



Risk Assessment September 2021

As a school and with the guidance of Surrey, we have put some safety measures in place to mitigate risk to all at Connaught including those not in the building.

SURREY RISK ASSESSMENT AUTUMN 2021

	Recommended Controls
<p>Prevention</p> <p>1. Cleaning and disinfection</p>	<ul style="list-style-type: none"> Surfaces that pupils are touching are cleaned more regularly than normal. 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 toilets. The COVID-19: cleaning of non-healthcare settings guidance is followed. Outdoor playground equipment is 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 Cleaning in non-healthcare settings guidance Cleaners are employed by the school to carry out daily, thorough cleaning that follows national guidance. Enhance cleaning is undertaken where required. The cleaning standards of school is monitored and any additional measures required with regards to managing the spread of coronavirus is discussed as a school.
<p>Prevention</p> <p>2. Minimise contact</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. <p>Sports provision</p> <ul style="list-style-type: none"> All sports provision, including competition between settings, should be planned and delivered in line with government guidance. Providers of sports activities will also refer to:



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- guidance on grassroots sports for public and sport providers, safe provision and facilities, and guidance from Sport England
- advice from organisations such as the Association for Physical Education and the Youth Sport Trust
- guidance from Swim England on school swimming and water safety lessons available at returning to pools
guidance documents and using changing rooms safely

Performances, Events and Music

- Singing, wind and brass instrument lessons can be undertaken, following guidance.
- If planning an indoor or outdoor face-to-face performance in front of a live audience, the school will also follow the latest advice.
- If delivering sporting or other organised events, more information can be found in the COVID-19: [Organised events guidance for local authorities](#).
- Where the school premises are hired for use by external wraparound childcare providers, such as after-school or holiday clubs, these organisations will:
 - consider the relevant government guidance for their sector
 - put in place protective measures.

Temporary additional measures in the event of an outbreak

If a specific threshold in the school's Outbreak Management Plan (dictated by Public Health England) is met the following additional measures will be considered.

- *It may become necessary to reintroduce 'bubbles' for a temporary period, to reduce mixing between groups.*
- *Supply teachers, peripatetic teachers and/or other temporary staff can move between schools.*
- *Large gatherings such as assemblies are avoided, and groups kept apart.*
- *The timetable may be revised.*
- *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.*



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	<ul style="list-style-type: none"> • <i>Mixing within education or childcare setting is minimised by: <ul style="list-style-type: none"> ○ <i>accessing rooms directly from outside where possible;</i> ○ <i>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;</i> ○ <i>staggering lunch breaks and pupils clean their hands beforehand and enter in the groups they are already in or pupils are brought their lunch in their classrooms;</i> ○ <i>The number of pupils using the toilet at any one time is limited.</i> </i> • <i>The use of shared space such as halls is limited and there is cleaning between use by different groups.</i>
<p>Prevention</p> <p>3. Keep occupied spaces well ventilated</p>	<ul style="list-style-type: none"> • When the school is in operation, it is important to ensure it is well ventilated and a comfortable teaching environment is maintained. natural ventilation – 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 <ul style="list-style-type: none"> ○ providing flexibility to allow additional, suitable indoor clothing ○ rearranging furniture where possible to avoid direct draughts • Heating to be used as necessary to ensure comfort levels are maintained particularly in occupied spaces.
<p>In specific circumstances</p> <p>4. Where necessary, wear PPE</p>	<ul style="list-style-type: none"> • The majority of staff in education settings will not require PPE beyond what they would normally need for their work. PPE is only needed in a very small number of cases, including: <ul style="list-style-type: none"> ○ where an individual child or young person becomes ill with coronavirus (COVID-19) symptoms while at schools • When working with children and young people who cough, spit or vomit but do not have coronavirus (COVID-19) symptoms, staff only wear PPE that would be routinely worn, should be worn.
<p>In specific circumstances</p> <p>5. Promote and engage in asymptomatic testing, where available</p>	<p>Asymptomatic testing</p> <ul style="list-style-type: none"> • Testing remains important in reducing the risk of transmission of infection within schools. • Staff undertake twice weekly home tests whenever they are on site until the end of September, when this will also be reviewed. • There is no need for primary age pupils (those in year 6 and below) to test over the summer period.

