

Sutton Valence Whole Site Covid-19 Risk Assessment



Activity:	Full Re-opening of Schools from September 2021	Location:	Senior School, Prep School & Little Lambs Nursery
Assessor:	Simon Fowle	Distribution	All Staff, Parents, Governors & Website
Date:	1/9/21	Proposed Review Date	01/11/21 or sooner
Signed:			
School Governor Agreed:	Gillian Swaine	Signed:	

Government guidelines have removed most legal restrictions to control COVID-19. This means that;

- There is no legal requirement to stay 2 meters apart from people you do not live with.
- There is no legal requirement to work from home.
- There is no legal requirement to wear masks.
- There are no legal restrictions on group sizes attending events.

However the Government has also made it clear that, despite the lifting of restrictions, COVID-19 remains a threat for the foreseeable future and expects individuals and business to use personal judgment in how to manage the risks appropriately. Furthermore, despite the above relaxations, employers still have a legal duty to manage all risks that affect their employees and the business generally. In terms on COVID-19 this will include measures such as:

- Continue to encourage regular hand washing.
- Avoiding meetings in large groups (whole school assemblies etc.)
- Minimising the number of visitors to the site.
- Keeping areas as well ventilated as possible.
- Continue to clean frequently touched surfaces as often as possible.
- Encouraging the wearing of face coverings where appropriate, e.g. on public and school transport.
- Ensuring that anyone who is ill does not attend work.

This Risk Assessment will examine the measures needed to allow the School to operate as normally as possible whilst managing the risks to employees, staff and pupils in a manner that helps minimise the risk to the individual and business.

PART 1 – STAFF AND PUPIL MANAGEMENT ISSUES TO SUPPORT RE-OPENING OF THE SCHOOL

Hazard	Risk	Individuals At Risk	Risk Rating	Control Measures What are we doing now?	Notes/Additional Control Measures What more do we need to explain/do	Residual Risk
Contact with individuals who are unwell	Serious respiratory illness, death	All building users, including visitors/parents, contractors/	High	<ul style="list-style-type: none"> • All Staff are to carry out self-testing at home on Sundays and Wednesdays and report results through both the NHS and School reporting systems. 	Ensure all staff and parents are made aware.	Medium

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		maintenance personnel		<ul style="list-style-type: none"> In line with Government guidance all pupils will be asked to undertake two LFD tests (each one a minimum of three days apart) as soon as possible once term starts. After the second test pupils will be asked to use the home test kits available and test themselves at home twice a week. Ensure that pupils, staff and other adults do not come into School if they have coronavirus (COVID-19) symptoms (a new continual cough, a temperature in excess of 37.8, or a loss of, or change in their normal sense of taste or smell or have tested positive in the last 10 days, and ensure anyone developing those symptoms during the School day is sent home. If anyone in the School becomes unwell with coronavirus symptoms, they must be sent home and advised to carry out a LFD test as soon as possible. If the test is negative they can return to School as soon as they feel fit to do so. 	Public Health England is clear that routinely taking the temperature of pupils is not recommended as this is an unreliable method for identifying coronavirus (COVID-19).	
				<ul style="list-style-type: none"> If a child is awaiting collection, they will be moved, if possible, to a room where they can be isolated behind a closed door or outside, weather permitting, depending on the age and needs of the child, with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, we will move them to an area which is at least 2 metres away from other people. If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom will be cleaned and disinfected using standard cleaning products before use by anyone else. If a child needs direct personal care until they can return home, a fluid-resistant surgical face mask will be worn by the supervising adult or the child may be asked to wear one. If a risk assessment determines that there is a risk of splashing to the eyes, e.g. from coughing, spitting, or vomiting, then eye protection will also be worn. Refer to safe working in education, childcare and children's social 		



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				<p>care settings, including the use of personal protective Equipment (PPE).</p> <ul style="list-style-type: none"> • In an emergency, call 999 if someone is seriously ill, injured or their life is at risk. • Everyone must 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. Refer to COVID-19: cleaning of non-healthcare settings guidance . <p>Boarding Provision</p> <ul style="list-style-type: none"> • All three Senior Boarding Houses will open as normal in September 2021, enabling full-time boarders to attend School once they have arrived in the UK. • The School will provide those needing to quarantine the option to do so from late August. <p>Boarders' Health Checks and Procedures</p> <ul style="list-style-type: none"> • Any boarder showing Covid symptoms will return to their House and the Medical Centre will oversee testing and their medical needs. They will isolate in a well-ventilated single room. Access to our remote, online education programme will be made available to all boarders who are self-isolating and who are well enough to continue studies. • Any boarder showing Covid symptoms will isolate within the House until a negative test is confirmed and the NHS Track and Trace are happy for the Boarder to return to School. • The other boarders in that household will be tested daily by the House Staff and continue to attend lessons as normal providing their daily test is negative. 	<ul style="list-style-type: none"> • Safe working in education, childcare and children's social care settings, including the use of PPE 	



