

| Area | Pre-control rating | | SCC recommended controls/ Mitigation and Protective Measures | In place? | Setting-specific adaptations | Action | | Post-control rating |
|--|--------------------|---|--|----------------|---|-----------|---------|---------------------|
| | H/M/L | | | Yes, No or N/A | To control measures to reduce the risk or the reasons why the recommended standard cannot be met. | Who | When | H/M/L |
| 1 Policies and Procedures | | | | | | | | |
| 1.1 Awareness of and adherence to policies and procedures | Medium | 1 | Health and Safety Policy has been updated in light of the COVID-19 advice | Yes | | HR | Sep-21 | Low |
| | | 2 | All staff, pupils and volunteers are aware of all relevant policies and procedures including, but not limited to, the following: - Health and Safety Policy - Infection Control Policy - First Aid Policy | Yes | Ensure staff are aware of the policies listed and where to find them if they need refer to them. | HR | Sep-21 | |
| | | 3 | All staff have regard to all relevant guidance and legislation including, but not limited to, the following: - 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' | Yes | Office team load relevant incidents onto OSHENS/RIDDOR as appropriate. | HR | Ongoing | |
| | | 4 | The relevant staff receive any necessary training that helps minimise the spread of infection, e.g. infection control training. | Yes | Start of school year video reminders to all staff. HR to lead to cleaning and premises team, revisiting effective methods of infection control. | SC & HR | Ongoing | |
| | | 5 | The school keeps up-to-date with advice issued by, but not limited to, the following: DfE; NHS; Department of Health and Social Care; PHE | Yes | Daily email alerts, professional social media accounts. | SC & HR | Ongoing | |
| | | 6 | Staff are made aware of the school's infection control procedures in relation to coronavirus. | Yes | Start of school year video reminders to all staff. HR to lead to cleaning and premises team, revisiting effective methods of infection control. | SC & HR | Ongoing | |
| | | 7 | 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 coronavirus (COVID-19) symptoms, or have tested positive in the last 10 days, 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. | Yes | Regular reminders in weekly newsletters, social media and parentmails. | SC | Ongoing | |
| | | 8 | 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. | Yes | Class teachers to teach children procedures; washing hands, catch it bin it etc & what to do if feeling unwell. | All staff | Termly | |
| | | 9 | Staff and pupils are made aware of the process for removing face coverings when pupils and staff who use them arrive at school, and this is communicated clearly to parents and staff. | N/A | | | | |

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| | | 10 | 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. | Yes | Staff are aware that no names are shared | SC | Ongoing | |
| 2 Prevention – General | | | | | | | | |
| 2.1 Minimise contact with individuals who are unwell with COVID-19 symptoms | Medium | 1 | When an individual develops COVID-19 symptoms or has a test. • If a pupil or staff member develops COVID-19 symptoms or has a positive test they will follow public health advice on when to self-isolate and what to do. 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). https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/when-to-self-isolate-and-what-to-do/ | Yes | Staff are reminded regularly | SC | Ongoing | Low |
| | | 2 | If anyone in the school develops COVID-19 symptoms, however mild, they will be sent home and they should follow public health advice. https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/ | Yes | Staff are reminded regularly | SC | Ongoing | |
| | | 3 | For everyone with symptoms, they should avoid using public transport and, wherever possible, be collected by a member of their family or household. | Yes | Staff are reminded regularly | SC | Ongoing | |
| | | 4 | If a pupil is awaiting collection, they should be left in a room on their own if possible and safe to do so. A window should be opened for fresh air ventilation if possible. Appropriate PPE should also be used if close contact is necessary (such as for a very young child or a child with complex needs). Further information on this can be found in the use of PPE in education, childcare and children's social care settings guidance. Any rooms they use should be cleaned after they have left. https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care | Yes | Library or Green Room will be used. These rooms will be cleaned afterwards. | SC | Ongoing | |
| | | 5 | The household (including any siblings) should follow the PHE stay at home guidance for households with possible or confirmed coronavirus (COVID-19) infection. https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection | Yes | Staff, parents and Carers regularly reminded | SC & Office Team | Ongoing | |
| | | 6 | The 'Flowchart school response to suspected or confirmed COVID-19 cases' will be followed for suspected or confirmed cases. | Yes | | ALL | Ongoing | |
| | | 7 | <ul style="list-style-type: none"> In the majority of cases, schools and parents will be in agreement that a child with symptoms should not attend school, given the potential risk to others. In the event that a parent or guardian insists on a child attending school, schools can take the decision to refuse the child if in their reasonable judgement it is necessary to protect their pupils and staff from possible infection with coronavirus (COVID-19). Any such decision would need to be carefully considered in light of all the circumstances and the current public health advice. | Yes | Staff to consult with SC and the Inclusion Team | SC | Ongoing | |

