

**Esher Learning Trust
COVID-19 Risk Assessment, based on SurreyTemplate v6 26th August 2020 (Updated to reflect v7 13/9/20 – 17/11/20 updates
already addressed) – January Updated RA advice pending**

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/face-coverings-in-education/face-coverings-in-education>

<https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own/face-coverings-when-to-wear-one-and-how-to-make-your-own>

<https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe>

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

The following school policies (but not limited to) should also be reviewed and updated as required:

- *Behaviour Policy*
- *Safeguarding & Child Protection Policy*

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- *Health and Safety Policy*
- *Infection Control Policy*
- *First Aid Policy*
- *School Emergency Plan*
- *School Business Continuity Plan*
- *Premises Lettings Policy and Contract*

Name of Trust :	<i>Enlighten Learning Trust</i>	Date of assessment:	08/03/21	Date of review:	Ongoing
Identify those at risk:	Staff Pupils Agency staff/contractors Visitors Vulnerable groups: BAME Underlying health conditions including clinically extremely vulnerable (CEV) and extremely vulnerable Pregnant workers Over the age of	How someone could be harmed:	Coronavirus disease (COVID-19) is an infectious disease caused by a newly discovered coronavirus. The COVID-19 virus spreads primarily through droplets of saliva or discharge from the nose when an infected person coughs or sneezes. Most infected people will develop mild to moderate illness and recover without hospitalisation. In some cases, and if a person has a underlying health conditions, COVID-19 can cause serious ill health.	Assessed by:	HTs/SLT ABL

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	Mitigations in place, considering all appropriate guidance points, provided by HT to EHT (and ABL for record keeping)	Risk rating following action H/M/L
Awareness of and adherence to policies and procedures	Refer to 17/6/20 RA	<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 Infection Control Policy First Aid Policy 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 	Yes	ELT SLT Refer to 17/6/20 RA	30/9	Refer to 17/6/20 RA Infection Control Policy requires ongoing review in light of the changing environment	Refer to 17/6/20 RA
	Refer to 17/6/20 RA		Yes	ELT SLT Refer to 17/6/20 RA	30/9	Refer to 17/6/20 RA DFE and PHE Guidance	Refer to 17/6/20 RA

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		<ul style="list-style-type: none"> ○ 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’ ● The relevant staff receive any necessary training that helps minimise the spread of infection, e.g. infection control training. ● 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 ● Staff are made aware of the school’s infection control procedures in relation to coronavirus. ● 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 10 days, or if 				<p>requires ongoing review in light of the changing environment</p> <p>Training must be ongoing, monitored and reiterated by line managers as appropriate. Citation on line learning programme to be introduced in agreement with the ELT SLT to support this process</p> <p>Confidentiality with regards to COVID is not covered in a separate policy but as part of the</p>	
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		<p>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.</p> <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. • 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. 				Infection control policy	
Prevention	L/M	<ul style="list-style-type: none"> • Staff and other adults do not come into the school if they have 	No	HT - As per the Ill health/Spr	4/9 extended to 18/9	As per the Ill health/Spread of Infection	L/M – relies on adherence

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<p>1. Minimise contact with individuals who are unwell with COVID-19 symptoms</p>		<p>coronavirus (COVID-19) symptoms, or have tested positive in the last 10 days, and anyone developing those symptoms during the school day is sent home.</p> <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 10 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 10 days from when the symptomatic person first had symptoms. • If a child is awaiting collection, they are moved, where possible, 		<p>Head of Infection and Management of Infectious diseases areas of the 17/6 RA</p>	<p>and Management of Infectious diseases areas of the 17/6 RA, the revised Infection Control Policy, First Aid Risk Assessment, Local versions of the Trust First Aid RA and the local First Aid Policies</p> <ul style="list-style-type: none"> - HT to ensure that these have been reviewed and are being monitored 	<p>of stakeholders and local application of the Infection Control Policy and RA</p>
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		<p>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.</p> <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. • 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 					
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		<p>risk of passing the infection on to other people. See the COVID-19: cleaning of non-healthcare settings guidance.</p> <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. • 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. • Any members of staff who have helped someone with symptoms and any pupils who have been in 					
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		<p>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.</p> <ul style="list-style-type: none"> • The Infection Control Policy and Cleaning in non-healthcare settings guidance to be followed to clean the area. • Any medication given to ease the unwell individual’s symptoms, e.g. paracetamol, is administered in accordance with the Administering Medications Policy • 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 					
Prevention	L/M	<ul style="list-style-type: none"> • The School will ensure that pupils clean their hands regularly, including when they arrive at school, when they 	Yes	HT - As per the Hygiene	30/9	As per the Hygiene	L/M – relies on adherenc

