

The Orchard Risk Assessment based on Surrey Exemplar COVID-19 Protective Measures Risk Assessment Template v26 – 28 February 2022

Please find attached a COVID-19 risk assessment template for schools that has been prepared in response to the Government's guidance for full opening. The measures set out in this risk assessment provide a framework for school leaders to put in place proportionate protective measures for pupils and staff. **The Governing Body/Trust Board must take ownership of the risk assessment and have oversight of the principles behind its contents.**

This tool may be useful as you undertake planning around a range of 'protective measures' and is entirely optional. Some sections will be more or less applicable, **this is a template document so please change, adapt and supplement with additional detail as necessary.**

School Leaders should share their risk assessment with the school workforce and should consider publishing it on their website to provide transparency of approach to parents, carers and pupils. Schools should also review and update their wider premises, staff and pupil risk assessments and consider the need for relevant revised controls in respect of their conventional risk profile considering the implications of coronavirus (COVID-19).

This risk assessment has been updated in line with Department of Health and Social Care (DHSC) and the United Kingdom Health Security Agency (UKHSA) guidance following the Prime Minister in February 2022 setting out the next phase of the Government's COVID-19 response. COVID-19 continues to be a virus that we learn to live with and the imperative to reduce the disruption to children and young people's education remains.

Future outbreak planning and Variants of Concern

This Risk Assessment is to be read alongside the school's Outbreak Management Plan, which 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. It is essential for the Outbreak Management Plan to 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](#).

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. The additional measures are given in this risk assessment under separate headings: "**Temporary additional measures in the event of an outbreak**" and are shown in *italic* text. Please note there may be some overlap with targeted Government guidance relating to Variants of Concern such as Omicron.

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Any of the above mentioned additional protective measures in schools should only ever be considered as a last resort and put in place for the shortest amount of time possible.

The template risk assessment should be used alongside the government guidance below:

[Guidance for schools: coronavirus \(COVID-19\) - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/guidance-for-schools-coronavirus-covid-19)

[Actions for schools during the coronavirus outbreak - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/actions-for-schools-during-the-coronavirus-outbreak)

[Managing coronavirus \(COVID-19\) in education and childcare settings - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/managing-coronavirus-covid-19-in-education-and-childcare-settings)

The following school policies (but not limited to) should also be reviewed and updated as required:

- Behaviour Policy
- Safeguarding & Child Protection Policy
- Health and Safety Policy
- Infection Control Policy
- First Aid Policy
- School Emergency Plan
- School Business Continuity Plan
- Premises Lettings Policy and Contract

Educational settings risk assessment content:

[Awareness of and adherence to policies and procedures](#)

1. [Prevention: Minimise contact with individuals who are unwell with COVID-19 symptoms](#)
2. [Prevention: Ensure face coverings are used in recommended circumstances](#)
3. [Prevention: Clean hands thoroughly more often than usual](#)
4. [Prevention: Good respiratory hygiene](#)
5. [Prevention: Cleaning and disinfection](#)
6. [Prevention: Minimise contact](#)
7. [Prevention: Keep occupied spaces well ventilated](#)
8. [In specific circumstances: Wear PPE where necessary](#)
9. [In specific circumstances: Promote and engage in asymptomatic testing, where available](#)

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- 10. [Response to infection: Test and trace, and isolation](#)
- 11. [Response to infection: Managing confirmed COVID-19 cases](#)
- 12. [Response to infection and outbreak plan: Contain any outbreaks](#)
- 13. [Attendance](#)
- 14. [Workforce](#)
- 15. [Emergencies](#)
- 16. [Managing School Transport](#)
- 17. [Residential/Boarding](#)

Changes and updates made are documented here:

