



St Mark and All Saints C of E Primary School **COVID 19 Protective Measures Risk Assessment – V5** **Updated in line with new Government guidance Jan 2021**

Version 1 enabled the Trust to implement its recovery planning around a range of 'protective measures' for the 2019/20 Summer Term. All measures in place for the summer term are shown in version 1 of the Covid 19 Protective Measures Risk Assessment at the end of this v2 document. Any changes required will be noted by the school in this V2 and these changes will be highlighted in **blue text**.

Version 2 of this risk assessment incorporates revised protective measures for the full re-opening of schools from September 2020 using the updated Government guidance and these additions are highlighted in purple. The measures set out in this risk assessment provide a framework for school leaders to put in place proportionate protective measures for pupils and staff for September 2020.

Version 5 changes shown in **pink January 2021**

The assessment has been completed by the Trust Business Manager familiar with the operating systems in a number of Trust Schools alongside the Director of HR & Business Operations, and has been enhanced through information from our H&S and Occupational Health professionals, specifically in relation to health and wellbeing.

This COVID 19 protective measures risk assessment is based on the Surrey County Council Recovery Planning Team templates that has been quality assured by Public Health Surrey. All School leaders have had an opportunity to inform this assessment, and will be responsible for implementing the localised operating protocols for each school.

All Trust staff will all have an opportunity to inform the successful implementation of recommended controls; Mitigation and Protective Measures. **Appendix 2 show the Risk Matrix used to inform the risk rating prior to and following implementation of the various measures.**

In recognition of the dynamic situation, this risk assessment will be reviewed or superseded where guidance from the government changes, or where improvements are required following implementation by the Trust and Schools at a local level (daily or weekly).

This assessment should be used alongside the government guidance below:

V2 <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

V2 <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>

If you wish to contact us about this document, please email:

Trust Business Manager (H&S Lead) Gill Farmer: gill.farmer@st-pauls-addlestone.surrey.sch.uk

And/or the Director of HR & Business Operations Joanne Cambra joanne.cambra@goodshepherdtrust.org.uk

Hazard: Who will be affected?	Risk rating prior to action - H/M/L	Recommended controls/ Mitigation and Protective Measures	In place? Yes/No	By whom? (Job role)	Deadline	Risk rating following action - H/M/L
1.Hazard: Staff and parents unaware of policy and procedures to follow and may be harmed by not following protocol and could risk infection or infecting other people Who: Staff and pupils	H	1. All staff are aware of all relevant policies and procedures including, but not limited to, the following Health and Safety Policy, Infection Control Arrangements from Public Health Agency, First Aid Policy / risk assessment	Y	Head	In place and updated when necessary	L
		2. School leaders and other relevant staff have regard to all relevant guidance and legislation including, but not limited to, the following:				
	H	a. The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 RIDDOR reporting 2013	Y	Head	June 1 st	L
	H	b. The Health Protection (Notification) Regulations 2010 Health Protection Regulations 2010	Y	Head	June 1 st	L
	H	c. Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities' PHE 2017 Health Protection in schools	Y	Head	June 1 st	L
	H	d. DfE and PHE (2020) 'COVID-19: guidance for educational settings' DfE 2020 Guidance for educational settings	Y	Head	In place and under constant review	L

H	3. The relevant staff receive any necessary training that helps minimise the spread of infection, e.g. infection control training.	Y	Head	In place and under constant review	M
H	4. School leaders keep up-to-date with advice issued by, but not limited to, the following: DfE; NHS; Department of Health and Social Care; PHE	Y	Head	In place and under constant review	L
H	5. Staff are made aware of the school's infection control procedures in relation to coronavirus via email;	Y	Head	In place and under constant review	M
H	6. Parents are made aware of the school's infection control procedures in relation to coronavirus via letter/ 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 7 days, if the child develops coronavirus symptoms 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 latest national Stay at Home guidance.	Y	Head	In place and under constant review	M
H	7. 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	All staff	In place and under constant review	M
H	8. 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	All staff	In place and under constant review	L
M	9. Data Protection including confidentiality arrangements are followed at all times – this includes withholding the names of staff and pupils with either confirmed or suspected cases of coronavirus.	Y	All staff	In place and under constant review	L

Hazard: Who will be affected?	Risk rating prior to action - H/M/L	Recommended controls/ Mitigation and Protective Measures	In place? Yes/No	By whom? (Job role)	Deadline	Risk rating following action - H/M/L
2. Hazard: Asymptomatic individual on the premises Who: All persons may be at risk of harm / infection from an asymptomatic individual	M	1. Small class groups, are organised as described in the 'class or group sizes' in DfE guidelines;	Y	Head	In place and under constant review	L
	M	2. Classrooms and other learning environments are organised to maintain space between seats and desks where possible;	Y	All staff	In place and under constant review	L
	M	3. The timetable is revised to implement where possible:	Y	Head and teaching staff	In place and under constant review	L
	M	a. Plan for lessons or activities which limit movement between areas;	Y	Head	In place and under constant review	L
	M	b. Maximum number of lessons or classroom activities which could take place outdoors;	Y	All staff	In place and under constant review	L
	M	c. Staggered assembly groups; hall is rotated for use by certain bubble/s – on a bubble week they can use hall for assembly, PE and lunch.	Y	Head/staff	In place and under constant review	L
	H	d. Break times (including lunch) use different spaces are so bubbles do not share or cross bubbles.	Y	Head	In place and under constant review	L
	H	e. Drop-off and collection times are staggered;	Y	Head	In place and under constant review	L

