



Beaufort Primary School
Covid-19 Risk Assessment (7th June – 21st July 2021)



Public Health England know that the predominant new variant of coronavirus (COVID-19) is more transmissible however, PHE advice remains that the way to control this virus is with the system of controls, even with the current new variants.

	Risk rating prior to action H/M/L	Recommended controls/Mitigation and Protective Measures	In place? Yes/No or N/A	Additional control measures to reduce the risk or the reasons why the recommended standard cannot be met.	Actioned by when and by who?	Risk rating following action H/M/L
Awareness of and adherence to policies and procedures	H	<ul style="list-style-type: none"> Health and Safety Policy has been updated in light of the COVID-19 advice 	Yes		06.07.20 EF	L
	H	<ul style="list-style-type: none"> All staff, pupils and volunteers are aware of all relevant policies and procedures including, but not limited to, the following: <ul style="list-style-type: none"> Health and Safety Policy Infection Control Policy First Aid Policy 	Yes		03.09.20 EF	L
	H	<ul style="list-style-type: none"> All staff have regard to all relevant guidance and legislation including, but not limited to, the following: <ul style="list-style-type: none"> The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 The Health Protection (Notification) Regulations 2010 Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities' DfE and PHE (2020) 'COVID-19: guidance for educational settings' 	Yes		03.09.20 EF	L
	H	<ul style="list-style-type: none"> The relevant staff receive any necessary training that helps minimise the spread of infection, e.g. infection control training. 	Yes		Ongoing SLT	L



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	H	<ul style="list-style-type: none"> The school keeps up-to-date with advice issued by, but not limited to, the following: <ul style="list-style-type: none"> - DfE; NHS; Department of Health and Social Care; PHE 	Yes		Ongoing SLT	L
	H	<ul style="list-style-type: none"> Staff are made aware of the school's infection control procedures in relation to coronavirus. Parents are made aware of the school's infection control procedures in relation to coronavirus via letter and social media – they are informed that they must not send their child to school if they have <u>coronavirus (COVID-19) symptoms</u>, or have tested positive in the last 10 days, or if another household member develops coronavirus symptoms. In both these circumstances the parents/carers should call the school to inform the school of this and that they will be following the national <u>Stay at Home</u> guidance. 	Yes		Ongoing SLT	L
	H		Yes		Ongoing EF	L
	H	<ul style="list-style-type: none"> 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		Ongoing Teaching staff	L
	M	<ul style="list-style-type: none"> 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. 	Yes		03.09.20 EF	L
	H	<ul style="list-style-type: none"> Staff Code of Conduct and GDPR are followed at all times – this includes withholding the names of staff, volunteers and pupils with either confirmed or suspected cases of coronavirus. 	Yes		Ongoing All staff	L



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<p>Prevention</p> <p>1. Minimise contact with individuals who are unwell with COVID-19 symptoms</p>	H	<ul style="list-style-type: none"> Staff and other adults do not come into the school if they have coronavirus (COVID-19) symptoms, or have tested positive in the last 10 days, and anyone developing those symptoms during the school day is sent home. 	Yes		Ongoing All staff	L
	H	<ul style="list-style-type: none"> If anyone in the school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they are sent home and advised to follow 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection', which sets out that they must self-isolate for at least 10 days and should arrange to have a test to see if they have coronavirus (COVID-19). Other members of their household (including any siblings) should self-isolate for 10 days from when the symptomatic person first had symptoms. 	Yes		Ongoing All staff	L
	H	<ul style="list-style-type: none"> If a child is awaiting collection, they are moved, where possible, to a room where they can be isolated behind a closed door, depending on the age and needs of the child, with appropriate adult supervision if required. A window should be opened for ventilation. If it is not possible to isolate them, they are moved to an area which is at least 2 metres away from other people. 	Yes		Ongoing All staff	L
	H	<ul style="list-style-type: none"> If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom must be cleaned and disinfected using 	Yes		Ongoing All staff	L



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	H	<p>standard cleaning products before being used by anyone else.</p> <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. See the <u>COVID-19: cleaning of non-healthcare settings guidance</u>. 	Yes		Ongoing All staff	L
	H	<ul style="list-style-type: none"> PPE will be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs). More information on PPE use can be found in the <u>safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE) guidance</u>. 	Yes		Ongoing All staff	L
	H	<ul style="list-style-type: none"> 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		Ongoing All staff	L
	H	<ul style="list-style-type: none"> Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive (see below) or they have been requested to do so by NHS Test & Trace. 	Yes		Ongoing All staff	L