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Inadequate response to an infection	Infection spread leading to serious respiratory illness, death	All building users, including visitors/ parents, contractors/ maintenance personnel	High	<ul style="list-style-type: none"> • Even if you are vaccinated, you can still be infected with COVID-19 and pass it on to others. If you are identified as a contact of someone with COVID-19 but you are not required to self-isolate, you can help protect others by following the guidance on how to stay safe and help prevent the spread. As well as getting a PCR test, you may also consider: <ul style="list-style-type: none"> - limiting close contact with people outside your household, especially in enclosed spaces; - wearing a face covering in enclosed spaces and where you are unable to maintain social distancing; - limiting contact with anyone who is clinically extremely vulnerable - This advice applies until 10 full days after your most recent contact with the person who has tested positive for COVID-19. • If you believe that you are a contact of someone with COVID-19 but have not yet been notified by NHS Test and Trace, you should carefully follow the guidance on how to stay safe and prevent the spread of COVID-19. In this circumstance you can arrange to take a PCR test, even if you do not have symptoms, because you may be at higher risk of being infected. • We will ensure all staff understand the NHS Test and Trace process. We will ensure that staff and parents/carers understand that they will need to be ready and willing to: <ul style="list-style-type: none"> - book a test if they are displaying symptoms (or order via Tel No. 119). 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 children can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit; 	<p>If any individual with symptoms is believed to have contracted the COVID-19 virus 'whilst at work' the relevant information must be reported to the HSE under RIDDOR legislation</p> <p>We (School) will contact the local Health Protection Team, should we have a suspected case of coronavirus in School. This applies to both staff and pupils.</p> <p>Dr Wikum Jayatunga Public Health Registrar PHE Kent Health Protection Team (South East) Wikum.Jayatunga@phe.gov.uk</p> <p>Katie Allen Senior Health Protection Nurse Public Health England South East Katie.allen@phe.gov.uk</p> <p>Tel No 0344 225 3861</p> <p>The Food Standards Agency's Fitness to work guidance for staff who handle food products provides advice on managing sickness in a food business.</p>	Low

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				<ul style="list-style-type: none"> - Where possible parents collecting a child who is presenting with symptoms will contact 119 to arrange a local test. • We will ask parents and staff to inform us immediately of the results of a test: <ul style="list-style-type: none"> - If a child or member of staff tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating although it is still best to avoid contact with other people until they are better. - if a child or member of staff tests positive, they should follow the 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection' 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 (a cough or anosmia can last for several weeks once the infection has gone). The 10 day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. 		
There is a confirmed case of coronavirus amongst the School community	Infection spread leading to serious respiratory illness, death	All building users, including visitors/ parents, contractors/ maintenance personnel	High	<ul style="list-style-type: none"> • We will take swift action when we become aware that someone who has attended has tested positive for coronavirus (COVID-19). • We will Track & Trace who will advise us of what, if any, action is required. • If this involves a pupil we will seek assurances from parents that their child is fit to return to School 		

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Poor containment of an outbreak by not following local health protection team advice	Infection spread leading to serious respiratory illness, death	All building users, visitors/ parents / contractors/ maintenance personnel	High	<ul style="list-style-type: none"> There are new threshold limits for schools to take extra preventative action and/or to seek public health advice. For Sutton Valence, the threshold is 5 pupils or staff (or 10%, whichever is sooner), who have likely mixed closely, testing positive within a 10 day period. In some cases, health protection teams may recommend that a larger number of other pupils self-isolate at home as a precautionary measure – perhaps the whole site or year group. If we implement the controls from this risk assessment, whole school closure based on cases within the school will not generally be necessary and should not be considered except on the advice of health protection teams. In consultation with the local Director of Public Health, where an outbreak in our school is confirmed, a mobile testing unit may be dispatched to test others who may have been in contact with the person who has tested positive. 		MEDIUM
Clinically vulnerable or extremely clinically vulnerable persons returning to School	Serious respiratory illness, death	Clinically vulnerable & extremely clinically vulnerable staff and pupils	High	<p>Pupils who are shielding or self-isolating There will be far fewer children advised to shield and the majority of pupils will be able to return to school. However:</p> <ul style="list-style-type: none"> A small number of pupils will still be unable to attend in line with public health advice as they are self-isolating and have had symptoms or a positive test result themselves; If rates of the disease rise in local areas, children (or family members) from that area, and that area only, will be advised to shield during the period where rates remain high and therefore they may be temporarily absent (see below); Some pupils no longer required to shield but who generally remain under the care of a specialist health professional may need to discuss their care with their health professional before returning to school in September (usually at their next planned clinical appointment). 	<p>Shielding advice for all adults and children was paused on 01/08/20, subject to a continued decline in the rates of community transmission of coronavirus (COVID-19). This means that even the small number of pupils who will remain on the shielded patient list can also return to school, as can those who have family members who are shielding. Refer to current advice on shielding</p> <p>More advice is available from the Royal College of Paediatrics and Child Health</p>	MEDIUM

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				<ul style="list-style-type: none"> Where a pupil is unable to attend school because they are complying with clinical and/or public health advice, we will be able to offer them access to remote education within 24 hours and we will monitor engagement with this activity. <p>School Workforce</p> <ul style="list-style-type: none"> Following the reduction in the prevalence of coronavirus (COVID-19) and relaxation of shielding measures from 8/3/21, we expect that staff will attend School. Staff have the option to wear face coverings as they wish. <p>Staff who are clinically vulnerable or clinically extremely vulnerable</p> <ul style="list-style-type: none"> Where we apply the full measures in this risk assessment, the risks to all staff will be mitigated significantly, including those who are clinically extremely vulnerable. We expect this will allow most staff to return to the workplace, although we advise those in the most at risk categories to take particular care while community transmission rates continue to fall. Refer to clinically-vulnerable, including pregnant women. Individuals who were considered to be clinically extremely vulnerable will received a letter / email from the NHS advising them as to the measures that they need to take to stay safe Refer to guidance on protecting people who are clinically extremely vulnerable from Covid-19 are clinically extremely vulnerable from COVID-19. People who live with those who have comparatively increased risk from coronavirus (COVID-19) can attend School. 	<p>Where children fail to attend school because parents are following clinical and/or public health advice, absence will not be penalised.</p> <p>Refer to COVID-19; review of disparities in risks and outcomes report and Schools and COVID-19; guidance for Black, Asian and minority ethnic (BAME) staff and their employers in School settings.</p>	
Inadequate hand and respiratory hygiene leading to	Infection spread leading to	All building users, visitors/ parents,	High	<ul style="list-style-type: none"> Everyone will be reminded to wash their hands before leaving home, on arrival at school, on return from breaks, when they change rooms and before and after handling 	Ensure all attending understand how to wash hands correctly –	Medium