	H	f. Parents' drop-off and pick-up protocols are planned so that they minimise adult to adult contact; adults should be advised prior to school opening that they will be required to maintain the 2m social distancing rule at all times when on the school site. Parents are required to wear masks at drop off and pick up and staff wear masks when speaking to parents	Y	Head	In place and under constant review	L
	H	g. Small groups of children are together throughout the day and avoid mixing with larger groups of children;	Y	All staff	In place and under constant review	L
	M	4. Unnecessary items are removed from classrooms and other learning environments where there is space to store it elsewhere	Y	All staff	In place and under constant review	L
	M	5. Soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts) are removed;	Y	All staff	In place and under constant review	L
	H	6. Cohorts are kept together where possible and children and young people are in the same small groups at all times each day, and different groups are not mixed during the day, or on subsequent days;	Y	Head	In place and under constant review	L
	H	7. The same teacher(s) and other staff are assigned to each group and, as far as possible, these stay the same during the day and on subsequent days;	Y	Head	In place and under constant review	L
	H	8. Children and young people use the same classroom or 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;	Y	All staff	In place and under constant review	L
		9. Mixing within education or childcare setting is minimised by:			In place and under constant review	

H	a. accessing rooms directly from outside where possible;	Y	All staff	In place and under constant review	L
H	b. Flow around the school is altered to avoid any need for bubbles crossing.	Y	All staff	In place and under constant review	L
H	c. Children and young people clean their hands before lunch and eat either outside in good weather or in their classrooms if they are not rotad to eat in the hall that week;	Y	All staff	In place and under constant review	L
H	d. The number of children using the toilet at any one time is limited;	Y	All staff	In place and under constant review	L
H	e. Different toilets are allocated to different groups of children;	Y	All staff	In place and under constant review	L
H	f. To avoid the unnecessary movement of pupils through the school, basic first aid is provided in the classroom;	Y	All staff	In place and under constant review	L
H	10. The use of shared space such as halls is organised by rota with only one class being allowed to use the hall each week and there is cleaning between use by different groups the following week	Y	All staff	In place and under constant review	L
H	11. The use of staff rooms and offices is staggered to limit occupancy and PPA time is taken in a separate room.	Y	All staff	In place and under constant review	L

H	<p>12.The number of contacts between pupils and staff is reduced. This is achieved through keeping groups separate (in ‘Bubbles’) and through maintaining distance between individuals. The balance between the Bubbles and social distancing is based on:</p> <ul style="list-style-type: none"> o Pupils ability to distance; o The layout of the school site; o The feasibility of keeping distinct groups separate while offering a broad curriculum <p>More information on groups can be found in COVID-19: Guidance for full opening</p>	Y	Head	In place and under constant review	L
H	<p>13.If staff or pupils cannot maintain distancing, particularly with younger pupils, the risk is reduced by keeping pupils in smaller class sized groups.</p>	Y	Head	In place and under constant review	L
H	<p>14.Staff should only move between bubbles 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.For these members of staff outdoor activities will be planned eg Forest School or PE whenever possible and 2 metre distance to be rigorously followed inside when not.</p>	Y	Head	In place and under constant review	M
H	<p>15.Adults to avoid close face to face contact and minimise time spent within 1 metre of anyone.</p>	Y	All staff	In place and under constant review	L
H	<p>16. Pupils old enough should be supported to maintain distance and not touch staff and their peers.</p>	Y	All staff	In place and under constant review	L

H	17. Classrooms and other learning environments are organised to maintain space between seats and desks where possible.	Y	All staff	In place and under constant review	L
H	18.Pupils are seated side by side and facing forwards, rather than face to face or side on.	Y	All staff	In place and under constant review	L
H	19.Large gatherings such as whole school assemblies do not happen and groups kept apart. Assemblies to take place via Google Meet instead.	Y	Head	In place and under constant review	L
H	20.The timetable is revised to implement where possible: <ul style="list-style-type: none"> o Plan for lessons or activities which keep groups apart and movement around the school site to a minimum; o Maximise the number of lessons or classroom activities which could take place outdoors; o Break times (including lunch) are separated so that all pupils are not sharing the same areas of the school at any time; o Drop-off and collection times are staggered and communicated to parents; o Parents' drop-off and pick-up protocols are planned and communicated so that they minimise adult to adult contact; adults wear face masks at drop off and pick up,communication via email and phone call as a first port of call is expected 	Y	All staff	In place and under constant review	L

H	21.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. Parent tours will be done 1-1 with prospective parents, no children, after school only when the school is in Tier 1 or 2	Y	Office staff/Head/Caretaker	In place and under constant review	L
H	22.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	All staff	In place and under constant review	L
H	23.Pupils limit the amount of equipment they bring into school each day, to essentials such as lunch boxes, hats, coats and books. Bags are allowed. Pupils can take books home, although unnecessary sharing is avoided. Rules on hand cleaning, cleaning of the resources and rotation apply to these resources.	Y	All staff	In place and under constant review	L
H	24.Staff and pupils have their own individual and very frequently used equipment, such as pencils and pens, these are not shared;	Y	All staff	In place and under constant review	L