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	H	<ul style="list-style-type: none"> The Infection Control Policy and <u>Cleaning in non-healthcare settings</u> guidance to be followed to clean the area. 	Yes		Ongoing All staff	L
	H	<ul style="list-style-type: none"> Any medication given to ease the unwell individual's symptoms, e.g. paracetamol, is administered in accordance with the Administering Medications Policy 	Yes		Ongoing Office staff	L
	H	<ul style="list-style-type: none"> Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately in line with the Infection Control Policy and <u>Cleaning in non-healthcare settings</u> guidance 	Yes		Ongoing All staff	L
Prevention 1. Where recommended, use of face covering	H	<ul style="list-style-type: none"> Face coverings are worn by staff and adult visitors in situations where social distancing between adults is not possible, in all areas outside of the classroom. 	Yes		12.10.20 All staff	L
	H	<ul style="list-style-type: none"> Transparent face coverings should be used where needed to assist communication with someone who relies on lip reading, clear sound or facial expression to communicate, can also be worn. 	Yes		Ongoing All staff	L
	H	<ul style="list-style-type: none"> Face visors or shields are not be worn as an alternative to face coverings. They may protect against droplet spread in specific circumstances but are unlikely to be effective in reducing aerosol transmission when used without an additional face covering. 	Yes		22.02.21 All staff	L
Prevention 2. Clean hands thoroughly more often than usual	H	<ul style="list-style-type: none"> The School will ensure that pupils clean their hands regularly, including when they arrive at school, when they return from breaks, when they change rooms and before and after eating. 	Yes		Ongoing All staff	L
	H	<ul style="list-style-type: none"> Supervision of hand sanitiser use will take place due to risk around ingestion. Younger pupils and pupils with complex needs will 	Yes		Ongoing All staff	L



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	H	<ul style="list-style-type: none"> continue to be helped to clean their hands properly. The school will build hand washing routines into school culture, supported by behaviour expectations set out in the school Behaviour Policy. 	Yes		Ongoing All staff	L
	M	<ul style="list-style-type: none"> Pupils arriving at school wearing a face covering are instructed not to touch the front of their face covering during use or when removing them. They immediately wash their hands on arrival, dispose of temporary face coverings in a covered bin or place reusable face coverings in a plastic bag they take home with them if they chose to remove them in the day, and then wash their hands again before heading to their classroom. Guidance on <u>safe working in education, childcare and children's social care</u> provides more advice. 	Yes		03.09.20 Teachers	L
	H	<ul style="list-style-type: none"> Sufficient handwashing facilities are available. Where a sink is not nearby, provide hand sanitisers in classrooms and other learning environments. 	Yes		Ongoing PM	L
	H	<ul style="list-style-type: none"> Teachers marking books will wash their hands both before and after marking. 	Yes		03.09.20 Teachers	L
	H	<ul style="list-style-type: none"> Hand sanitiser dispenser installed in staffroom entrance 	Yes		14.09.20 PM	L
Prevention	H	<ul style="list-style-type: none"> 'Catch it, bin it, kill it' approach continues to be very important, suitable number of tissues and bins available in the school to support pupils and staff to follow this routine. 	Yes		Ongoing PM	L
3. Good respiratory hygiene	H	<ul style="list-style-type: none"> Younger pupils and those with complex needs are helped to follow this. 	Yes		Ongoing All staff	L



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	H	<ul style="list-style-type: none"> 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 (no current pupils). DFE guidance to be followed on the <u>use of face coverings in education</u> and clear instructions are provided to staff, children and young people on <u>how to put on, remove, store and dispose of face coverings</u> 	Yes		03.09.20 Inclusion Leader	L
	H		Yes		03.09.20 All staff	L
Prevention 4. Enhanced cleaning	H	<ul style="list-style-type: none"> Surfaces that pupils are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters are cleaned more regularly than normal. 	Yes		Ongoing All staff	L
	H	<ul style="list-style-type: none"> More frequent cleaning of rooms and shared areas that are used by different groups 	Yes		Ongoing All staff	L
	H	<ul style="list-style-type: none"> Soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts) are removed. 	Yes		Ongoing All staff	L
	H	<ul style="list-style-type: none"> Classes have allocated toilet blocks, and toilets will be cleaned regularly, and pupils encouraged to clean their hands thoroughly after using the toilet. 	Yes		Ongoing All staff	L
	H	<ul style="list-style-type: none"> The <u>COVID-19: cleaning of non-healthcare settings guidance</u> is followed. 	Yes		Ongoing PM	L
	M	<ul style="list-style-type: none"> 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		Ongoing All staff	L
	H	<ul style="list-style-type: none"> Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately 	Yes		Ongoing All staff	L



