </ul>	<p>Every classroom will continue to have their own cleaning supply and reminder included in Sept inset update.</p> <p>The cleaning of toilets throughout the day by WL will continue.</p>	<p>L</p>

		<ul style="list-style-type: none"> <li>• The <u>COVID-19: cleaning of non-healthcare settings guidance</u> is followed.</li> <li>• 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 guidance</u></li> <li>• 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.</li> <li>• The SBM arranges enhanced cleaning to be undertaken where required – advice about enhanced cleaning protocols is sought from the local health team. Schools that are short of cleaning product supplies, should email <u>DfE-CovidEnquiries.COMMERCIAL@education.gov.uk</u></li> <li>• The SBM monitors the cleaning standards of school cleaning contractors and discusses any additional measures required with regards to managing the spread of coronavirus.</li> </ul>	<p>WL leads the cleaning team and is on site throughout the day to clean public and toilet areas.</p>	
<p><b>Prevention</b></p> <p>5. Where necessary, wear PPE</p>	<p style="text-align: center;"><b>H</b></p>	<ul style="list-style-type: none"> <li>• 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"> <li>○ 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</li> <li>○ 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</li> </ul> </li> <li>• Read the guidance on <u>safe working in education, childcare and children’s social care</u> for more information about preventing and controlling infection and follow <u>SCC PPE guidance</u>.</li> </ul>	<p>PPE equipment is available.  <b>8/11/2021 – In response to a rise in the number of positive cases amongst staff and children, staff to wear a face covering in all communal areas.</b></p>	<p style="text-align: center;"><b>L</b></p>



<p><b>Prevention</b> Ventilation</p>		<ul style="list-style-type: none"> <li>Ensure the classrooms and the building in general is well ventilated whilst balancing a comfortable teaching environment.</li> </ul>		<p>CO2 monitors to identify areas that need increased ventilators.</p>	
<p><b>Response to infection</b> 6. Test and trace</p>	<p><b>H</b></p>	<ul style="list-style-type: none"> <li>NHS Test and Trace process to be followed and understand how to contact their local <u>Public Health England health protection team</u>. Staff members and parents/carers understand that they will need to be ready and willing to:                             <ul style="list-style-type: none"> <li>Take 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</li> <li>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 &amp; Trace</li> <li>Confirmatory PCR tests following a positive lateral flow device (LFD) test result are to be temporarily suspended from Tuesday 11 January. This will mean that anyone who receives a positive LFD test result will be required to self-isolate immediately and will not be required to take a confirmatory PCR test</li> </ul> </li> <li>A small number of home testing kits available to be given directly to parents/carers collecting a child who has developed symptoms at school. The school will ask parents and staff to inform them immediately of the result of the test:                             <ul style="list-style-type: none"> <li>If someone tests negative, if they feel well and no longer have symptoms similar to COVID-19 they can stop self-isolating.</li> </ul> </li> <li>If someone test positive they should follow the '<u>stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection</u>' and must continue to self-</li> </ul>		<p>All visitors will be asked to engage with NHS Test and Trace by providing contact details before entering the school building.</p> <p>PHE will be contacted by calling 0800 046 8687 and selecting option 1If there is:</p> <ul style="list-style-type: none"> <li>an increase in the number of positive cases.</li> <li>5 children or staff who are likely to have mixed closely, test positive for COVID-19 within a 10-day period; or</li> <li>10% of children or staff who are likely to have mixed closely test positive for COVID-19 within a 10-day period.</li> </ul> <p>School has home testing kits that can be given to families if they are unable to attend a testing station.</p>	<p><b>L</b></p>



		<p>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. Staff and pupils can take an LFD test from 6 days after the day their symptoms started (or the day your test was taken if they did not have symptoms), and another LFD test on the following day. The second LFD test should be taken at least 24 hours later. If both these test results are negative, and they do not have a high temperature, they may end self-isolation immediately after the second negative test result.</p> <ul style="list-style-type: none"> <li>• They should stop testing after they have had 2 consecutive negative test results and can return to their education setting on the 7<sup>th</sup> day if they have tested negative in the morning.             <ul style="list-style-type: none"> <li>○ Other members of their household <b>should take a LFD test every day for 7 days.</b></li> </ul> </li> </ul>			
<p><b>Response to infection</b></p> <p>7. Managing confirmed COVID-19 cases</p>	<b>H</b>	<p>If a child is self-isolating and are well enough they will be provided with the learning in accordance with our Remote education plan.</p>			<b>L</b>
<p><b>Response to infection</b></p> <p>8. Contain any outbreaks</p>	<b>H</b>	<p>PHE will be contacted by calling 0800 046 8687 and selecting option 1If there is:</p> <ul style="list-style-type: none"> <li>• an increase in the number of positive cases.</li> <li>• 5 children or staff who are likely to have mixed closely, test positive for COVID-19 within a 10-day period; or</li> <li>• 10% of children or staff who are likely to have mixed closely test positive for COVID-19 within a 10-day period.</li> </ul>		<p>NS and LB (PA) will communicate initially with PHE to seek advice.</p> <p>We will follow the PHE guidance as appropriate and share with staff and parents on a need to know basis.</p>	<b>L</b>
<p>Emergencies</p>		<ul style="list-style-type: none"> <li>• All pupil emergency contact details are up-to-date, including alternative emergency contact details, where required.</li> </ul>		<p>Office 1 team have already uploaded the contact details for our</p>	

