

**Trumps Green Infant School**  
**COVID-19 Risk Assessment 21st August 2020 (based on Surrey July 2020 Exemplar)**

This is the COVID-19 risk assessment template for mainstream schools that has been prepared in response to the Government's guidance for full opening. The measures set out in this risk assessment provide a framework for school leaders to put in place proportionate protective measures for pupils and staff for September 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) are under constant review and updated as required according to National/local guidance and our local circumstances as Trumps Green Infant School.

- *Behaviour Policy and Behaviour Policy Addendum*
- *Safeguarding & Child Protection Policy*
- *Health and Safety Policy aka COVID Health and Safety Policy*
- *Infection Control Policy*
- *First Aid Policy*
- *School Emergency Plan*
- *COVID-19 arrangements for safeguarding and child protection at Trumps Green Infant School*
- *Cleaning and Sanitising Guidance for Schools and Education Settings*
- *Personal Protective Equipment Guidance for Schools and Education Settings*

### **Risk rating**

**As a school we have followed guidance. We are confident that we have put in place all measures possible to reduce/limit risk and to keep children, staff and families as safe as possible. However COVID 19 remains a new virus. We need to be cautious and risk averse, ever mindful of the changing situation therefore are comfortable with grading risk as Medium in most cases.**

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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 High Medium Low
Awareness of and adherence to policies and procedures		<ul style="list-style-type: none"> <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> <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 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.</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>Confidentiality Policy is followed at all times – this includes withholding the names of staff, volunteers and pupils with either confirmed or suspected cases of coronavirus.</li> </ul>	Yes	Head SLT Governors	1.9.2020 ongoing	L
<b>Prevention</b> 1. Minimise contact with individuals who are unwell with COVID-19 symptoms		<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 in the last 7 days, and 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 7 days and should arrange to have a test to see if they have</li> </ul>	Yes	Head SLT All staff	1.9.2020 ongoing	M

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		<p>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.</p> <ul style="list-style-type: none"> <li>• If a child is awaiting collection, they are moved to the quiet area outside, with appropriate adult supervision. The child must be 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 the disabled bathroom if possible following outside routes of travel. 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 to other people.</li> <li>• PPE will be worn by staff caring for the child while they await collection. More information on PPE use can be found in the <u>safe working in education, childcare and children’s social care settings, including the use of personal protective equipment (PPE) guidance</u>.</li> <li>• 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.</li> <li>• 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 &amp; Trace.</li> <li>• The Infection Control Policy and <u>Cleaning in non-healthcare settings</u> guidance to be followed to clean the area.</li> <li>• Any medication given to ease the unwell individual's symptoms, e.g. paracetamol, is administered in accordance with the Administering Medications Policy</li> </ul>				
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**Trumps Green Infant School**  
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		<ul style="list-style-type: none"> <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> </ul>				
<p><b>Prevention</b></p> <p>2. Good hand hygiene practice</p>		<ul style="list-style-type: none"> <li>The School will ensure that pupils wash 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>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.</li> <li>Advice regarding the use of face coverings is under review and subject to change</li> <li>Sufficient handwashing facilities are available. Non touch hand sanitisers have been installed in classrooms, other learning environments and all entry points.</li> </ul>	Yes	Head SLT All staff	1.9.2020 ongoing	M
<p><b>Prevention</b></p> <p>3. Good respiratory hygiene</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 non-touch pedal 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 must be in place for 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>	Yes	Head SLT All staff	1.9.2020 ongoing	M

