

Frimley Church of England Junior School
COVID-19 Risk Assessment 1st September 2021

This Risk Assessment has been undertaken based on the latest available guidance from the Government and Unions regarding the full return to college and schools of all students and staff for the Autumn Term 2021 and is in line with the Prospect Trust Risk Assessment, which covers the College and both Schools within the Trust. This risk assessment will be reviewed and updated periodically, or if there is reason to suspect that it is no longer valid, or if there has been a significant change in matters to which it relates (e.g. confirmed cases at the school, or an increase in the local prevalence of the virus).

This risk assessment has been updated in line with Department of Health and Social Care (DHSC) and the United Kingdom Health Security Agency (UKHSA) guidance following the Secretary of State for Health and Social Care, Sajid Javid, setting out the [next steps for living with COVID-19](#) in England from Friday 1 April. Most of the COVID-19 specific guidance for education and childcare settings will now be withdrawn from GOV.UK.

The risk assessment should be used alongside the government guidance below:

- [guidance for people with symptoms of a respiratory infection including COVID-19, or a positive test result for COVID-19](#)
- [living safely with respiratory infections, including COVID-19](#)
- [ventilation of indoor spaces to reduce the spread of COVID-19 and other respiratory infections](#)
- [COVID-19 guidance for people whose immune system means they are at higher risk](#)

The following school policies (but not limited to) are also 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

(Template Risk Assessment has been issued on behalf of the Surrey Recovery Planning Team)



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	Risk rating prior to action H/M/L	Recommended controls/Mitigation and Protective Measures	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
Awareness of and adherence to policies and procedures		<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 (includes First Aid) • 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' • 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: DfE; NHS; Department of Health and Social Care; United Kingdom Health Security Agency (UKHSA) <i>formerly Public Health England (PHE)</i>. - • Staff are made aware of the school's infection control procedures in relation to coronavirus. 	Y			L



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	<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 3 days, 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. • 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. • 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 from other parents. • We will follow the flow diagram produced by PHE South East Health Protection Team if there are any suspected or confirmed cases in school 				
<p>Prevention</p> <p>1. Minimise contact with individuals who are unwell with COVID-19 symptoms</p>	<ul style="list-style-type: none"> • If a pupil or staff member develops COVID-19 symptoms or has a positive test they will follow public health advice on <u>when to self-isolate and what to do</u>. They should not come into school if they have symptoms, have had a positive test result or other reasons requiring them to stay at home due to the risk of them passing on COVID-19 (for example, they are required to quarantine) • If anyone in the school develops COVID-19 symptoms, however mild, they will be sent home and they should follow public health advice. • For everyone with symptoms, they should avoid using public transport and, wherever possible, be collected by a member of their family or household. • If a child is awaiting collection, they are moved, where possible, to the ‘air lock’ area by reception, with appropriate adult supervision if required. A window in reception should be opened for ventilation. If it is not possible to isolate them, they are moved to an area which is at 	Y			L



	<p>least 2 metres away from other people. The door to the main reception area will remain closed.</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 (disabled toilet). The bathroom must be cleaned and disinfected using standard cleaning products before being used by anyone else. • Any rooms they use should be cleaned after they have left. • The household should follow the PHE stay at home guidance for households with possible or confirmed coronavirus (COVID-19) infection. • • If anyone in the school becomes unwell with a new, continuous cough or a high temperature (37.8 or above), 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'. • 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. • 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 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 they have been requested to do so by NHS Test & Trace. • The Infection Control Policy and Cleaning in non-healthcare settings guidance to be followed to clean the area. 				
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		<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 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. 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 (unless visiting A&E in an emergency – ideally phone before). <p>When an individual develops COVID-19 symptoms or has a positive test</p> <ul style="list-style-type: none"> The school will follow the UKHSA guidance on when an individual develops COVID-19 symptoms or has a positive test. In most cases, parents and carers will agree that a pupil with the key symptoms of COVID-19 should not attend the school, given the potential risk to others. If a parent or carer insists on a pupil attending the school where they have a confirmed or suspected case of COVID-19, the school can take the decision to refuse the pupil if, in its reasonable judgement, it is necessary to protect other pupils and staff from possible infection with COVID-19. Any such decision would need to be carefully considered in light of all the circumstances and the current public health advice. 				
<p>Prevention</p> <p>2. Where recommended, use of face covering</p>		<ul style="list-style-type: none"> Face coverings are no longer advised for pupils, staff and visitors in communal areas. Staff and pupils should follow <u>wider advice on face coverings</u> outside of school, including on transport to and from school. <p><i>Temporary Additional Measures in the event of an Outbreak</i></p>				