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	<p>Confirmatory PCR tests</p> <ul style="list-style-type: none"> Staff and pupils with a positive LFD test result should self-isolate in line with the <u>stay at home guidance for households with possible or confirmed coronavirus (COVID-19) infection</u>. They will also need to <u>get a free PCR test to check if they have COVID-19</u>. Whilst awaiting the PCR result, the individual should continue to self-isolate. If the PCR test is taken within 2 days of the positive lateral flow test, and is negative, it overrides the self-test LFD test and the pupil can return to school, as long as the individual doesn't have any COVID-19 symptoms however mild.
<p>Response to infection</p> <p>6. Test and trace</p>	<ul style="list-style-type: none"> Close contacts will be identified via NHS Test and Trace and the school is no longer expected to undertake contact tracing. As with positive cases in any other setting, NHS Test and Trace will work with the positive case and/or their parent to identify close contacts. Contacts from a school setting will only be traced by NHS Test and Trace where the positive case and/or their parent specifically identifies the individual as being a close contact. This is likely to be a small number of individuals who would be most at risk of contracting COVID-19 due to the nature of the close contact. The school is aware it may be contacted in exceptional cases to help with identifying close contacts, as currently happens in managing other infectious diseases. Individuals are not required to self-isolate if they live in the same household as someone with COVID-19, or are a close contact of someone with COVID-19, and any of the following apply: <ul style="list-style-type: none"> they are fully vaccinated they are below the age of 18 years and 6 months they have taken part in or are currently part of an approved COVID-19 vaccine trial they are not able to get vaccinated for medical reasons Instead, they will be contacted by NHS Test and Trace, informed they have been in close contact with a positive case and advised to <u>take a PCR test</u>. The school will encourage all individuals to take a PCR test if advised to do so. Staff who do not need to isolate, and children and young people aged under 18 years 6 months who usually attend school, and have been identified as a close contact, should continue to attend school as normal. They do not need to wear a face covering within the school, but it is expected and recommended that these are worn when travelling on public or dedicated transport.
<p>Response to infection</p>	<ul style="list-style-type: none"> Confirmed cases of COVID-19 will be managed by the school (with guidance from Public Health) should they arise in any of the following cases:



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7. Managing confirmed COVID-19 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;
<p>Response to infection</p> <p>8. Contain any outbreaks</p>	<ul style="list-style-type: none"> • 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. • This risk assessment sets out the additional protective measures which will be considered in the case of and for the duration of an outbreak. • The additional measures are given elsewhere in this risk assessment under separate headings “<i>Temporary additional measures in the event of an outbreak</i>” and are shown in <i>italic</i> text. • 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	<p>Clinically extremely vulnerable (CEV)</p> <ul style="list-style-type: none"> • All clinically extremely vulnerable pupils should attend their school unless they are one of the very small number of pupils under paediatric or other specialist care and have been advised by their GP or clinician not to attend. • Pupils who live with someone who is clinically extremely vulnerable should continue to attend school as normal. • Further information is available in the <u>guidance on supporting pupils at school with medical conditions</u> and <u>guidance on protecting people who are clinically extremely vulnerable</u>. <p>Travel and quarantine</p> <ul style="list-style-type: none"> • All pupils travelling to England must adhere to current legislation, details of which are set out in <u>government travel advice</u>. • Those aged 11 to 17 need <u>proof of a negative COVID-19 test</u> to travel to England (children aged 10 and under are exempt from this) and those aged 5 to 17 must take a COVID-19 travel test on or before day 2. More information is provided in the government’s <u>quarantine and testing guidance</u>.

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	<ul style="list-style-type: none"> The school will check the current ‘red list’ and liaise with parents to ensure any pupils arriving from or through an affected country will follow this advice.
Workforce	<p>Clinically extremely vulnerable (CEV)</p> <ul style="list-style-type: none"> Clinically extremely vulnerable (CEV) people are advised, as a minimum, to follow the same guidance as everyone else. It is important that everyone adheres to this guidance, but CEV people may wish to think particularly carefully about the additional precautions they can continue to take. At Connaught, we encourage these staff members to come and speak to the Senior Leadership Team if other measure could be put in place. The school is able to explain the measures it has in place to keep CEV 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. <p>Pregnant women</p> <ul style="list-style-type: none"> 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 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. 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).
Emergencies	<ul style="list-style-type: none"> All pupil emergency contact details are up-to-date with at least 2 additional contacts. 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.



