

Surrey Exemplar COVID-19 Risk Assessment Template v3 9 July 2020

Please find attached a 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. **The Governing Body/Trust Board must take ownership of the risk assessment and have oversight of the principles behind its contents.**

This tool may be useful as you undertake planning around a range of 'protective measures' for the **Autumn** Term and is entirely optional. Some sections will be more or less applicable, depending on your phase and context, and please feel free to change, adapt and supplement with additional detail as necessary.

School Leaders should share their risk assessment with the school workforce and should consider publishing it on their website to provide transparency of approach to parents, carers and pupils.

Schools should also review and update their wider premises, staff and pupil risk assessments and consider the need for relevant revised controls in respect of their conventional risk profile considering the implications of coronavirus (COVID-19).

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 SCC template was used to complete the Protective Measure Risk assessment for St Hilary's Prep School, as requested by the DfE. The Risk Assessment was completed by the Headmistress, Jane Whittingham on 19.08.20 and will be subject to weekly review, or more often if necessary. The document has been ratified by the Chair of Governors, Richard Thompson and shared with the Governors, Staff and posted on the School's website.

RA reviewed and comments added in blue following new guidelines. JW 27.08.20

**Surrey Exemplar
COVID-19 Risk Assessment Template v3 9 July 2020**

Please note the following abbreviations and responsibilities:

JW: Jane Whittingham, Headmistress, SLT: Senior Leadership Team, GM: Gemma Mitchell, Deputy Head and DSL, HW: Hannah Wynn, Business Manager, MP: Mary Price, Director of Studies, JT: Jackie Trew, Lead First Aid Officer and Office Manager

The following School policies have been reviewed and updated as required:

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

Issued on behalf of the Surrey Recovery Planning Team

	Risk rating prior to action H/M/L	Recommended controls/Mitigation and Protective Measures	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
Awareness of and adherence to policies and procedures	M	<ul style="list-style-type: none"> • Health and Safety Policy has been updated in light of the COVID-19 advice • All staff, pupils and volunteers are aware of all relevant policies and procedures including, but not limited to, the following: <ul style="list-style-type: none"> - Health and Safety Policy 	YES	HW	19.08.20	L
	H		YES	JW / GM	24.08.20 (when furloughed)	L



Surrey Exemplar
 COVID-19 Risk Assessment Template v3 9 July 2020

	H	<ul style="list-style-type: none"> - Infection Control Policy - First Aid Policy <ul style="list-style-type: none"> • All staff have regard to all relevant guidance and legislation including, but not limited to, the following: <ul style="list-style-type: none"> - The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 - The Health Protection (Notification) Regulations 2010 - Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities' - DfE and PHE (2020) 'COVID-19: guidance for educational settings' 	YES	HW	staff unfurloughed) 24.08.20 (when furloughed staff unfurloughed)	L
	H	<ul style="list-style-type: none"> • The relevant staff receive any necessary training that helps minimise the spread of infection, e.g. infection control training. 	YES	JW / HW	24.08.20 (when furloughed staff unfurloughed)	L
	H	<ul style="list-style-type: none"> • The school keeps up-to-date with advice issued by, but not limited to, the following: <ul style="list-style-type: none"> - DfE; NHS; Department of Health and Social Care; PHE 	YES	JW	Ongoing	L
	H	<ul style="list-style-type: none"> • Staff are made aware of the school's infection control procedures in relation to coronavirus. 	YES	JW	19.08.20 & 24.08.20 when furloughed staff unfurloughed	L
	H	<ul style="list-style-type: none"> • 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 	YES	JW	Update to Parents sent 19.08.20	L



**Surrey Exemplar
COVID-19 Risk Assessment Template v3 9 July 2020**

	H	and that they will be following the national <u>Stay at Home</u> guidance.	YES	JW	In 1 st assembly of the academic year (via zoom) on 03.09.20	L
	H	<ul style="list-style-type: none"> 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. 	YES	JW	In Update to staff on 19.08.20 and in assembly as above	L
		<ul style="list-style-type: none"> 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. The Staff and Volunteer Confidentiality Policy and Pupil Confidentiality Policy are followed at all times – this includes withholding the names of staff, volunteers and pupils with either confirmed or suspected cases of coronavirus. 	YES	HW / JT	Ongoing	L
Prevention 1. Minimise contact with individuals who are unwell with COVID-19 symptoms	H	<ul style="list-style-type: none"> Staff and other adults do not come into the school if they have coronavirus (COVID-19) symptoms, or have tested positive in the last 7 days, and anyone developing those symptoms during the school day is sent home. 	YES	JW / JT	Update to staff 19.08.20 Other staff will be vetted on arrival	L
	H	<ul style="list-style-type: none"> If anyone in the school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they are sent home and advised to follow 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection', which sets out that they must self-isolate for at least 7 days and should arrange to have a test to see if they have coronavirus (COVID-19). Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms. 	YES	JW	Updates to parents and staff on 19.08.20	L

