

School Name:	King's School, Chester
Risk Assessor's Name:	Hayley Jordan
Risk Assessment Date:	Updated as at 01 March 2021 – Changes in Blue (Oct 20) and Green (Dec 20) and Purple (Mar 21)

This risk assessment is undertaken in compliance with the Management of Health and Safety at Work Regulations 1999 to aid the planning and monitoring of a safe reintroduction of the staff and pupils of the School from September 2020 and 8 March 2021 in line with the government guidance.

Assessment

Description of Hazard	Who could be harmed and how?	Existing Control Measures
Staff with underlying health conditions that may put them at increased or very high risk of severe illness from COVID-19 (i.e. those that are classed as clinically vulnerable or clinically extremely vulnerable).	<p><i>Clinically vulnerable and clinically extremely vulnerable staff.</i></p> <p><i>Severe illness or death as a result of contracting COVID-19 whilst at work.</i></p>	<p><i>Shielding guidance was re-introduced in November 2020 and this continues to remain in place.</i></p> <p>The school has the following in place to protect those who are ECV or CV (this category includes pregnant staff):</p> <ul style="list-style-type: none"> • A Register is kept of all members of staff who are clinically vulnerable and clinically extremely vulnerable. This is updated with the changing list of conditions guidance and letters from GPs and Govt. • An individual Risk Assessment should be completed for each member of staff and this should be reviewed each term. • A pregnant member of staff should complete a pregnancy risk assessment as part of the normal maternity risk assessments and this should be completed as soon as the school is made aware of the pregnancy. All pregnancy staff are classed as clinically vulnerable. Should they have additional health conditions this may make them CEV. Any information needing to be given earlier because of COVID-19 would be kept in the strictest of confidence. • A pregnant member of staff in the third trimester of pregnancy (28 weeks+) are strongly advised to work from home. If this is not appropriate the HR dept can advise on next steps.

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		<ul style="list-style-type: none"> • During a period of Tier 4, and with a letter from their GP recommending shielding until 31 March 2021, Extremely Clinically Vulnerable should shield at home, even if they cannot work from home. • If a member of staff is clinically vulnerable they should work from home where possible. Those staff that are unable to work from home may be asked to go onto furlough or partial furlough. • Communication is strong with these groups. • The current guidance states that those who live with either clinically vulnerable and extremely clinically vulnerable are now able to return to work. Showers and changing rooms are available for those who wish to change before returning home. • Other measures listed in this guidance will significantly reduce the risk of infection. • KLT to continually review Government advice on shielding should the transmission rates increase. • All staff will now wear facemasks in communal areas, and in areas where social distancing cannot be maintained. Staff can also wear a facemask in the classroom if they so wish. • Those who are exempt from wearing a facemask will not be required to. <p>For those staff who come into this category further general advice to remain safe can be found at https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing-after-4-july</p> <p>https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19</p>
<p>Pupils with underlying health conditions that may put them at increased or very high risk of severe illness from COVID-19 (i.e. those that are classed as clinically</p>	<p><i>Clinically vulnerable and clinically extremely vulnerable pupils.</i></p>	<p>The latest guidance for schools' states that: "we now know much more about coronavirus (COVID-19) and so in future there will be far fewer children and young people advised to shield whenever community transmission rates are high. Therefore, the majority of pupils will be able to return to school. You should note however that:</p>

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<p>vulnerable or clinically extremely vulnerable).</p>	<p>Severe illness or death as a result of contracting COVID-19 whilst at school.</p>	<ul style="list-style-type: none"> • a small number of pupils will still be unable to attend in line with public health advice because they are self-isolating and have had symptoms or a positive test result themselves; or because they are a close contact of someone who has coronavirus (COVID-19) • shielding advice for all adults and children will pause on 1 August, 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. • 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. • 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 (usually at their next planned clinical appointment). You can find more advice from the Royal College of Paediatrics and Child Health at COVID-19 • if a pupil is unable to attend school because they are complying with clinical and/or public health advice, we expect schools to be able to immediately offer them access to remote education.” <p>The school has the following in place to protect children that are ECV or CV:</p> <ul style="list-style-type: none"> • A Register is kept of all pupils who are clinically vulnerable and clinically extremely vulnerable. • An individual Risk Assessment should be completed for each pupil. • Other measures listed in this guidance will significantly reduce the risk of infection. • KLT to continually review Government advice on shielding should the transmission rates increase. • All pupils will now wear facemasks in communal areas, and in the classroom and areas where social distancing cannot be maintained. • Those pupils who are exempt will not be required to wear a facemask

