

## Holy Trinity Pewley Down COVID-19 RISK ASSESSMENT January 2021



**This risk assessment has been completed for Holy Trinity Pewley Down School. It is an assessment of the risks associated with the DFE's instruction January 2021 to only allow critical worker and vulnerable children into school following the Covid-19 pandemic. It will be shared with staff and parents / carers, as well as published on the school website to provide transparency of our approach to all members of the school community, explaining the adjustments made to mitigate against risks caused by coronavirus (COVID-19).**

As well as this overview, HTPD school will also review and update our wider premises, staff and pupil risk assessments and consider the need for relevant revised controls in respect of our conventional risk profile considering the implications of coronavirus (COVID-19).

This document sits 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.hse.gov.uk/coronavirus/assets/docs/risk-assessment.pdf>

The following school policies have also been reviewed and updated as required:

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

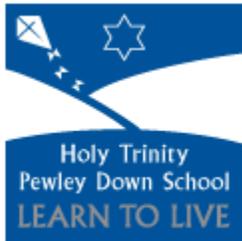
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	Recommended controls/Mitigation and Protective Measures	In place? Yes/No	By whom?	Deadline
Awareness of and adherence to policies and procedures	<ul style="list-style-type: none"> <li>• Health and Safety Policy has been updated in light of the COVID-19 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>Infection Control Policy</b></li> <li>- <b>First Aid Policy</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>	Y  Y  Y  Y  Y	CB/ MS	Sept 2020



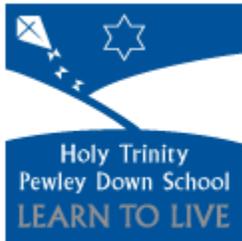
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	<ul style="list-style-type: none"> <li>• Staff are made aware of the school's infection control procedures in relation to coronavirus.</li> <li>• Parents / carers are made aware of the school's infection control procedures in relation to coronavirus 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>• 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>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>		
<p><b>Prevention</b></p> <p>1. Minimise contact with individuals who are unwell with COVID-19 symptoms</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 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 for coronavirus (COVID-19). Other members of their household</li> </ul>	<p>Y</p> <p>Y</p>	<p>SLT and first aiders</p>	<p>Sept 2020</p>



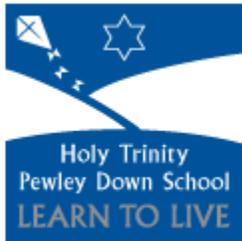
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	<p>(including any siblings) should self-isolate for 10 days from when the symptomatic person first had symptoms.</p> <ul style="list-style-type: none"> <li>• If a child is awaiting collection, they are moved, where possible, to a room where they can 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 toilet while waiting to be collected, they should use a designated toilet if possible. The toilet 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. See the <u><a href="#">COVID-19: cleaning of non-healthcare settings guidance</a></u>.</li> <li>• 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 <u><a href="#">safe working in education, childcare and children’s social care settings, including the use of personal protective equipment (PPE) guidance</a></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> </ul>	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>		
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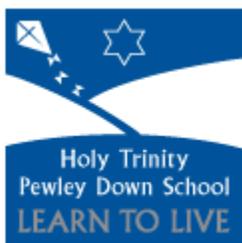
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	<ul style="list-style-type: none"> <li>Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, 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> <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</u> guidance</li> </ul>	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>		
<p><b>Prevention</b></p> <p>2. Good hand hygiene practice</p>	<ul style="list-style-type: none"> <li>HTPD 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>Younger pupils (R-2) 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 advised not to touch the front of their face covering during use or when removing them. Parents/ carers are advised regarding masks not being worn in school. Guidance on <u>safe working in education, childcare and children's social care</u> provides more advice.</li> <li>Sufficient handwashing facilities are available.</li> </ul>	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>	<p>All staff</p>	<p>Sept 2020</p>