		<ul style="list-style-type: none"> <li>• Parents are contacted as soon as practicable in the event of an emergency.</li> <li>• Pupil alternative contacts are called where their primary emergency contact cannot be contacted.</li> <li>• 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.</li> </ul>		<p>Sept intake cohort. The first week back they will communicate with existing parents to ensure details are up to date.</p> <p>Emergency plan procedures will be followed</p> <p>First Aid policy will be updated</p>	
Managing School Transport		<ul style="list-style-type: none"> <li>• Parents and pupils are encouraged to walk or cycle to their education setting where possible;</li> <li>• Parents and pupils are discouraged from using public transport, where possible particularly during peak times;</li> <li>• For more information on home to school transport, please refer to <a href="#">SCC guidance in safer working for home to school transport.</a></li> <li>• Where possible, transport arrangements are organised to cater for any changes to start and finish times;</li> <li>• Transport providers are advised that they do not work if they or a member of their household are displaying any symptoms of coronavirus;</li> <li>• Transport providers, as far as possible, are advised of the need to follow hygiene rules and try to keep distance from their passengers;</li> <li>• Revised travel plans are communicated clearly to contractors, local authorities and parents where appropriate (for instance, to agree pick-up and drop-off times).</li> </ul>		<p>This will be shared in the parental guidance.</p> <p>Taxis bringing in the Badgers children communicate directly with parents the RA actions that they have in place.</p>	
LFD testing	<b>H</b>	<ul style="list-style-type: none"> <li>• COVID-19 spreading in the school community</li> </ul>	<b>M</b>	<p>Mass testing of staff will take place twice a week (Wednesday and</p>	

			<p>Sunday evening) and staff will take these tests at home. These tests are to be taken 3-4 days apart. If a member of staff has been working at home or works part-time, a test will be taken the evening before they come to work.</p> <p>Tests to be taken before staff come into work.</p> <p>Staff results to be recorded on a staff register and recorded by the person online. This will support identifying staff with positive results for contact tracing and managing stock and distribution.</p> <p><del>Those with symptoms are also expected to order a test online or visit a test site to take a polymerase chain reaction (PCR) test to check if they have the virus.</del></p> <p>Confirmatory PCR tests following a positive lateral flow device (LFD) test result are to be temporarily suspended from Tuesday 11 January. This will mean that anyone who receives a positive LFD test result will be required to self-isolate immediately and will not be required to take a confirmatory PCR test.</p> <p>If children and/or staff are identified as being a close contact, they should take a LFD</p>
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				daily for 7 days unless they are exempt according the government guidance.	
	M	Regular communication with staff to ensure safe and accurate testing.	L	Information booklet given to staff including: what rapid testing is, about using the how to guide and the video content available the requirement for them to report their test results. the process and who to contact if they have an incident while testing at home. Covid Co-ordinator: Nicki White (Headteacher) Covid Registration Assistant: Lisa Burdfield. <del>Staff will need to sign for their test kits and the lot number will be recorded against their name.</del>	
	H	Tests to be stored correctly and collection managed in a safe way		Tests to be kept securely in cupboard to prevent unauthorized access Not be stored outside. Stored in a cool, dry place. Test kits will be stored in a temperature between 2 and 30 degrees. The kits should be used at room temperature (15 to 30 degrees). If the kit has been stored in a cool area less than 15 degrees, leave it at normal room temperature for 30 minutes before using.	

				<p>Enough space for social distancing will be allowed when giving out tests.</p> <p>Those collecting their kit should:  wear appropriate face covering at all times  hand sanitise before collecting and signing  maintain 2m from staff coming to collect their test.</p>
	H	Staff not reporting results	M	<p>Void, double void and positive results are communicated to the school once the test is completed. A negative test is assumed by 7.30 p.m. on Sunday and Wednesday</p> <p>Staff must report their result online as per the instructions as soon as the test is completed either online or by telephone as per the instructions in the home test kit.</p>
	H	Low uptake on taking tests.	M	<p>Tests are optional and are not mandatory. Staff to opt in after they have read key information and privacy notice to understand data protection for testing.</p> <p>Information booklet and zoom sessions to give staff the opportunity to ask questions.</p>
	H	Swabs are taken incorrectly causing a false reading or cause contamination		<p><del>Covid Co-ordinator has undertaken relevant training and informed staff of how to access the portal/training videos/documents prior to taking part in the community testing scheme.</del></p>

			<p><del>Instructions dated 15th January 2021 to be issued alongside the kits and staff informed that the old instructions which are contained in box must be recycled</del></p> <p>Test conducted on a dry, clean, flat surface.</p> <p>Hands washed or use sanitiser before taking the test.</p> <p>Online information, training and webinars available. Video available on how to take your own test.</p> <p>Information with the kits to be followed. Regular communication with staff about the testing process.</p> <p>If test is void, take another test. If 2 void results in a row, a PCR test should be taken.</p> <p>If a number of tests give a void result, unclear results or leaking/damaged tubes should be recorded and escalated to the DfE helpline.</p> <p>Covid Coordinator to be responsible for incident reporting on a school wide issue:</p>	
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