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| | | 6 | <u>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'.</u> | Yes | Staff, parents and Carers regularly reminded | ALL | Ongoing | | |
| | | 7 | <ul style="list-style-type: none">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.https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings | Yes | Staff, parents and Carers regularly reminded | ALL | Ongoing | | |
| | | 8 | <u>PPE will be worn by staff caring for the child while they await collection (such as for a very young child or a child with complex needs). More information on PPE use can be found in the safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE) guidance.</u> | Yes | | ALL | Ongoing | | |
| | | 9 | 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. | Yes | | ALL | Ongoing | | |
| | | 10 | 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. | Yes | | ALL | Ongoing | | |
| | | 11 | <u>The Infection Control Policy and Cleaning in non-healthcare settings guidance to be followed to clean the area.</u> | Yes | | HR | Ongoing | | |
| | | 12 | Any medication given to ease the unwell individual's symptoms, e.g. paracetamol, is administered in accordance with the Administering Medications Policy | Yes | Medicine form will need to be completed in advance. If painkillers are required, parents are requested to administer them. School doesn't hold stock of any pain relief. | SC and Office Team | Ongoing | | |
| | | 13 | <u>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.</u> | Yes | | HR | Ongoing | | |
| 2.2 Where recommended use of face covering | Medium | 1 | Face coverings should be worn in communal areas in all settings for staff, visitors and pupils or students in year 7 and above, unless they are exempt. | Yes | Facemasks will be optional for staff, visitors and children in classrooms | SC | Dec-21 | Low | |
| | | 2 | Pupils aged 11 and over should wear a face covering when travelling on dedicated transport to secondary school or college. | N/A | | | | | |
| | | 2.2.1 Temporary additional measures in event of outbreak | | | | | | | |
| | | <ul style="list-style-type: none">If a specific threshold in the school's Outbreak Management Plan is met the following additional measures will be considered. | | | | | | | |

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| | | 3 | Face coverings will temporarily be re-introduced in communal areas and classrooms for pupils (aged 11 and over), staff and visitors, unless exempt. | N/A for now | For staff and visitors | SC | | |
| | | 4 | 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. | N/A for now | | SC | | |
| | | 5 | Face visors or shields can be worn by those exempt from wearing a face covering but they are not an equivalent alternative in terms of source control of virus transmission. They should only be used after carrying out a risk assessment for the specific situation and should always be cleaned appropriately. | N/A for now | | SC | | |
| | | 6 | In the event of an outbreak, Contingency framework: education and childcare settings will be referred to in reimplementing the use of face coverings. | N/A for now | | SC | | |
| 2.3 Clean hands thoroughly more often than usual | Medium | 1 | Pupils clean their hands regularly, including: - when they arrive at the school - when they return from breaks - when they change rooms - before and after eating | Yes | Wash hands or use hand sanitiser | Class Staff | Ongoing | Low |
| | | 2 | Pupils and staff will need to wash their hands and incorporate time for this in timetables or lesson plans. | Yes | | Class Staff | Ongoing | |
| | | 3 | Staff working with pupils who spit uncontrollably may want more opportunities to wash their hands than other staff. | Yes | Relevant staff | ALL | Ongoing | |
| | | 4 | Pupils who use saliva as a sensory stimulant or who struggle with 'catch it, bin it, kill it' may also need more opportunities to wash their hands. | Yes | Relevant staff | ALL | Ongoing | |
| | | 5 | Continue to help pupils with complex needs to clean their hands properly. | Yes | Relevant staff | ALL | Ongoing | |
| | | 6 | Frequent and thorough hand cleaning should now be regular practice. | Yes | | ALL | Ongoing | |
| | | 7 | Ensure there is enough hand washing or hand sanitiser stations available so that all pupils and staff can clean their hands regularly | Yes | | GH & HR | Ongoing | |
| | | 8 | Supervise hand sanitiser use given the risks around ingestion – skin friendly skin cleaning wipes can be used as an alternative | Yes | | ALL | Ongoing | |
| | | 9 | Building these routines into school culture, supported by behaviour expectations and helping ensure younger pupils and those with complex needs understand the need to follow them | Yes | Routines re-established from September | ALL | Ongoing | |
| 2.4 Good respiratory hygiene | Medium | 1 | '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. | Yes | Routines re-established from September | GH & HR | Ongoing | Low |
| | | 2 | Younger pupils and those with complex needs are helped to follow this. | Yes | | ALL | Ongoing | |
| | | 3 | Risk assessments to identify pupils with complex needs who struggle to maintain good respiratory hygiene, for example those who spit uncontrollably or use saliva as a sensory stimulant. | Yes | | Inclusion Team | Termly | |
| 2.5 Cleaning and disinfection | Medium | 1 | Surfaces that pupils are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters are cleaned more regularly than normal. | Yes | | ALL | Ongoing | Low |