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<p>2. Good hand hygiene practice (Not amended re masks as per Nov RA as the Trust have issued guidance as indicated re wearing in masks in public spaces and corridors- enhance to include secondary phase classrooms in March 2021</p>		<p>return from breaks, when they change rooms and before and after eating.</p> <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. Skin friendly skin cleaning wipes can be used as an alternative. The school will build hand washing routines into school culture, supported by behaviour expectations set out in the school Behaviour Policy. 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. Sufficient handwashing facilities are available. Where a sink is not nearby, provide hand sanitisers in classrooms and other learning environments. 	<p>Practice area of the 17/6 RA</p>		<p>Practice area of the 17/6 RA the revised Infection Control Policy.</p> <p>The Trust are strongly recommending that secondary students and staff wear face coverings in all communal areas. And for secondary phase that students and staff wear face coverings in class</p> <p>This does not apply in situations where wearing a face covering would impact</p>	<p>e of stakeholders and local application of the Infection Control Policy and RA</p>
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						<p>on the ability to take part in exercise or strenuous activity, for example in PE lessons. Each school RA these activities separately and the HT is responsible for signing off these RAs</p> <p>PLEASE NOTE – COMMUNAL AREAS INCLUDES OFFICES. Where the positions that an individual sits in are 2m+ apart masks need not be worn when seated at the desk providing</p>	
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						<p>there is adequate ventilation</p> <p>Face visors or shields should not be worn as an alternative to face coverings. They may protect against droplet spread in specific circumstances but are unlikely to be effective in reducing aerosol transmission when used without an additional face covering. Where a staff member chooses to wear this in class as</p>	
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						<p>opposed to a face covering for infection control purposes/close contact controls this will be treated as if not wearing a face covering</p> <p>At EH, where it is assumed that face coverings will be worn in class, staff members choosing not to do so should notify their line manager, who will notify HR. HR will keep a list of staff making this choice in order that SLT can access it to inform Test</p>	
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						and Trace activity with regards to any positive cases in school	
<p>Prevention</p> <p>3. Good respiratory hygiene</p>	M	<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. • DFE guidance to be followed on the <u>use of face coverings in education</u> and clear instructions are provided to staff, children and young people on <u>how to put on, remove, store and dispose of face coverings</u>. 	No	HT - As per the Hygiene Practice area of the 17/6 RA	4/9 - extended to 130920	<p>As per the Hygiene Practice area of the 17/6 RA and the revised Infection Control Policy</p> <p>HTs to ensure that there are not any students who require the Ras indicated in the new the cohort.</p> <p>EH HT to confirm that teachers will cover the guidance on face coverings with students, and that there</p>	L/M – relies on adherence of stakeholders and local application of the Infection Control Policy and RA

						is a plan in place to reinforce this on a regular basis. (Guidance for staff is provided through a link in the updated Infection Control Policy) – This has been confirmed. Students are now being asked to wear face coverings in all internal areas at EH, although this is not enforced as a requirement	
Prevention 4. Enhanced cleaning	L/M	<ul style="list-style-type: none"> Surfaces that pupils are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, 	Yes	HT - As per the Hygiene Practice,	30/9	As per the Hygiene Practice, Spread of	L/M – relies on adherence of