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spread of Covid-19 virus	serious respiratory illness, death	contractors/ maintenance personnel		<p>cleaning chemicals, eating/drinking, using the toilet, sports activities, using public transport and after coughing or sneezing and not to touch face (eyes, mouth, nose) with hands that are not clean.</p> <ul style="list-style-type: none"> • Wash with liquid soap & water for a minimum of 20 seconds (see hand wash guidance). Alcohol based hand cleansers/gels (containing at least 60% alcohol) can be used if soap and water are not available. We will ensure there are sufficient hand washing or hand sanitiser 'stations' available throughout school for staff and pupils. • Younger children will continue to be helped to clean their hands properly, given the risk of ingestion. • Hands must be dried properly to prevent infection and drying out. Pat dry rather than rub to avoid discomfort. • Staff and children will be advised to move away from the toilet as soon as it has been flushed, more frequent cleaning of the toilets and most importantly, ensuring strict hand hygiene measures are observed following every visit to the toilet. • Toilets will be cleaned regularly and pupils encouraged to clean their hands thoroughly after using the toilet. • The 'catch it, bin it, kill it' approach will continue. Everyone will be reminded to sneeze into a tissue or sleeve NEVER into hands and to wash hands immediately after (as above). 'Catch it, bin it, kill it' posters to be displayed in relevant areas. • Used tissues will be put in a bin immediately - all waste bins to be lined and should be emptied regularly. • As with hand cleaning, we will ensure younger children are helped to get this right, and all pupils understand that this is now part of how school operates. 	<p>Posters around the School as appropriate.</p> <p>Ensure all basins have necessary stock and restock frequently.</p> <p>We will build these routines into School culture, supported by behaviour expectations and help ensure younger children and those with complex needs understand the need to follow them.</p> <p>Ensure stocks of disposable paper towels are available in all toilet areas instead of hand dryers.</p> <p>We will ensure there are enough tissues and bins available in School to support pupils and staff to follow this routine.</p> <p>Songs and rhymes will be used to encourage hand washing in early years.</p> <p>E-bug has produced a series of helpful coronavirus posters for display:</p> <ul style="list-style-type: none"> - Horrid hands - Super sneezes - Hand hygiene 	

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Inadequate personal protection & PPE & spread of Covid-19 virus	Infection spread leading to serious respiratory illness, death	All building users (particularly those staff performing personal and intimate care)	High	<ul style="list-style-type: none"> We will determine what PPE will be required and in what quantities and ensure adequate PPE is ordered as necessary in advance of re-opening and where necessary, supplies maintained. When PPE is used, it is essential that it is used properly. This includes scrupulous hand hygiene and following guidance on how to put PPE on and take it off safely in order to reduce self-contamination. Removal, cleaning and disposal – as in the cleaning section above. Where staff are performing intimate care procedures and/or nappy changing, the normal procedures and usual PPE will be used – disposable apron and disposable gloves. If a child shows symptoms of COVID-19 they must not attend the school and stay at home. When changing children, and where the child can understand, ask the child to turn their head to the side during the changing process. A displayed poster which the children can describe may assist with this. For further information on the use of PPE for supervising a child who has become unwell see section on ‘Contact with individuals who are unwell’ - page 2 above. If non-symptomatic children present behaviours which may increase the risk of droplet transmission (such as spitting), they will continue to receive care in the same way, including any existing routine use of PPE. In line with the Schools COVID-19 operational guidance issued on the 19th July face coverings are no longer advised for pupil, staff and visitors either in class rooms or in communal areas unless advised otherwise by the local Health Protection Team. However, staff, pupils and visitors may wish to wear face coverings and the School will support them if this is the case. 	<p>- Respiratory hygiene - Microbe mania</p> <p>Ensure adequate bins and tissues are made available. Ensure School has a stock of rubber gloves and if needed, disposable gloves/aprons/ facemasks.</p> <p>BSA COVID Safe Charter</p> <p>When to wear a Face Covering - Current Guidance.</p>	Medium

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				<ul style="list-style-type: none"> Ensure adequate bins and tissues are made available. Ensure school has a stock of rubber gloves and if needed, disposable gloves/aprons/facemasks. In line with the Schools COVID-19 operational guidance issued on the 19th July responsible adults or carers travelling with children on public transport are encouraged to wear face coverings and minimise the surfaces they touch where possible. Children over 11 will be encouraged to wear face masks on School Transport. All adults on School transport should wear facemasks unless on solo journeys. Children under the age of 3 should not wear face coverings. 		
Failure to adequately identify vulnerable pupils/safeguarding	Vulnerable pupils do not receive appropriate support and protection	All pupils classed as vulnerable either by Dfe guidance or School	High	<ul style="list-style-type: none"> We will continue to have regard to statutory guidance Keeping Children Safe in Education. We will review/update our child protection policy (led by the DSL) to reflect the return of more pupils. We will identify all those children whom we believe to be vulnerable in addition to those classed as vulnerable under current DfE guidance. This will include children on the edge of receiving support from children's social care, adopted children, those at risk of becoming NEET, those living in temporary accommodation and those who are young carers. We will take the opportunity to contact all parents to confirm correct emergency numbers and ask for additional emergency contacts where these are available. Communication with school nurses is important for safeguarding and support wellbeing, as they have continued virtual support to pupils who have not been in school. 	Refer to Keeping Children safe in Education (from 1/9/21) .	LOW
Inappropriate arrangements for	Infection spread leading to	All building users	High	<p>General School wide Measures</p> <p>In order to continue to reduce the risk of transmission the following measures will be put in place:</p>		Low