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<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 is encouraged with a 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 advice.</li> <li>• Risk assessments will be drawn up 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>Y</p> <p>Y</p> <p>Y</p>	<p>All staff</p> <p>DC</p>	<p>Sept 2020</p>
<p><b>Prevention</b></p> <p>4. Enhanced cleaning</p>	<ul style="list-style-type: none"> <li>• Surfaces that pupils and staff touch more frequently, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters are cleaned more regularly;</li> <li>• Soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts) are removed.</li> <li>• Toilets will be cleaned regularly, and pupils will be encouraged to clean their hands thoroughly after using the toilet.</li> <li>• The <u>COVID-19: cleaning of non-healthcare settings guidance</u> is followed.</li> <li>• Outdoor playground equipment should be cleaned more frequently. This includes resources used inside and outside by Clubs+ and PUPS 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 <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> </ul>	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>	<p>Site manager, all staff, cleaning team</p>	<p>Sept 2020</p>



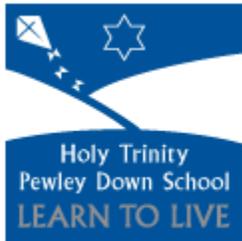
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	<ul style="list-style-type: none"> <li>The site manager arranges enhanced cleaning to be undertaken where required – advice about enhanced cleaning protocols is sought from the local health team.</li> <li>The site manager monitors the cleaning standards of school cleaning contractors and discusses any additional measures required with regards to managing the spread of coronavirus.</li> </ul>	Y		
<p><b>Prevention</b></p> <p>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 classes separate, reducing the total number in each class, and through maintaining distance between individuals. More information on groups can be found in <a href="#">COVID-19: Guidance for full opening</a></li> <li>If staff or pupils cannot maintain distancing, particularly with younger pupils, the risk is reduced by keeping pupils in smaller class sized groups.</li> <li>Staff should only move between classes 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 (eg PPA staff, SEND staff).</li> <li>Adults to avoid close face to face contact and minimise time spent within 1 metre of anyone.</li> <li>Pupils that are old enough 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> </ul>	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>	<p>SLT and implemented by all staff</p>	<p>Sept 2020</p>



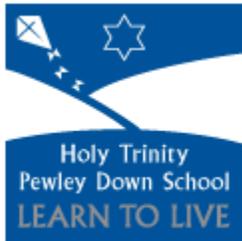
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	<ul style="list-style-type: none"> <li>• Pupils are seated side by side and facing forwards, rather than face to face or side on.</li> <li>• Assemblies do not take place, and classes are kept apart.</li> <li>• The timetable is revised to implement where possible:             <ul style="list-style-type: none"> <li>○ Plan for lessons or activities which keep groups apart and movement around the school site to a minimum;</li> <li>○ Maximise the number of lessons or classroom activities which could take place outdoors;</li> <li>○ Break times (including lunch) are staggered so that all pupils are not moving around the school at the same time;</li> <li>○ Drop-off and collection times are staggered and communicated to parents;</li> <li>○ Parents' drop-off and pick-up protocols are planned and communicated so that they minimise adult to adult contact;</li> </ul> </li> <li>• Pupils use the same classroom or defined area of a setting throughout the day, with a thorough cleaning of the rooms at the end of the day. And are seated at the same desk;</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>○ establishing one-way circulation, and teaching children to walk on the left of the corridor and stairs to keep groups apart as they move around school</li> <li>○ staggering lunch breaks, ensuring children wash their hands before lunch and seating classes apart</li> <li>○ The number of pupils using the toilet at any one time is limited;</li> </ul> </li> </ul>	<p style="text-align: center;">Y</p>		
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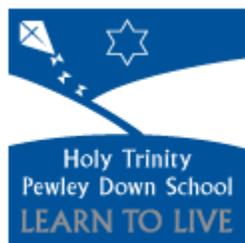
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	<ul style="list-style-type: none"> <li>• The use of shared space such as halls is limited and there is cleaning between use by different groups;</li> <li>• The use of staff rooms and offices is staggered to limit occupancy.</li> <li>• Visitors to 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, are used and shared within each class; these are cleaned regularly, along with all frequently touched surfaces. Resources that are shared between classes, such as sports, art and science equipment are cleaned frequently and meticulously and always before being used by another class, 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 classes;</li> <li>• Pupils limit the amount of equipment they bring into school each day, to essentials such as lunch boxes, hats, coats, books, and stationery. Bags are allowed. Pupils and teachers can take books and other shared resources home, although unnecessary sharing is avoided. Rules on hand cleaning, cleaning of the resources and rotation apply to these resources.</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 PE lessons take place and not</li> </ul>	<p style="text-align: center;">Y</p>		
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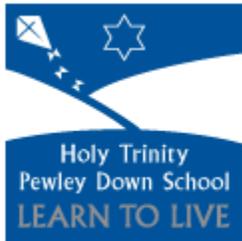


