



## Risk Assessment for Returning to School in September 2020

Name Organisation: Epsom Primary and Nursery School

Assessment undertaken (date) 08/07/20

Date for set return of children 1<sup>st</sup> September 2020

Review date: to be regularly updated and reviewed - Reviewed 3/11/20

Risks	Who is at risk?	Control Measures	Review
Policies and procedures	All Staff All Pupils All Parents	<b>Staff</b> <ul style="list-style-type: none"><li>All staff, pupils and volunteers are aware of all relevant policies and procedures including, but not limited to, the following:<ul style="list-style-type: none"><li>Health and Safety Policy</li><li>Infection Control Policy</li><li>First Aid Policy</li></ul></li><li>All staff have regard to all relevant guidance and legislation including, but not limited to, the following:<ul style="list-style-type: none"><li>The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013</li><li>The Health Protection (Notification) Regulations 2010</li><li>Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities'</li><li>DfE and PHE (2020) 'COVID-19: guidance for educational settings'</li></ul></li><li>The school keeps up-to-date with advice issued by, but not limited to, the following:<ul style="list-style-type: none"><li>DfE; NHS; Department of Health and Social Care; PHE</li></ul></li><li>Staff are made aware of the school's infection control procedures in relation to coronavirus via email</li></ul> <b>Parents</b> <ul style="list-style-type: none"><li>Parents are made aware of the school's infection control procedures in relation to coronavirus via email –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. 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 'Stay at Home' guidance.</li><li>Parents are made aware of the school's infection control procedures in relation to coronavirus via letter and social media –, or if another household member develops coronavirus symptoms. In both these circumstances the parents/carers</li></ul>	Ongoing and added to throughout.

		<p>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> <p>Pupils</p> <ul style="list-style-type: none"> <li>• Pupils are made aware of the school's infection control procedures in relation to coronavirus and are informed that they must tell a member of staff if they begin to feel unwell</li> </ul> <p>School</p> <ul style="list-style-type: none"> <li>• The school will adhere to school confidentiality policy and make every effort to withhold the names of staff, volunteers and pupils with either confirmed or suspected cases of coronavirus.</li> <li>•</li> </ul>	
<b>Distancing measures</b>	<p>All Staff All Pupils All Visitors</p>	<ul style="list-style-type: none"> <li>• The number of contacts between pupils and staff is reduced. This is achieved through keeping groups for the majority of time in year group bubbles and through maintaining distance between individuals. The balance between the Bubbles and social distancing is based on: <ul style="list-style-type: none"> <li>○ Pupils ability to distance;</li> <li>○ The layout of the school site;</li> <li>○ The feasibility of keeping distinct groups separate while offering a broad curriculum</li> </ul> </li> </ul> <p>In line with this, there will be parts of the school day where the children will expand out into larger phase bubbles of no more than 2 year groups. Again, children will follow the social distancing procedures in place and the hygiene measures at each transition.</p> <p>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.</p> <ul style="list-style-type: none"> <li>• Adults to avoid close face to face contact and minimise time spent within 1 metre of anyone.</li> <li>• Pupils old enough should be supported to maintain distance and not touch staff and their peers.</li> <li>• Classrooms and other learning environments are organised to maintain space between seats and desks where possible.</li> <li>• Large gatherings such as assemblies are avoided, and groups kept apart.</li> <li>• The timetable is revised to implement where possible: <ul style="list-style-type: none"> <li>○ Plan for lessons or activities which keep groups apart and movement around the school site to a minimum;</li> <li>○ Maximise the number of lessons or classroom activities which could take place outdoors;</li> <li>○ Break times (including lunch) are staggered so that all pupils are not moving around the school at the same time;</li> </ul> </li> </ul>	Ongoing and added to throughout.