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		<p>bannisters are cleaned more regularly than normal.</p> <ul style="list-style-type: none"> • More frequent cleaning of rooms and shared areas that are used by different groups • Soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts) are removed. • Toilets will need to be cleaned regularly and pupils must be encouraged to clean their hands thoroughly after using the toilet - different groups being allocated their own toilet blocks could be considered but is not a requirement if the site does not allow for it • The COVID-19: cleaning of non-healthcare settings guidance is followed. • 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. • Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately in line with the Infection Control Policy and 		<p>Spread of Infection and Implementing social distancing areas of the 17/6 RA</p>		<p>Infection and Implementing social distancing areas of the 17/6 RA and the revised Infection Control Policy</p>	<p>stakeholders and local application of the Infection Control Policy and RA</p>
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		<p>COVID-19: cleaning of non-healthcare settings guidance</p> <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. 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 The SBM monitors the cleaning standards of school cleaning contractors and discusses any additional measures required with regards to managing the spread of coronavirus. 					
<p>Prevention</p> <p>5. Minimise contact</p>	M	<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: 	No	HT	Evidence of EVC accreditation extended to 18/9 30/9	Ae per the 17/6 RA where applicable and the revised Infection Control Policy	L/M – relies on adherence of stakeholders and local application

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		<ul style="list-style-type: none"> ○ Pupils ability to distance; ○ The layout of the school site; ○ The feasibility of keeping distinct groups separate while offering a broad curriculum <p>More information on groups can be found in COVID-19: <u>Guidance for full opening</u></p> <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. ● All teachers and other staff can operate across different classes and year groups in order to facilitate the delivery of the school timetable. This will be particularly important for secondary schools. Where staff need to move between classes and year groups, they should try and keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults. ● Supply teachers, peripatetic teachers and/or other temporary staff can move between schools. They should ensure they minimise contact and maintain as much distance as possible from other staff. 		<p>Providing feedback to the ABL</p>	<p>Revised guidance has been issued to staff and parents and is referenced in Section A of the Infection Control Policy</p> <p>Revised maps showing bubbles locations and how they will be using the building are in the infection control policy</p> <p>From January 2021 – due to the need for local SLT to be able to change these to respond appropriately to any stakeholder use issues it</p>	<p>of the Infection Control Policy and RA</p>
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	<ul style="list-style-type: none"> • Adults to avoid close face to face contact and minimise time spent within 1 metre of anyone. • Adults should maintain 2 metre distance from each other and from children where possible. • Pupils old enough should be supported to maintain distance and not touch staff and their peers. • Classrooms and other learning environments are organised to maintain space between seats and desks where possible. • Pupils are seated side by side and facing forwards, rather than face to face or side on. • Large gatherings such as assemblies are avoided, and groups kept apart. • 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; ○ Staggered assembly groups; 				<p>should always be verified with the location that the maps available are the latest versions</p> <p>Social distancing/PP E guidance has been updated in the infection control policy, for both schools. And information sent to staff and parents with regards to this.</p> <p>HTs are to approve revised PE and Music RAs.</p>	
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		<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; ○ Drop-off and collection times are staggered and communicated to parents; ○ Parents’ drop-off and pick-up protocols are planned and communicated so that they minimise adult to adult contact; remind them not to gather at gates and come onto the site without an appointment.; ● 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; ● Mixing within education or childcare setting is minimised by: <ul style="list-style-type: none"> ○ accessing rooms directly from outside where possible; ○ 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; ○ staggering lunch breaks and pupils clean their hands 				<p>Visits are not currently taking place</p> <p>If for the purposes of T&L Students at EH move desks within a learning space during the day the desks and chairs will be cleaned between occupants where this means that students from an alternate bubble would otherwise be sharing furniture.</p> <p>Staff and secondary phase students are requested to wear face</p>	
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		<p>beforehand and enter in the groups they are already in or pupils are brought their lunch in their classrooms;</p> <ul style="list-style-type: none"> ○ The number of pupils using the toilet at any one time is limited; ● The use of shared space such as halls is limited and there is cleaning between use by different groups; ● The use of staff rooms and offices is staggered to limit occupancy. ● 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. ● 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 				<p>coverings in communal areas, In Secondary phase this is extended to the classrooms.</p> <p>Staff should limit the number of people in a meeting ensuring that the space and furniture within it support social distancing at 2m and is well ventilated - where possible and appropriate Teams should be used as an alternative venue for meetings</p>	
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		<p>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;</p> <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 cleaning, cleaning of the resources and rotation apply to these resources. • Staff and pupils have their own individual and very frequently used equipment, such as pencils and pens, these are not shared; • 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. <u>COVID-19: Guidance on</u> 					
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		<p><u>phased return of sport and recreations.</u></p> <ul style="list-style-type: none"> • Singing, wind and brass instrument playing can be undertaken in line with the Music, Dance and drama in schools section in the <u>full opening guidance</u> and other guidance, in particular guidance provided by the DCMS for professionals and non-professionals, available at <u>working safely during coronavirus (COVID-19): performing arts</u> • The current advice is against domestic (UK) overnight and overseas educational visits at this stage see Actions for schools during the coronavirus outbreak - GOV.UK (www.gov.uk) • Schools should work closely with any external wraparound providers which their children and young people may use, to ensure that as far as possible they can be kept in a group with others from the same bubble they are in during the school day. Where it is not possible, or it is impractical, to group children in the same bubbles as they are in during the school day, schools and external providers may need to group children with others 					
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		<p>from outside their school day bubble and / or from a different school. This may happen, for example, if only one or two children are attending wraparound provision from the same school day bubble and / or where multiple schools are attending provision. If schools or external providers need to do this, they should seek to keep children in small, consistent groups with the same children each time, as far as this is possible.</p> <ul style="list-style-type: none"> • Currently, schools can continue to offer all before and after-school educational activities and wraparound childcare 					
<p>Prevention 5b Keep occupied Spaces well ventilated</p>		<ul style="list-style-type: none"> • Good ventilation reduces the concentration of the virus in the air, which reduces the risk from airborne transmission. When the school is in operation, it is important to ensure it is well ventilated and a comfortable teaching 		Y	HT	As per infection control Policy doors and windows should be kept open where practicable, and windows opened when	L/M – relies on adherence of stakeholders and local application of the Infection Control