Date of change	Section, page, and change
23/02/2021	Face coverings , page 8, face coverings recommended to be worn in classrooms and activities where social distancing cannot be maintained for children aged 11 and over
23/02/2021	Minimise contact , page 17, educational visits are currently not advised.
23/02/2021	Ventilation , page 18, new sections on ventilation.
23/02/2021	Testing , page 20, new guidance on testing in different settings
17/03/2021	Introduction , page 1, update on variants and controls
30/03/2021	Introduction , page 1, link to updated government guidance on protective measures for holiday and after-school clubs, and other out-of-school settings
30/03/2021	Minimise contact , page 16, update on guidance for physical activity in schools
30/03/2021	Educational visits , page 18, proposed date and note regarding roadmap
30/03/2021	Wraparound provision and extra-curricular activity , page 19, updated guidance
30/03/2021	Attendance , page 28, expectations for clinically extremely vulnerable pupils
30/03/2021	Workforce , page 28, expectations for clinically extremely vulnerable staff
30/03/2021	Workforce , page 30, expectations for clinically vulnerable staff
17/05/2021	Face coverings , page 9, change in guidance including that face coverings no longer recommended for children in all schools
17/05/2021	Music, dance and drama , page 18, updated guidance for curriculum and performances.
17/05/2021	Educational visits , page 19, guidance for day visits and domestic residential visits.

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17/05/2021	Wraparound provision and extra-curricular activity , page 20, updates regarding group sizes and avoiding parental attendance
17/05/2021	Attendance , page 30, new guidance relating to travel from ‘red-list’ countries and quarantine for pupils travelling to England.
30/06/2021	Response to infection and outbreak plan , page 29; face coverings , page 9; and promote and engage in asymptomatic testing page 24, information provided for outbreak management plan
12/07/2021	<p>Prevention: Minimise contact with individuals who are unwell with COVID-19 symptoms, page 7, updated guidance in the case of COVID-19 symptoms</p> <p>Prevention: Ensure face coverings are used in recommended circumstances, page 10, face coverings no longer recommended for staff or pupils; steps to take in an Outbreak</p> <p>Prevention: Cleaning and disinfection, page 12, previously ‘Enhanced Cleaning’, school now required to maintain appropriate cleaning regimes</p> <p>Prevention: Minimise contact, page 13, ‘Bubbles’ no longer recommended, although the school may choose to maintain until the end of term; steps to take in an Outbreak</p> <p>Educational visits, page 14, updated guidance for running educational visits</p> <p>Wraparound provision and extra-curricular activity, page 15, updated guidance including sports provision, performances and events, and parental attendance</p> <p>In specific circumstances: Promote and engage in asymptomatic testing, where available, page 21, new guidance on how and when to test</p> <p>Response to infection: Test and trace, page 23, schools are no longer expected to undertake contact tracing</p> <p>Response to infection: Managing confirmed COVID-19 cases, page 24, updated guidance for if an individual develops COVID-19 symptoms or has a positive test</p> <p>Response to infection and outbreak plan: Contain any outbreaks, page 26, action to take in case of an outbreak</p> <p>Attendance, page 27, updates on supporting children with medical conditions, ensuring pupils travelling to England follow government travel advice, and updated quarantine arrangements for boarding school pupils.</p>
24/08/2021	<p>Prevention: Minimise contact with individuals who are unwell with COVID-19 symptoms, page 8, updated and reordered guidance for minimising contact with any individual who develops COVID-19 symptoms or has a positive test</p> <p>Prevention: Ensure face coverings are used in recommended circumstances, page 11, updated “<i>Temporary additional measures in the event of an outbreak</i>”</p> <p>Prevention: Minimise contact, page 18, updated “<i>Temporary additional measures in the event of an outbreak</i>”</p> <p>Prevention: Ventilation, page 21, update regarding anticipated CO2 monitors being provided to the school during the Autumn term.</p> <p>In specific circumstances: Promote and engage in asymptomatic testing, where available, page 23,</p>