		<ul style="list-style-type: none"> <li>Pupils use the same classroom or defined area of a setting throughout the day, with a thorough cleaning of the rooms at the end of the day. And are seated at the same desk;</li> <li>The use of shared space such as halls is limited and there is cleaning between use by different groups;</li> <li>Additional staff rooms are created to limit contact between phases</li> <li>Break times are</li> <li>staggered to limit occupancy.</li> <li>Physical Education classes should be kept in consistent groups and sports equipment thoroughly cleaned between use by different groups. Contact sport to be avoided. Outdoor sports to be prioritised and large indoor spaces used where not to ensure maximising distance between pupils and high levels of cleaning and hygiene. <u>COVID-19: Guidance on phased return of sport and recreations.</u></li> <li>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.</li> </ul>	
<b>Visitors</b>	All staff All visitors	<ul style="list-style-type: none"> <li>Visitors to the site, such as contractors, local authority employees and health employees to be fully briefed on the school's arrangements and follow site guidance on physical distancing and hygiene on or before arrival. Where visits can happen outside of school hours, they should. A record will be kept of all visitors. All visitors will be required to wear face coverings in shared areas of the school.</li> </ul>	
<b>Intimate care</b>	Identified staff and pupils	<ul style="list-style-type: none"> <li>Where intimate care is required an individual risk assessment is completed.</li> <li>All members of staff carrying out intimate care will wear PPE where appropriate.</li> </ul>	Ongoing and added to throughout.
<b>Managing social distancing on the playground</b>	All Staff All Pupils	<ul style="list-style-type: none"> <li>Break times (including lunch) are staggered so that all children are not moving around the school at the same time or in larger groups on the playground.</li> <li>In EYFS play zones to be created throughout the outdoor learning space. Children will remain in their year group area.</li> <li>For identified children with SEND who may find social distancing difficult, the SENCO will liaise with the staff within the small class group to develop strategies to enable social distancing.</li> </ul>	Ongoing and added to throughout.
<b>Managing pick up and drop off</b>	All Staff All Pupils All Parents	<ul style="list-style-type: none"> <li>Parents are to be encouraged to walk their child to school where possible.</li> <li>Drop-off and collection times are staggered to avoid congestion <ul style="list-style-type: none"> <li>Parents are encouraged to wear face coverings in the playground.</li> </ul> </li> <li>If Year 6 children are travelling to and from school without an adult, parents are responsible for ensuring that their children social distance on their journey to school.</li> <li>Only 3 entry and exit points to the school will be used for pick up and drop off to minimise congestion.</li> </ul>	Ongoing and added to throughout.

		<ul style="list-style-type: none"> <li>• A one-way system through entrance gates onto the school site will be in place.</li> <li>• Adults assigned to each class will be waiting on arrival to greet children at their assigned spot.</li> <li>• Children will line up with their assigned adult as soon as they arrive and will not be free to use the playground.</li> <li>• Parents must arrive on time for entry to school, they must not arrive early or late.</li> <li>• If lateness is unavoidable due to unforeseen circumstances and a pupil has missed their drop off slot, they will be able to enter the school as they arrive and make their way straight to their classroom whilst adhering to social distancing rules.</li> <li>• In the instance that parents have children in more than one year group, parents may drop off at the later of the staggered drop off times and the older children should make their way straight into school and to their classroom whilst adhering to social distancing rules.</li> <li>• The school day will end at different times for each year group. Children will be dismissed at the same place as they arrive to school. Whilst parents are waiting to collect, social distancing must be adhered to.</li> <li>• Teachers will not be available to engage in conversations with parents unless it is absolutely essential.</li> <li>• Teachers must commit their time to ensuring that all children safely leave their care.</li> <li>• Parents can contact teachers through the school office phone number or class email, if they have queries about the day or they can call to make a phone appointment.</li> <li>• Parents should call or email the office with any queries they have. If parents need to speak face-to-face with the office team urgently, then parents need to call the intercom outside the office and wait outside for a response via the intercom system.</li> <li>• Parents will be asked to wear face coverings in the Reception area</li> <li>• Deliveries will be dropped off at the main school reception door and collected by office staff</li> </ul>	
<b>Hygiene measures</b>	All Staff All Pupils	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Supervision of hand sanitiser use will take place due to risk around ingestion. Younger pupils and pupils with complex needs will continue to be helped to clean their hands properly.</li> <li>• The school will build hand washing routines into school culture, supported by behaviour expectations set out in the school Behaviour Policy.</li> <li>• Pupils arriving at school wearing a face covering are instructed not to touch the front of their face covering during use or when removing them. They immediately wash their hands on arrival, dispose of temporary face coverings in a covered bin or place reusable face coverings in a plastic bag they take home with them, and</li> </ul>	Ongoing and added to throughout.