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	H	in line with the Infection Control Policy and <u>Cleaning in non-healthcare settings</u> guidance	Yes		Ongoing PM	L
	H	<ul style="list-style-type: none"> 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		Ongoing PM/SBM	L
	H	<ul style="list-style-type: none"> The SBM and Premises Manager 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 <u>DfE- CovidEnquiries.COMMERCIAL@education.gov.uk</u> The Premises Manager monitors the cleaning standards of school cleaning contractors and discusses any additional measures required with regards to managing the spread of coronavirus. 	Yes		Ongoing All staff	L
Prevention	H	<ul style="list-style-type: none"> The number of contacts between pupils and staff is reduced. This is achieved through keeping classes separate (each year group is a pod) through the day with the same adults and through maintaining distance between individuals as far as possible; assemblies and other group gatherings are not permitted. 	Yes		Ongoing All staff	L
5. Minimise contact	H	<ul style="list-style-type: none"> If staff or pupils cannot maintain distancing, particularly with younger pupils, the risk is reduced by keeping pupils in smaller groups and using outside areas. 	Yes		Ongoing All staff	L
	H	<ul style="list-style-type: none"> A few staff will move between pods for PPA cover. When staff need to move between 	Yes		Ongoing	L



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		classes and year groups, where possible they should try and keep their distance from pupils and other staff as much as they can, ideally 2 metres.			All staff	
	H	<ul style="list-style-type: none"> Ideally, adults should maintain 2 metre distance from each other, and from children when circumstances allow. In particular, they should avoid close face to face contact and minimise time spent within 1 metre of anyone. 	Yes		Ongoing All staff	L
	H	<ul style="list-style-type: none"> Staff in more vulnerable groups (pregnant, over 60) to take additional care to follow guidance. 	Yes		11.11.20 Vulnerable staff	L
	H	<ul style="list-style-type: none"> Pupils old enough should be supported to maintain distance and not touch staff and their peers. 	Yes		Ongoing All staff	L
	H	<ul style="list-style-type: none"> Classrooms and other learning environments are organised to maintain space between seats and desks where possible. 	Yes		Ongoing All staff	L
	H	<ul style="list-style-type: none"> Pupils are seated side by side and facing forwards, rather than face to face or side on. 	Yes		Ongoing All staff	L
	H	<ul style="list-style-type: none"> Assemblies are held in individual 'pods'. 	Yes		Ongoing All staff	L
	H	<ul style="list-style-type: none"> The timetable is revised to implement where possible: <ul style="list-style-type: none"> 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; 	Yes Yes		Ongoing All staff 03.09.20 Teachers/ SLT	L L



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		<ul style="list-style-type: none"> ○ Break times (including lunch) are staggered so that all pupils are not moving around the school at the same time; ○ Drop-off and collection times are staggered and communicated to parents; ○ Parents' drop-off and pick-up protocols are planned and communicated so that they minimise adult to adult contact, remind them not to gather at gates and come onto the site without an appointment.; 				
	H	<ul style="list-style-type: none"> ● 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. Pupils are seated at the same desk with individual packs of equipment; 	Yes		Ongoing All staff	L
	H	<ul style="list-style-type: none"> ● Lunches are eaten in the classrooms. Hot meals cooked on site are delivered to the outside of the classroom on a trolley by a designated member of staff wearing gloves. 	Yes		Ongoing All staff	L
	H	<ul style="list-style-type: none"> ● Mixing is minimised by: <ul style="list-style-type: none"> ○ accessing rooms directly from outside where possible; ○ keeping left in 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 each toilet area at any one time is limited to one; 	Yes		Ongoing All staff	L
	H	<ul style="list-style-type: none"> ● The use of shared space such as halls is limited and there is cleaning between use by 	Yes		Ongoing All staff	L