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| | | 2 | More frequent cleaning of rooms and shared areas that are used by different groups | Yes | | ALL | Ongoing | |
| | | 3 | Soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts) are removed. | No | Sprayed regularly with disinfectant spray and not shared without thorough cleaning. | Class Staff | Ongoing | |
| | | 4 | Toilets will need to be cleaned regularly and pupils must be encouraged to clean their hands thoroughly after using the toilet - different groups being allocated their own toilet blocks could be considered but is not a requirement if the site does not allow for it | Yes | Each year group to use their own toilet block. | HR | Ongoing | |
| | | 5 | The COVID-19: cleaning of non-healthcare settings guidance is followed. | Yes | | HR | Ongoing | |
| | | 6 | Outdoor playground equipment should be cleaned more frequently. This includes resources used inside and outside by wrap around care providers as set out in the School Lettings Policy/Contract | Yes | | HR & DB | Ongoing | |
| | | 7 | 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 | Yes | | HR | Ongoing | |
| | | 8 | 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. | Yes | | HR | Ongoing | |
| | | 9 | The Premises, Health and Safety Officer arranges enhanced cleaning to be undertaken where required – advice about enhanced cleaning protocols is sought from the local health team. Schools short of cleaning product supplies, should email DfE- CovidEnquiries.COMMERCIAL@education.gov.uk | Yes | | HR | Ongoing | |
| | | 10 | The Premises, Health and Safety Officer monitors the cleaning standards of school cleaning contractors and discusses any additional measures required with regards to managing the spread of coronavirus. | Yes | | HR | Ongoing | |
| 2.6 Minimise contact | Medium | 1 | From Step 4, it is no longer recommend that it is necessary to keep children in consistent groups ('bubbles'). Bubbles will not need to be used for any summer provision or in schools from the autumn term. | Yes | From September we won't be working in bubbles but will try to keep the number of whole school events limited. | SC | Ongoing | Low |
| | | 2 | The school may choose to continue with these measures until the end of the summer term. | | | | | |
| | | 2.6.1 Educational visits | | | | | | |
| | | 3 | It is recommended that the school does not go on any international visits before the start of the autumn term. From the start of the new school term the school can go on international visits that have previously been deferred or postponed and organise new international visits for the future. | N/A | | | | |
| | | 4 | The school is aware that the travel list (and broader international travel policy) is subject to change and green list countries may be moved into amber or red. The travel lists may change during a visit and the school will comply with international travel legislation and will have contingency plans in place to account for these changes. | N/A | | | | |