then wash their hands again before heading to their classroom. Guidance on safe working in education, childcare and children's social care provides more advice.

- Surfaces that children and young people are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters are cleaned more regularly than normal;
- All adults and children are told to:
  - frequently wash their hands with soap and water for 20 seconds and dry thoroughly;
  - clean their hands on arrival at school, before and after eating, and after sneezing or coughing;
  - are encouraged not to touch their mouth, eyes and nose
  - use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it')
- Young children are encouraged to learn and practise these habits through games, songs and repetition;
- Bins for tissues are emptied throughout the day;
- All spaces are well ventilated using natural ventilation (opening windows) or ventilation units where possible;
- Doors are propped open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation;
- Posters are displayed throughout the school reminding pupils to wash their hands, e.g. before entering and leaving the school.
- Infection control procedures are adhered to as much as possible in accordance with the DfE and PHE's guidance.
- Sufficient amounts of soap (or hand sanitiser where applicable), clean water, paper towels and waste disposal bins are supplied in all toilets and kitchen areas.
- Bar soap is not used, in line with the Infection Control Policy – liquid soap dispensers are installed and used instead.
- At various intervals, adults will disinfect and clean tables, door handles and equipment in the areas that they are working in.
- Children should be allowed to go to the toilet as they would do on a normal school day. However, staff need to be very aware of how many other children are also using the toilet and only 1 member of each class group will be allowed to leave the classroom to use the toilet at any one time. Where this is not possible, staff will supervise children and adhere social distancing at all times.
- All rooms will be well ventilated therefore classroom doors and windows should remain open.
- The site manager will ventilate rooms as part of the daily unlocking of the school each morning.
- If you are required to clean an area after a positive case of coronavirus has been identified, we must follow the guidelines outlined within this document:

		<a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</a>	
<b>Cleaning of school and space</b>	All Staff Cleaning team	<ul style="list-style-type: none"> <li>• All utensils are thoroughly cleaned before and after use.</li> <li>• Cleaners are employed by the school to carry out daily, thorough cleaning that follows national guidance and is compliant with the COSHH Policy and the Health and Safety Policy.</li> <li>• The SBM arranges enhanced cleaning to be undertaken where required – advice about enhanced cleaning protocols is sought from the local health team. Schools short of cleaning product supplies, should email <a href="mailto:DfE-CovidEnquiries.COMMERCIAL@education.gov.uk">DfE-CovidEnquiries.COMMERCIAL@education.gov.uk</a></li> <li>• Cleaning pods to be set up out of children's reach around the setting both inside and out. Assign staff to key areas for cleaning at the end of each session.</li> </ul>	Ongoing and added to throughout.
<b>Use of resources</b>	All Staff All Pupils All Parents	<p>Resources and equipment to be kept to a minimum and rotated between session. Toys and equipment to be cleaned throughout each session and at the end of each session.</p> <ul style="list-style-type: none"> <li>• 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 between use by different Bubbles;</li> <li>• 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 can take books and other shared resources home, although unnecessary sharing is avoided. Rules on hand cleaning, cleaning of the resources and rotation apply to these resources.</li> <li>• Teachers should avoid taking home books to mark.</li> <li>• Staff and pupils have their own individual and very frequently used equipment, such as pencils and pens, these are not shared;</li> </ul>	Ongoing and added to throughout.
<b>Falling ill whilst in work</b>	All Staff All Pupils All Parents	<ul style="list-style-type: none"> <li>• Staff and other adults do not come into the school if they have coronavirus (COVID-19) symptoms, or have tested positive in the last 7 days, and anyone developing those symptoms during the school day is sent home.</li> <li>• If anyone in the school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they are sent home and advised to follow 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection', which sets out that they must self-isolate for at least 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 14 days from when the symptomatic person first had symptoms.</li> </ul>	Ongoing and added to throughout.