	H	25. 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.	Y	All staff	In place and under constant review	L
	H	26. 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, using a large indoor space eg hall, positioning pupils back to back or side to side spaced out, avoiding sharing of instruments and ensuring good ventilation are put in place.	Y	All staff	In place and under constant review	L
Hazard: Who will be affected?	Risk rating prior to action - H/M/L	Recommended controls/Mitigation and Protective Measures	In place? Yes/No	By whom? (Job role)	Deadline	Risk rating following action - H/M/L
3. Hazard: Poor Hygiene and/or cleaning practices and risk of cross contamination from contaminated	H	1. The COVID-19: Cleaning in non-healthcare settings guidance is followed	Y	Caretaker/Cleaning team/all staff	In place and under constant review	L
	H	2. Sufficient handwashing facilities are available. Where a sink is not nearby, provide hand sanitisers in classrooms and other learning environments;	Y	All staff	In place and under constant review	L
	H	3. Surfaces that children and young people are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters are cleaned more regularly than normal;	Y	All staff	In place and under constant review	L

facilities or surfaces Who: All persons may be at risk of harm by infection		4. All adults and children are told to:				
	H	a. frequently wash their hands with soap and water for 20 seconds and dry thoroughly;	Y	All staff	In place and under constant review	L
	H	b. clean their hands on arrival at school, before and after eating, and after sneezing or coughing; consider placing hand sanitizer dispensers or washing stations in key areas across the school	Y	All staff	In place and under constant review	L
	H	c. are encouraged not to touch their mouth, eyes and nose	Y	All staff	In place and under constant review	L
	H	d. use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it')	Y	All staff	In place and under constant review	L
	H	5. Help is available for children and young people who have trouble cleaning their hands independently;	Y	All staff	In place and under constant review	L
	H	6. Young children are encouraged to learn and practise these habits through games, songs and repetition;	Y	All staff	In place and under constant review	L
	H	7. Bins for tissues are emptied throughout the day; bins should be lidded to prevent infection transmission 'Catch it, bin it, kill it' approach continues to be very important, suitable number of tissues and bins available in the school to support pupils and staff to follow this routine. Younger pupils and those with complex needs are helped to follow this.	Y	Caretaker/cleaning staff	In place and under constant review	L
H	8. The use of shared resources such as stationery and other equipment is limited and disinfected where not possible to avoid;	Y	All staff	In place and under constant review	L	

H	9. Play equipment is cleaned between uses and not used simultaneously by different groups;	Y	All staff	In place and under constant review	L
H	10. The amount of shared resources that are taken and brought in from home is limited;	Y	All staff/parents	In place and under constant review	L
H	11. All spaces are well ventilated using natural ventilation (opening windows) or ventilation units where possible	Y	All staff	In place and under constant review	L
H	12. Consider safe use of Air Conditioning	Y	Head	In place and under constant review	L
H	13. Keep toilet ventilation in operation 24/7; avoid open windows to toilets to ensure correct direction of ventilation.	Y	caretaker	In place and under constant review	L
H	14. Doors are propped open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation;	Y	All staff	In place and under constant review	M
H	15. Posters are displayed throughout the school reminding pupils to wash their hands, e.g. before entering and leaving the school.	Y	All staff	In place and under constant review	L
H	16. Pupils wash their hands with soap before and after break times and lunchtimes for no less than 20 seconds.	Y	All staff	In place and under constant review	L
H	17. Additional alcohol-based sanitiser (that contains no less than 70% percent alcohol) is provided for use there is no access to soap and water	Y	All staff	In place and under constant review	L
H	18. Instruct everyone that toilets should be flushed with closed lids.	Y	All staff	In place and under constant review	L

H	19. Infection control procedures are adhered to as much as possible in accordance with the DfE and PHE's guidance.	Y	All staff	In place and under constant review	M
H	20. Sufficient amounts of soap (or hand sanitiser where applicable), clean water, paper towels and waste disposal bins are supplied in all toilets and kitchen areas.	Y	Caretaker	In place and under constant review	L
H	21. Bar soap is not used, in line with the Infection Control Policy – liquid soap dispensers are installed and used instead.	Y	Caretaker	In place and under constant review	L
H	22. Pupils are supervised by staff when washing their hands to ensure it is done correctly, where necessary.	Y	All staff	In place and under constant review	L
H	23. Pupils do not share cutlery, cups or food.	Y	All staff	In place and under constant review	L
H	24. All utensils are thoroughly cleaned before and after use.	Y	Kitchen staff/all staff	In place and under constant review	L
H	25. "Hot desking" by staff is avoided however where this is unavoidable, alcohol wipes should be used to clean all touch surfaces e.g. PC keyboard, mouse, screen, table top, phone etc	Y	Office and teaching staff	In place and under constant review	M
H	26. 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	Caretaker/Head	In place and under constant review	M
H	27. The SBM arranges enhanced cleaning to be undertaken where required – advice about enhanced cleaning protocols is sought from the local health team. Schools short of cleaning product supplies, should email DfE-CovidEnquiries.COMMERCIAL@education.gov.uk	Y	Bursar/Head/Caretaker	In place and under constant review	L

