



Reducing the risk of COVID-19 at Esher Church School

Risk Procedures and Risk Assessment

This Risk Assessment sets out the measures that must be taken to minimise the risk of anyone in school contracting the coronavirus.

August 2021

The following Risk Assessment has been produced in light of the DfE guidance for Step 4 of the roadmap, August 16th onwards. It will be kept under review and updated as necessary to ensure it remains in line with further guidance and updates.

Esher Church School

ISSUE	RISK	ACTION	RESPONSIBLE	WHEN
ACTIONS PRIOR TO OPENING AFTER A LOCKDOWN				
Ongoing Maintenance of School Premises <ul style="list-style-type: none">Health and Safety of site and building	School building is not maintained during period of lockdown creating an unsafe environment.	Continue to undertake routine checks of: <ul style="list-style-type: none">Cold & Hot Water systemsGas Safety checksFire Safety – ensure alarm system is operationKitchen Equipment (if applicable)Ventilation systemsLighting	<ul style="list-style-type: none">Site ManagerSchool Business Manager	Ongoing

<ul style="list-style-type: none"> Cleaning 	<p>Possibility of school building/equipment at risk of contributing of spread of infection.</p>	<ul style="list-style-type: none"> Small Power systems CCTV Access Controls Walk round of building and site to ensure risks (trip hazards etc) are identified and rectified. Consider deep cleaning of school premises on a more regular basis. 	<ul style="list-style-type: none"> School cleaning companies – commissioned by SBM 	
<p>Maintaining School Operations During Pandemic</p> <ul style="list-style-type: none"> Communication with staff 	<p>Failure to establish consistent set of principles that are in line with national guidance across Trust schools could lead to challenge from Unions, Staff, Pupils and/or RSC/Ofsted etc</p>	<p>School to follow risk assessments and DfE guidance</p>	<p>School Business Manager</p>	<p>Ongoing</p>

The following is based on DfE [Guidance](#) of August 2021

Systems of Control 1-4 must be in place in all schools, all of the time

Systems of control 5 must be properly considered and schools must put in place measures that suit their particular circumstances

System of control 6 applies in specific circumstances



Systems of control 7-15 must be followed in every case where they are relevant.