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opening the School to pupil groups	serious respiratory illness, death			<ul style="list-style-type: none"> • Whole School assemblies will not be allowed. Assemblies will take place in Year Groups. • Visitors to the site will be kept to a minimum and will, where possible, not be given access to buildings. • Parental attendance at sports fixtures will be allowed but no Match Teas will be offered. <p>Measures within the classroom</p> <ul style="list-style-type: none"> • Spaces used will be well ventilated using natural ventilation where possible. Staff have asked to ensure windows are kept open to maximise ventilation even in inclement weather. • Doors may be held open to to aid ventilation. This is only permitted where the room is occupied and doors must be closed once the group has left the room. At the end of the day, all doors to all rooms must be closed for fire purposes. • Pupils and staff will be asked to bring in their own water bottles. Water fountains will be only be used for bottle filling • Where possible (weather permitting) children will make use of outdoor spaces and outdoor equipment. Equipment will be disinfected with spray after use by each cohort or reserved for one class/group. • Where possible, external doors from classrooms will be used to access outside areas thus reducing the need to use internal areas. • IT suites can be used by pupils. Disinfection of workstations, keyboard and mouse after each class use will be necessary. Anti-viral wipes will be used not spray. <p>Practical lessons can go ahead as normal.</p>		



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				<p>Measures for break and lunchtimes</p> <ul style="list-style-type: none"> School meals and tuck will return to a full menu using crockery and metal cutlery. The service of food has been modified to take account of improvements learned during the lockdown. Catering Staff may wish to continue to wear face coverings. <p>Measures for arriving at and leaving school</p> <ul style="list-style-type: none"> Under no circumstances must anyone displaying symptoms of COVID-19 attempt to enter the school site. This information will be included in the letter to parents, suppliers and contractors prior to the school opening. Notice to be displayed on the main school entrance door. <p>Transport</p> <p>Dedicated school transport</p> <ul style="list-style-type: none"> Pupils over 11 on School transport are to be encouraged to wear face masks in line with the Schools COVID-19 operational guidance issued on the 19th July <p>Other considerations</p> <ul style="list-style-type: none"> For individual and very frequently used equipment, such as pencils and pens, staff and pupils should have their own items that are not shared. Classroom based resources, such as books and games, can be used and shared as normal; these will be cleaned regularly, along with all frequently touched surfaces. Outdoor playground equipment will be more frequently cleaned. This also applies to resources used inside and outside for wraparound care. Pupils and teachers can take books and other shared resources home, although unnecessary sharing will be avoided, especially where this does not contribute to pupil education and development. Similar rules on hand 		



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				<p>cleaning, cleaning of the resources and rotation will apply to these resources.</p> <p>Cleaning throughout the day - non-healthcare settings where no-one has symptoms of, or confirmed COVID-19</p> <p>Cleaning and disinfection</p> <p>We will:</p> <ul style="list-style-type: none"> • Continue the cleaning schedule that ensures cleaning is generally enhanced and includes more frequent cleaning of rooms / shared areas that are used by different groups, frequently touched surfaces being cleaned more often than normal. • Cleaners will be using anti-viral cleaning products, paying attention to all surfaces but especially ones that are touched frequently, such as door handles, light switches, work surfaces, remote controls and electronic devices. • As a minimum, frequently touched surfaces should be wiped down at the beginning of each day, and more frequently depending on: the number of people using the space, whether they are entering and exiting the setting, and access to hand washing and hand-sanitising facilities. Cleaning of frequently touched surfaces is particularly important in bathrooms and communal kitchens. • When cleaning surfaces, it is not necessary to wear personal protective equipment (PPE) or clothing over and above what would usually be used. • Regularly check stocks of cleaning supplies and purchase additional supplies as necessary. • Use disposable cloths or paper roll and dispose of after use. • Avoid creating splashes and spray when cleaning. • Telephones, keyboards/mice, light switches, electronic entry systems, iPads used by pupils and staff, etc., will be 		

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				<p>cleaned with anti-viral wipes on a regular basis throughout the day.</p> <ul style="list-style-type: none"> • All bins, where possible, will be lined and the liner removed once a day, sealed/knotted and placed in the main waste container. • Ensure disposable tissues are available in each room for both staff and pupils. • Ensure arrangements are in place for the disposal of clinical and general waste where required. Plan for the removal and safe disposal of rubbish. • Senior School teachers will supervise the pupils cleaning the desks at the start and end of each lesson. • All staff to be encouraged to clean as they go. <p>Laundry</p> <ul style="list-style-type: none"> • Items should be washed in accordance with the manufacturer's instructions. • There is no additional washing requirement above what would normally be carried out. <p>Kitchens and communal canteens</p> <ul style="list-style-type: none"> • It is very unlikely that COVID-19 is transmitted through food. However, as a matter of good hygiene practice, anyone handling food should wash their hands often with soap and water for at least 20 seconds before doing so. • Food business operators should continue to follow the Food Standard Agency's (FSA) guidance on good hygiene practices in food preparation, Hazard Analysis and Critical Control Point (HACCP) processes and preventative practices (prerequisite programmes (PRPs)). <p>Bathrooms</p> <ul style="list-style-type: none"> • Clean frequently touched surfaces regularly. • Ensure suitable handwashing facilities are available including running water, liquid soap and paper towels. 		