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		different groups; the libraries will not be used, instead books will be taken to rooms.				
	H	<ul style="list-style-type: none"> The use of staff rooms and offices is staggered to limit occupancy. Staffroom occupancy is limited to 8 at any one time. Office is limited to 4 people at any one time. 	Yes		Ongoing All staff	L
	H	<ul style="list-style-type: none"> Each year group/phase is allocated a staffroom space (Nursery office, Reception spare classroom, ASC room, staffroom and Oak hall) to reduce contact 	Yes		28.09.20 All staff	L
	H	<ul style="list-style-type: none"> Visitors to the site, such as contractors, local authority employees and health employees to be fully briefed on the school's arrangements and follow site guidance on physical distancing and hygiene on or before arrival. Where visits can happen outside of school hours, they should. A record will be kept of all visitors. All non-essential visitors are not permitted. 	Yes		Ongoing All staff	L
	H	<ul style="list-style-type: none"> Visitors asked to wear face masks in the office entrance area. 	Yes		Ongoing Office staff	L
	M	<ul style="list-style-type: none"> Classroom based resources, such as books and games, are used and shared within the class; these are cleaned regularly, along with all frequently touched surfaces. Resources that are shared between classes, such as sports, art and science equipment are cleaned frequently and meticulously and always between classes, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different classes; 	Yes		Ongoing Class staff	L



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	M	<ul style="list-style-type: none"> Pupils limit the amount of equipment they bring into school each day, to essentials such as lunch boxes, hats and coats, Bags may be brought in but should fit on the back of a chair. Rules on hand cleaning, cleaning of the resources and rotation apply to these resources. 	Yes		Ongoing Class staff	L
	M	<ul style="list-style-type: none"> Staff and pupils have their own individual and very frequently used equipment, such as pencils and pens, these are not shared; 	Yes		Ongoing Class staff	L
	H	<ul style="list-style-type: none"> Physical Education classes should be kept in consistent groups and sports equipment thoroughly cleaned between use by different groups. Contact sport to be avoided. Outdoor sports to be prioritised and large indoor spaces used where not to ensure maximising distance between pupils and high levels of cleaning and hygiene. <u>COVID-19: Guidance on phased return of sport and recreations.</u> External facilities can also be used in line with government guidance for the use of, and travel to and from, those facilities. Schools should refer to the following guidance: <ul style="list-style-type: none"> <u>guidance on the phased return of sport and recreation</u> and guidance from <u>Sport England</u> for grassroot sport advice from organisations such as the <u>Association for Physical Education</u> and the <u>Youth Sport Trust</u> guidance from Swim England on school swimming and water safety lessons available at <u>returning to pools guidance documents</u> 	Yes		Ongoing Class teacher/ PPA cover	L



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		<ul style="list-style-type: none"> ○ <u>using changing rooms safely</u> Schools are able to work with external coaches, clubs and organisations for curricular and extra-curricular activities where they are satisfied that it is safe to do so. Schools should consider carefully how such arrangements can operate within their wider protective measures. Indoor swimming pools, used by settings for education and training, including hydrotherapy pools used for physical therapy, can continue to be used. 				
	H	<ul style="list-style-type: none"> ● Singing, wind and brass instrument playing can be undertaken in line with the Music, Dance and drama in schools section in the <u>full opening guidance</u> and other guidance, in particular guidance provided by the DCMS for professionals and non-professionals, available at <u>working safely during coronavirus (COVID-19): performing arts</u>. If singing indoors then it should be in groups no larger than 15, if outdoors then it can be the whole bubble. Pupils should not face each other and should be distanced as much as possible. Further information on music teaching in schools is available in the <u>COVID-19 – guidance for full opening</u>. 	Yes		Ongoing class staff/ PPA cover	L
	H	<ul style="list-style-type: none"> ● <u>Day visits – in line with the government's roadmap, schools were able to resume educational day visits from 12 April. Any educational day visits are conducted in line with relevant COVID-secure guidelines and regulations in place at that time. This includes system of controls, such as keeping children</u> 	Yes		Ongoing	L