H	28. Additional measures in place from September 2020. a. 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	All staff	In place and under constant review	L
H	b. 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.	Y	All staff	In place and under constant review	L
H	c. The school will build hand washing routines into school culture, supported by behaviour expectations set out in the school Behaviour Policy.	Y	All staff	In place and under constant review	L
H	d. 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 safe working in education, childcare and children’s social care provides more advice.	Y	All staff	In place and under constant review	L
H	e. Different groups/ “Bubbles” do not need allocated toilet blocks, but toilets will be cleaned regularly, and pupils encouraged to clean their hands thoroughly after using the toilet.	Y	All staff	In place and under constant review	L
H	f. 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.	Y	Caretaker	In place and under constant review	L

	H	g. 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.	N/A	Head/SENDCO	In place and under constant review	L
Hazard: Who will be affected?	Risk rating prior to action - H/M/L	Recommended controls/ Mitigation and Protective Measures	In place? Yes/No	By whom? (Job role)	Deadline	Risk rating following action - H/M/L
4. Hazard: Spread of infection when dealing with a child needing 1:1 support Who: Staff supporting an individual child who displays behaviours which may lead to transmitting the disease /supported pupils	H	1. Individual risk assessments produced by the school SENCO identifying additional hazards due to the behaviours exhibited which might require restraint e.g. spitting, biting etc.	Y	Head	Under constant review	L
	H	2. Appropriate PPE will be provided as identified in the risk assessment and may include disposable aprons, gloves, eye and mask protection	Y	Head	Under constant review	L
	H	3. Reduced timetable / exclusion / inclusion considered if necessary if children are acting in a way that staff are put at risk	Y	Head	June 1st	L
	H	4. Walkie talkie or other means of communication available for the member of staff	Y	Head	June 1st	L
	H	5. A member of SLT is on "duty" and will hold a walkie talkie or other communication available so can be summoned in the event of an issue escalating	Y	Head	June 1st	L

Hazard: Who will be affected?	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
5. Hazard: An individual beginning to show symptoms and infects others Who: All persons may be at risk of being harmed by infection acquired from the individual	H	1. Staff are informed of the symptoms of possible coronavirus infection, e.g. a cough, difficulty in breathing and high temperature, and are kept up-to-date with national guidance about the signs, symptoms and transmission of coronavirus.	Y	Head	In place and under constant review	L
	H	2. Any pupil who displays signs of being unwell is immediately referred to the designated member of staff/school nurse.	Y	All staff	In place and under constant review	M
	H	3. Any confirmed case of COVID 19 will be reported under RIDDOR (2013)	Y	Head	In place and under constant review	M
	H	4. Where the first aider/school nurse is unavailable, staff act in line with the infection control arrangement and ensure that any unwell pupils are moved to an empty room whilst they wait for their parent to collect them. Staff supervising this should wear appropriate PPE ie apron, gloves and FFP2 mask if there is a risk of sharing bodily fluids	Y	All staff	In place and under constant review	M
	H	5. Pupils displaying symptoms of coronavirus do not come in to contact with other pupils and as few staff as possible, whilst still ensuring the pupil is safe.	Y	All staff	In place and under constant review	M
	H	6. The relevant member of staff calls for emergency assistance immediately if the pupil's symptoms worsen.	Y	Head	In place and under constant review	M

H	7. The parents of an unwell pupil are informed as soon as possible of the situation by a relevant member of staff.	Y	Head	In place and under constant review	M
H	8. Where contact with a pupil's parents cannot be made, appropriate procedures are followed in accordance with those outlined in governmental guidance and the Infection Control Policy.	Y	Head	In place and under constant review	M
H	9. Unwell pupils who are waiting to go home are kept in an area where they can be at least two metres away from others.	Y	Head	In place and under constant review	M
H	10. Areas used by unwell pupils who need to go home are thoroughly cleaned once vacated. PPE as above should be worn	Y	Caretaker/cleaning staff	In place and under constant review	M
H	11. If unwell pupils are waiting to go home, they are instructed to use different toilets to the rest of the school to minimise the spread of infection.	Y	Head	In place and under constant review	M
H	12. Parents are advised to contact 999 if their child becomes seriously ill or their life is at risk.	Y	Head	In place and under constant review	M
H	13. Any medication given to ease the unwell individual's symptoms, e.g. paracetamol, is administered in accordance with the Administering Medications Policy.	Y	Head	In place and under constant review	M
H	14. 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.	Y	Head	In place and under constant review	M
H	15. 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	Y	Head	In place and under constant review	M

		'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 household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms.				
H		16. 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	Head	In place and under constant review	M
H		17. 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	Head	In place and under constant review	M
H		18. 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 .	Y	Head	In place and under constant review	M

	H	19.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.	Y	Head	In place and under constant review	M
	H	20.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	Head	In place and under constant review	M
	H	21.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	Head	In place and under constant review	M
	H	22.The Infection Control Policy and Cleaning in non-healthcare settings guidance to be followed to clean the area.	Y	Caretaker	In place and under constant review	M
	H	23. 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	Caretaker	In place and under constant review	M
Hazard: Who will be affected?	Risk rating prior to action - H/M/L	Recommended controls/ Mitigation and Protective Measures	In place? Yes/No	By whom? (Job role)	Deadline	Risk rating following action - H/M/L