<p>System of Control 1:</p> <p>Minimising contact with individuals who are unwell or have symptoms</p>	<p>Failure to remain vigilant and act swiftly in instances of suspected or confirmed cases increases risk of infections occurring in school and the wider community.</p>	<p>Pupils, staff and other adults must not come into the school if:</p> <ul style="list-style-type: none">• they have one or more coronavirus (COVID-19) symptoms (a new, continuous cough or a high temperature, or a loss of or change in their normal sense of taste or smell)• a member of their household (including someone in their support bubble or childcare bubble if they have one) has coronavirus (COVID-19) symptoms, unless they meet one of the criteria below.• they are required to quarantine having recently visited countries where quarantine is mandatory on return to the UK• they have had a positive test• they have been told to isolate by NHS Test and Trace/public health protection team. <p>They must not attend for at least 10 days from the day after:</p> <ul style="list-style-type: none">• the start of their symptoms• the test date if they did not have any symptoms but have had a positive test (whether this was a Lateral Flow Device (LFD) or Polymerase Chain Reaction (PCR) test) <p>Individuals are not required to self-isolate if they live in the same household as someone with COVID-19, or are a close</p>	<p>All staff</p>	<p>As necessary</p>
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		<p>contact of someone with COVID-19, and any of the following apply:</p> <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 <p>Instead, they will be contacted by NHS Test and Trace, informed they have been in close contact with a positive case and advised to take a <u>PCR test</u>. We would encourage all individuals to take a PCR test if advised to do so.</p> <p>Children under 5 years old identified as close contacts will only be advised to take a PCR test if the positive case is in their own household.</p> <p>Pupils or staff members developing symptoms in school must be:</p> <ul style="list-style-type: none">• sent home and advised to follow the <u>stay home guidance</u>:• self-isolate for at least 10 days• arrange to have a test• other members of household (including siblings) to self-isolate for 10 days from when the symptomatic person first had symptoms unless they meet one of the criteria above. <p>Pupils sent home should avoid using public transport and where possible be collected by a member of their family or household.</p>		
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		<p>Where parents/carers cannot collect their child, if age appropriate and safe to do so, the child should walk, cycle or scoot</p> <p>Pupils awaiting pick-up they should be isolated in separate, closed room with ventilation (depending on age of child etc). If not possible they should remain in a space that is at least 2 meters away from anyone else. If they need the bathroom to use a separate one that must be cleaned before further use.</p> <p>Any member of staff staying with pupil while awaiting pick-up must wear PPE if social distancing cannot be maintained</p> <p>Any member of staff or pupil who has been in close contact with a symptomatic person/pupil should not self isolate unless:</p> <ul style="list-style-type: none">• They develop symptoms (in which case they should arrange a test) or• The symptomatic person tests positive (see <i>System of Control 7</i> below)• They are required to do so by NHS Test and Trace or PHE service.• They have tested positive from an LFD test as part of a community or worker programme <p>Everyone to wash hands for 20 seconds after any contact with someone who is unwell</p> <p>The area around the individual must be cleaned once they have left the building.</p>		
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<p>System of Control 2:</p> <p>Appropriate use of face coverings</p>	<p>Failure to follow recommended advice could undermine confidence amongst staff/parents and contribute to spread of infection</p>	<ul style="list-style-type: none"> No longer need to be worn in classrooms or communal areas by staff Staff are no longer legally required to wear face coverings on public transport and dedicated school transport, though this is “expected and recommended”. <p>If there is an outbreak,</p> <ul style="list-style-type: none"> Face coverings should still be worn by staff and visitors in communal areas or classrooms, where necessary 	<p>All staff</p>	<p>As necessary</p>
<p>System of Control 3:</p> <p>Clean Hands thoroughly more often than usual</p>	<p>Not following required hand washing routines contribute to spread of infection</p>	<p>Ensure soap and hot water in every toilet (and if possible in classrooms)</p> <p>Hand sanitiser stations or hand washing facilities set up in classrooms for pupils and any other individuals entering the school to use</p> <p>Ensure hand-washing requirements/opportunities for pupils/students are built into behaviour expectations and daily routines, including:</p> <ul style="list-style-type: none"> on arrival at school when they return from breaks when they change rooms, and before and after eating. <p>Supervision should be given where appropriate.</p>	<p>Site Manager</p> <p>Site Manager</p> <p>All adults supervising pupils</p>	<p>Ongoing</p> <p>Ongoing</p>
<p>System of Control 4:</p>				



<p>Ensure good respiratory hygiene</p>	<p>Not following “catch it, bin it, kill it” approach will contribute to spread of infection.</p>	<p>Provide lidded bins in classrooms and in other key locations around the site for the disposal of tissues and any other waste and ensure they are double bagged when disposing of them</p> <p>Ensure a good supply of disposable tissues to implement the ‘catch it, bin it, kill it’ approach in each classroom and enough to top up regularly</p>	<p>Site Manager</p> <p>Site Manager</p>	<p>Ongoing</p> <p>Ongoing</p>
<p><i>System of Control 5:</i></p> <p>Enhanced cleaning routines.</p>	<p>Not establishing and following enhanced cleaning routines will contribute to spread of infection.</p>	<p>Agree cleaning routines with cleaning staff/companies ensuring they are in line with DfE guidance here</p> <p>Put in place additional cleaning routines to:</p> <ul style="list-style-type: none"> ○ Ensure more frequent cleaning of rooms/shared areas used by different groups ○ Frequently touched surfaces are cleaned more often than normal. ○ toilets to be cleaned regularly and pupils to be encouraged to clean their hands thoroughly after using the toilet - different groups should be allocated their own toilet blocks if possible (but is not a requirement if the site does not allow for it) 	<p>Site Manager</p>	<p>Ongoing</p>
<p><i>System of Control 6:</i></p> <p>Minimise contact between individuals and maintain social</p>	<p>Failure to minimise contacts and mixing of pupils/groups increase transmission of infection in the case of an outbreak.</p>	<p>The use of bubbles or consistent groups is no longer required under Step 4.</p> <p>This includes summer provision and school from the autumn.</p>		