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	<p>additional detail on what close contacts should do whilst awaiting their PCR test results Response to infection: Test and trace, page 24, with schools no longer expected to undertake contact tracing themselves, further update to make clear who is no longer required to isolate if identified as a close contact Response to infection: Managing confirmed COVID-19 cases, page 26, now cites updated section 1 of this risk assessment Response to infection and outbreak plan: Contain any outbreaks, page 26, updated in relation to school’s Outbreak Management Plan and use of headings “<i>Temporary additional measures in the event of an outbreak</i>” throughout this risk assessment. Attendance, page 27, expectations for clinically extremely vulnerable (CEV) pupils have been updated to mirror wording in recently published guidance for CEV people, pre-Step 4 wording removed, and updated information on boarding school pupils attending from abroad, as quarantine rules have changed. Workforce, page 29, expectations for CEV staff have been updated to mirror wording in recently published guidance for CEV people and pre-Step 4 wording removed. Managing School Transport, page 31, updated “<i>Temporary additional measures in the event of an outbreak</i>”</p>
02/12/2021	<p>Prevention: Minimise contact with individuals who are unwell with COVID-19 symptoms, page 9, important update relating to close contacts of a suspected or confirmed case of the Omicron variant and minor wording updates Prevention: Ensure face coverings are used in recommended circumstances, page 12, covers guidance changes relating to Omicron Variant of Concern and minor wording update for “<i>Temporary additional measures in the event of an outbreak</i>” Educational visits, page 17, update relating to Omicron variant, as schools must consider whether to go ahead with any planned international educational visits at this time Wraparound provision and extra-curricular activity, page 19, updated guidance for schools planning performances and other seasonal events Ventilation, page 25, updated to include link to SCC’s detailed ‘Ventilation in schools during COVID-19’ Guidance document for ensuring appropriate ventilation in the school. In specific circumstances: Promote and engage in asymptomatic testing, where available, page 27, update to reflect current advice on asymptomatic testing and highlight government guidance on providing confirmatory PCR tests. Response to infection: Test and trace, and isolation, page 28, change of guidance relating to Omicron Variant of Concern Attendance, page 32, updates to reflect current government travel advice including new isolation requirements; updates in relation to clinically extremely vulnerable (CEV) pupils. Workforce, page 34, updates in relation to pregnant staff and clinically extremely vulnerable (CEV) staff.</p>



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	Lastly, all references to Public Health England have been updated with references to the United Kingdom Health Security Agency (UKHSA).
15/12/2021	<p>Wraparound provision and extra-curricular activity, page 20, updated guidance for schools regarding mandatory certification.</p> <p>Ventilation, page 25, minor changes to guidance in relation to ventilation.</p> <p>In specific circumstances: Promote and engage in asymptomatic testing, where available, page 28, added government advice that schools have been strongly encouraged to ask parents and other visitors to take a lateral flow device (LFD) test before entering the school.</p> <p>Response to infection: Test and trace, and isolation, page 29, updated to reflect that daily rapid testing is now recommended for contacts of COVID-19</p> <p>Attendance, page 33, updated to reflect the latest language on children who were previously considered to be clinically extremely vulnerable and travel and quarantine requirements.</p> <p>Workforce, page 35, updated to reflect the Government recommendation to work from home ‘if you can’; and to reflect the latest language on adults who were previously considered to be clinically extremely vulnerable and new and expectant mothers.</p>
04/01/2022	Prevention: Ensure face coverings are used in recommended circumstances , page 12, updated to include the use of face coverings in classrooms for Year 7 and above.
11/01/2022	<p>Prevention: Minimise contact with individuals who are unwell with COVID-19 symptoms, page 9, minor update in line with latest government guidance on when to self-isolate and what to do.</p> <p>In specific circumstances: Promote and engage in asymptomatic testing, where available, page 28, updated with reference to latest government guidance on asymptomatic testing and regarding changes to Confirmatory PCR testing.</p>
24/01/2022	<p>Prevention: Minimise contact with individuals who are unwell with COVID-19 symptoms, page 10, minor update following government clarification regarding isolation expectations in boarding schools</p> <p>Prevention: Ensure face coverings are used in recommended circumstances, page 12, updated to reflect removal of recommendation to wear face coverings in classrooms and communal areas</p> <p>Wraparound provision and extra-curricular activity, page 20, updated guidance regarding mandatory certification no longer being in place from 27 January and removed previous advice/considerations for seasonable events</p> <p>Response to infection: Test and trace, and isolation, page 27, minor update following government clarification on advice for under 5s.</p> <p>Workforce, page 32, updated to reflect that government is no longer advising people to work from home if they can.</p> <p>Managing School Transport, page 35, updated to provide links to the latest government guidance regarding pupils aged 11 and over and when they are recommended to wear a face covering</p>