6. Hazard: Virus spreads Who: All persons may be at risk of being harmed by infection acquired from the virus being allowed to spread	H	1. Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately in line with the Infection Control Policy and the DFE's Cleaning in non-healthcare settings guidance	Y	Caretaker	In place and under constant review	M
	H	2. Pupils are instructed to cough or sneeze into their elbow and use a tissue to cover their mouths where possible, disposing of the tissue in waste disposal units with lids	Y	All staff	In place and under constant review	M
	H	3. Pupils clean their hands after they have coughed or sneezed.	Y	All staff	In place and under constant review	L
	H	4. Instruct everyone that toilets should be flushed with closed lids	Y	All staff	In place and under constant review	L
	H	5. There will be no visitors or volunteers admitted to the school except where there is a prior arrangement and all social distancing protocols are followed.	Y	Head/office staff	In place and under constant review	L
	H	6. Deliveries to be left outside until the end of the day or accepted into a well ventilated area of the school. Anyone dealing with deliveries should follow the hand washing protocol after dealing with the items.	Y	Office staff	In place and under constant review	L
	H	7. Parents are informed via letter not to bring their children to school or on the school premises if they show signs of being unwell and believe they have been exposed to coronavirus.	Y	Head	In place and under constant review	M
	H	8. Children who have displayed symptoms of coronavirus must either take a test or self-isolate for 14 days before returning to school.	Y	Head/office staff	In place and under constant review	L

	H	9. Pupils and parents queue 2 metres apart at entrances and exits to avoid risks of transmission.	Y	Head	In place and under constant review	L
	H	10. Staff are made aware of the symptoms of coronavirus (see Appendix 1)	Y	Head	In place and under constant review	L
	H	11. Staff are vigilant and report concerns about a pupil's symptoms to the designated member of staff/school nurse.	Y	All staff	In place and under constant review	L
	H	12. The school is consistent in its approach to the management of suspected and confirmed cases of coronavirus.	Y	All staff	In place and under constant review	L
	H	13. Social distancing measures are implemented as much as possible	Y	All staff	In place and under constant review	M
	H	14. There are plans in place for the movement of children around the school (as above)	Y	All staff	In place and under constant review	L
	H	15. The timetable is adapted to separate play and lunch areas (as above)	Y	All staff	In place and under constant review	L
	H	16. The SBM/ caretaker monitors the cleaning standards of school cleaning contractors and discusses any additional measures required with regards to managing the spread of coronavirus.	Y	Caretaker	In place and under constant review	L
Hazard: Who will be affected?	Risk rating prior to action - H/M/L	Recommended controls/ Mitigation and Protective Measures	In place? Yes/N o	By whom?	Deadline	Risk rating following action - H/M/L

7. Hazard: Poor Mental Health following long term absence and return to Work/School Who: Pupils	H	1. Children to have the same class teacher and LSA each day wherever possible	Y	Head	In place and under constant review	L
	H	2. Transition / induction activities undertaken by group teachers	Y	Teaching staff	In place and under constant review	L
	H	3. Changes to timetabling to allow time with smaller groups of children so classroom staff and HSLW can better address and support their emotional needs	Y	Teaching staff	In place and under constant review	L
	H	4. Age appropriate interventions are developed by teaching staff	Y	Teaching staff/SENDCO	In place and under constant review	L
	H	5. Reduced time in school to ensure transition is successful from home to school to be offered for new starters to Year R where necessary and agreed by parent and staff	Y	EYFS Lead/Head	In place and under constant review	L
	H	6. 2 metre social distancing ELSA / HSLW provision available for children who are distressed	Y	HSLW	In place and under constant review	L
Hazard: Who will be affected?	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
8. Hazard: Poor Mental Health following long term absence and return to Work/School	H	1. Risk assessment, control measures and operational procedures shared with all staff members	Y	Head	In place and under constant review	L
	H	2. Regular staff meeting (virtually or socially distanced in school hall) to discuss concerns and review shared control measures / operational procedures	Y	Head	In place and under constant review	L

Who: Staff	H	3. Staff will be reminded of the school's Employee Assistance Programme	Y	Head	In place and under constant review	L
	H	4. At least one SLT member of staff on site every day for staff to share concerns with	Y	Head	In place and under constant review	L
	H	5. The risk assessment will be reviewed or where changes are required following feedback from staff – daily, weekly etc or where it is superseded by guidance from the government.	Y	Head	In place and under constant review	L
	H	6. All staff to socially distance from each other and must be vigilant and intervene when other staff members are not complying with this	Y	All staff	In place and under constant review	L
	H	7. Where a 2 metre distance cannot be maintained e.g. administering minor first aid, passing another person on the corridor, close contact should be kept to a minimum – clinical guidance shows that close contact should be less than 15 minutes	Y	All staff	In place and under constant review	M
	H	8. Current clinical guidance is that masks for general use are not required in schools	Y	All staff	In place and under constant review	L
	H	9. Appropriate PPE will be available for use in specific circumstances ie when dealing with first aid incidents where social distancing cannot be maintained, dealing with someone who has presented with symptoms, cleaning an area where someone suspected of having the infection has been isolated or has been in contact with	Y	All staff	In place and under constant review	M
	H	10. Designated staff areas will be identified and staff will remain at a distance of 2 metres in these areas. Two separate staff areas created to separate staff at break times and allow greater social distancing	Y	All staff	In place and under constant review	L