**Trumps Green Infant School**  
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<p><b>Prevention</b> 4. Enhanced cleaning</p>	<ul style="list-style-type: none"> <li>• Surfaces that pupils are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches are cleaned more regularly than normal;</li> <li>• Soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts) are removed.</li> <li>• Both staff and pupil “Bubbles” have allocated toilets blocks and toilets will be cleaned regularly, and pupils encouraged to clean their hands thoroughly after using the toilet.</li> <li>• Additional alcohol-based sanitiser (that contains no less than 60 percent alcohol) is provided.</li> <li>• Sufficient amounts of liquid soap, hand sanitiser, clean water, paper towels and waste disposal bins are supplied in all toilets, classrooms and kitchen areas. Bar soap is not used.</li> <li>• Bins for tissues are emptied throughout the day;</li> <li>• Pupils do not share cutlery, cups or food.</li> <li>• All utensils are thoroughly cleaned before and after use.</li> <li>• The <a href="#">COVID-19: cleaning of non-healthcare settings guidance</a> is followed.</li> <li>• Outdoor playground equipment should be cleaned more frequently. This includes resources used inside and outside by wrap around care providers.</li> <li>• Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately in line with the Infection Control Policy and <a href="#">Cleaning in non-healthcare settings</a> guidance</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 short of cleaning product supplies, should email <a href="mailto:DfE-CovidEnquiries.COMMERCIAL@education.gov.uk">DfE-CovidEnquiries.COMMERCIAL@education.gov.uk</a></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>Yes</p>	<p>Head SLT All staff</p>	<p>1.9.2020 ongoing</p>	<p>M</p>
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<p><b>Prevention</b> 5. Minimise contact</p>		<ul style="list-style-type: none"> <li>• The number of contacts between pupils and staff is reduced. This is achieved through keeping groups separate (in 'Bubbles'), class Bubbles primarily and where essential Year group Bubbles and through maintaining distance between individuals where possible. The balance between the Bubbles and social distancing is based on: <ul style="list-style-type: none"> <li>• Pupils ability to distance;</li> <li>• The layout of the school site;</li> <li>• The feasibility of keeping distinct groups separate while offering a broad curriculum</li> </ul> </li> </ul> <p>More information on groups can be found in COVID-19: <a href="#">Guidance for full opening</a></p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• Adults to avoid close face to face contact and minimise time spent within 1 metre of anyone.</li> <li>• Pupils should be supported to maintain distance and not touch staff and their peers.</li> <li>• Classrooms and other learning environments are organised to maintain space between seats and desks where possible.</li> <li>• Pupils are seated side by side and facing forwards, rather than face to face or side on wherever possible.</li> <li>• Large gatherings such as assemblies are avoided, and groups kept apart.</li> <li>• All doors are propped open with door stops at all times</li> <li>• The timetable is revised to implement where possible: 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;</li> <li>• Pupils have designated outside space, the field is divided into Year group Bubbles</li> </ul>	Yes	Head SLT All staff	1.9.2020 ongoing	M
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		<ul style="list-style-type: none"> <li>• Pupils eat in the hall on a staggered timetabled basis. For each year group the two classes sit on either side of the hall. Staff clean areas meticulously between year group sitting.</li> <li>• Drop-off and collection times are staggered and communicated to parents and have been organised so that they minimise adult to adult contact</li> <li>• Parents are requested to leave school gates promptly and to maintain strict social distancing throughout drop off and collection times.</li> <li>• No parents to be on the premises – children are dropped off at one of our 3 gates</li> <li>• For Morning Club pupils must be dropped off at the turning circle gate at 8am. Staff will escort the children into the hall and the children will hand sanitise and be organised in separate class bubbles within the hall space.</li> <li>• Children are brought and collected to and from school by one parent/carer</li> <li>• There will be no face to face meetings between parents/school staff unless agreed by the Headteacher. These would only be permitted in exceptional/extreme circumstances</li> <li>• Pupils use the same classroom, desk or defined area of a setting throughout the day, with a thorough cleaning of the rooms at the end of the day.</li> <li>• Mixing within education or childcare setting is minimised by:             <ul style="list-style-type: none"> <li>○ accessing rooms directly from outside where possible;</li> <li>○ 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;</li> <li>○ The number of pupils using the toilet at any one time is limited;</li> </ul> </li> <li>• The use of shared space such as halls is limited and there is cleaning between use by different groups;</li> </ul>				
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		<ul style="list-style-type: none"> <li>• Each staff Bubble has designated space for lunch, time out and bathrooms. Each staff bubble are responsible for keeping these areas tidy and hygienically clean.</li> <li>• 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.</li> <li>• Classroom based resources, such as books and games, used and shared within the Bubble 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;</li> <li>• Pupils bring essential equipment into school each day, such as lunch boxes, hats, coats, books, stationery. 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.</li> <li>• Staff and pupils have their own individual and very frequently used equipment, such as pencils and pens, these are not shared;</li> <li>• 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 only where maximising distance between pupils and high levels of cleaning and hygiene. <a href="#">COVID-19: Guidance on phased return of sport and recreations.</a></li> <li>• Lessons which include singing, chanting, playing wind or brass instruments or shouting may cause an additional risk of infection so should be avoided. No sharing of instruments and ensure good ventilation is in place.</li> </ul>				
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<p><b>Prevention</b> 6. Where necessary, wear PPE</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 <a href="#">safe working in education, childcare and children's social care</a> for more information about preventing and controlling infection and follow <a href="#">SCC PPE guidance</a>.</li> </ul>	Yes	Head SLT All staff	1.9.2020 ongoing	M
<p><b>Response to infection</b> 7. Test and trace</p>		<ul style="list-style-type: none"> <li>• NHS Test and Trace process to be followed and understand how to contact their local <a href="#">Public Health England health protection team</a>. Staff members and parents/carers understand that they will need to be ready and willing to: <ul style="list-style-type: none"> <li>○ <a href="#">book a test</a> 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 all our children 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>○ <a href="#">self-isolate</a> if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19)</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 or staff who have developed symptoms at schools, where providing a test will increase the likelihood of them getting tested. (TBC)</li> <li>• The school will ask parents and staff to inform them immediately of the result of the test:</li> </ul>	Yes	Head SLT All staff	1.9.2020 ongoing	M