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	H	<ul style="list-style-type: none"> within their consistent groups and the COVID-secure measures in place at the destination. A full and thorough risk assessment is carried out in relation to all educational visits to ensure they can be undertaken safely. As part of this risk assessment, control measures need to be used and advice on visiting indoor and outdoor venues. The policy and any further health and safety guidance on educational visits is consulted. 	Yes		Ongoing	L
	H	<ul style="list-style-type: none"> Pupils do not share cutlery, cups or food. If cooking with children ensure each child has equipment and ingredients and end product is stored/cooked/cooled in separate containers; all utensils are thoroughly cleaned before and after use. 	Yes		SLT	L
	H		Yes		Ongoing Class staff	L
	H	<ul style="list-style-type: none"> Children at After-School Club will be kept in age group pods of 15 maximum in separate or separated locations (eg hall split down middle) with good ventilation or outside; adults will stay with their own groups and maintain social distance as far as possible. Food and drink will be served by adults at tables; children will not be seated face to face; strict hygiene protocols will be followed re handwashing, food preparation and the cleaning of surfaces and resources; 	Yes		Ongoing ASC manager and staff	L
	H	<ul style="list-style-type: none"> School layby closed to vehicles to aid social distancing; clear signage to direct foot traffic and one-way systems at pick up and drop off. One to one teachers have designated areas where they withdraw children to; they do not enter pods. 	Yes		Ongoing EF	L
	H		Yes		03.09.20	L



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	H	<ul style="list-style-type: none"> Where reading books are sent home they will be done so on a Monday and returned on a Friday. This will enable decontamination over the weekend. Each child to be allowed 2 books. To manage resources, each teacher will have 1 book in each colour to read with all children on the level, wiping between each child. 	Yes		1:1 staff 21.09.20 All teaching staff	L
	H	<ul style="list-style-type: none"> Parents requested to wear masks at pick up and drop off as well as maintaining a 2m distance. 	Yes		12.10.20 EF	L
<p>Prevention</p> <p>6. Keep occupied spaces well ventilated</p>	H	<ul style="list-style-type: none"> Good ventilation reduces the concentration of the virus in the air, which reduces the risk from airborne transmission. When the school is in operation, it is important to ensure it is well ventilated and a comfortable teaching environment is maintained. These can be achieved by a variety of measures including: <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 	Yes		Ongoing All staff	L



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		<p>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</p> <ul style="list-style-type: none"> ○ 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 <u>Health and Safety Executive guidance on air conditioning and ventilation during the coronavirus outbreak</u> and <u>CIBSE coronavirus (COVID-19) advice</u> provides more information. ○ To balance the need for increased ventilation while maintaining a comfortable temperature, consider: ○ 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 ● Heating to be used as necessary to ensure comfort levels are maintained particularly in occupied spaces. 	Yes		Ongoing PM	L
In specific circumstances	H	<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 	Yes		Ongoing All staff	L



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<p>7. Where necessary, wear PPE</p>	<p align="center">H</p>	<p>needed in a very small number of cases, including:</p> <ul style="list-style-type: none"> ○ where an individual child or young person becomes ill with coronavirus (COVID-19) symptoms while at schools, and only then if a distance of 2 metres cannot be maintained ○ Performing <u>aerosol generating procedures (AGPs)</u> <ul style="list-style-type: none"> ● Read the guidance on <u>safe working in education, childcare and children's social care</u> for more information about preventing and controlling infection and follow SCC PPE guidance. 	<p align="center">Yes</p>		<p align="center">Ongoing All staff</p>	<p align="center">L</p>
<p>In specific circumstances 8. Promote and engage in asymptomatic testing, where available</p>	<p align="center">H</p>	<ul style="list-style-type: none"> ● Rapid testing remains a vital part of our plan to suppress this virus. Staff undertake LFT twice weekly and report the results to NHS Test and Trace as well as the school. Schools should follow the guidance set out for their settings: <ul style="list-style-type: none"> ○ <u>Primary schools, school-based nurseries and maintained nursery schools</u> 	<p align="center">Yes</p>		<p align="center">27.01.21 All staff</p>	<p align="center">L</p>
<p>Response to infection 9. Test and trace</p>	<p align="center">H</p>	<ul style="list-style-type: none"> ● NHS Test and Trace process to be followed. Staff members and parents/carers understand that they will need to be ready and willing to: <ul style="list-style-type: none"> ○ <u>book a test</u> if they are displaying symptoms. Staff and pupils must not come into the school if they have symptoms and must be sent home to self-isolate if they develop them in school. All pupils can be tested, including children under 5, but children 	<p align="center">Yes</p>		<p align="center">Ongoing All staff</p>	<p align="center">L</p>