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Managing School Transport	<ul style="list-style-type: none"> • Parents and pupils are encouraged to walk or cycle to their education setting where possible. • Maximising distancing and minimising mixing is no longer recommended, but unnecessary risks such as overcrowding should be minimised hence staggered starts for a school this size and the number of parents that bring their children to school is needed.
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ADDITIONAL RISK ASSESSMENT CREATED SPECIFICALLY FOR CONNAUGHT JUNIOR SCHOOL.

Process/Activity	Hazards Identified	Person/s at significant risk	Existing controls/strategies
Bubbles and social distancing	Risk of infection	Staff/children	Bubbles and social distancing may be re-introduced as part of bringing the number of cases under control. Connaught has decided to keep the year groups separate to reduce congestion and ease the children back into school and their new year group. Social distancing to be adhered to for the first few weeks of term.
Arriving at school	Children mixing with other year groups. Ease congestion of traffic and overcrowding of parents and children outside school gates.	Children/Parents	Each year group has their own time to arrive to ease congestion: 8.00-8.10 - Year 6 8.10-8.20 - Year 4 8.20-8.30 - Year 5 8.30-8.40 - Year 3 Teachers to collect children from gate and take them straight to the classroom.



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Siblings arriving at times outside of their allocated slot due to difficulties parents have in dropping off other siblings to other schools or getting to work.	Mixing in different year groups	Children/Parents	Parents make a request to HT. Children will arrive through their sibling's gate. They will walk up to the Astroturf where a TA will be waiting. The TA will register the child. The child will sit in their year group area on the Astro Turf and under cover if needed. At the correct time slot, the TA will send the child to their gate.
Doors	Easing congestions	Staff/children	All classes have their own doors to arrive in to avoid congestion.
Break Time	Mixing year groups	Staff/children	Children stay in their own allocated spaces for the first few weeks of term so children can settle in with their classes.
Washing Hands	Hygiene	Staff/children	Wash Hands: On arrival in the classroom in the morning Before Snack Before lunch After being outside All children wash hands if a child has gone home with symptoms After using the toilet.
Anti-bac hands	Hygiene	Staff/children	On arrival in the gate Upon leaving the classroom Before going home
Cleaning of tables	Hygiene	Staff/children	Before snack Before lunch
First Aid	Mixing of people in the main office.	Staff/children	Basic First Aid to be completed in class or on the playground. All other first aid to be treated in the office by a First Aider and separate policy followed.



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			Epi-pens to stay in the office unless child is taking part in food tasting/cookery - make sure parents are aware of these activities. Inhalers in the classroom in the red medical bags. All other medication must go to the office.
Suspected COVID Case	Infectious	Staff/children	Child is removed from the classroom immediately Child is sat outside with an adult (who has a mask on and is at least 2 m away from the child) or in Inclusion Leader's office. Parents are called and child to have a PCR test and LFD to get a more immediate response. Area where child has been sitting to be cleaned after child has left. All children in class to wash their hands. Parents to let us know ASAP of LFD and PCR results. Use gender-neutral toilets by Cotopaxi if needed. They need to be cleaned thoroughly after.
Local outbreak	Highly contagious	Children/Staff/Parents	Guidance has not changed, if a member of the school community tests positive a call must be made to the DfE (0800 046 8687 option 1), also notifying the TAMAT Compliance Officer. The DfE have set out thresholds for schools where PHE advise may be sought, where one of the following is reached: <ul style="list-style-type: none"> • 5 children/students of staff who are likely to have mixed closely test positive in a 10-day period. • 10% of pupils, including those of staff who have likely mixed test positive in a 10-day period. If a threshold is reached schools should consider: <ul style="list-style-type: none"> • Increased outdoor learning • Improved ventilation



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			<ul style="list-style-type: none"> • One off clean (pinch points/shared equipment)
Isolation	Highly contagious	Children/Staff/Parents	<p>Any member of the school community who displays symptoms will be required to self-isolate and get a PCR Test. School staff will have priority of access to the testing sites.</p> <p>No member of staff who has been in contact with someone confirmed with the virus needs to self-isolate unless they develop symptoms, or unless advised to do so by a healthcare professional.</p> <p>However, those adults who have only received one dose of the vaccine or not been vaccinated will still need to isolate if coming into contact with a confirmed case.</p>
Classroom lay out	Highly contagious	Children/Staff	<p>Desks do not need to stay in rows.</p> <p>Children have to stay sitting next to the same person for the week and if the teacher wants to swap children around, do this over the weekend.</p> <p>If group work is taking place, keep groups and changes of groups to a minimum.</p> <p>Keep track of where children are sitting for cleaning purposes.</p>
Attendance	Missing education	Children/Staff	<p>All children are expected back in school unless it has been agreed by the DfE and should be a last resort for children not to come in. As before, school closure will not apply to those children of critical workers or vulnerable children who will still attend.</p>
Mobile phones	Minimal movement around the school. Instant access/communication	Children/Staff	<p>Only used by staff during school hours for professional dialogue.</p> <p>Cameras to be covered at all times.</p> <p>Staff to follow mobile phone policy.</p>