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		<ul style="list-style-type: none"> Pupils should not wear facemasks in lessons using equipment using flames and should instead maintain social distancing and wear the specific safety equipment provided. The Science Risk Assessment should be referred to. <p>Further guidance can be found at: https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19</p>
<p>Pupils and Staff being adversely affected by the wearing of a facemask for the majority of the day in school.</p>	<p>Pupils and Staff</p>	<p>The classrooms will continue to be well-ventilated.</p> <p>There is an extra break in the morning to allow pupils and staff to go outside for some fresh air.</p> <p>The one-way route, will also include a route that will allow pupils to go outside in between lessons.</p> <p>Pupils will be asked to bring a spare mask to replace a broken or damp mask, and the school will also hold a supply to give to pupils if needed.</p> <p>Staff who have a medical condition that prevents them wearing a mask should seek medical advice but the school will accept their decision. This applies to minimal staff.</p>
<p>Lack of staff available to operate safe staff:pupil ratios and/or operate site.</p> <p>Staff may not be able to work on site as a result of:</p> <ul style="list-style-type: none"> Either themselves or a member of their household developing symptoms of COVID-19; Being notified to self-isolate by NHS Test & Trace; and/or 	<p>All.</p> <p><i>Various potential injuries as a result of lack of supervision, and/or lack of site staff.</i></p>	<p>All areas of the school will be impacted if certain groups of staff are significantly reduced in number. To mitigate the risk, in addition to the other mitigating measures in this risk assessment, the following groups have the following in place:</p> <ul style="list-style-type: none"> KLT; the KLT should conduct their meetings virtually as much as possible, or have meetings in large, airy environments such as the Terrace Café. Contingency will include Heads of Departments taking the place of the academic members of the KLT and the non-academic teams should nominate a suitable replacement for their area of responsibility. Teaching Staff; the staff room is not to be used as a communal area, and teachers should instead use their classroom or faculty office. The faculty offices must be arranged to allow for back-to-back working and the number in the office should be kept to a minimum with an agreed rota. Contingency will include allocating cover, or the engagement of a supply agency. Facilities; the facilities team should work in two shifts and minimise the amount of time of working together. Only one team at a time should use their staff room, and each desk should be cleaned between shifts. Contingency to include teaching other members of the Fin/Ops teams to open and close the school and ensure all emergency checks are conducted.

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		<ul style="list-style-type: none"> • Catering staff; the catering staff should work in shifts with an even spread of skills in each team. The teams should not mix with each other. Contingency to include asking pupils to bring in packed lunches, or Sodexo providing a replacement team. • Housekeeping; the housekeeping team should work in shifts and have individual areas to clean. They should clean any shared equipment before use and avoid being in the supply rooms together. Contingency to include the use of facilities staff in cleaning, or the use of an agency. • First aid and medical staff; the school nurse should consult the list of first aid trained staff against the list of those who are quarantined and notify the KLT of any shortages of first aid provision. The school nurse should ensure she wears PPE when social distancing is not possible. Contingency to include the hiring of agency medical staff. • Support staff; where possible, support staff should work from home on at least a part-time basis to allow for social distancing within each office. Desks and shared equipment should be cleaned before each use. Contingency to include covering the gapped role within the team, lessening the output or looking at agency staff. • Fire Wardens/Staff involved in fire/emergency evacuation; the Bursar and Head of Estates should be informed of staff that are quarantined to ensure there are enough trained staff on site. Bursar to arrange training for additional fire wardens. • All staff will now wear facemasks in communal areas to further minimise the risk of infection, and in all areas where social distancing cannot be maintained. Staff may also wear facemasks in the classroom if they so wish. • Staff who have a medical condition that prevents them wearing a mask should seek medical advice but the school will accept their decision. This applies to minimal staff. <p>The KLT should have clear trigger points of when the school is no longer safe to be open in the event of a larger CV19 outbreak at the school.</p>
<p>Suspected/ confirmed case of COVID-19 on site.</p> <p>Staff, pupils, contractors, and/or visitors may display symptoms of COVID-19 whilst on site and may</p>	<p><i>All.</i></p> <p><i>Potential spread of COVID-19 to other staff, pupils and others on site.</i></p>	<p>If a member of staff, visitor (including parents) or contractor becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell whilst on site they must be sent home and advised to follow the Stay at Home guidance. They must self-isolate for at least 10 days and should arrange to have a test to see if they have CV-19. Other members of their 'bubble' should also be sent home (or follow PHE guidance). If the member of staff is confirmed as having CV-19 the bubble should remain quarantined for 10 days. If the member of staff is a negative result the bubble can return to work.</p>