distancing wherever possible		In the case of a local outbreak, bubbles could be temporarily re-introduced by the school as could other measures outlined in DfE guidance	Headteacher/SL T	As necessary
System of Control 7: Use of PPE	Failure to follow PPE guidance will increase risk of transmission of infection and put individuals at unreasonable level of risk	Face coverings are not classified as PPE Use PPE: <ul style="list-style-type: none"> ○ Where an pupil/student becomes unwell and 2 meters distance cannot be maintained ○ Where a pupil/student need routine intimate care needs Follow Safe Working in Education Guidance Ensure ongoing training for staff in use of PPE where required.	All Staff Headteacher/SL T	Ongoing Ongoing
System of Control 8: Keep occupied spaces well ventilated	Not generating ventilation throughout the buildings could increase risk of transmission.	<ul style="list-style-type: none"> • Natural Ventilation: open windows (while maintaining comfortable temperature). When rooms are not occupied windows should be opened more fully to help purge air. • Mechanical ventilation: increase ventilation rate/set to full fresh air where possible 	All staff Site Manager	Ongoing



		<ul style="list-style-type: none"> Open external doors where safe to do so and while also maintaining comfortable temperature 		
<p>System of Control 9:</p> <p>Promote and engage in asymptomatic testing, where available</p>	Failure to utilise asymptomatic testing increase risk of virus spreading in schools	<p>Schools to follow guidance for their specific phase (see System of Control 12).</p> <p>All staff should undertake twice weekly lateral flow tests, (Monday and Thursday evenings). This will be reviewed at the end of September.</p>	<p>Headteacher/SL T</p> <p>Headteacher/SL T</p> <p>All staff</p>	<p>Ongoing</p> <p>September 21</p> <p>Ongoing</p>
<p>System of Control 10:</p> <p>Engage with the NHS Test and Trace process</p>	Failure to follow Test and trace guidance places whole school at risk of infection	<p>Staff members, parents and carers will need to:</p> <p><u>Book a test</u> if they or their child develop symptoms</p> <p><u>Self-isolate</u> immediately and not come into school if:</p> <ul style="list-style-type: none"> they develop symptoms they are required to do so having recently travelled from certain other countries they have been advised to isolate by NHS test and trace or the PHE local health protection team, which is a legal obligation <p>Unless they meet the criteria outlined in “system of control 1” they must self-isolate if:</p> <ul style="list-style-type: none"> they have been in close contact with someone who tests positive for coronavirus (COVID-19) 	All Staff	Ongoing

		<ul style="list-style-type: none"> ○ anyone in their household or support or childcare bubble develops symptoms of coronavirus (COVID-19) <p><u>Provide details</u> of anyone they have been in close contact with, if they test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace</p> <p>School to ensure all staff understand the procedures and requirements of the Test and Trace Service</p> <p>Schools to issue PCR tests to symptomatic individuals where they feel they will have barriers to accessing a test elsewhere</p> <p>Keep under review and amend as necessary ECS's COVID-19 HR procedures.</p> <p>Staff and students aged 16 and over should be encouraged to download and use the NHS COVID 19 app</p> <p>Primary schools should follow the guidance on Rapid asymptomatic coronavirus (COVID-19) testing for staff in primary schools here.</p> <p>Schools should ask parents of children attending school and staff to inform them immediately of the results of any tests taken outside school and follow this guidance:</p> <ol style="list-style-type: none"> <i>1. If someone with symptoms tests negative for coronavirus (COVID-19), then they should stay at home until they are recovered as usual from their illness but</i> 	Headteacher/SL T	Ongoing
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		<p><i>can safely return thereafter. The only exception to return following a negative test result is where an individual is separately identified as a close contact of a confirmed case, when they will need to self-isolate for 10 full days from the date of that contact, unless they meet one of the criteria outlined in “system of control 1”.</i></p> <p><i>2. If someone with symptoms tests positive, they should follow the guidance for households with possible or confirmed coronavirus (COVID-19) infection and must continue to self-isolate at least from the day of onset of their symptoms and for the following 10 full days 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.</i></p> <p><i>3. The period of isolation starts from the day when they first became symptomatic and the following 10 full days. If they still have a high temperature, they should continue to self-isolate until their temperature returns to normal. Other members of their household should all self-isolate starting from the day the individual’s symptoms started and the next 10 full days.</i></p> <p>Test and Trace Support payments are available for temporary staff who are not being paid by the school during a period of self-isolation. Information can be accessed here</p>		
System of Control 11:				