	H	11. Teachers will continue to have allocated time for PPA, this will be taken in year groups and in a separate room to the staff room	Y	Head	In place and under constant review	L
	H	12. Staff who have underlying health conditions should undertake an individual risk assessment following the most up to date Government and Occupational Health guidance documents available on the GVO which will then be discussed with a member of SLT	Y	Head/Bursar	In place and under constant review	L
Hazard: Who will be affected?	Risk rating prior to action - H/M/L	Recommended controls/ Mitigation and Protective Measures	In place? Yes/No	By whom? (Job role)	Deadline	Risk rating following action - H/M/L
9. Hazard: Parents unclear of expectations due to unclear communication systems Who: All persons may be at risk of harm by infection	H	1. Parents are told that if their child needs to be accompanied to the education or childcare setting then only one parent can attend;	Y	Head/office staff	In place and under constant review	L
	H	2. Parents are told their allocated drop off and collection times and the process for doing so, including protocols for minimising adult to adult contact (for example, which entrance to use)	Y	Head/office staff	In place and under constant review	L
	H	3. Parents are told that they cannot gather at entrance gates or doors, or enter the site (unless they have a pre-arranged appointment, which should be conducted safely following the social distancing protocols) Parents are required to wear face coverings at drop off and pick up	Y	Head/office staff	In place and under constant review	L

Hazard: Who will be affected?	Risk rating prior to action - H/M/L	Recommended controls/ Mitigation and Protective Measures	In place? Yes/No	By whom? (Job role)	Deadline	Risk rating following action - H/M/L
10. Hazard: Spread of infection due to unclear communication systems Who: All persons may be at risk of harm by infection acquired	H	1. Children, young people, parents, carers or any visitors, such as suppliers, are told not to enter the education or childcare setting if they are displaying any symptoms of coronavirus (following the COVID-19: guidance for households with possible coronavirus infection)	Y	Head/Office staff	In place and under constant review	L
	H	2. The designated member of staff/school nurse reports immediately to the headteacher about any cases of suspected coronavirus, even if they are unsure;	Y	CP/Head	In place and under constant review	L
	H	3. The headteacher contacts the Director of HR and Business Operations (Jo Cambra) immediately about any suspected cases of coronavirus, even if they are unsure, and discusses if any further action needs to be taken; there is also the option to call the Department of Education Schools helpline 0800 0468687	Y	Head	In place and under constant review	L
	H	4. Schools contact the Director of HR and Business Operations (Jo Cambra) if there are any specific recommendations for their school;	Y	Head	In place and under constant review	L
	M	5. Schools keep pupils and parents adequately updated about any changes to infection control procedures as necessary;	Y	Head	In place and under constant review	L
	M	6. There is early communication with contractors and suppliers that will need to prepare to support your plans for opening for example, cleaning, catering, food supplies, hygiene suppliers; their risk assessments for	Y	Head/Caretaker/Bursar	In place and under constant review	L

		coronavirus should be requested and the school risk assessment shared				
	H	7. Cleaning contractors or staff are briefed on the additional cleaning requirements and agree additional hours to allow for this.	Y	Head/Caretaker/Bursar	In place and under constant review	L
	M	8. The school communicates with parents via letter/email regarding any updates to school procedures which are affected by the coronavirus pandemic;	Y	Head	In place and under constant review	L
Hazard: Who will be affected?	Risk rating prior to action - H/M/L	Recommended controls/ Mitigation and Protective Measures	In place? Yes/No	By whom? (Job role)	Deadline	Risk rating following action - H/M/L
11. Hazard: Reduced educational offer for year groups not in school Who: Pupils not in school	M	9. Pupils working from home due to isolation, bubble or school closure are assigned work to complete to a timeframe set by their teacher;	Y	Teaching staff	In place and under constant review	L
	M	10. The headteacher maintains their plan for pupils' continued education during partial school closure to ensure there is minimal disruption to pupils' learning – this includes their plan to monitor pupils' learning while not in school;	Y	Head	In place and under constant review	L
	M	11. The Behavioural Policy and Staff Code of Conduct are adhered to at all times, even while working remotely;	Y	All staff	In place and under constant review	L
	M	12. The headteacher ensures all pupils have access to schoolwork and the necessary reading materials at home;	Y	Head/All teaching staff	In place and under constant review	L
	M	13. The headteacher works with the ICT Lead to ensure that technology used is accessible to all pupils – alternative arrangements are put in place where required;	Y	Head/Bursar	In place and under constant review	L

	M	14. The school manages the use of parents' and pupils' contact details in line with the Data Protection Policy and Records Management Policy, e.g. collecting emails to send schoolwork to pupils.	Y	Head/Office team/All staff	In place and under constant review	L
		15. The headteacher liaises with other schools to find pupils a temporary place at a different school where their usual school has to close;			In place and under constant review	L
		16. The headteacher accepts pupils from other schools where necessary to help children access essential education during the coronavirus pandemic.			In place and under constant review	L
Hazard: Who will be affected?	Risk rating prior to action - H/M/L	Recommended controls/ Mitigation and Protective Measures	In place? Yes/No	By whom? (Job role)	Deadline	Risk rating following action - H/M/L
12. Hazard: The protocols to follow in the case of an emergency are unclear Who: Staff and pupils on site	H	1. All pupils' emergency contact details are up-to-date, including alternative emergency contact details, where required.	Y	Office staff	In place and under constant review	L
	M	2. Pupils' parents are contacted as soon as practicable in the event of an emergency.	Y	Head	In place and under constant review	L
	M	3. Pupils' alternative contacts are called where their primary emergency contact cannot be contacted.	Y	Head	In place and under constant review	L
	H	4. 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	Head	In place and under constant review	L
	H	5. Emergency evacuations will take place following social distancing principles as far as is reasonably	Y	Head/All staff	In place and under constant review	L