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		<p><i>If a specific threshold in the school's Outbreak Management Plan is met the following additional measures will be considered:</i></p> <ul style="list-style-type: none"> • <i>Face coverings will temporarily be re-introduced in communal areas and classrooms for staff and visitors, unless exempt.</i> • <i>Transparent face coverings, which may assist communication with someone who relies on lip reading, clear sound or facial expression to communicate, can also be worn.</i> • <i>In the event of an outbreak, <u>Contingency framework: education and childcare settings - GOV.UK (www.gov.uk)</u> will be referred to in re-implementing the use of face coverings</i> 				
Prevention						
3. Good hand hygiene practice		<ul style="list-style-type: none"> • Frequent and thorough hand cleaning is now regular practice. The school will continue to ensure that pupils clean their hands regularly. This can be done with soap and water or hand sanitiser, including when they arrive at school, before going out for break and lunch and after visiting the toilet. • Supervision of hand sanitiser use will take place due to risk around ingestion. • The school will build hand washing routines into school culture, supported by behaviour expectations set out in the school Behaviour Policy. • Sufficient handwashing facilities are available. All classrooms have sinks. Where a sink is not nearby, hand sanitisers are provided in other learning environments (eg hall, the Hub, reception area, intervention rooms). 	Y			L
Prevention						
4. Good respiratory hygiene		<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. 	Y			L
Prevention						
5. Enhanced cleaning		<ul style="list-style-type: none"> • The school has put in place and maintains an appropriate cleaning schedule. This includes regular cleaning of areas and equipment with a particular focus on frequently touched surfaces. 	Y			L



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		<ul style="list-style-type: none"> • Toilets will be cleaned regularly. Pupils are encouraged to wash their hands thoroughly after using the toilet and before re-entering the classroom. • Shared staff rooms are cleaned regularly. • The <u>COVID-19: cleaning of non-healthcare settings guidance</u> is followed. • Outdoor playground equipment should be cleaned more frequently. This includes resources used inside and outside by wrap around care providers. • 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> • 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. • 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>6. Minimise contact</p>		<p>it is no longer recommended that it is necessary to keep children in consistent groups ('bubbles').</p> <p>Educational visits</p> <ul style="list-style-type: none"> ○ The school will undertake full and thorough risk assessments in relation to all educational visits and ensure that any public health advice, such as hygiene and ventilation requirements, is included as part of that risk assessment. <u>General guidance</u> about educational visits is available and is supported by specialist advice from the <u>Outdoor Education Advisory Panel</u> (OEAP). 	Y			L