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| 5 | The school will liaise with either its visit provider, commercial insurance company, or the Risk Protection Arrangement (RPA) to assess the protection available. Independent advice on insurance cover and options can be sought from the British Insurance Brokers' Association (BIBA) or Association of British Insurers (ABI). Any school holding ATOL or ABTA refund credit notes may use these credit notes to rebook educational or international visits. | N/A | | | |
| 6 | 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. General guidance about educational visits is available and is supported by specialist advice from the Outdoor Education Advisory Panel (OEAP). | Yes | RD & DB to refresh their EVC training. | RD & DB | Oct 21 onwards |
| | 2.6.2 Wraparound activities | | | | |
| 7 | From Step 4, it is no longer recommended necessary to keep children in consistent groups ('bubbles'). This means that bubbles will not need to be used for any summer provision or from the autumn term. | Yes | After school clubs and breakfast club | SC & DB | Ongoing |
| 8 | From Step 4, it is no longer advised that providers limit the attendance of parents and carers at sessions. The school will continue to ensure that parents' and carers' most up-to-date contact details are held in case of an emergency. | Yes | | DB | Termly |
| 9 | Wraparound childcare and other organised activities for children may take place in groups of any number. | Yes | Ratios for safety will still be carefully considered. | DB | Ongoing |
| 10 | Providers caring for children: - under 5 years only should refer to the guidance for early years and childcare providers during the COVID-19 pandemic - both under 5 years and aged 5 years and over, in mixed groups together, should follow the guidance on actions for out-of-school settings. | Yes | | DB | Ongoing |
| | 2.6.3 Sports provision | | | | |
| 11 | All sports provision, including competition between settings, should be planned and delivered in line with government guidance. | Yes | | AC | Ongoing |
| 12 | Providers of sports activities will also refer to: - guidance on grassroot 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 - using changing rooms safely | Yes | | AC | Ongoing |
| | 2.6.4 Performances, Events and Music | | | | |
| 13 | Singing, wind and brass instrument lessons can be undertaken, following guidance provided by the DCMS working safely during coronavirus (COVID-19): performing arts. | Yes | RC to keep staff up to date | RC | Ongoing |

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| 14 | If planning an indoor or outdoor face-to-face performance in front of a live audience, the school will also follow the latest advice in the DCMS working safely during coronavirus (COVID-19): performing arts. | Yes | RC to keep staff up to date | RC | Ongoing |
| 15 | If delivering sporting or other organised events, more information can be found in the COVID-19: Organised events guidance for local authorities. | Yes | | AC | Ongoing |
| 16 | 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. | Yes | Koosa, Sports4Kids, PSL | DB | Ongoing |
| | 2.6.5 Temporary Additional Measures in the event of an Outbreak | N/A for now | | | |
| | <i>If a specific threshold in the school's Outbreak Management Plan is met the following additional measures will be considered.</i> | | | | |
| 17 | It may become necessary to reintroduce 'bubbles' for a temporary period, to reduce mixing between groups, as follows. | N/A for now | Year group bubbles at play and class bubbles most of the time. | SC | |
| 18 | The number of contacts between pupils and staff is reduced. This is achieved through keeping groups separate (in 'Bubbles'). The school will consider: - The layout of the school site; - The feasibility of keeping distinct groups separate while offering a broad curriculum | N/A for now | Careful timetabling to reduce/diminish corridor contact, contact at playtimes etc | SLT | |
| 19 | More information on groups can be found in COVID-19: https://www.gov.uk/government/publications/coronavirus-covid-19-local-restrictions-in-education-and-childcare-settings | | | | |
| 20 | All teachers and other staff can operate across different classes and year groups in order to facilitate the delivery of the school timetable. This will be particularly important for secondary schools. | N/A for now | But limited as much as possible | SC | |
| 21 | Supply teachers, peripatetic teachers and/or other temporary staff can move between schools. | N/A for now | Music teachers | RD & DB | |
| 22 | Large gatherings such as assemblies are avoided, and groups kept apart. | N/A for now | Assemblies recorded or via Zoom | | |
| 23 | The timetable is revised to implement where possible: - Plan for lessons or activities which keep groups apart and movement around the school site to a minimum; - Maximise the number of lessons or classroom activities which could take place outdoors; - Staggered assembly groups; - Break times (including lunch) are staggered so that all pupils are not moving around the school at the same time. | N/A for now | | SLT | |
| 24 | 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. | N/A for now | | SLT | |
| 25 | Mixing within education or childcare setting is minimised by: - accessing rooms directly from outside where possible; | N/A for now | | SLT | |