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				<p>Waste</p> <ul style="list-style-type: none"> Waste does not need to be segregated unless an individual in the setting shows symptoms of or tests positive for COVID-19. Dispose of routine waste as normal, placing any used cloths or wipes in 'black bag' waste bins. You do not need to put them in an extra bag or store them for a time before throwing them away. <p>Wraparound care provision</p> <ul style="list-style-type: none"> We will resume before and after-school provision, from the start of the autumn term. <p>School uniform Normal School uniform is to be worn.</p> <p>Physical Education, School Sport and Physical Activity</p> <ul style="list-style-type: none"> School sport will return to normal. Changing Rooms can be used as normal but will be cleaned in the morning before School starts and again at lunch time. 		
Inadequate contingency plans for outbreaks and local lockdown	Inadequate planning in place for remaining open for vulnerable children/ children of critical workers and for providing remote	All staff and students	High	<p>Whilst the aim is to have all pupils back at school in the autumn, we will also need to plan for the possibility of a local lockdown and how we will ensure continuity of education.</p> <ul style="list-style-type: none"> For individuals or groups of self-isolating pupils, remote education plans will be in place. These should meet the same expectations as those for any pupils who cannot yet attend school at all due to Coronavirus (COVID-19). A local lockdown may involve a return to remaining open only for vulnerable children and the children of critical workers and providing remote education for all other pupils – plans must be developed to ensure these can be staffed and managed. 		Low

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	education to those students at home			<ul style="list-style-type: none"> • Where a class, group or small number of pupils need to self-isolate, or there is a local lockdown requiring pupils to remain at home, we will ensure we have the capacity to offer immediate remote education. • Our online provision (Virtual Journeys) will be reviewed/updated to reflect our plans should there be a spike in infections, the School is advised to temporarily close (local lockdown). This must enable us to: <ul style="list-style-type: none"> - Use a curriculum sequence that allows access to high-quality online and offline resources and teaching videos, and that is linked to the school's curriculum expectations; - Give access to high quality remote education resources; - Select the online tools that will be consistently used across the school in order to allow interaction, assessment and feedback, and make sure staff are trained in their use; - Provide printed resources, such as textbooks and workbooks, for pupils who do not have suitable online access; 		
Poor or inappropriate behaviour and attendance	Infection spread leading to serious respiratory illness, death	All building users	High	<p>Behaviour</p> <ul style="list-style-type: none"> • Our Behaviour Policy will be updated with any new rules/policies and will be communicated clearly and consistently to staff, pupils and parents, setting clear, reasonable and proportionate expectations of pupil behaviour. We will set out clearly at the earliest opportunity the consequences for poor behaviour and deliberately breaking the rules and how we will enforce those rules including any sanctions. • We will work with staff, pupils and parents to ensure that behaviour expectations are clearly understood and consistently supported, taking account of individual needs 		Low

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				<p>and we will also consider how to build new expectations into our rewards system.</p> <ul style="list-style-type: none"> It is possible that adverse experiences and/or lack of routines of regular attendance and classroom discipline may contribute to disengagement with education upon return to school, resulting in increased incidence of poor behaviour. We will work with those pupils who may struggle to re-engage in school and are at risk of being absent and/or persistently disruptive, including providing support for overcoming barriers to attendance and behaviour and to help them reintegrate back into school life. Some pupils will return to school having been exposed to a range of adversity and trauma including bereavement, anxiety and in some cases increased welfare and safeguarding risks. This may lead to an increase in social, emotional and mental health concerns and some children, particularly vulnerable groups such as children with a social worker and young carers, will need additional support and access to services such as educational psychologists, social workers and counsellors. Additionally, provision for children who have SEND may have been disrupted during partial school closure and there may be an impact on their behaviour. We will work with local services (such as health and the LA) to ensure the services and support are in place for a smooth return to schools for pupils. <p>Attendance</p> <ul style="list-style-type: none"> School attendance will be mandatory again from the beginning of the autumn term. From that point, the usual rules on school attendance will apply, including: <ul style="list-style-type: none"> parents' duty to secure that their child attends regularly at School where the child is a registered pupil at School and they are of compulsory school age; 		

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				- Schools' responsibilities to record attendance and follow up absence.		
Inadequate staffing ratios, staff availability and recruitment	Inadequate supervision of children, access to DSLs and inadequate statutory first aid or medical provision	Staff and Pupils	High	<p>Ratios and Qualifications</p> <ul style="list-style-type: none"> • We will undertake an appropriate audit to ensure staffing levels are appropriate. • We have contingency plans in place should staff be absent as a result of COVID-19. Our possible approaches to managing a shortfall in staffing include: <ul style="list-style-type: none"> - We will ensure that appropriate support is made available for pupils with SEND, e.g. by re-deploying teachers and enabling specialist staff from both within and outside the school to work with pupils in different classes or year groups. - Where support staff capacity is available, we will consider using this to support catch-up provision or targeted interventions. TAs may also be deployed to lead groups or cover lessons, under the direction and supervision of a qualified, or nominated, teacher. Any redeployments will not be at the expense of supporting pupils with SEND. The Head will be satisfied that the person has the appropriate skills, expertise and experience to carry out the work, and discuss and agree any proposed changes in role or responsibility with the member of staff. This includes ensuring that safe ratios are met, and/or specific training undertaken, for any interventions or care for pupils with complex needs where specific training or specific ratios are required. - We can continue to engage supply teachers and other supply staff during this period. - Supply staff and other temporary workers can move between schools, but we will minimise the number of visitors to the school where possible. Where it is necessary to use supply staff and peripatetic teachers, they will be expected to comply with our 		Low