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		<p>environment is maintained. These can be achieved by a variety of measures including:</p> <ul style="list-style-type: none"> o mechanical ventilation systems – these should be adjusted to increase the ventilation rate wherever possible and checked to confirm that normal operation meets current guidance and that only fresh outside air is circulated. If possible, systems should be adjusted to full fresh air or, if not, then systems should be operated as normal as long as they are within a single room and supplemented by an outdoor air supply o natural ventilation – opening windows (in cooler weather windows should be opened just 					rooms are not in use	Policy and RA
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		<p>enough to provide constant background ventilation and opened more fully during breaks to purge the air in the space). Opening internal doors can also assist with creating a throughput of air</p> <ul style="list-style-type: none"> o natural ventilation – if necessary external opening doors may also be used (as long as they are not fire doors and where safe to do so) The <u>Health and Safety Executive guidance on air conditioning and ventilation during the coronavirus outbreak and CIBSE coronavirus (COVID-19) advice</u> provides more information. o To balance the need for increased ventilation while maintaining a 						
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		<p>comfortable temperature, consider:</p> <ul style="list-style-type: none"> o opening high level windows in colder weather in preference to low level to reduce draughts o increasing the ventilation while spaces are unoccupied (for example, between classes, during break and lunch, when a room is unused) o providing flexibility to allow additional, suitable indoor clothing o rearranging furniture where possible to avoid direct draughts • Heating to be used as necessary to ensure comfort levels are maintained particularly in occupied spaces. 					
Prevention	L/M	<ul style="list-style-type: none"> • The majority of staff in education settings will not require PPE beyond 	Yes	HT	n/a	Infection Control Policy	L/M – relies on