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| | | | <ul style="list-style-type: none">- considering one-way circulation, or place a divider down the middle of the corridor to keep groups apart as they move through the setting where spaces are accessed by corridors;- staggering lunch breaks and pupils clean their hands beforehand and enter in the groups they are already in or pupils are brought their lunch in their classrooms;- The number of pupils using the toilet at any one time is limited. | | | | | |
| | | 26 | The use of shared space such as halls is limited and there is cleaning between use by different groups. | N/A for now | | SLT | | |
| 2.7 Keep occupied spaces well ventilated | Medium | 1 | <p>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. These can be achieved by a variety of measures including:</p> <ul style="list-style-type: none">- mechanical ventilation systems – these should be adjusted to increase the ventilation rate wherever possible and checked to confirm that normal operation meets current guidance and that only fresh outside air is circulated. If possible, systems should be adjusted to full fresh air or, if not, then systems should be operated as normal as long as they are within a single room and supplemented by an outdoor air supply- 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- natural ventilation – if necessary external opening doors may also be used (as long as they are not fire doors and where safe to do so) The Health and Safety Executive guidance on air conditioning and ventilation during the coronavirus outbreak and CIBSE coronavirus (COVID-19) advice provides more information. | Yes | Windows in all corridors and rooms must be open to allow ventilation. Internal classroom doors should remain open. | All, GH to check in am | Ongoing | Low |
| | | 2 | <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 | Yes | Windows in all corridors and rooms must be open to allow ventilation. Internal classroom doors should remain open. | ALL | Ongoing | |
| | | 3 | Heating to be used as necessary to ensure comfort levels are maintained particularly in occupied spaces. | Yes | | GH & HR | Oct 21 onwards | |
| | | | CO2 monitors and guidance for their use will be provided to the school during the Autumn term. | Yes | When the monitors arrive and are installed. | GH & HR | | |
| | | 3 Prevention – Specific Circumstances | | | | | | |

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| 3.1 Where necessary, wear PPE | Medium | 1 | 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: - where an individual child or young person becomes ill with coronavirus (COVID-19) symptoms while at schools - Performing aerosol generating procedures (AGPs) | Yes | Specific roles in certain circumstances | ALL | Ongoing | Medium |
| | | 2 | When working with children and young people who cough, spit or vomit but do not have coronavirus (COVID-19) symptoms, only wear PPE that would be routinely worn, should be worn. | | | | | |
| | | 3 | Read the guidance on safe working in education, childcare and children's social care for more information about preventing and controlling infection and follow SCC's PPE guidance. | | | | | |
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| 3.2 Promote and engage in asymptomatic testing, where available | Medium | | 3.2.1 Asymptomatic testing | | | | | Low |
| | | 1 | Testing remains important in reducing the risk of transmission of infection within schools. | Yes | | ALL | SC & HR | |
| | | 2 | Over the summer, staff and secondary pupils will continue to test regularly if they are attending settings that remain open, such as summer schools and out of school activities based in school settings. The school will only provide tests for twice weekly asymptomatic testing for pupils and staff over the summer period if they are attending school settings. | N/A | | | | |
| | | 3 | As pupils will potentially mix with lots of other people during the summer holidays, all secondary school pupils should receive 2 on-site lateral flow device tests, 3 to 5 days apart, on their return in the autumn term. | N/A | | | | |
| | | 4 | The school may commence testing from 3 working days before the start of term and can stagger return of pupils across the first week to manage this. Pupils should then continue to test twice weekly at home until the end of September, when this will be reviewed. | N/A | | | | |
| | | 5 | Staff undertake twice weekly home tests whenever they are on site until the end of September, when this will also be reviewed. | Yes | | ALL | Ongoing | |
| | | 6 | Secondary schools will also retain a small asymptomatic testing site (ATS) on-site until further notice so they can offer testing to pupils who are unable to test themselves at home. | N/A | | | | |
| | | 7 | There is no need for primary age pupils (those in year 6 and below) to test over the summer period. They will be offered the 2 tests at an ATS at the beginning of the autumn term when they start at their secondary school as a new year 7. Schools may choose, however, to start testing year 6 pupils earlier, including in summer schools, depending on their local circumstances. | N/A | | | | |
| | | | 3.2.2 Confirmatory PCR tests | | | | | |
| | | 8 | •Staff and pupils with a positive LFD test result should self-isolate in line with the stay at home guidance for households with possible or confirmed coronavirus (COVID-19) infection. They will also need to get a free PCR test to check if they have COVID-19. https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection https://www.gov.uk/get-coronavirus-test | Yes | | ALL | Ongoing | |