<p>Manage confirmed cases amongst school community</p>	<p>Failure to take swift action where confirmed cases are notified places the whole school community at risk of infection.</p>	<p>From Monday 19 July, schools will no longer carry out routine contact tracing. From this point onwards, close contacts will be identified and contacted by NHS Test and Trace.</p> <p>Close Contact means:</p> <ul style="list-style-type: none"> • anyone who lives in the same household as someone with coronavirus (COVID- 19) symptoms or who has tested positive for coronavirus (COVID-19) • anyone who has had any of the following types of contact with someone who has tested positive for coronavirus (COVID-19) with a PCR or LFD test: <ul style="list-style-type: none"> ○ face-to-face contact including being coughed on or having a face-to-face conversation within one metre ○ been within one metre for one minute or longer without face-to-face contact ○ sexual contacts ○ been within 2 metres of someone for more than 15 minutes (either as a one-off contact, or added up together over one day) ○ travelled in the same vehicle or a plane <p>Primary schools should follow the guidance on Rapid asymptomatic coronavirus (COVID-19) testing for staff in primary schools.</p> <p>School to ensure all staff understand the procedures and requirements of the Stay at Home Guidance</p>	<p>Headteacher/SL T</p>	<p>On-going</p>
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		<p>Put in place systems to maintain contact with vulnerable individuals (pupils and staff) who are self-isolating.</p> <p>School should not request evidence of negative test of other medical evidence before welcoming pupils/students back after a period of self-isolation</p> <p>School should follow HR guidance in managing staff who have tested positive and/or self-isolating</p> <p>Where a parent insists their child attends school despite having symptoms school can refuse to allow child on site.</p> <p>Report actual or suspected cases of coronavirus through the education setting status form.</p> <p>Schools should consider taking extra steps to manage the transmission of COVID-19 and seeking public health advice if the number of positive cases reaches a certain threshold. Please see the school's "Outbreak Management Plan" for further information.</p>	Headteacher/SL T	On-going
<p>System of Control 12:</p> <p>School Educational Visits</p>	<p>- Educational day visits and domestic residential visits can go ahead</p>	<p>A risk assessment needs to be carried out, in line with the guidance in Annex C of the DfE's operational guidance, for each Educational visit to determine whether it can be undertaken safely.</p>	Headteacher/SL T	Ongoing

	- International trips are not advised until 6 September 2021 (at the earliest)			
System of Control 13: Wrap-around care	No limit on group size numbers for indoor provision	<ul style="list-style-type: none"> • All pupils can attend wrap-around care for any reason and they can be in groups of any number. • Parents and carers can attend sessions at out-of-school settings and wraparound care • Make sure any external providers to which you're hiring out your premises have considered any relevant guidance and put appropriate health and safety measures in place • The school and any external providers should have parents and carers' most up-to-date contact details in case of an emergency 	Headteacher/SL T	Ongoing
System of Control 14: Indoor and outdoor performances	Indoor and outdoor performance can go ahead	<ul style="list-style-type: none"> • Outdoor sport should be prioritised • Consult the guidance on <u>performing arts</u> when planning indoor and outdoor performances • Also consult the guidance on <u>delivering outdoor events</u> when planning for outdoor performances 	Headteacher/SL T	Ongoing



System of Control 15: Indoor sport	Indoor sport can go ahead although you should prioritise outdoor Competitions can take place	<ul style="list-style-type: none">• Prioritise outdoor sport where possible• Where possible use large indoor spaces with sufficient ventilation• You'll consult <u>government guidance</u> when planning for team sports	All staff	Ongoing

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