		<p>Wraparound activities (including Early Morning and Fusion Club):</p> <ul style="list-style-type: none"> ○ Wraparound childcare and other organised activities for children may take place in groups of any number. ○ <p>Sports provision</p> <ul style="list-style-type: none"> ○ All sports provision, including competition between settings, will be planned and delivered in line with government guidance. ○ Providers of sports activities will also refer to: <ul style="list-style-type: none"> ○ <u>guidance on grassroot sports for public and sport providers, safe provision and facilities</u>, and <u>guidance from Sport England</u> ○ advice from organisations such as the <u>Association for Physical Education</u> and the <u>Youth Sport Trust</u> ○ guidance from Swim England on school swimming and water safety lessons available at <u>returning to pools guidance documents</u> ○ <u>using changing rooms safely</u> <p>Mandatory certification</p> <ul style="list-style-type: none"> ● Mandatory certification is no longer in place and so venues and events are not required by law to use the NHS COVID Pass as a condition of entry, but some may do so voluntarily. Further information on this is available: <u>Using your NHS COVID Pass for travel abroad and at venues and settings in England.</u> ● The school will not use the NHS COVID Pass as a condition of entry for education or related activities such as exams, teaching, extra-curricular activities or any other day-to-day activities that are part of education or training. <p>Performances, Events and Music including Seasonal Events</p>				
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	<ul style="list-style-type: none"> Any plans for Seasonal Events or performances will be fully risk assessed and contingency plans made for managing or cancelling events using the <u>thresholds</u> for additional action set out in the DfE contingency framework as a guide. If planning an indoor or outdoor face-to-face performance in front of a live audience, a sporting or other organised event, the school will also follow the latest advice in the DCMS Events and attractions - Working safely during coronavirus (COVID-19) - Guidance - GOV.UK (www.gov.uk) Singing, wind and brass instrument lessons can be undertaken, following guidance provided by the DCMS working safely during coronavirus (COVID-19): performing arts. Where the school premises are hired for use by external wraparound childcare providers, such as after-school or holiday clubs, these organisations will: <ul style="list-style-type: none"> consider the relevant government guidance for their sector put in place protective measures. <p><i>Temporary additional measures in the event of an outbreak</i></p> <ul style="list-style-type: none"> <i>If a specific threshold in the school's Outbreak Management Plan is met or if the school is specifically advised to do so, the school may consider temporarily introducing additional measures.</i> <i>The school will refer to its Outbreak Management Plan and the latest government guidance regarding steps to be considered (e.g. regarding close mixing) in the Contingency framework: education and childcare settings (publishing.service.gov.uk)</i> 				
<p>Prevention 7. 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 environment is maintained. This will be achieved by natural ventilation: 				



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	<ul style="list-style-type: none"> opening windows (in cooler weather, windows should be opened just 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 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</u> and <u>CIBSE coronavirus (COVID-19) advice</u> provides more information. <p>To balance the need for increased ventilation while maintaining a comfortable temperature, consider:</p> <ul style="list-style-type: none"> opening high level windows in colder weather in preference to low level to reduce draughts increasing the ventilation while spaces are unoccupied (for example, between classes, during break and lunch, when a room is unused) providing flexibility to allow additional, suitable indoor clothing rearranging furniture where possible to avoid direct draughts <ul style="list-style-type: none"> Heating to be used as necessary to ensure comfort levels are maintained particularly in occupied spaces. CO2 monitors are in each classroom so staff can quickly identify where ventilation needs to be improved. 				
Prevention	<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. 	Y			L
8. Where necessary, wear PPE Prevention	<p>Asymptomatic testing</p> <ul style="list-style-type: none"> regular asymptomatic testing is no longer recommended in any education or childcare setting, 				