**Trumps Green Infant School**  
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		<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> <li>○ If someone test positive they should follow the <a href="#">‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’</a> 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.</li> </ul>				
<p><b>Response to infection</b></p> <p>8. Managing confirmed COVID-19 cases</p>		<ul style="list-style-type: none"> <li>• <a href="#">Flowchart school response to suspected or confirmed COVID-19 cases</a> to be followed for suspected or confirmed cases.</li> <li>• If someone has attended the site tests positive for COVID-19, the local health protection team will be contacted by the school.</li> <li>• 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.</li> <li>• 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"> <li>○ 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)</li> <li>○ Proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual</li> <li>○ Travelling in a small vehicle, like a car, with an infected person</li> </ul> </li> <li>• 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.</li> </ul>	Yes	Head SLT All staff	1.9.2020 ongoing	M



**Trumps Green Infant School**  
**COVID-19 Risk Assessment 21st August 2020 (based on Surrey July 2020 Exemplar)**

		<ul style="list-style-type: none"> <li>Home learning plan in place by the end of September 2020 for individual pupils or groups of pupils self-isolating.</li> </ul>				
<b>Response to infection</b> 9. Contain any outbreaks		<ul style="list-style-type: none"> <li>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.</li> <li>Follow local health protection advice, this may include a larger number of other pupils self-isolate at home as a precaution.</li> <li>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.</li> <li>Home learning plan in place by the end of September 2020 for individual pupils or groups of pupils self-isolating.</li> </ul>	Yes	Head SLT All staff	1.9.2020 ongoing	M
Emergencies		<ul style="list-style-type: none"> <li>All pupil emergency contact details are up-to-date, including alternative emergency contact details, where required.</li> <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>	Yes	Head SLT All staff	1.9.2020 ongoing	L
Communication		<ul style="list-style-type: none"> <li>Children, parents, carers or any visitors, such as suppliers, are told not to enter school premises if they are displaying any symptoms of coronavirus (following the <a href="#">COVID-19: guidance for households with possible coronavirus infection</a>)</li> <li>Staff reports immediately to the Headteacher about any cases of suspected coronavirus, even if they are unsure;</li> <li>The Headteacher contacts the Area Schools Officer 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.</li> </ul>	Yes	Head SLT All staff Parents Cleaning Company IMS	1.9.2020 ongoing	L



**Trumps Green Infant School**  
**COVID-19 Risk Assessment 21st August 2020 (based on Surrey July 2020 Exemplar)**

	<ul style="list-style-type: none"> <li>• Schools contact their Area Schools Officer if there are any specific recommendations for their school;</li> <li>• Schools keep pupils and parents adequately updated about any changes to infection control procedures as necessary;</li> <li>• 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;</li> <li>• Cleaning contractors or staff are briefed on the additional cleaning requirements and agree additional hours to allow for this.</li> </ul>				
Partial school closure if necessary	<ul style="list-style-type: none"> <li>• The school communicates with parents via letter/email regarding any updates to school procedures which are affected by the coronavirus pandemic;</li> <li>• Children working from home are assigned work to complete to a timeframe set by their teacher;</li> <li>• 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; This has to be manageable and reasonable for teachers workloads</li> <li>• The Behavioural Policy and Staff Code of Conduct are adhered to at all times, even while working remotely;</li> <li>• The Headteacher ensures all pupils have access to home learning;</li> <li>• 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.</li> </ul>	Yes	Head SLT All staff	1.9.2020 ongoing	L