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| | | 9 | Whilst awaiting the PCR result, the individual should continue to self-isolate. | Yes | | ALL | Ongoing | |
| | | 10 | 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 COVID-19 symptoms. | Yes | | ALL | Ongoing | |
| | | 11 | Additional information on PCR test kits for schools and further education providers is available. | Yes | | ALL | | |
| 4 Response to infection or an outbreak | | | | | | | | |
| 4.1 Test and trace | Medium | 1 | From Step 4, close contacts will be identified via NHS Test and Trace and the school is longer expected to undertake contact tracing. | Yes | | SC | Ongoing | Low |
| | | 2 | As with positive cases in any other setting, NHS Test and Trace will work with the positive case to identify close contacts. Contacts from a school setting will only be traced by NHS Test and Trace where the positive case 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. | Yes | | SC | Ongoing | |
| | | 3 | 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. | Yes | Information video for parents, carers and staff to provide up to date information. | SC | Ongoing | |
| | | | 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: •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 | | | SC | Ongoing | |
| | | 4 | 18-year-olds will be treated in the same way as children until 4 months after their 18th birthday, to allow them the opportunity to get fully vaccinated. At which point, they will be subject to the same rules as adults and so if they choose not to get vaccinated, they will need to self-isolate if identified as a close contact. | N/A | | SC | Ongoing | |
| | | 5 | A small number of home testing kits available to be given directly to parents/carers collecting a child who has developed symptoms at school or staff who have developed symptoms at schools, where providing a test will increase the likelihood of them getting tested. | Yes | | SC | Ongoing | |
| | | 6 | • 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 PCR test. https://www.gov.uk/get-coronavirus-test | | | SC | Ongoing | |
| | | 7 | • The school will encourage all individuals to take a PCR test if advised to do so. | | | SC | Ongoing | |

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| | | 8 | <ul style="list-style-type: none"> 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. | | | SC | Ongoing | |
| 4.2 Managing confirmed COVID-19 cases | Medium | 1 | If a pupil or staff member develops COVID-19 symptoms or has a positive test they will follow public health advice on when to self-isolate and what to do. 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). | Yes | School community will be reminded regularly using a variety of methods. | SC | Ongoing | Low |
| | | 2 | If anyone in the school develops COVID-19 symptoms, however mild, they will be sent home and they should follow public health advice. | Yes | | NB | Ongoing | |
| | | 3 | If a pupil in a boarding school shows symptoms, they should usually self-isolate in their residential setting so that their usual support can continue, others may then benefit from self-isolating in their family home. | N/A | | | | |
| | | 4 | For everyone with symptoms, they should avoid using public transport and, wherever possible, be collected by a member of their family or household | Yes | | ALL | Ongoing | |
| | | 5 | If a pupil is awaiting collection, they should be left in a room on their own if possible and safe to do so. A window should be opened for fresh air ventilation if possible. Appropriate PPE should also be used if close contact is necessary, further information on this can be found in the use of PPE in education, childcare and children's social care settings guidance. Any rooms they use should be cleaned after they have left | Yes | As our children are young a member of staff wearing PPE will accompany them until there are collected by a parent or carer. | ALL | Ongoing | |
| | | 6 | The household (including any siblings) should follow the PHE stay at home guidance for households with possible or confirmed coronavirus (COVID-19) infection. | Yes | Staff, parents and Carers regularly reminded | SC | Ongoing | |
| | | 7 | Flowchart school response to suspected or confirmed COVID-19 cases to be followed for suspected or confirmed cases. | Yes | Inform Gaby Sutton of confirmed cases | SC & HR | Ongoing | |
| | | 8 | In the majority of cases, schools and parents will be in agreement that a child with symptoms should not attend school, given the potential risk to others. In the event that a parent or guardian insists on a child attending school, schools can take the decision to refuse the child if in their reasonable judgement it is necessary to protect their pupils and staff from possible infection with coronavirus (COVID-19). Any such decision would need to be carefully considered in light of all the circumstances and the current public health advice. | Yes | | SC | Ongoing | |