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23/02/2022	<p>In line with the latest guidance for the next phase of the Government’s COVID-19 response, this risk assessment has been significantly updated, with text added and/or removed in the following sections:</p> <p><u>Prevention: Minimise contact with individuals who are unwell with COVID-19 symptoms</u></p> <p><u>Prevention: Ensure face coverings are used in recommended circumstances</u></p> <p><u>Prevention: Clean hands thoroughly more often than usual</u></p> <p><u>Prevention: Good respiratory hygiene</u></p> <p><u>Prevention: Cleaning and disinfection</u></p> <p><u>Prevention: Minimise contact</u></p> <p><u>In specific circumstances: Wear PPE where necessary</u></p> <p><u>In specific circumstances: Promote and engage in asymptomatic testing, where available</u></p> <p><u>Response to infection: Test and trace, and isolation</u></p> <p><u>Attendance</u></p> <p><u>Workforce</u></p> <p><u>Managing School Transport</u></p>
28/02/2022	<p>The following sections have been updated to include the latest published guidance from UKHSA:</p> <p><u>Prevention: Minimise contact with individuals who are unwell with COVID-19 symptoms</u></p> <p><u>Response to infection: Test and trace, and isolation</u></p>

Name of School:	<i>The Orchard School</i>	Date of assessment:	3 rd March 2022	Date of review:	28 th March 2022
Identify those at risk:	<p>Staff Pupils Agency staff/contractors Visitors</p> <p>Vulnerable groups: BAME Underlying health conditions including clinically extremely</p>	How someone could be harmed:	Coronavirus disease (COVID-19) is an infectious disease caused by a newly discovered coronavirus. The COVID-19 virus spreads primarily through droplets of saliva or discharge from the nose when an infected person coughs or sneezes.	Assessed by:	Carol Rusby, Leadership Team

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	vulnerable (CEV) and extremely vulnerable Pregnant workers Over the age of		Most infected people will develop mild to moderate illness and recover without hospitalisation. In some cases, and if a person has a underlying health conditions, COVID-19 can cause serious ill health.		
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Issued on behalf of the Surrey Recovery Planning Team

	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	M	<ul style="list-style-type: none"> Health and Safety Policy has been updated in light of the COVID-19 advice 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 All staff have regard to all relevant guidance and legislation including, but not limited to, the following: 	Y	Weekly Bulletins Weekly Newsletters Year team Meetings Leadership Meetings Teams communications for urgent updates in between weekly communications		L

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		<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' • The relevant staff receive any necessary training that helps minimise the spread of infection, e.g. infection control training. • The school keeps up-to-date with advice issued by, but not limited to, the following: DfE; NHS; Department of Health and Social Care; United Kingdom Health Security Agency (UKHSA) <i>formerly Public Health England (PHE)</i>. • 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. • 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. 		<p>Twilight staff meetings as required</p> <p>Daily DfE bulletins Weekly SCC bulletins</p>		
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		<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. • 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. 				
<p>Prevention</p> <p>1. Minimise contact with individuals who are unwell with COVID-19 symptoms</p>	H	<p>When an individual develops COVID-19 symptoms or has a positive test</p> <ul style="list-style-type: none"> • Pupils, staff and other adults should follow guidance on People with COVID-19 and their contacts if they have COVID-19 symptoms. Pupils in boarding schools should usually self-isolate in their boarding school. Only in exceptional circumstances, where there is an overriding health or safeguarding issue, should a pupil self-isolate away from school. Pupils and staff should return to school as soon as they can, in line with guidance for People with COVID-19 and their contacts. • In most cases, parents and carers will agree that a pupil with the key symptoms of COVID-19 should not attend the school, given the potential risk to others. • If a parent or carer insists on a pupil attending the school where they have a confirmed or suspected case of COVID-19, the school can 	Y	Updated information shared with staff and parents through newsletters and bulletins		M