**Surrey Exemplar
COVID-19 Risk Assessment Template v3 9 July 2020**

	H	<ul style="list-style-type: none"> If a child is awaiting collection, they are moved, where possible, to a room where they can be isolated behind a closed door, depending on the age and needs of the child, with appropriate adult supervision if required. A window should be opened for ventilation. If it is not possible to isolate them, they are moved to an area which is at least 2 metres away from other people. 	YES	JW / JT/GM	Updates to parents and staff on 19.08.20	L
	H	<ul style="list-style-type: none"> If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom must be cleaned and disinfected using standard cleaning products before being used by anyone else. 	YES	JW / JT/GM/ HW	Updates to parents and staff on 19.08.20	L
	H	<ul style="list-style-type: none"> Everyone will wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. The area around the person with symptoms must be cleaned with normal household disinfectant after they have left to reduce the risk of passing the infection on to other people. See the COVID-19: cleaning of non-healthcare settings guidance. 	YES	JW / JT/GM/ HW	Updates to parents and staff on 19.08.20	L
	H	<ul style="list-style-type: none"> PPE will be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs). More information on PPE use can be found in the safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE) guidance. 	YES	JW / JT/GM	Updates to parents and staff on 19.08.20	L
	H	<ul style="list-style-type: none"> In an emergency, call 999 if someone is seriously ill or injured or their life is at risk. Anyone with coronavirus (COVID-19) symptoms should not visit the GP, pharmacy, urgent care centre or a hospital. 	YES	JW /JT /GM	Updates to parents and staff on 19.08.20	L
	H	<ul style="list-style-type: none"> Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the 	YES	JW	Updates to parents and staff on 19.08.20	L

**Surrey Exemplar
COVID-19 Risk Assessment Template v3 9 July 2020**

	H	<ul style="list-style-type: none"> symptomatic person subsequently tests positive (see below) or they have been requested to do so by NHS Test & Trace. 	YES	HW	Ongoing	L
	H	<ul style="list-style-type: none"> The Infection Control Policy and <u>Cleaning in non-healthcare settings</u> guidance to be followed to clean the area. 	YES	JT	Ongoing	L
	H	<ul style="list-style-type: none"> Any medication given to ease the unwell individual's symptoms, e.g. paracetamol, is administered in accordance with the Administering Medications Policy 	YES	JT/ HW	Ongoing	L
	H	<ul style="list-style-type: none"> Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately in line with the Infection Control Policy and <u>Cleaning in non-healthcare settings</u> guidance 	YES	JT/ HW	Ongoing	L
	H	<ul style="list-style-type: none"> The School is waiting to receive a limited number of free testing kits from PHE in the first week of September. Tests will not be administered at School but will be given to families who will find it difficult to arrange testing or are reluctant to go and get tested. 	Yes	JW/ JT/GM	Ongoing	L
Prevention	H	<ul style="list-style-type: none"> The School will ensure that pupils clean their hands regularly, including when they arrive at school, when they return from breaks, when they change rooms and before and after eating. 	YES	JW Class /Form Teachers	Initial Assembly on 3.09.20 and reminders from staff	L
2. Good hand hygiene practice	H	<ul style="list-style-type: none"> The School will sanitise children's hands before lunch 	Yes	Staff on duty	Ongoing	L
	H	<ul style="list-style-type: none"> 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. 	YES	Staff	Ongoing	L
	H	<ul style="list-style-type: none"> The school will build hand washing routines into school culture, supported by behaviour expectations set out in the school Behaviour Policy. 	YES	Staff /GM	Ongoing In the Update to Parents 19.08.20	L
	H	<ul style="list-style-type: none"> 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 	YES	SLT on Duty at the entry	Ongoing	L