		practicable. Particularly at assembly areas (2m separation).				
Hazard: Who will be affected?	Risk rating prior to action - H/M/L	Recommended controls/ Mitigation and Protective Measures	In place? Yes/No	By whom? (Job role)	Deadline	Risk rating following action - H/M/L
13. Hazard: Contracting coronavirus from use of shared transport Who: Pupils using external transport	M	1. Parents, children and young people are encouraged to walk or cycle to their education setting where possible;	Y	Head	In place and under constant review	L
	M	2. Transport providers should provide a copy of their Covid-19 risk assessment to the school	Y	Bursar/Head	In place and under constant review	L
	M	3. Transport arrangements are organised to cater for any changes to start and finish times;	Y	Bursar/Head	In place and under constant review	L
	H	4. Transport providers are advised that they do not work if they or a member of their household are displaying any symptoms of coronavirus;	Y	Bursar/Head	In place and under constant review	L
	H	5. Transport providers, as far as possible, are advised of the need to follow hygiene rules and try to keep distance from their passengers;	Y	Bursar/Head	In place and under constant review	L
	M	6. 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	Bursar/Head	In place and under constant review	L
	H	7. Parents and pupils are discouraged from using public transport, where possible particularly during peak times.	Y	Bursar/Head	In place and under constant review	L
Hazard:	Risk rating	Recommended controls/	In place?	By whom? (Job role)	Deadline	Risk rating

Who will be affected?	prior to action - H/M/L	Mitigation and Protective Measures	Yes/No			following action - H/M/L
14. Hazard: Contracting Covid 19 due to PPE not used where deemed necessary Who: Staff		1.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:				
	H	a) 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	All staff	In place and under constant review	M
	H	b.) 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	All staff, particularly EYFS		L
	H	2. Staff to read the guidance on safe working in education, childcare and children’s social care and follow the GST Infection Control Policy.	Y	All staff	In place and under constant review	L
Hazard:	Risk rating prior to action - H/M/L	Recommended controls/ Mitigation and Protective Measures	In place? Yes/No	By whom? (Job role)	Deadline	Risk rating following action - H/M/L
15. Hazard: Contracting Covid 19 by not following the Government’s	H	1.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	All staff and parents	In place and under constant review	M

<p>“Test and Trace”</p> <p>Who: Staff, pupils and their families</p>	H	a) <u>book a test</u> if they are displaying symptoms. Staff and pupils must not come into the school if they have symptoms, and must be sent home to self-isolate if they develop them in school. All pupils can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit	Y	All staff and parents	In place and under constant review	M
	H	b) 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	All staff and parents	In place and under constant review	M
	H	c) <u>self-isolate</u> if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19)	Y	All staff and parents	In place and under constant review	M
	H	2. 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.			? Not yet received	L
	H	3.The school will ask parents and staff to inform them immediately of the result of the test:	Y	Head/Bursar	In place and under constant review	M
	H	a) If someone tests negative, if they feel well and no longer have symptoms similar to COVID-19 they can stop self-isolating	Y	All staff and parents	In place and under constant review	L
	H	b) If someone test positive they should follow the <u>‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19)</u>	Y	All staff and parents	In place and under constant review	M

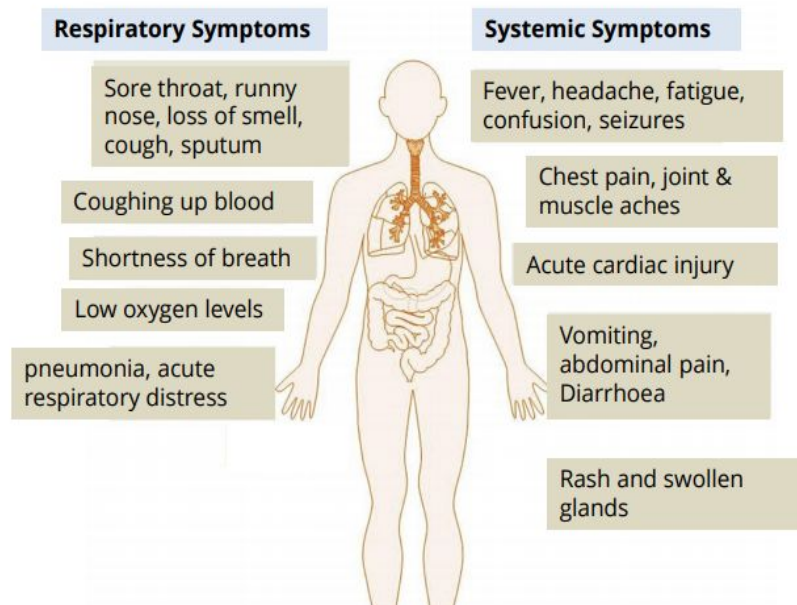
		<u>infection</u> and must continue to self-isolate for at least 7 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. Other members of their household should continue self-isolating for the full 14 days.				
Hazard: Who will be affected?	Risk rating prior to action - H/M/L	Recommended controls/ Mitigation and Protective Measures	In place? Yes/No	By whom? (Job role)	Deadline	Risk rating following action - H/M/L
16. Hazard: Contracting Covid 19 by not managing confirmed cases effectively and containing the outbreak Who: Staff, pupils and their families	M	1. Flowchart school response to suspected or confirmed COVID-19 cases to be followed for suspected or confirmed cases.	Y	Head/bursar	In place and under constant review	L
	H	2.If someone has attended the site tests positive for COVID-19, the local health protection team will be contacted	Y	Head/Bursar	In place and under constant review	M
	H	3.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	Head	In place and under constant review	M
	H	4.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	Head	In place and under constant review	M