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9. Asymptomatic testing (staff)		<ul style="list-style-type: none"> In the event of an outbreak, a school may also be advised by their local health team or director of public health to undertake testing for staff for a period of time. 				
Response to infection 10. Test and trace		<ul style="list-style-type: none"> From 24 February 2022, the school will follow UKHSA guidance in relation to tracing and close contacts and isolation. 	Y			L
Response to infection 11. Managing confirmed COVID-19 cases		<ul style="list-style-type: none"> Confirmed cases of COVID-19 will be managed by the school should they arise in any of the following cases: <ul style="list-style-type: none"> if a pupil or staff member develops COVID-19 symptoms or has a positive test; if anyone in the school develops COVID-19 symptoms, however mild; or In any of these cases, the school will refer to <u>section 1 of this risk assessment</u>, specifically under the heading “When an individual develops COVID-19 symptoms or has a positive test”. 	Y			L
Response to infection 12. Contain any outbreaks		<ul style="list-style-type: none"> The <u>contingency framework</u> describes the principles of managing local outbreaks of COVID-19 in education and childcare settings. Local authorities, directors of public health (DsPH) and PHE health protection teams (HPTs) can recommend measures described in the contingency framework in individual education and childcare settings – or a small cluster of settings – as part of their outbreak management responsibilities. The school’s Outbreak Management Plan describes what it would do if children, pupils, students or staff test positive for COVID-19, or how the school would operate if it was advised to reintroduce any measures described in this document to help break chains of transmission. The Outbreak Management Plan will be kept up-to-date and relevant to the school’s unique setting, referencing the government’s <u>COVID-19 Contingency Framework</u> and the <u>Surrey County Council local outbreak control plan</u>. 	Y			L



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	<ul style="list-style-type: none"> This risk assessment sets out the additional protective measures which will be considered in the case of and for the duration of an outbreak i.e. if a specific threshold is met, as set out in the government's <u>COVID-19 Contingency Framework</u> and the school's Outbreak Management Plan. The additional measures are given elsewhere in this risk assessment under separate headings "Temporary additional measures in the event of an outbreak" and are shown in <i>blue italic text</i>. Covid Clinics – consultation offer provides additional support to assist school leaders in their decision making in response to an outbreak. The consultation service is delivered by Surrey County Council Public Health and School Relationships & Support Service. 				
Attendance	<ul style="list-style-type: none"> School attendance is mandatory for all pupils Further information is available in the guidance on <u>supporting pupils at school with medical conditions</u> Travel and quarantine All children must adhere to <u>government travel advice</u> if travelling to England from another country during coronavirus (COVID-19). Parents travelling abroad should bear in mind the impact on their child's education which may result from any requirement to quarantine or isolate upon return. 	Y			L
Workforce	<ul style="list-style-type: none"> The school will ensure that key contractors are aware of the school's control measures and ways of working. School leaders are best placed to determine the workforce required to meet the needs of their pupils. 	Y			L



		<p>Those previously considered to be particularly vulnerable, clinically extremely vulnerable (CEV), and high or higher-risk</p> <ul style="list-style-type: none"> • Following expert clinical advice and the successful rollout of the COVID-19 vaccine programme, people previously considered to be particularly vulnerable, clinically extremely vulnerable (CEV), and high or higher-risk are not being advised to shield again. If staff were previously identified as being in one of these groups, they are advised to continue to follow the guidance contained in Coronavirus: how to stay safe and help prevent the spread. Staff with a weakened immune system should follow DHSC and UKHSA advice for people whose immune system means they are at higher risk from Covid-19. • In some circumstances, staff may have received personal advice from their specialist or clinician on additional precautions to take and they should continue to follow that advice. Whilst individual risk assessments are not required, employers are expected to discuss any concerns that people previously considered CEV may have. • The school will make consideration of risks to female employees of childbearing age and, in particular, risks to new and expectant mothers. • The school will follow the guidance for pregnant employees and will carry out a risk assessment to follow the Management of Health and Safety at Work Regulations 1999 (MHSW). The school will also consider the needs of pregnant pupils. • The school will refer to COVID-19 vaccination: a guide for women of childbearing age, pregnant or breastfeeding which contains further advice on vaccination. • The school is able to explain the measures it has in place to keep staff safe at work, noting the Health and Safety Executive's (HSE) guidance on protecting vulnerable workers, including advice for employers and employees on how to talk about reducing risks in the workplace. For home working, employers should consider whether home working is appropriate for workers facing mental or physical health difficulties, or 				
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		<p>those with a particularly challenging home working environment. Employers should discuss concerns with staff.</p> <p>Travel and quarantine All staff must adhere to government travel advice if travelling to England from another country during coronavirus (COVID-19).</p>				
Emergencies		<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. 	Y			L