**Surrey Exemplar
COVID-19 Risk Assessment Template v3 9 July 2020**

	H	<p>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.</p> <ul style="list-style-type: none"> Sufficient handwashing facilities are available. Where a sink is not nearby, provide hand sanitisers in classrooms and other learning environments. 	YES	points to School HW / all Staff	Ongoing	L
<p>Prevention</p> <p>3. Good respiratory hygiene</p>	H	<ul style="list-style-type: none"> 'Catch it, bin it, kill it' approach continues to be very important, suitable number of tissues and bins available in the school to support pupils and staff to follow this routine. Younger pupils and those with complex needs are helped to follow this. Risk assessments to identify pupils with complex needs who struggle to maintain good respiratory hygiene, for example those who spit uncontrollably or use saliva as a sensory stimulant. 	YES	HW	Ongoing	L
	H		<ul style="list-style-type: none"> There are no pupils with complex needs 	YES for younger pupils. There are no pupils with complex needs	EYFS Team	Ongoing
<p>Prevention</p> <p>4. Enhanced cleaning</p>	H	<ul style="list-style-type: none"> Surfaces that pupils are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters are cleaned more regularly than normal; Soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts) are removed. 	YES	Cleaning Company / staff	Ongoing	L
	H		<ul style="list-style-type: none"> There are no pupils with complex needs 	YES	Teachers	Ongoing

**Surrey Exemplar
COVID-19 Risk Assessment Template v3 9 July 2020**

	H	<ul style="list-style-type: none"> 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. 	YES	Cleaning company / staff	Ongoing	L
	H	<ul style="list-style-type: none"> The COVID-19: cleaning of non-healthcare settings guidance is followed. 	YES	HW / Cleaning Company	Ongoing	L
	H	<ul style="list-style-type: none"> 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. 	YES	HW / staff	Ongoing	L
	H	<ul style="list-style-type: none"> 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 	YES	JT /Staff	Ongoing	L
	H	<ul style="list-style-type: none"> 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. 	YES	HW	Ongoing	L
	H	<ul style="list-style-type: none"> 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 	YES	HW	Ongoing	L
	H	<ul style="list-style-type: none"> The SBM monitors the cleaning standards of school cleaning contractors and discusses any additional measures required with regards to managing the spread of coronavirus. 	YES	HW	Ongoing	L
Prevention	H	<ul style="list-style-type: none"> 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: <ul style="list-style-type: none"> Pupils ability to distance; The layout of the school site; 	YES	JW	Ongoing	L
5. Minimise contact						

**Surrey Exemplar
COVID-19 Risk Assessment Template v3 9 July 2020**

		<ul style="list-style-type: none"> ○ 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>				
	H	<ul style="list-style-type: none"> • If staff or pupils cannot maintain distancing, particularly with younger pupils, the risk is reduced by keeping pupils in smaller class sized groups. 	YES	JW	Ongoing	L
		<ul style="list-style-type: none"> • 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. 	YES	JW	Ongoing	L
	H	<ul style="list-style-type: none"> • Adults to avoid close face to face contact and minimise time spent within 1 metre of anyone. 	YES	All staff	Ongoing	L
	H	<ul style="list-style-type: none"> • Pupils old enough should be supported to maintain distance and not touch staff and their peers. 	YES	JW / Staff	JW to remind pupils in assembly on 03.09.20	L
	H	<ul style="list-style-type: none"> • Classrooms and other learning environments are organised to maintain space between seats and desks where possible. 	YES	JW / SLT/Staff	Ongoing	L
	H	<ul style="list-style-type: none"> • Pupils are seated side by side and facing forwards, rather than face to face or side on. 	YES (except EYFS)	Teachers	Ongoing	L
	H	<ul style="list-style-type: none"> • Large gatherings such as assemblies are avoided, and groups kept apart. 	YES	JW / Staff	Ongoing	L
	H	<ul style="list-style-type: none"> • The timetable is revised to implement where possible: <ul style="list-style-type: none"> ○ Plan for lessons or activities which keep groups apart and movement around the school site to a minimum; ○ Maximise the number of lessons or classroom activities which could take place outdoors; 	YES	GM / Teachers	Ongoing	L
			YES	GM / Teachers	Ongoing	L

Surrey Exemplar
 COVID-19 Risk Assessment Template v3 9 July 2020

		<ul style="list-style-type: none"> ○ Staggered assembly groups; 	N/A	JW	Assembly via Zoom	L
		<ul style="list-style-type: none"> ○ Break times (including lunch) are staggered so that all pupils are not moving around the school at the same time; 	N/A	GM / staff	Pupils are able to use different corridors and exit points	L
		<ul style="list-style-type: none"> ○ Drop-off and collection times are staggered and communicated to parents; 	YES	JW	In Update to Parents 19.08.20	L
		<ul style="list-style-type: none"> ○ Parents' drop-off and pick-up protocols are planned and communicated so that they minimise adult to adult contact; 	YES	JW	In Update to Parents 19.08.20	L
	H	<ul style="list-style-type: none"> ● 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; 	YES apart for going for limited specialist teaching	GM / teachers	Ongoing	L
	H	<ul style="list-style-type: none"> ● Windows will be opened in classrooms, Hall, Pepper Pot, corridors and other 'common areas' and doors (not fire) doors will be propped open to encourage good ventilation 	YES	All staff	Ongoing	L
	H	<ul style="list-style-type: none"> ● Mixing within education or childcare setting is minimised by: <ul style="list-style-type: none"> ○ accessing rooms directly from outside where possible; 	Yes	All staff	Ongoing	L
		<ul style="list-style-type: none"> ○ considering one-way circulation, or place a divider down the middle of the corridor to keep groups apart as they move through the setting where spaces are accessed by corridors; 	NO	As above	Not necessary due to external exits and teachers escorting pupils out	L