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<p>6. Where necessary, wear PPE</p>		<p>what they would normally need for their work. PPE is only needed in a very small number of cases, including:</p> <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 <ul style="list-style-type: none"> • 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. 				<p>Full PPE will be provided as per guidance for First Aid, or where appropriate as per the infection control policy e.g when cleaning</p> <p>Cross bubble working will be minimised where practicable. Secondary – Lateral Flow Testing will mitigate risk of asymptomatic transmission, and this mitigation will be further supported by all students and staff wearing face</p>	<p>adherence of stakeholders and local application of the Infection Control Policy and RA including the Local First Aid RAs</p>
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						<p>coverings in classroom settings. Still maintaining a 2m distance between staff and students. Primary – Lateral Flow Testing for staff will mitigate the risk of asymptomatic transmission.. Local guidance provides full detail of cross bubble arrangements, which will be kept to a minimum, maintaining 2m distances from adults, as per Section A.</p> <p>Separate Risk Assessment for Lateral</p>	
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						Flow Testing have been produced at school level, and this will govern PPE for these purposes	
<p>In specific circumstances 6b Promote and engage in asymptomatic testing, where available</p>		<ul style="list-style-type: none"> Rapid testing remains a vital part of our plan to suppress this virus. Schools should follow the guidance set out for their settings: <ul style="list-style-type: none"> Primary schools, school-based nurseries and maintained nursery schools Secondary schools and colleges Specialist settings 	No	HT	In place	Each school has a unique RA governing asymptomatic testing as referenced in the Infection control policy	L/M – relies on adherence of stakeholders and local application of the Infection Control Policy and RA
<p>Response to infection 7. Test and trace</p>	L/M	<ul style="list-style-type: none"> NHS Test and Trace process to be followed. 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. 	Yes	HT	n/a	Home testing kits should ONLY be issued where providing a test will increase the likelihood of	L/M – relies on adherence of stakeholders and local application

		<p>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</p> <ul style="list-style-type: none"> o 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 o 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) 				<p>the recipient getting tested.</p> <p>The introduction of lateral flow testing will mean that any individual triggering a positive result will return home to undertake a further test that they will be issued with prior to leaving. Detailed advice available in the infection control policy.</p>	<p>of the Infection Control Policy and RA</p>
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		<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. • Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. Tests can be booked online through the NHS testing and tracing for coronavirus website, or ordered by telephone via NHS 119 for those without access to the internet. Essential workers, which includes anyone involved in education or childcare, have priority access to testing. • The school will ask parents and staff to inform them immediately of the result of the test: <ul style="list-style-type: none"> o If someone tests negative, if they feel well and no longer have symptoms 					
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		<p>similar to COVID-19 they can stop self-isolating.</p> <ul style="list-style-type: none"> 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 10 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. Other members of their household should continue self-isolating for the full 10 days. 					
<p>Response to infection</p> <p>8. Managing confirmed COVID-19 cases</p>	L/M	<ul style="list-style-type: none"> Personal Protective Equipment Guidance for Schools and Education Settings (surreycc.gov.uk) or PHE-Secondary-Settings-Flow-Chart-v2-8-March-2021.pdf (surreycc.gov.uk) Flowchart school response to suspected or confirmed COVID-19 cases to be followed for suspected or confirmed cases. 	No	HT/ELT SLT/Andy King DH EH (Teams T&L strategy for the Trust)	4/9 extended to 18/9– Remote Education 30/9	Infection Control Policy Records of pupils and staff in each bubble are held. Each school must record any	L/M – relies on adherence of stakeholders and local application of the Infection