		<ul style="list-style-type: none"> <li>• Everyone will wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. The area around the person with symptoms must be cleaned with normal household disinfectant after they have left to reduce the risk of passing the infection on to other people. See the <a href="#">COVID-19: cleaning of non-healthcare settings guidance</a>.</li> <li>• In an emergency, call 999 if someone is seriously ill or injured or their life is at risk. Anyone with coronavirus (COVID-19) symptoms should not visit the GP, pharmacy, urgent care centre or a hospital.</li> <li>• Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive (see below) or they have been requested to do so by NHS Test &amp; Trace.</li> <li>• The Infection Control Policy and <a href="#">Cleaning in non-healthcare settings guidance</a> to be followed to clean the area.</li> <li>• Any medication given to ease the unwell individual's symptoms, e.g. paracetamol, is administered in accordance with the Administering Medications Policy</li> <li>• Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately in line with the Infection Control Policy and <a href="#">Cleaning in non-healthcare settings guidance</a></li> </ul>	
<b>Pupils Falling ill whilst in school.</b>	All Staff All Pupils All Parents	<ul style="list-style-type: none"> <li>• If any pupil 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).</li> <li>• Any pupil who displays signs of being unwell is immediately referred to the designated member of staff/school nurse.</li> <li>• If a child is awaiting collection, they are moved, where possible, to a room where they can be isolated behind a closed door, with appropriate adult supervision if required. A window should be opened for ventilation. If it is not possible to isolate them, they are moved to an area which is at least 2 metres away from other people.</li> <li>• If they need to go to the 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. The relevant member of staff calls for emergency assistance immediately if the pupil's symptoms worsen.</li> <li>• The parents of an unwell pupil are informed as soon as possible of the situation by a relevant member of staff.</li> </ul>	Ongoing and added to throughout.

		<ul style="list-style-type: none"> <li>• All parents are reminded to update their mobile numbers as soon as they change. This will be sent out in weekly reminders.</li> <li>• Where contact with a pupil's parents cannot be made, appropriate procedures are followed in accordance with those outlined in governmental guidance and the Infection Control Policy.</li> <li>• Unwell pupils who are waiting to go home are kept in an area where they can be at least two metres away from others. <b>This will be the Isolation room at the end of the KS1 hall</b></li> <li>• Areas used by unwell pupils who need to go home are thoroughly cleaned once vacated.</li> <li>• If unwell pupils are waiting to go home, they are instructed to use different toilets to the rest of the school to minimise the spread of infection. <b>This will be the small toilet at the end of the KS1 hall.</b></li> <li>• PPE will be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs). More information on PPE use can be found in the <u>safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE)</u> guidance.</li> <li>• Parents are advised to contact 999 if their child becomes seriously ill or their life is at risk.</li> <li>• The Infection Control Policy and <u>Cleaning in non-healthcare settings</u> guidance to be followed to clean the area.</li> <li>• Any medication given to ease the unwell individual's symptoms, e.g. paracetamol, is administered in accordance with the Administering Medications Policy</li> <li>• Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately in line with the Infection Control Policy and <u>Cleaning in non-healthcare settings</u> guidance</li> </ul>	
<b>Communication</b>	All Staff All Pupils All Parents	<ul style="list-style-type: none"> <li>• The school 'Positive Covid Case' action plan will be followed and adhered to ensure that a consistent and safe approach is followed.</li> <li>• NHS Test and Trace process to be followed and understand how to contact their local <u>Public Health England health protection team</u>. Staff members and parents/carers understand that they will need to be ready and willing to: <ul style="list-style-type: none"> <li>○ <u>book a test</u> if they are displaying symptoms. Staff and pupils must not come into the school if they have symptoms, and must be sent home to self-isolate if they develop them in school. All pupils can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit</li> </ul> </li> </ul>	Ongoing and added to throughout.