**Surrey Exemplar
COVID-19 Risk Assessment Template v3 9 July 2020**

	H	<ul style="list-style-type: none"> ○ staggering lunch breaks and pupils clean their hands beforehand and enter in the groups they are already in or pupils are brought their lunch in their classrooms; ○ The number of pupils using the toilet at any one time is limited; 	YES	All staff	Ongoing	L
	H	<ul style="list-style-type: none"> • The use of shared space such as halls is limited and there is cleaning between use by different groups; 	YES	All staff	The timetabling of the hall has been significantly reduced	L
	H	<ul style="list-style-type: none"> • The use of staff rooms and offices is staggered to limit occupancy. 	YES	HW / JT	Staffroom is only to make drinks – not to stay in and chat	L
	H	<ul style="list-style-type: none"> • Visitors to the site, such as contractors, local authority employees and health employees to be fully briefed on the school's arrangements and follow site guidance on physical distancing and hygiene on or before arrival. Where visits can happen outside of school hours, they should. A record will be kept of all visitors. 	YES	JT/JW/HW/ BMc	Ongoing	L
	H	<ul style="list-style-type: none"> • 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; 	YES	Pupils, Staff	Ongoing	L
	H	<ul style="list-style-type: none"> • Pupils limit the amount of equipment they bring into school each day, to essentials such as lunch boxes, hats, coats, books, stationery and mobile phones. Bags are allowed. Pupils and teachers can take books and other shared resources home, although unnecessary sharing is avoided. Rules on hand 	YES	JW /Staff	Outlined in Parent / Staff Updates 19.08.20	L



**Surrey Exemplar
COVID-19 Risk Assessment Template v3 9 July 2020**

	H	cleaning, cleaning of the resources and rotation apply to these resources.	YES	Teachers	Outlined in Parent / Staff Updates 19.08.20	L
	H	<ul style="list-style-type: none"> Staff and pupils have their own individual and very frequently used equipment, such as pencils and pens, these are not shared; 	YES	GM / Director of Sport	Ongoing Outlined in Parents / Staff Updates 19.08.20	L
	H	<ul style="list-style-type: none"> Physical Education classes should be kept in consistent groups and sports equipment thoroughly cleaned between use by different groups. Contact sport to be avoided. Outdoor sports to be prioritised and large indoor spaces used where not to ensure maximising distance between pupils and high levels of cleaning and hygiene. COVID-19: Guidance on phased return of sport and recreations. Lessons which include singing, chanting, playing wind or brass instruments or shouting may cause an additional risk of infection. Control measures of physical distancing, playing outside, limiting group size to 15, positioning pupils back to back or side to side, avoiding sharing of instruments and ensuring good ventilation are put in place. 	YES	Director of Music, Peripatetic Music Teachers	Outlined in Parents / Staff Updates 19.08.20	L
Prevention	H	<ul style="list-style-type: none"> The majority of staff in education settings will not require PPE beyond what they would normally need for their work. PPE is only needed in a very small number of cases, including: <ul style="list-style-type: none"> where an individual child or young person becomes ill with coronavirus (COVID-19) symptoms while at schools, and only then if a distance of 2 metres cannot be maintained where 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 the School has PPE ready to use Read the guidance on safe working in education, childcare and children's social care for more information about preventing and controlling infection and follow SCC PPE guidance. 	YES	JT/JW / GM	Outlined in Parents / Staff Updates 19.08.20	L
6. Where necessary, wear PPE			YES	JT/JW		L