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	tion to other staff members.		Children's parents to have completed the permission forms and read the policy.
Visitors	COVID 19 is highly contagious so reducing visitors.	Children/Staff	Visitors will only be allowed in the building if they are professionals and the meeting will enhance or improve the child's education or safeguarding need.
Contractors	Highly contagious	Children/Staff/Contractors	Follow TAMAT risk assessment and dealt through central office.
LFD	No symptoms	Children/Staff	All schools will be sent LFD kits. All staff asked to carry out a lateral flow test before returning to school in September and for a period of time following the start of the academic year. Testing to be continued until further notice on Sunday and Wednesday evening.
Library and ICT Suite	Minimising movement around the school	Children/Staff	Each year group has a day for the library and ICT suite. Anti-bac hands before and after visiting these rooms.
Resources	Minimising movement around the school	Children/Staff	Children where possible have their own resources. Avoid where possible sharing books - they can only share with their partner.
Water bottle	Reducing germs being spread	Children	Children have their own water bottle and they do not go in the trolley.
Social distancing	Reducing germs being spread	Children/Staff	Adults at the moment have to stay in their year group. Avoid mixing with people outside of the year group just for the first few weeks of term.
Assemblies	Reducing germs being spread	Children/Staff	There will be an assembly every day. No full school assemblies in hall as of yet. Year group assemblies will take place in hall after the first 2 weeks.

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Hall	Reducing germs being spread	Children/Staff	Only to be used by each year group at a time and in classes until this point.
Cloakrooms	Reducing germs being spread Reduced movement around the school	Children/Staff	Cloakrooms are not to be used. Bags and coats to be kept in the classroom so children have the belongings easily accessible.
PE lessons	Reducing germs being spread	Children/Staff	In classes for the first few weeks and then mix in year groups. Children come into school in their PE kits on their PE days.
Singing	Reducing germs being spread	Children/Staff	Children can sing in classes.
Soft furnishings	Reducing germs being spread	Children/Staff	Soft furnishing can return to classrooms
Lunches	Reducing germs being spread Calmer environment	Children/Staff	Lunches will be eaten in the classroom. Hot school dinners will be escorted to the dining hall with a TA and children collect their meal on a tray. This is continuing this way due to feedback from the children and staff that this is more conducive to a more harmonious lunch time.
Peripatetic music teachers	Reducing germs being spread	Children/Staff	Continue with music lessons
Outside club providers.	Reducing germs being spread	Children/Staff	Clubs to continue to follow guidelines.
Teacher led clubs	Reducing germs being spread	Children/Staff	Teachers to offer clubs in their year groups due to staggered start/end times.
Face Coverings	Reducing germs being spread	Children/Staff	Although face coverings are not mandatory, we request that all staff wear them in communal areas for the first few weeks.
Cleaning	Reducing germs being spread	Children/Staff	The school will be cleaned once a day by the cleaners and high traffic areas twice a day.



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Play equipment (gym equipment and trim trail)	Reducing germs being spread	Children/Staff	Not used for the first two weeks until Complete Coaching have re-trained the children.
Parents on gate	Reducing germs being spread	Children/Staff	Parents can wear masks if they would like to and we can ask them to wear masks for the first few weeks.
Pick up at end of school day	Reduced congestion and quicker departure from school	Children/Staff	Children are handed over to the parents at the school gate.
PPE	Reducing germs being spread	Children/Staff	PPE must be worn by a member of staff if a child has suspected COVID
Fire and lock down	Evacuating the school	Children/Staff	These guidelines supersede this risk assessment. Year 3 in front of the sports courts. Year 6 nearest the building in the sports courts. Year 5 in the middle of the sports courts. Year 4 nearest the field in the sports courts.