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		<p>aged 11 and under will need to be helped by their parents/carers if using a home testing kit</p> <ul style="list-style-type: none"> ○ provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test & Trace ○ <u>self-isolate</u> if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19) 				
	H	<ul style="list-style-type: none"> • 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		03.09.20 SLT	L
	H	<ul style="list-style-type: none"> • Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. Tests can be booked online through the NHS <u>testing and tracing for coronavirus</u> website, or ordered by telephone via NHS 119 for those without access to the internet. Essential workers, which includes anyone involved in education or childcare, have priority access to testing. 	Yes		Ongoing All staff	L
	H	<ul style="list-style-type: none"> • The school will ask parents and staff to inform them immediately of the result of the test: <ul style="list-style-type: none"> ○ If someone tests negative, if they feel well and no longer have symptoms similar to COVID-19 they can stop self-isolating. 	Yes		Ongoing Office staff	L



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		<ul style="list-style-type: none"> ○ If someone test positive they should follow the <u>'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection'</u> and must continue to self-isolate for at least 10 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. Other members of their household should continue self-isolating for the full 10 days. 				
Response to infection 10. Managing confirmed COVID-19 cases	H	<ul style="list-style-type: none"> • Flowchart school response to suspected or confirmed COVID-19 cases to be followed for suspected or confirmed cases. 	Yes		Ongoing All staff	L
	H	<ul style="list-style-type: none"> • Schools should contact the DfE Helpline on 0800 046 8687 and select option 1 for advice on the action to take in response to a positive case. Schools will be put through to a team of advisers who will inform them of what action is needed based on the latest public health advice. If, following triage, further expert advice is required the adviser will escalate the school's call to the local health protection team. The health protection team will also contact schools directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school - as identified by NHS Test and Trace. 	Yes		Ongoing SLT	L
	H	<ul style="list-style-type: none"> • The health protection team will provide guidance to support a rapid risk assessment to confirm who has been in close contact with 	Yes		Ongoing HPT	L



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	H	<p>the person during the period they were infectious and ensure they are asked to self-isolate.</p> <ul style="list-style-type: none"> • Based on the advice from the health protection team, schools must send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 10 days since they were last in close contact with that person when they were infectious. Close contact means: <ul style="list-style-type: none"> ○ Direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin) ○ Proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual ○ Travelling in a small vehicle, like a car, with an infected person 	Yes		Ongoing SLT	L
	H	<ul style="list-style-type: none"> • The health protection team will provide definitive advice on who must be sent home. To support this records of pupils and staff in each group and any close contact that takes place between pupils and staff in different groups to be kept. This does not need to include every interaction a member of staff or pupil has. 	Yes		Ongoing SLT	L
	H	<ul style="list-style-type: none"> • Household members of those contacts who are sent home do not need to self-isolate themselves unless the child, young person or 	Yes		Ongoing SLT	L



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	H	<p>staff member who is self-isolating subsequently develops symptoms. If someone in a class or group that has been asked to self-isolate develops symptoms themselves within their 10 day isolation period they should follow <u>guidance for households with possible or confirmed coronavirus (COVID-19) infection</u>. They should get a test, and:</p> <ul style="list-style-type: none">○ if someone who is self-isolating because they have been in close contact with someone who has tested positive for coronavirus (COVID-19) starts to feel unwell and gets a test for coronavirus themselves, and the test delivers a negative result, they must remain in isolation for the remainder of the 10 day isolation period. This is because they could still develop coronavirus (COVID-19) within the remaining days.○ if the test result is positive, they should inform their setting immediately, and should isolate for at least 10 days from the onset of their symptoms (which could mean the self-isolation ends before or after the original 10 day isolation period). Their household should self-isolate for at least 10 days from when the symptomatic person first had symptoms, following <u>guidance for households with possible or confirmed coronavirus (COVID-19) infection</u>	Yes		Ongoing	L
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	H	<ul style="list-style-type: none"> Evidence should not request of negative test results or other medical evidence before admitting children or welcoming them back after a period of self-isolation 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		Office staff Ongoing SLT	L
Response to infection 11. Contain any outbreaks	H	<ul style="list-style-type: none"> If two or more cases are confirmed within 10 days or an overall rise in sickness absence where COVID-19 is suspected, there may be an outbreak and the local health protection will advise on any additional action required. 	Yes		Ongoing HPT/EF	L
	H	<ul style="list-style-type: none"> Follow local health protection advice, this may include a larger number of other pupils self-isolate at home as a precaution. 	Yes		Ongoing HPT/EF	L
	H	<ul style="list-style-type: none"> In consultations with the local Director of Public Health, where an outbreak in a school is confirmed, a mobile testing unit may be dispatched to test others who may have been in contact with the person who tested positive. 	Yes		Ongoing HPT/EF	L
Attendance	H	<ul style="list-style-type: none"> The advice for pupils who have been confirmed as clinically extremely vulnerable is 	Yes		Ongoing SLT	L