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		take the decision to refuse the pupil if, in its reasonable judgement, it is necessary to protect other pupils and staff from possible infection with COVID-19. Any such decision would need to be carefully considered in light of all the circumstances and the current public health advice.			
<p>Prevention</p> <p>2. Where recommended, use of face covering</p>	M	<ul style="list-style-type: none"> • Face coverings are no longer advised for pupils, staff and visitors in communal areas. • Staff and pupils should follow <u>wider advice on face coverings</u> outside of school, including on transport to and from school. <p>In circumstances where face coverings are recommended</p> <ul style="list-style-type: none"> • The school is aware that a director of public health might advise that face coverings should temporarily be worn in communal areas or classrooms (by pupils, staff and visitors, unless exempt). The school's Outbreak Management Plan covers this possibility. • 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. • 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 		Staff and Parents informed	L



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		<p>assessment for the specific situation and should always be cleaned appropriately.</p> <ul style="list-style-type: none"> • The use of face coverings may have a particular impact on those who rely on visual signals for communication. Those who communicate with or provide support to those who do, are exempt from any recommendation to wear face coverings in education and childcare settings. • Schools, as employers, have a duty to comply with the Equality Act 2010 which includes making reasonable adjustments for disabled staff; and to make reasonable adjustments for disabled pupils, to support them to access education successfully. No pupil should be denied education on the grounds that they are not wearing a face covering. • Further guidance regarding access to, safe wearing, and removal of face coverings is available in the latest operational guidance. <p><i>Temporary additional measures in the event of an outbreak</i></p> <ul style="list-style-type: none"> • <i>If a specific threshold in the school's Outbreak Management Plan is met, or if advised by a director of public health, the following additional measures will be considered.</i> • <i>Face coverings may temporarily be re-introduced in communal areas and classrooms for pupils (aged 11 and over), staff and visitors, unless exempt.</i> 				
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		<ul style="list-style-type: none"> In the event of an outbreak, the Contingency framework: education and childcare settings will be referred to in reimplementing the use of face coverings. 				
<p>Prevention</p> <p>3. Clean hands thoroughly more often than usual</p>	H	<ul style="list-style-type: none"> Frequent and thorough hand cleaning should now be regular practice. The school will continue to ensure that pupils clean their hands regularly. This can be done with soap and water or hand sanitiser. Pupils clean their hands regularly, including: <ul style="list-style-type: none"> when they arrive at the school when they return from breaks when they change rooms before and after eating Pupils and staff will need to wash their hands and incorporate time for this in timetables or lesson plans. Staff working with pupils who spit uncontrollably may want more opportunities to wash their hands than other staff. 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. Continue to help pupils with complex needs to clean their hands properly. Frequent and thorough hand cleaning should now be regular practice. 		<p>Continuing to purchase additional sanitiser and soap for handwashing</p> <p>Risk assessments for children who spit</p> <p>Risk Assessments for children with complex needs to support handwashing</p>		M

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		<ul style="list-style-type: none"> • Ensure there is enough hand washing or hand sanitiser stations available so that all pupils and staff can clean their hands regularly • Supervise hand sanitiser use given the risks around ingestion – skin friendly skin cleaning wipes can be used as an alternative • 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 • The e-Bug COVID-19 website contains free resources for the school, including materials to encourage good hand and respiratory hygiene 			
<p>Prevention</p> <p>4. Good respiratory hygiene</p>	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 are available in the school to support pupils and staff to follow this routine. • The e-Bug COVID-19 website contains free resources for the school, including materials to encourage good hand and respiratory hygiene. • Younger pupils and those with complex needs are helped to follow this. • 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. 		<p>Continue to ensure posters up and children are reminded</p> <p>Individual risk assessments as required</p>	M