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				<p>arrangements for managing an minimising risk, including taking particular care to maintain distance from other staff and pupils.</p> <ul style="list-style-type: none"> If children are aged 2-5 within a setting, we will use our 'best endeavours' to ensure at least one person with a full PFA certificate is on-site when children are present. If after using best endeavours we are still unable to secure a member of staff with full PFA to be on site then we will carry out a written risk assessment and ensure that someone with a current First Aid at Work or emergency PFA certification is on site at all times children are on premises. Key telephone numbers of all available DSLs/deputies to be displayed in school. Ensure sufficient competent staff on duty to administer or supervise the administration of medication. Wherever possible, children to self-administer, witnessed by staff. Where not possible (age, SEND etc.) social distancing cannot be maintained – think about how this can be done safely – PPE, vigilant personal hygiene etc. <p>Recruitment</p> <ul style="list-style-type: none"> Recruitment will continue as usual – staff, volunteers, supply teachers, other temporary or peripatetic teachers and ITT trainees. We will continue to adhere to the legal requirements regarding pre-appointment checks (Keeping Children Safe in Education). During the summer, safeguarding checks can be carried out remotely as set out in coronavirus (COVID-19): safeguarding in schools, colleges and other providers. 		
Visiting children in their own homes	Infection spread	Staff	High	<ul style="list-style-type: none"> Should we have a situation where a child requires a home visit particularly in relation to safeguarding concerns, we will consider and adhere to guidance 		Low

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and contact with COVID-19 virus	leading to serious respiratory illness, death			issued in the Government document Safe working in education settings, including the use of PPE.		
Visitors & spread of Covid-19 virus	Infection spread leading to serious respiratory illness, death	All building users, visitors/ parents, contractors/ maintenance personnel	High	<ul style="list-style-type: none"> • Visitors to the site will return to normal. Concerts and drama productions will take place but with attendance controlled in a manner to avoid overcrowding. • Make it clear via a notice on the reception door that all visitors must sanitise their hands as soon as they enter the building. Ensure that any keypads or electronic entry systems are regularly sanitised throughout the day (as above). • If visitors are required to sign a touch screen, anti-viral wipes must be available along with a bin for disposal. • Lettings (private hire) has returned to normal with appropriate Risk Assessments in place. 	Undertake effective liaison with contractors BEFORE they attend site – ask contractors to provide key information in how they are managing infection control.	Medium
Lack of wellbeing management for pupils	Mental ill-health	All pupils	High	<ul style="list-style-type: none"> • School staff will need to consider how to support: <ul style="list-style-type: none"> - individual children who have found the long period at home hard to manage; - those who have developed anxieties related to the virus; - those about whom there are safeguarding concerns; - those who may make safeguarding disclosures once they are back in school; - children from Black, Asian and Minority Ethnic (BAME) communities and their families who may be at increased risk of serious ill-health as a result of contracting COVID-19. They may have additional or heightened worries about returning to School; 	<p>Refer to DfE - Supporting pupil and student mental wellbeing and teaching about mental wellbeing,</p> <p>Refer to BAMEed Network guidance for assistance in completing an individual risk assessment before affected pupils return to school.</p>	Medium

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				<ul style="list-style-type: none"> - those who have experienced bereavements in their immediate family or wider circle of friends or family or had increased/new caring responsibilities. • We will provide pastoral and extra-curricular activities to all pupils designed to: <ul style="list-style-type: none"> - Support the rebuilding of friendships and social engagement; - address and equip pupils to respond to issues linked to coronavirus (COVID-19); - support pupils with approaches to improving their physical and mental wellbeing. • We will also provide more focused pastoral support where issues are identified that individual pupils may need help with, drawing on external support where necessary and possible. • We will also consider support needs of particular groups we are already aware need additional help (e.g. children in need), and any groups we identify as newly vulnerable on their return to school. • Staff will need to strike an appropriate balance between reintegrating pupils into a reassuring and familiar work ethic to support their mental wellbeing on the one hand and identifying and taking time to address explicitly individual concerns or problems on the other. • If parents of pupils with significant risk factors are concerned, we will discuss their concerns and provide reassurance of the measures we are putting in place to reduce the risk in school. We will be clear with parents that pupils of compulsory school age must be in school unless a statutory reason applies (e.g. the pupil has been granted a leave of absence, is unable to attend because of sickness, is absent for a necessary religious observance etc). • If safeguarding issues come to light they will be addressed using the school's Child Protection policy, which will be updated in light of full re-opening. The Headmaster should manage any increase in referrals as pupils return to school. 		



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Lack of wellbeing management for staff	Mental Ill-health	All staff	High	<ul style="list-style-type: none"> • Governors and senior leaders will be conscious of the wellbeing of all staff, including senior leaders themselves, and the need to implement working practices in a way that promotes good work-life balance and supports teachers and leaders. • Particular regard will be given to ensuring staff who are BAME (Black, Asian and Minority Ethnic) and those with existing health conditions (but do not fall into the category of critically vulnerable) are appropriately supported, given that they may be at increased risk of severe ill-health should they contract COVID-19. • Workload will be carefully managed and the school will assess whether staff who are having to stay at home due to health conditions are able to support remote education, while others focus on face-to-face provision. This issue will be factored into our resource and curriculum planning and consideration given to where additional resource could be safely brought in if necessary. • We may need to alter the way in which we deploy staff and use existing staff more flexibly to welcome back all pupils at the start of the autumn term. We will discuss and agree any changes to staff roles with individuals. • We will monitor the wellbeing of people who are working from home through self-isolation, on furlough or who are shielding and help them stay connected to the rest of the workforce, especially if the majority of their colleagues are on-site. We will keep in touch with off-site workers on their working arrangements including their welfare, mental and physical health and personal security. • We will consider how to support the mental wellbeing of our staff who are returning after a significant period of either home working, shielding or furlough. Where work-related issues present themselves, the HSE's published stress Management Standards will be followed. We will 	<p>Refer to www.svs.org.uk/StaffWellBeing</p> <p>Education Support Partnership provides a free helpline for school staff and targeted support for mental health and wellbeing. Helpline 08000 562561</p>	Medium