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	H	<p>to shield and stay at home as much as possible until further notice.</p> <ul style="list-style-type: none"> Children who live with someone who is clinically extremely vulnerable, but who are not clinically extremely vulnerable themselves, should still attend school in all local restriction tiers. <p>Travel and quarantine</p> <ul style="list-style-type: none"> All pupils travelling to England must adhere to government travel advice. 	Yes		Ongoing SLT	L
	H	<ul style="list-style-type: none"> Schools will check the current 'red list' and liaise with parents to ensure any pupils arriving from an affected country, or having transited through one in the past 10 days, will quarantine in a government approved facility with a parent or legal guardian rather than at home. 	Yes		Ongoing SLT	L
	H		Yes		Office Team	L
Workforce	H	<p>Clinically extremely vulnerable (CEV)</p> <ul style="list-style-type: none"> Clinically extremely vulnerable people should not go to the workplace if they live or work in areas where shielding advice is active. 	Yes		Nov 20 EF/CEV staff	L
	H	<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 	Yes		Nov 20 EF/ pregnant women	L



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	H	<p>of any gestation should not be required to continue working if this is not supported by the risk assessment.</p> <ul style="list-style-type: none"> 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		Nov 20 EF/ pregnant women	
	H	<p>Clinically vulnerable</p> <ul style="list-style-type: none"> Clinically vulnerable staff can continue to attend school. While in school they should follow the sector-specific measures in this document to minimise the risks of transmission. 	Yes		Ongoing EF/CV staff	L
	H	<ul style="list-style-type: none"> This includes taking particular care to observe good hand and respiratory hygiene, minimising contact and maintaining social distancing in line with the provisions set out in section 6 of the 'prevention' section of this guidance. This provides that ideally, adults should maintain 2 metre distance from others, and where this is not possible avoid close face to face contact and minimise time spent within 1 metre of others. While the risk of transmission between young children and adults is likely to be low, adults should 	Yes		Ongoing EF/CV staff	L



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	H	<p>continue to take care to socially distance from other adults including older children and adolescents.</p> <ul style="list-style-type: none"> • People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace unless advised otherwise by an individual letter from the NHS or a specialist doctor 	Yes		Ongoing EF/CV staff	L
Emergencies	H	<ul style="list-style-type: none"> • All pupil emergency contact details are up-to-date, including alternative emergency contact details, where required. 	Yes		Ongoing Office	L
	H	<ul style="list-style-type: none"> • Parents are contacted as soon as practicable in the event of an emergency. 	Yes		Ongoing Office	L
	H	<ul style="list-style-type: none"> • Pupil alternative contacts are called where their primary emergency contact cannot be contacted. 	Yes		Ongoing Office	L
	H	<ul style="list-style-type: none"> • 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		Ongoing EF	L
Managing School Transport	H	<ul style="list-style-type: none"> • Parents and pupils are encouraged to walk or cycle to their education setting where possible. 	Yes		Ongoing EF	L
	H	<ul style="list-style-type: none"> • Parents and pupils are discouraged from using public transport, where possible particularly during peak times. 	Yes		Ongoing EF	L
	H	<ul style="list-style-type: none"> • For more information on home to school transport - COVID-19 Schools recovery phase - Surrey County Council (surreycc.gov.uk) 	Yes			L