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| | | 9 | <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 if a pupil in a boarding school shows symptoms. In any of these cases, the school will refer to section 1 of this risk assessment, specifically under the heading "When an individual develops COVID-19 symptoms or has a positive test". | Yes | | SC | Ongoing | |
| | | 10 | If someone is identified as a close contact, they will need to complete a daily LFT test for 7 days. | Yes | | | | |
| | | 11 | Any suspected or confirmed close contacts of the Omicron variant will be asked to isolate for 10 days | Yes | | SC | Dec-21 | |
| 4.3 Contain any outbreaks | Medium | 1 | If the school has several confirmed cases within 14 days, this may signify an outbreak. | N/A for now | | SC | | Low |
| | | 2 | The school will call the dedicated advice service who will escalate the issue to the local health protection team where necessary and advise if any additional action is required, such as implementing elements of the school's outbreak management plan. The school will call the DfE helpline on 0800 046 8687 and select option 1 for advice on the action to take in response to a positive case. | | | | | |
| | | 3 | <ul style="list-style-type: none"> The contingency framework 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. https://www.gov.uk/government/publications/coronavirus-covid-19-local-restrictions-in-education-and-childcare-settings | | | | | |
| | | | <ul style="list-style-type: none"> 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. | | | | | |
| | | | <ul style="list-style-type: none"> The Outbreak Management Plan will be kept up-to-date and relevant to the school's unique setting, referencing the government's COVID-19 Contingency Framework and the Surrey County Council local outbreak control plan. https://www.gov.uk/government/publications/coronavirus-covid-19-local-restrictions-in-education-and-childcare-settings https://www.surreycc.gov.uk/people-and-community/emergency-planning-and-community-safety/coronavirus/local-outbreak-plan | | | | | |

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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 COVID-19 Contingency Framework and the school's Outbreak Management Plan. https://www.gov.uk/government/publications/coronavirus-covid-19-local-restrictions-in-education-and-childcare-settings | | | | | | |
| | | | <ul style="list-style-type: none">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 italic text. | | | | | | |
| | | 4 | Additional measures may be necessary to help mitigate an outbreak, extremely high prevalence in the local community, or when responding to variants of concern. This risk assessment includes additional temporary measures to be introduced as part of the school's outbreak plan, and this will be reviewed to reflect government guidance government's COVID-19 Contingency Framework and the Surrey County Council local outbreak control plan | | | | | | |
| | | 5 | 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. | | | | | | |
| 5 Attendance | | | | | | | | | |
| 5.1 Clinically extremely vulnerable (CEV) | Medium | 1 | Shielding advice was paused nationally on 31 March. From 1 April, 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. | Yes | | SC | Ongoing | Low | |
| | | 2 | Pupils who live with someone who is clinically extremely vulnerable should continue to attend school as normal. | Yes | We will provide support for specific families in these situations. | SC | Ongoing | | |
| | | 3 | Further information is available in the guidance on supporting pupils at school with medical conditions | Yes | | SC & Inclusion Team | | | |
| | 4 | <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. | Yes | | SC & Inclusion Team | | | | |
| 5.2 Travel and quarantine | Medium | 1 | All pupils travelling to England must adhere to current legislation, details of which are set out in government travel advice. | Yes | | SC | | Low | |
| | | 2 | <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. | Yes | | HR | Ongoing | | |
| | | 3 | Additional guidance has been issued on the quarantine arrangements for boarding school pupils travelling from red-list countries to attend a boarding school in England. | N/A | | | | | |
| 6 Workforce | | | | | | | | | |