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				also review how we can support employees on broader issues, such as bereavement support and general anxiety about the ongoing situation (for example by providing confidential telephone advice and counselling).		
Inadequate communications with and training of staff	Staff do not understand safety procedures	All staff	High	<p>Returning to work</p> <ul style="list-style-type: none"> • We will ensure all staff understand coronavirus related safety procedures. • We will provide clear, consistent and regular communication to improve understanding and consistency of ways of working amongst staff. • We will engage with staff through existing communication routes and staff representatives to explain and agree any changes in working arrangements. <p>Ongoing communications</p> <ul style="list-style-type: none"> • We will ensure all staff are kept up to date with how safety measures are being implemented or updated. • We will ensure ongoing engagement with staff to monitor and understand any unforeseen impacts of changes to working environments. • We will promote awareness and focus on the importance of mental health at times of uncertainty (see above). • We will use simple, clear messaging to explain guidelines using images and clear language, with consideration of groups for which English may not be their first language and those with protected characteristics such as visual impairments. • We will use visual communications, e.g. whiteboards or signage, to explain safe working practices around the working site to reduce the need for face-to-face communications. 		Medium

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PART 2 – PREMISES AND MAINTENANCE ISSUES REQUIRED PRIOR AND DURING OPENING						
Hazard	Risk	Individuals At Risk	Risk Rating	Control Measures What are we doing now?	Notes/Additional Control Measures What more do we need to explain/do	Residual Risk
Fire/lockdown and emergencies	Inability to operate emergency systems or procedures	All building users, contractors/maintenance personnel	High	<ul style="list-style-type: none"> The fire risk assessments and the fire management arrangements contained within it have been reviewed. This review considered any changes to fire safety systems and equipment (see 'Maintenance' below), but also issues such as adequate provision of fire wardens and the suitability of Personal Emergency Evacuation Plans (PEEPS) especially if working hours are elongated and/or previous role holders are no longer available to continue. Regular fire/lockdown updates provided to staff and pupils, particularly where pupils are not being taught in their 'normal classroom' so that they can familiarise themselves with the nearest fire route and ultimate exit. Review the first aid 'assessment of need' to ensure that it is still sufficient. Based on this, more first aiders may need to be trained to ensure that there is adequate coverage. Review levels of first aid equipment to ensure that these are still adequate. In particular, consideration will be given to the purchase of additional resuscitation face shields, disposable gloves and aprons. Where necessary, staff to undergo induction in the fire/lockdown and emergency routines and accident/first aid procedures. This may not be the usual routes and normal nominated fire wardens may not be in attendance. Repeat as necessary. 	Refer to advice on Fire safety and existing school buildings	Medium



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				<ul style="list-style-type: none"> • Review site staff cover to ensure the site is safe – including the operation of intruder and fire/lockdown alarms. • Ensure staff are inducted/ familiarised with key emergency/ management information – e.g. security / access procedures, emergency and fire risk etc. • Fire/lockdown alarms; ensure all staff and pupils are made aware of fire and lockdown sounds, procedures at assembly points and protocols. • Clarify means of summoning emergency assistance, particularly when operating social distancing. • Make available any instruction on the use of any relevant equipment – e.g. emergency controls for fire panels, lifts, automatic doors etc. • Access to essential contractors / statutory inspections will need to be considered and managed. • Ensure that emergency cut-off points for water, gas and electric are clearly marked and known by the senior member of staff and that details of emergency contacts for utilities are readily available. • Propping fire doors open by any other means other than proprietary hold open devices triggered by the fire alarm is normally not permitted. However, as a temporary measure, all reasonable methods of preventing infection spread will need to be introduced. The risk of a fire starting is probably lower than the risk of infection spread. • If fire doors are held open, alter your documented and practical procedures to ensure that more staff are appointed to ensure ALL fire doors are closed if the fire alarm sounds or fire is discovered. • Where fire doors are temporarily held open, these will be closed by a member of staff using the room in the event of the fire alarm activating. • Use wedges to hold open doors – these can be easily kicked out should there be an emergency situation. Only hold doors open 	<p>The codes on and off site will be available for all staff Ensure key staff know gas, water & electric cut-off points and how to operate them.</p> <p>Review fire doors appropriate to setting.</p> <p>Staff will be trained in the correct procedures in the event of fire emergency – repeat as necessary - monitor via fire/lockdown drills</p>	

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				<p>where access through them is required during the day and where the room beyond is occupied. This will reduce the risk of contamination. Rooms which are not being used will have the doors closed at all times.</p> <ul style="list-style-type: none"> At the end of each day, ALL fire doors must be closed. Wipe down contact points with a proprietary cleaning product ready for the next day. We will consider the closing of windows should the fire alarm activate. Because of the need for increased ventilation in the school during the COVID-19 pandemic, there may not be time to close all windows prior to evacuation. This situation is only permissible where to close all the windows would result in increased risk to staff and pupils. 	Corridor doors will have Dorgards fitted, which close on the sound of the fire alarm.	
Lack of building/ property maintenance – preparing to re-open	Faulty equipment services leading to injury or death	All building users, contractors/ maintenance personnel	High	<p>It is important that, prior to reopening for the autumn term, all the usual pre-term building checks are undertaken to make the school safe.</p> <p>Health & Safety Inspections</p> <ul style="list-style-type: none"> If the whole School site or buildings have been closed for many weeks, or if parts of the building have been out of use for a long period, undertake a health and safety check of the buildings, grounds and equipment concerned. All routine in-house monitoring, testing and inspection to commence / continue as normal. <p>Fire Safety Systems</p> <ul style="list-style-type: none"> In terms of reoccupation, all relevant fire safety equipment and systems will be tested before employees and others are allowed back on site. This would typically include: <ul style="list-style-type: none"> a full functional test of the fire detection and alarm system (using multiple call points across the site and involving the call receiving centre if appropriate); 		Medium