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		<ul style="list-style-type: none"> Schools should contact the DfE Helpline on 0800 046 8687 and select option 1 for advice on the action to take in response to a positive case. Schools will be put through to a team of advisers who will inform them of what action is needed based on the latest public health advice. If, following triage, further expert advice is required the adviser will escalate the school's call to the local health protection team. The health protection team will also contact schools directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school - as identified by NHS Test and Trace. 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 				<p>close contact that takes place between pupils and staff in different bubbles where this is not planned as part of the T&L/operational delivery, maximising social distancing.</p> <p>Remote education plan in place for individual pupils or groups of pupils self-isolating and is published on line in line with DFE guidance</p> <p>Completion of the Risk from the MAT Risk</p>	<p>Control Policy and RA</p>
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		<p>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:</p> <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 ● The health protection team will provide definitive advice on who must be sent home. To support this records of pupils and staff in each group and 				<p>Register regarding the economic and practical impact of Self Isolating teachers - 13/9 This action is outstanding and remains as an ongoing review item for the HT due to the constantly changing circumstances</p>	
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		<p>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.</p> <ul style="list-style-type: none"> • Household members of those contacts who are sent home do not need to self-isolate themselves unless the child, young person or staff member who is self-isolating subsequently develops symptoms. If someone in a class or group that has been asked to self-isolate develops symptoms themselves within their 10 day isolation period they should follow guidance for households with possible or confirmed coronavirus (COVID-19) infection. They should get a test, and: <ul style="list-style-type: none"> ○ if someone who is self-isolating because they have been in close contact with someone who has tested positive for coronavirus (COVID-19) starts to feel unwell and gets a test for coronavirus themselves, 					
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		<p>and the test delivers a negative result, they must remain in isolation for the remainder of the 10 day isolation period. This is because they could still develop coronavirus (COVID-19) within the remaining days.</p> <ul style="list-style-type: none"> ○ if the test result is positive, they should inform their setting immediately, and should isolate for at least 10 days from the onset of their symptoms (which could mean the self-isolation ends before or after the original 10 day isolation period). Their household should self-isolate for at least 10 days from when the symptomatic person first had symptoms, following guidance for households with possible or confirmed coronavirus (COVID-19) infection 					
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		<ul style="list-style-type: none"> ○ Evidence should not request of negative test results or other medical evidence before admitting children or welcoming them back after a period of self-isolation ○ In the majority of cases, schools and parents will be in agreement that a child with symptoms should not attend school, given the potential risk to others. In the event that a parent or guardian insists on a child attending school, schools can take the decision to refuse the child if in their reasonable judgement it is necessary to protect their pupils and staff from possible infection with coronavirus (COVID-19). Any such decision would need to be carefully considered in light of all the circumstances and the current public health advice. 					
<p>Response to infection</p> <p>9. Contain any outbreaks</p>	L/M	<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 	No	HT/ELT SLT/Andy King DH EH (Teams	Remote Education 30/9	Infection Control Policy	L/M – relies on adherence of

		<p>and the local health protection will advise on any additional action required.</p> <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. 		T&L strategy for the Trust)		Remote Education Plan as above	stakeholders and local application of the Infection Control Policy and RA
Attendance	<ul style="list-style-type: none"> The advice for pupils who have been confirmed as clinically extremely vulnerable is to 		No	HT	In Place	<p>Clinically extremely vulnerable (CEV)</p> <ul style="list-style-type: none"> Clinically extremely vulnerable people should not go 	L

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	shield and stay at home as much as possible until further notice. <ul style="list-style-type: none"> • Children who live with someone who is clinically extremely vulnerable, but who are not clinically extremely 							to the workplace if they live or work in areas where shielding advice is active.
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	ely vulnera ble themsel ves, should still attend school in all local restricti on tiers.							
Workforce		<p>Clinically extremely vulnerable (CEV)</p> <ul style="list-style-type: none"> Clinically extremely vulnerable people should not go to the workplace if they live or work in areas where shielding advice is active. Pregnant women Pregnant women are considered ‘clinically vulnerable’ or in some cases ‘clinically extremely vulnerable’ to coronavirus (COVID-19) and therefore require special consideration as set out in the guidance for pregnant 	No	HT	In place	Throughout the pandemic HR have remained in constant contact with staff members regarding their current situations and needs. Staff are regularly reminded to contact LM and HR with	L/M – relies on adherence of stakeholde rs	