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<p>Prevention</p> <p>5. Cleaning and disinfection</p>	<p>H</p>	<ul style="list-style-type: none"> • The school has put in place and maintains an appropriate cleaning schedule. This includes regular cleaning of areas and equipment (for example, twice per day), with a particular focus on frequently touched surfaces. • UKHSA has published guidance on the cleaning of non-healthcare settings. • Surfaces that pupils are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters are cleaned more regularly than normal. • More frequent cleaning of rooms and shared areas that are used by different groups • 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 • The COVID-19: cleaning of non-healthcare settings guidance is followed. • 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. • 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 		<p>Additional wiping of surfaces in classrooms and group areas at lunchtime.</p> <p>Yr R, Yr 1 and Yr 2 all have separate toilet blocks</p> <p>Use of gloves and aprons. Double bag any waste or use of clinical waste bin as appropriate</p>	<p>M</p>
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		<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. • The SBM arranges enhanced cleaning to be undertaken where required – advice about enhanced cleaning protocols is sought from the local health team. • The SBM monitors the cleaning standards of school cleaning contractors and discusses any additional measures required with regards to managing the spread of coronavirus. 			
<p>Prevention</p> <p>6. Minimise contact</p>	M	<p>Educational visits</p> <ul style="list-style-type: none"> • The school will undertake full and thorough risk assessments in relation to all educational visits and ensure that any public health advice or in-country advice of the international destination, 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). • The school has been advised to ensure that all bookings have adequate financial protection in place. 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 		Pre- visits also arranged – if it is a new venue or a venue not visited for a while	L



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	M	<p>options can be sought from the British Insurance Brokers' Association (BIBA) or Association of British Insurers (ABI).</p> <p>Sports provision</p> <ul style="list-style-type: none"> • All sports provision, including competition between settings, should be planned and delivered in line with government guidance. • Providers of sports activities will also refer to: <ul style="list-style-type: none"> ○ 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 <p>Mandatory certification</p> <ul style="list-style-type: none"> • Mandatory certification is no longer in place and so venues and events are not required by law to use the NHS COVID Pass as a condition of entry, but some may do so voluntarily. Further information on this is available: Using your NHS COVID Pass for travel abroad and at venues and settings in England. • The school will not use the NHS COVID Pass as a condition of entry for education or related activities such as exams, teaching, extra-curricular activities or any other day-to-day activities that are part of education or training. 		Risk assessments to be reviewed for football tournament and Sports day		L
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	H	<p>Performances, Events and Music including Seasonal Events</p> <ul style="list-style-type: none"> Any plans for Seasonal Events or performances will be fully risk assessed and contingency plans made for managing or cancelling events using the <u>thresholds</u> for additional action set out in the DfE contingency framework as a guide. If planning an indoor or outdoor face-to-face performance in front of a live audience, a sporting or other organised event, the school will also follow the latest advice in the DCMS Events and attractions - Working safely during coronavirus (COVID-19) - Guidance - GOV.UK (www.gov.uk) Singing, wind and brass instrument lessons can be undertaken, following guidance provided by the DCMS working safely during coronavirus (COVID-19): performing arts. Where the school premises are hired for use by external wraparound childcare providers, such as after-school or holiday clubs, these organisations will: <ul style="list-style-type: none"> consider the relevant government guidance for their sector put in place protective measures. <p><i>Temporary additional measures in the event of an outbreak</i></p>		<p>End of year performances and Open Evening- Risk assess in late June in relation to current infection rates- decide which control measures required to reduce risk- reduce over crowding</p>	M
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		<ul style="list-style-type: none"> • <i>If a specific threshold in the school's Outbreak Management Plan is met or if the school is specifically advised to do so, the school may consider temporarily introducing additional measures.</i> • <i>The school will refer to its Outbreak Management Plan and the latest government guidance regarding steps to be considered (e.g. regarding close mixing) in the Contingency framework: education and childcare settings (publishing.service.gov.uk)</i> 			
<p>Prevention</p> <p>7. 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. • The school will identify any poorly ventilated spaces as part of its risk assessment and take steps to improve fresh air flow in these areas, giving particular consideration when holding events where visitors such as parents are on site, for example, school plays. • Mechanical ventilation is a system that uses a fan to draw fresh air or extract air from a room. 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. 		<p>In year one and two- ensure upper windows open for ventilation</p> <p>Purge classrooms with wide open doors and windows at break times</p> <p>Weekly checking on ventilation system in yr " by caretaker. Yr 2 staff report any problems to caretaker</p>	M