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				<ul style="list-style-type: none"> - a full discharge test of the emergency lighting system across the site; - a visual inspection of all fire extinguishers to ensure that they are correctly located, full and not obviously damaged; - checking that fire escape routes are clear of any obstructions; - checking that final fire escape doors are unlocked and operational; - checking the operation of internal fire doors to ensure that they close properly; - checking that automatic fire dampers, smoke venting and smoke extraction systems are operational. <p>Water management – control of Legionella bacteria</p> <p>Water systems</p> <ul style="list-style-type: none"> • Schools increasing operational capacity or re-opening should follow their usual water system building management procedures as they would at the end of the summer holidays. • Chlorinating and flushing water systems will have been carried out to all buildings. <p>Drinking water</p> <ul style="list-style-type: none"> • All drinking water systems will be thoroughly cleaned and serviced prior to the start of term. <p>Hot water services</p> <ul style="list-style-type: none"> - Water temperatures must be kept within limits recommended for the control of legionella bacteria in water systems. - Regularly check hot water generation for functionality and if required, temperature recording. - If the hot water system has been left operational the hot water should be circulating as normal and regular checks should be carried out. 		



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				<p>Ventilation</p> <ul style="list-style-type: none"> • Good ventilation is essential at all times in classrooms and particularly during this period. • Schools should ensure all systems are working in their normal operating mode. • Natural ventilation via windows or vents should be used as far as possible and where available occupied room windows (particularly classrooms) should be open. • Where centralised or local mechanical ventilation is present, recirculatory systems should be adjusted to full fresh air. If this is not possible systems should be operated as normal. Where ventilation units have filters present ensure enhanced precautions are taken when changing filters. • See HSE guidance HSG53: Respiratory protective equipment at work. • Ventilation in toilets should be kept running where possible. When in use, avoid opening windows in toilets to assure the right direction of ventilation. <p>Asbestos Containing Materials (ACMs)</p> <ul style="list-style-type: none"> • Complete a thorough visual inspection of all ACMs prior to reoccupation to confirm that there has been no damage during lockdown. Where any damage to ACMs is observed, the area should be isolated immediately and advice sought from a specialist asbestos management company. <p>Restarting plant and equipment</p> <ul style="list-style-type: none"> • Recommission all systems before re-opening, as would normally be done after a long holiday period. This includes: <ul style="list-style-type: none"> - gas - heating - water supply - mechanical and electrical systems - catering equipment 		



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				<ul style="list-style-type: none"> Establish a clear plan for restarting any equipment that has been taken out of service during lockdown to ensure the safety of those who are undertaking the maintenance as well as protecting the equipment from damage. The restart process may require electrical and mechanical isolations to be reconnected, fluids to be refilled and plant and equipment to be reenergised in a specific sequence or order. Planning should therefore be based on manufacturers' instructions, commonly accepted technical guidance and by making reference to specialist contractors (where required). Ensure that those who are carrying out the work are competent to do so and the work is correctly coordinated between them to avoid risks. <p>Statutory inspections</p> <ul style="list-style-type: none"> Whilst the HSE 'recognises the potential challenges when carrying out legal requirements for thorough examination and testing (TE&T) of plant and equipment as a result of additional Precautions, people need to help reduce risk of transmission of coronavirus (Covid-19)' they have stated that 'the law for Lifting Operations and Lifting Equipment Regulations (LOLER) and Pressure Systems Safety Regulations (PSSR)' remain in place. As such, employers must ensure that statutory inspections on lifting equipment, pressure systems, fixed electrical systems, PAT, gas appliances, etc are 'in date' prior to the reoccupation of buildings. <p>Training and supervision</p> <ul style="list-style-type: none"> In returning plant and equipment into full use, ensure that employees have retained adequate knowledge to use it safely. As such, it may be necessary to run refresher training for certain items and/or systems. This is particularly relevant to employees who only had limited experience prior to the lockdown. Review the status of any planned periodic refresher training which may have been missed during the lockdown. 		

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				<ul style="list-style-type: none"> Ensure that there is adequate supervision of those using plant and equipment, particularly if sites operate for an extended period of time and/or experienced supervisors are not available. <p>Cleaning</p> <ul style="list-style-type: none"> New cleaning arrangements in line with coronavirus preparations should also include regular systematic checks: <ul style="list-style-type: none"> - on drainage systems, check traps have not dried out and ensure water seals are in place to - prevent smells within the building, for example, hygiene rooms, sports hall showers - where toilets are put back into use ensure the flushing of the toilets occur with the lids down and toilet ventilation systems are working. 		

SVS and SVPS will review and update their wider departmental 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 must be read and followed in conjunction with other applicable risk assessments for the setting, staff member pupil, adapted as necessary, and:

- [Schools coronavirus \(COVID-19\) operational guidance](#)
- [Actions for Early years and childcare providers](#)
- [Guidance on shielding & protecting extremely vulnerable persons from Covid-19](#)
- [Staying alert & social distancing from 13/08/20](#)
- [Supporting vulnerable children and young people during the coronavirus \(COVID-19\) outbreak](#)
- [Coronavirus \(Covid-19\) Getting tested- Essential Workers](#)
- [COVID-19: cleaning of non-healthcare settings guidance](#)
- [Coronavirus Covid-19 safer travel guidance for passengers](#)
- [Coronavirus Covid-19 Safer transport guidance for operators](#)
- [Safe working in education, childcare and children's social care settings, including the use of PPE](#)
- [HSE Face Fit Testing Guidance](#)
- [Early Years Foundation Stage Framework](#)
- [Remote education during Coronavirus \(Covid-19\)](#)
- [HSE: Legionella Risks during the Coronavirus Outbreak](#)
- [Planning for reopening guide for Schools](#)
- [Planning for reopening guide for EYFS and other childcare settings](#)
- [Planning for reopening to children and young people with SEND](#)
- [Staying Secure During Covid-19](#)