**Surrey Exemplar
COVID-19 Risk Assessment Template v3 9 July 2020**

Response to infection 7. Test and trace	H	<ul style="list-style-type: none"> NHS Test and Trace process to be followed and understand how to contact their local Public Health England health protection team. Staff members and parents/carers understand that they will need to be ready and willing to: <ul style="list-style-type: none"> book a test if they are displaying symptoms. Staff and pupils must not come into the school if they have symptoms and must be sent home to self-isolate if they develop them in school. All pupils can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test & Trace self-isolate if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19) 	YES	JW	Outlined in Parents / Staff Updates 19.08.20	L
	H	<ul style="list-style-type: none"> A small number of home testing kits available to be given directly to parents/carers collecting a child who has developed symptoms at school or staff who have developed symptoms at schools, where providing a test will increase the likelihood of them getting tested. 	YES	JW/JT	Ongoing	L
	H	<ul style="list-style-type: none"> The school will ask parents and staff to inform them immediately of the result of the test: <ul style="list-style-type: none"> If someone tests negative, if they feel well and no longer have symptoms similar to COVID-19 they can stop self-isolating. If someone test positive they should follow the 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection' and must continue to self-isolate for at least 7 days from the onset of their symptoms and then return to school only if they do not 	YES	JW	Update to Staff and Parents 19.08.20	L
				YES	JW	Update to Staff and Parents 19.08.20



Surrey Exemplar
 COVID-19 Risk Assessment Template v3 9 July 2020

		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.				
Response to infection 8. Managing confirmed COVID-19 cases	H	<ul style="list-style-type: none"> • Flowchart school response to suspected or confirmed COVID-19 cases to be followed for suspected or confirmed cases. • If someone has attended the site tests positive for COVID-19, the local health protection team will be contacted by the school. • 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. • Based on the advice from the health protection team, schools must send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious. Close contact means: <ul style="list-style-type: none"> ○ Direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin) ○ Proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual ○ Travelling in a small vehicle, like a car, with an infected person • Records of pupils and staff in each group and any close contact that takes place between pupils and staff in different groups to be kept. This does not need to include every interaction a member of staff or pupil has. • Remote education plan in place by the end of September 2020 for individual pupils or groups of pupils self-isolating. 	YES	JW / SLT	Ongoing	L
	H		YES	JW	As necessary	L
	H		YES	JW	Information given to Parents / Staff	L
	H		YES	GM	Ongoing	L
	H		YES	GM/MP	By the beginning of	L

**Surrey Exemplar
COVID-19 Risk Assessment Template v3 9 July 2020**

					the academic year	
Response to infection 9. Contain any outbreaks	H	<ul style="list-style-type: none"> If two or more cases are confirmed within 14 days or an overall rise in sickness absence where COVID-19 is suspected, there may be an outbreak and the local health protection will advise on any additional action required. 	Yes	JW/JT	Ongoing	L
	H	<ul style="list-style-type: none"> Follow local health protection advice, this may include a larger number of other pupils self-isolate at home as a precaution. In consultations with the local Director of Public Health, where an outbreak in a school is confirmed, a mobile testing unit may be dispatched to test others who may have been in contact with the person who tested positive. 	YES	JW	As necessary	L
	H	<ul style="list-style-type: none"> Remote education plan in place by the end of September 2020 for individual pupils or groups of pupils self-isolating. 	YES	GM / MP	Ready to start whenever necessary	L
Emergencies	H	<ul style="list-style-type: none"> All pupil emergency contact details are up-to-date, including alternative emergency contact details, where required. 	YES	JT /HW	Parents reminded in update 19.08.20 School policy Ongoing	L
		<ul style="list-style-type: none"> Parents are contacted as soon as practicable in the event of an emergency. 	YES	JW /JT		L
		<ul style="list-style-type: none"> Pupil alternative contacts are called where their primary emergency contact cannot be contacted. 	YES	JW / JT		L
		<ul style="list-style-type: none"> 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. 	YES	JT		L
Managing School Transport		<ul style="list-style-type: none"> Parents and pupils are encouraged to walk or cycle to their education setting where possible; 	YES	JW	Parent Update 19.08.20	L
		<ul style="list-style-type: none"> Parents and pupils are discouraged from using public transport, where possible particularly during peak times; 	YES	JW	As above	L
		<ul style="list-style-type: none"> For more information on home to school transport, please refer to SCC guidance in safer working for home to school transport. 	Checked	JW /HW	Ongoing	L

**Surrey Exemplar
COVID-19 Risk Assessment Template v3 9 July 2020**

		<ul style="list-style-type: none"> • Where possible, transport arrangements are organised to cater for any changes to start and finish times; • Transport providers are advised that they do not work if they or a member of their household are displaying any symptoms of coronavirus; • Transport providers, as far as possible, are advised of the need to follow hygiene rules and try to keep distance from their passengers; • Revised travel plans are communicated clearly to contractors, local authorities and parents where appropriate (for instance, to agree pick-up and drop-off times). Not applicable 	<p>NA NA</p>		<p>The School employs minibus drivers who will follow staff policy</p>	<p>L</p>
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