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	<ul style="list-style-type: none"> • If possible, systems should be adjusted to full fresh air or, if this is not possible, then systems should be operated as normal as long as they are within a single room and supplemented by an outdoor air supply. • Where mechanical ventilation systems exist, you should ensure that they are maintained in accordance with the manufacturers' recommendations. • Opening external windows can improve natural ventilation, and in addition, opening internal doors can also assist with creating a throughput of air. If necessary, external opening doors may also be used (if they are not fire doors and where safe to do so). • The school will refer to Surrey County Council's latest Ventilation in schools during COVID-19 guidance document for more detailed advice for ensuring appropriate ventilation in the school. The school will use this guidance to balance the need for increased ventilation while maintaining a comfortable temperature, particularly during periods of colder weather. • The Health and Safety Executive guidance on air conditioning and ventilation during the COVID-19 pandemic and CIBSE COVID-19 advice provides more information. • CO2 monitors are being provided to state-funded education settings, so staff can quickly 		<p>Co 2 monitors in all classrooms. Report any concerns immediately to SBM or HT</p>		
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<p>Response to infection 10. Test and trace, and isolation</p>		<ul style="list-style-type: none"> Public health advice for People with COVID-19 and their contacts changed from 24 February. Contacts are no longer required to self-isolate or advised to take daily tests, and contact tracing has ended. 				
<p>Response to infection 11. Managing confirmed COVID-19 cases</p>	H	<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”. 		<p>Wait for collection in safe and well-ventilated area. Supervising staff member should maintain 2m distance where possible or ppe if not possible</p>		M
<p>Response to infection 12. Contain any outbreaks</p>	H	<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 United Kingdom Health Security Agency (UKHSA) 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. 		<p>For further advice contact DFE helpline and speak to Caroline Marden NE Area</p>		M

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		<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. 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. 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. The additional measures are given elsewhere in this risk assessment under separate headings "<i>Temporary additional measures in the event of an outbreak</i>" and are shown in <i>italic</i> text. 		Consider creating class or year bubble in an outbreak to reduce risk of spread of infection to other classes/year groups.		
Attendance	M	<p>Those formerly considered to be clinically extremely vulnerable (CEV)</p> <ul style="list-style-type: none"> Following expert clinical advice and the successful rollout of the COVID-19 vaccine programme, people previously considered to be particularly vulnerable, clinically extremely vulnerable (CEV), and high or higher-risk are 	Y			L



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		<p>not being advised to shield again. Children and young people who were previously identified as being in one of these groups, are advised to continue to follow the guidance contained in Coronavirus: how to stay safe and help prevent the spread. Children and young people over the age of 12 with a weakened immune system should follow DHSC and UKHSA advice for people whose immune system means they are at higher risk from Covid-19.</p> <ul style="list-style-type: none"> • Children and young people previously considered CEV should attend school and should follow the same COVID-19 guidance as the rest of the population. In some circumstances, a child or young person may have received personal advice from their specialist or clinician on additional precautions to take and they should continue to follow that advice. • Further information is available in the guidance on supporting pupils at school with medical conditions <p>Travel and quarantine</p> <ul style="list-style-type: none"> • All children must adhere to government travel advice if travelling to England from another country during coronavirus (COVID-19). • Parents travelling abroad should bear in mind the impact on their child’s education which 		<p>Additional guidance shared in newsletters to parents in fortnight leading to a holiday period.</p>		
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		may result from any requirement to quarantine or isolate upon return.			
Workforce	M	<ul style="list-style-type: none"> The school will ensure that key contractors are aware of the school's control measures and ways of working. School leaders are best placed to determine the workforce required to meet the needs of their pupils. <p>Those previously considered to be particularly vulnerable, clinically extremely vulnerable (CEV), and high or higher-risk</p> <ul style="list-style-type: none"> Following expert clinical advice and the successful rollout of the COVID-19 vaccine programme, people previously considered to be particularly vulnerable, clinically extremely vulnerable (CEV), and high or higher-risk are not being advised to shield again. If staff were previously identified as being in one of these groups, they are advised to continue to follow the guidance contained in Coronavirus: how to stay safe and help prevent the spread. Staff with a weakened immune system should follow DHSC and UKHSA advice for people whose immune system means they are at higher risk from Covid-19. In some circumstances, staff may have received personal advice from their specialist or clinician on additional precautions to take and they should continue to follow that advice. 	Y	Contractors to have own toilet facilities where possible. Sanitising./washing hands if come in to school building	L