		<p>employees. Employers should carry out a risk assessment to follow the Management of Health and Safety at Work Regulations 1999 (MHSW). Pregnant women of any gestation should not be required to continue working if this is not supported by the risk assessment.</p> <ul style="list-style-type: none"> • Women who are 28 weeks pregnant and beyond, or are pregnant and have an underlying health condition that puts them at a greater risk of severe illness from COVID-19 at any gestation, should take a more precautionary approach. Employers should ensure pregnant women are able to adhere to any active national guidance on social distancing and/or advice for pregnant women considered to be clinically extremely vulnerable (this group may previously have been advised to shield). • Clinically vulnerable 				<p>any concerns and individual RA are put in place as necessary.</p>	
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		<ul style="list-style-type: none"> • Clinically vulnerable staff can continue to attend school. While in school they should follow the sector-specific measures in this document to minimise the risks of transmission. • This includes taking particular care to observe good hand and respiratory hygiene, minimising contact and maintaining social distancing in line with the provisions set out in section 6 of the 'prevention' section of this guidance. This provides that ideally, adults should maintain 2 metre distance from others, and where this is not possible avoid close face to face contact and minimise time spent within 1 metre of others. While the risk of transmission between young children and adults is likely to be low, adults should continue to take care to socially distance from other adults including older children and adolescents. • People who live with those who are clinically extremely vulnerable 					
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		or clinically vulnerable can attend the workplace unless advised otherwise by an individual letter from the NHS or a specialist doctor					
Emergencies	L/M	<ul style="list-style-type: none"> All pupil emergency contact details are up-to-date, including alternative emergency contact details, where required. Parents are contacted as soon as practicable in the event of an emergency. Pupil alternative contacts are called where their primary emergency contact cannot be contacted. 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. 	No	HT	11/9 – extended to 18/9 a/a and 30/9	<p>Infection Control Policy</p> <p>Office teams are to request an update of all emergency contact details – responsibility sits with HT</p> <p>First Aid Policy to be reviewed locally and HT to ensure that this is in place and engaged with</p>	L/M – relies on adherence of stakeholders and local application of the Infection Control Policy and RA

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<p>Managing School Transport</p>	<p>M</p>	<ul style="list-style-type: none"> • Parents and pupils are encouraged to walk or cycle to their education setting where possible. • Parents and pupils are discouraged from using public transport, where possible particularly during peak times. • For more information on home to school transport - COVID-19 Schools recovery phase - Surrey County Council (surreycc.gov.uk) • 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 	<p>No</p>	<p>HT/EVC</p>	<p>30/9 and ongoing review</p>	<p>Each school to confirm that it is operating in line with the Surrey Transport guidance for school.</p> <p>Measures for controlling access to the school site/locality have been communicated to parents by both schools as per Section A</p> <p>If either school has any transport NOT organised by SCC then a revision of the summer RA for this should be approved by the HT.</p>	<p>M – Apart from locally organised transport – the application of guidance is controlled by third parties</p>
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		<p>contractors, local authorities and parents where appropriate (for instance, to agree pick-up and drop-off times).</p>				<p>Secondary: That students are aware of their responsibilities as outlined in the SCC guidance/advice for travelling on public transport – This has been included in the education regarding the wearing of face coverings and the SCC communication to parents/students has been disseminated</p> <p>EH have indicated that the SCC organised transport is being utilised and that they</p>	
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						utilise the SCC RA governing this. Schools must update local RA on an ongoing basis informed by any changes in this guidance	
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This risk assessment has been agreed by the following:

Name	Date	Designation	Organisation	Signature
Mike Boddington	8 March 2020	Executive Headteacher	Esher Learning Trust	