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	<p>indoor (indoor movement breaks not to involve increased breathing).  <u>COVID-19: Guidance on phased return of sport and recreations.</u></p> <ul style="list-style-type: none"> <li>Lessons which include singing, chanting, playing wind or brass instruments or shouting may cause an additional risk of infection and are therefore avoided. Control measures of physical distancing, playing outside, limiting group size to 15, positioning pupils back to back or side to side, avoiding sharing of instruments and ensuring good ventilation are put in place.</li> </ul>	Y		
		Y		
<p><b>Prevention</b></p> <p>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 school, 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>	Y	SLT and First aiders	Sept 2020
<p><b>Response to infection</b></p>	<ul style="list-style-type: none"> <li>NHS Test and Trace process to be followed and HTPD school understands how to contact their local <u>Public Health England health</u></li> </ul>	Y	SLT and first aiders	Sept 2020





<p>7. Test and trace</p>	<p><u>protection team</u>. Staff members and parents/carers understand that they will need to be ready and willing to:</p> <ul style="list-style-type: none"> <li>○ <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</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>○ <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)</li> </ul> <ul style="list-style-type: none"> <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.</li> <li>• 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 as long as they have not been in contact with a person who has tested positive.</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-isolate for at least 10 days from the onset of their symptoms and then return to school only if they do not have symptoms</li> </ul> </li> </ul>	<p>Y</p> <p>Y</p>		
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	<p>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 10 days.</p> <ul style="list-style-type: none"> <li>Introduce voluntary NHS lateral flow devices for twice weekly home testing to identify asymptomatic cases. Staff to be informed about how the testing system works (see minuted introduction given to whole staff – 18.1.21) with a careful explanation to ensure that other control measures are not compromised. Staff to continue to self-isolate if they have been in contact with a positive case. Any positive asymptomatic individuals should take a confirmatory PCR test, staying away from school until the result is confirmed. Testing to be coordinated by the headteacher and administered by the school business manager.</li> </ul>	Y	Headteacher and SBM	
<p><b>Response to infection</b></p> <p>8. Managing confirmed COVID-19 cases</p>	<ul style="list-style-type: none"> <li><u>Flowchart school response to suspected or confirmed COVID-19 cases</u> to be followed for suspected or confirmed cases.</li> <li>If someone who 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 10 days since they were last in close contact with that person when they were infectious. Close contact means:</li> </ul>	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>	SLT and first aiders	Sept 2020





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<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> <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>Y Y Y Y</p>	<p>Admin team</p>	<p>Sept 2020</p>
<p>Managing School Transport</p>	<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>• 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>Y Y Y Y Y</p>	<p>HT</p>	<p>Sept 2020</p>



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This document has been prepared by the senior leadership team, using a Surrey template, and with the support of the health and safety governor, Mark Sharman. It has been adopted by the full governing body. It will be reviewed periodically (at least termly) unless it is deemed to be no longer suitable or sufficient (for example if there are changes in external guidance or if there is a positive case of Covid19 at HTPD).

Date adopted: July 2020

Date of latest review: January 2021

Date for next formal review: April 2021 (unless required before)

Signed:

Clare Brunet

Headteacher Holy Trinity Pewley Down School

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Mark Sharman

Governor of Holy Trinity Pewley Down School

ECM Committee Chair