H	a) 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)	Y	Head	In place and under constant review	M
H	b) Proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual	Y	Head	In place and under constant review	M
H	c) Travelling in a small vehicle, like a car, with an infected person	Y	Head	In place and under constant review	M
H	5.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	Head/bursar	In place and under constant review	L
M	6.Remote education plan in place by the end of September 2020 for individual pupils or groups of pupils self-isolating.	Y	Head/All teaching staff	In place and under constant review	L
H	7.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	Head	In place and under constant review	M
H	8.Follow local health protection advice, this may include a larger number of other pupils self-isolate at home as a precaution.	Y	Head	In place and under constant review	M
H	9.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	Head	In place and under constant review	M

--	--	--	--	--	--	--

Risk Assessment Review & Change Control Matrix			
Versio n	Date	Person	Changes
1.0			
2.0			
3.0	29.9.2020	CM	Provision of Booster bags for Isolating PP/FSM families Remote 1-1- tours being conducted after school hours by SLT for 1 adult pre-booked Remote learning/contingency plan drafted, to be added to website /shared with staff and governors Staff Meetings being held remotely or in hall when necessary School tests on re delivery every 21 days, to be used for families who would find it hard to get a test elsewhere and school staff to ensure efficient operation of school
4.0	9.11.2020	CM	Following second lockdown and updated CEV/CV lists new measures introduced with staff in school to enable them to continue working including use of Perspex screens, changing to a room with more space to allow greater distancing. Oc Health referrals in place where needed. Parents reminded by letter of new guidelines and need for adhering to them at all times to keep all staff and children safe.
5.0	1.1.2021	CM	Parents required to wear face coverings at drop off and pick up time, reminders about 2 m distancing at gates. Two staff rooms created to separate the staff from the four classes during their break times and minimise chances of cross infection.

Symptoms of Covid-19



Risk Matrix

Appendix 2

LIKELIHOOD	High (H) Will happen in the next year or is already happening	Some effort required to monitor and mitigate risk	Immediate effort required to monitor and mitigate risk (Senior management must be informed)	Unacceptable risk. Immediate action to mitigate required. (Senior management must be involved)
	Medium (M) It could happen at some time in the next year	Acceptable level of risk mitigated by controls but requires some additional effort to reduce	Additional effort to monitor required while mitigation actions are implemented	Immediate effort required to monitor and mitigate risk (Senior management must be informed)
	Low (L) Unlikely to happen in the coming year	Acceptable risk level with excellent or highly effective mitigating controls	Acceptable level of risk mitigated by controls but requires some additional effort to reduce	Some effort required to monitor and mitigate risk
		Low (L) Organisation can continue to operate with as normal with no damage to finances / reputation	Medium (M) Organisation can function with work arounds however some damage to finances / reputation	High (H) Organisation cannot function as normal or reputation / finances will be significantly damaged
IMPACT				



St Mark and All Saints C of E Primary School COVID 19 Protective Measures Risk Assessment – V5 Updated in line with new Government guidance Jan 2021

Copy and paste previous version of risk assessment – i.e. first page copied below.

V1 Protective measures risk assessment for the summer term 2020

This assessment enables the Trust to implement its recovery planning around a range of 'protective measures' for the Summer Term. The assessment has been completed by the Trust Business Manager familiar with the operating systems in a number of Trust Schools alongside the Director of HR & Business Operations, and has been enhanced through information from our H&S and Occupational Health professionals, specifically in relation to health and wellbeing.

This COVID 19 protective measures risk assessment is based on the Surrey County Council Recovery Planning Team template that has been quality assured by Public Health Surrey. All School leaders have had an opportunity to inform this assessment, and will be responsible for implementing the localised operating protocols for each school.

All Trust staff will all have an opportunity to inform the successful implementation of recommended controls; Mitigation and Protective Measures.

In recognition of the dynamic situation, this risk assessment will be reviewed or superseded where guidance from the government changes, or where improvements are required following implementation by the Trust and Schools at a local level (daily or weekly).

This assessment should be used alongside the government guidance below:

<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/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020/opening-schools-for-more-children-and-young-people-initial-planning-framework-for-schools-in-england>

The Government has indicated its intention to produce a toolkit which will supersede this advice.

V2 Updated in line with the government's guidance for full opening of school – July 2020

If you wish to contact us about this document, please email:

Trust Business Manager (H&S Lead) Gill Farmer: gill.farmer@st-pauls-addlestone.surrey.sch.uk

And/or the Director of HR & Business Operations Joanne Cambra joanne.cambra@goodshepherdtrust.org.uk