		<ul style="list-style-type: none"> <li>○ provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test &amp; Trace</li> <li>○ <u>self-isolate</u> if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19)</li> <li>• The school will ask parents and staff to inform them immediately of the result of the test: <ul style="list-style-type: none"> <li>- If someone tests negative, if they feel well and no longer have symptoms similar to COVID-19 they can stop self-isolating.</li> <li>- If someone test positive they should follow the '<u>stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection</u>' and must continue to self-isolate for at least 10 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. Other members of their household should continue self-isolating for the full 14 days.</li> </ul> </li> </ul>	
<b>Offsite enrichment and school visits</b>	All staff	<ul style="list-style-type: none"> <li>• Under the current guidance we are able to take children offsite on school visits. Individual risk assessment will be carried out for each trip following the appropriate measures linked to COVID 19 risks.</li> <li>• We are still unable to take children on residential trips where the potential risks of such activities cannot be mitigated effectively under current circumstances and guidance.</li> </ul>	Ongoing and added to throughout.
<b>Staff visits to other schools and settings</b>	All staff	<ul style="list-style-type: none"> <li>• If staff are visiting other schools or settings they should read and follow the individual risk assessment for that school or setting. If no risk assessment is available they should request that one be completed. All staff will liaise with the leadership team to ascertain whether it is appropriate and safe to do so.</li> </ul>	Ongoing
<b>Managing a positive confirmed case of COVID - 19</b>	Leadership team	<p>The school 'Positive Covid Case' action plan will be followed and adhered to ensure that a consistent safe approach is in place for suspected or confirmed cases.</p> <ul style="list-style-type: none"> <li>• If someone has attended the site tests positive for COVID-19, the local health protection team will be contacted by the school.</li> <li>• The health protection team will provide guidance to support a rapid risk assessment to confirm who has been in close contact with the person during the period they were infectious and ensure they are asked to self-isolate.</li> <li>• Based on the advice from the health protection team, schools must send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious. Close contact means: <ul style="list-style-type: none"> <li>○ Direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin)</li> </ul> </li> </ul>	Ongoing and added to throughout.

		<ul style="list-style-type: none"> <li>○ Proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual</li> <li>○ Travelling in a small vehicle, like a car, with an infected person</li> <li>• Records of pupils and staff in each group and any close contact that takes place between pupils and staff in different groups to be kept. This does not need to include every interaction a member of staff or pupil has.</li> <li>• Remote education plan in place by the end of September 2020 for individual pupils or groups of pupils self-isolating.</li> </ul>	
<b>Containing any outbreaks</b>	Leadership team.	<ul style="list-style-type: none"> <li>• If two or more cases are confirmed within 14 days or an overall rise in sickness absence where COVID-19 is suspected, there may be an outbreak and the local health protection will advise on any additional action required.</li> <li>• Follow local health protection advice, this may include a larger number of other pupils self-isolate at home as a precaution.</li> <li>• In consultations with the local Director of Public Health, where an outbreak in a school is confirmed, a mobile testing unit may be dispatched to test others who may have been in contact with the person who tested positive.</li> <li>• Remote education plan in place by the end of September 2020 for individual pupils or groups of pupils self-isolating.</li> </ul>	Ongoing and added to throughout.