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| 6.1 Clinically extremely vulnerable (CEV) | Medium | 1 | <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. Further information can be found in the 19 July guidance on protecting people who are CEV from COVID-19. https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19 | Yes | Currently no clinically extremely vulnerable staff | SC | Ongoing | Low |
| | | 2 | <ul style="list-style-type: none">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. https://www.hse.gov.uk/coronavirus/working-safely/protect-people.htm https://www.hse.gov.uk/coronavirus/working-safely/talking-to-your-workers/index.htm | Yes | Currently no clinically extremely vulnerable staff | SC | Ongoing | |
| | | 3 | People living with someone who is clinically extremely vulnerable can still attend work where home-working is not possible and should ensure they maintain good prevention practice in the workplace and home settings. | Yes | Currently no staff living with an clinically extremely vulnerable person | SC | Ongoing | |
| 6.2 Pregnant women | Medium | 1 | 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. | Yes | Relevant staff only | SR | Ongoing | Low |
| | | 2 | 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). | Yes | Relevant staff only | SR | Ongoing | |
| 6.3 Clinically vulnerable (CV) | Medium | 1 | Clinically vulnerable staff can continue to attend school. While in school they should follow the prevention measures in this document to minimise the risks of transmission. | Yes | relevant staff only. | SR & SC | | Low |
| | | 2 | People who live with those who are clinically vulnerable can attend the workplace but should ensure they maintain good prevention practice in the workplace and at home. | Yes | Relevant staff only | SR & SC | | |
| 7 Emergencies | | | | | | | | |
| | Medium | 1 | All pupil emergency contact details are up-to-date, including alternative emergency contact details, where required. | yes | Contact info sheets sent to parents | HR | Termly | Low |
| | | 2 | Parents are contacted as soon as practicable in the event of an emergency. | Yes | | Office Team | Ongoing | |

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| | | 3 | Pupil alternative contacts are called where their primary emergency contact cannot be contacted. | Yes | | Office Team | Ongoing | |
| | | 4 | 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. | Yes | The setting holds staff emergency contact details and those for regular volunteers, as appropriate. | DB | Ongoing | |
| 8 Managing School Transport | | | | | | | | |
| | Medium | 1 | Parents and pupils are encouraged to walk or cycle to their education setting where possible. | Yes | | SC | Ongoing | Low |
| | | 2 | Parents and pupils are discouraged from using public transport, where possible particularly during peak times. | N/A | Not aware of any pupils who use public transport to travel to school | SC | | |
| | | 3 | For more information on home to school transport - Dedicated transport to schools and colleges COVID-19 operational guidance (publishing.service.gov.uk) | | | SC | | |
| | | 4 | Where possible, transport arrangements are organised to cater for any changes to start and finish times. | N/A | | SC | | |
| | | 5 | Transport providers are advised that they do not work if they or a member of their household are displaying any symptoms of coronavirus. | N/A | | SC | | |
| | | 6 | Transport providers, as far as possible, are advised of the need to follow hygiene rules and try to keep distance from their passengers. | N/A | | SC | | |
| | | 7 | Revised travel plans are communicated clearly to contractors, local authorities and parents where appropriate (for instance, to agree pick-up and drop-off times). | N/A | | SC | | |
| | | 8 | <ul style="list-style-type: none"> Maximising distancing and minimising mixing is no longer recommended, but unnecessary risks such as overcrowding should be minimised. | N/A | | SC | | |
| | | 9 | <ul style="list-style-type: none"> Transport providers are advised that they do not work if they or a member of their household are displaying any symptoms of coronavirus, and should follow the PHE stay at home guidance for households with possible or confirmed coronavirus (COVID-19) infection https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection | N/A | | SC | | |
| | | 10 | <ul style="list-style-type: none"> Transport providers, as far as possible, are advised of the need to follow hygiene rules and to ensure vehicles are well ventilated when occupied, particularly by opening windows and ceiling vents. | N/A | | SC | | |
| 9 Additional Site-Specific Measures | | | | | | | | |
| 9.1 | None yet | | | | | | | |
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