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		<p>Whilst individual risk assessments are not required, employers are expected to discuss any concerns that people previously considered CEV may have.</p> <ul style="list-style-type: none"> • The school will make consideration of risks to female employees of childbearing age and, in particular, risks to new and expectant mothers. • The school will follow the guidance for pregnant employees and will carry out a risk assessment to follow the Management of Health and Safety at Work Regulations 1999 (MHSW). The school will also consider the needs of pregnant pupils. • The school will refer to COVID-19 vaccination: a guide for women of childbearing age, pregnant or breastfeeding which contains further advice on vaccination. • The school is able to explain the measures it has in place to keep 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. For home working, employers should consider whether home working is appropriate for workers facing mental or physical health difficulties, or those with a particularly challenging home working environment. Employers should discuss concerns with staff. 		<p>Individual risk assessments for pregnant employees.</p>		
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		<p>Travel and quarantine</p> <ul style="list-style-type: none"> All staff must adhere to government travel advice if travelling to England from another country during coronavirus (COVID-19). 		Bulletin two weeks before holiday period remind staff of requirement to adhere to guidance.		
Emergencies	H	<ul style="list-style-type: none"> All pupil emergency contact details are up-to-date, including alternative emergency contact details, where required. Parents are contacted as soon as practicable in the event of an emergency. Pupil alternative contacts are called where their primary emergency contact cannot be contacted. The school has an up-to-date First Aid Policy in place which outlines the management of medical emergencies – medical emergencies are managed in line with this policy. 	Y	School Staff will act in loco parentis in the eventuality of a parent or emergency contact not being available.		M
Managing School Transport	M	<ul style="list-style-type: none"> Parents and pupils are encouraged to walk or cycle to their education setting where possible. The school will keep up-to-date with the Transport to schools and colleges during the COVID-19 pandemic and Face coverings: when to wear one, exemptions, and how to make your own There is no longer a legal requirement for staff and pupils aged 11 and over to wear a face covering but the government suggests people continue to wear one in crowded and enclosed 	Y	Golden Boot Challenge in June		L



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		<p>spaces (such as when travelling on dedicated transport to secondary school or college) where they may come into contact with people they do not normally meet – unless exempt.</p> <ul style="list-style-type: none"> • Maximising distancing and minimising mixing is no longer recommended, but unnecessary risks such as overcrowding should be minimised. • 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. • Revised travel plans are communicated clearly to contractors, local authorities and parents where appropriate (for instance, to agree pick-up and drop-off times). <p>Temporary additional measures in the event of an outbreak</p> <ul style="list-style-type: none"> • <i>If a specific threshold in the school's Outbreak Management Plan is met or if the school is advised to consider additional measures, the school may consider whether to temporarily reinstate measures which were previously in place to reduce mixing on transport.</i> 				
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This risk assessment has been agreed by the following:

Name	Date	Designation	Organisation	Signature
Carol Rusby	3.3.22	Head Teacher	The Orchard School	<i>CRusby</i>
Mark Waters		Chair Of Governors	The Orchard School	