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<p>subsequently test positive for COVID-19.</p>		<p>If a pupil becomes unwell with a new, continuous cough or a high temperature or has a loss of, or change in, their normal sense of taste or smell whilst on site, they must be sent home with their parent/carer and advised to follow the Stay at Home guidance. If their life is at risk or if they are seriously ill, then a member of staff should call 999. They must self-isolate for at least 10 days and should arrange to have a test to see if they have CV-19. Other members of their household (including any siblings) should self-isolate for 10 days from when the symptomatic pupil first had symptoms.</p> <p>The staff member will be asked to leave the school immediately, if they are too unwell to safely get home, then should be isolated until they are collected. All results must be notified to their line manager, and if positive the staff member should self-isolate for 10 days. Pupils who are awaiting collection should also be isolated in the RIC, with a window open. In both cases they person collecting may have also contracted CV-19 and must not be allowed access to the school, beyond collecting the pupil/member of staff who will be brought out to them. The school nurse must wear PPE at all times and the area of isolation is to be deep-cleaned before anyone else can be isolated within the room.</p> <p>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.</p> <p>Staff, contractors and pupils should be made aware that they must inform a member of school staff prior to leaving the site if they have developed symptoms of CV-19.</p> <p>Tests can be booked online through the NHS testing and tracing for coronavirus website, Essential workers, which includes anyone involved in education, have priority access to testing.</p> <p>The school will send correspondence to parents asking them to ensure they notify the school of the result of the testing immediately, or symptoms if they become apparent outside of school. Staff will also be told to inform the school immediately of the results of a test:</p>

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		<ul style="list-style-type: none"> • if someone tests negative, if they feel well and no longer have symptoms similar to coronavirus (CV-19), they can stop self-isolating. They could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better. Other members of their household can stop self-isolating. • if someone tests positive, they should follow the Stay at Home guidance 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. 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. Other members of their household should continue self-isolating for the full 10 days. <p>The school will take immediate action when they become aware that someone who has attended has tested positive for CV-19 and will contact the following local PHE office:</p> <p>PHE Cheshire and Merseyside Health Protection Team, Suite 3B 3rd Floor Cunard Building, Water Street, Liverpool, L3 1DS Phone: 0344 225 0562 option 1</p> <p>The new dedicated DfE helpline is 0800 046 8687.</p> <p>The following actions are to be taken to mitigate the risk of the spread of CV-19:</p> <ul style="list-style-type: none"> • Staff and pupils to be regularly informed of the symptoms of COVID-19. • Handwashing instruction to be displayed at each handwashing station. • Pupils, parents/carers, visitors, to be informed not to visit the school if they (or any members of their household) are displaying any symptoms of CV-19, or if they have been advised to self-isolate by NHS Test & Trace. • A written procedure outlining the steps to be followed should a member of staff, pupil, visitor or contractor display symptoms whilst on site to be developed (including procedures for isolation, provision of first aid treatment/ assistance, arranging a test, and internal recording, tracking and

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		<p>tracing) and ensure that this is communicated to all staff. Also, a written procedure outlining the steps to be taken upon becoming aware that someone who has attended the school has tested positive for CV-19 in line with the steps outlined in section 8 'Manage confirmed cases of coronavirus (COVID-19) amongst the school community'. This will be completed and distributed to Staff by Deputy Head Pastoral before the start of term.</p> <ul style="list-style-type: none"> • Write communication to staff, pupils and parents/ carers following a confirmed case at the school. • Ensure that staff, pupils, contractors and other persons coming onto site are briefed on the procedures to follow should they become ill with symptoms of CV-19 whilst on site and that this is refreshed periodically in line with any changes to the government guidance. • For suspected cases, https://111.nhs.uk/covid-19 to be used for identifying symptoms. • Suspected cases should be moved into isolation rooms (WL – Medical Room, Junior School – Staff Meeting Room, Senior School – Meeting Room opposite Main Reception). The school nurse is to then be informed and they will collect the pupil ensuring they are wearing PPE before transiting to the RIC – outdoor routes are to be used where possible. • All pupils and staff will now wear facemasks in communal areas, and all areas of the school. • If the RIC is full or out of use, the pupil should be supervised in the isolation room until the school nurse, or their parents collect. • Review movements of suspected case(s) and ensure that suitable cleaning is undertaken in line with the Governments cleaning guidance. • Records of pupils and staff in each group, and any close contact that takes place between pupils and staff in different groups, are kept to assist the health protection team in determining close contacts. • The local health protection team/DfE Helpline will be contacted immediately by the school upon becoming aware that someone who has attended has tested positive for COVID-19 and any advisory actions to be taken. <p>https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection</p>

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		https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools
Failure to implement suitable social distancing	<p>All.</p> <p>Potential spread of COVID-19 between staff, pupils and others on site.</p>	<p>The latest guidance for schools states that “essential measures include: Formal consideration of how to reduce contacts and maximise distancing between those in school wherever possible and minimise potential for contamination so far as is reasonably practicable.</p> <p>How contacts are reduced will depend on the school’s circumstances and will (as much as possible) include:</p> <ul style="list-style-type: none"> • grouping children together • avoiding contact between groups • arranging classrooms with forward facing desks • staff maintaining distance from pupils and other staff as much as possible. <p>Minimising contacts and mixing between people reduces transmission of coronavirus (COVID-19). This is important in all contexts, and schools must consider how to implement this. Schools must do everything possible to minimise contacts and mixing while delivering a broad and balanced curriculum.</p> <p>The overarching principle to apply is reducing the number of contacts between children and staff. This can be achieved through keeping groups separate (in ‘bubbles’) and through maintaining distance between individuals. These are not alternative options and both measures will help, but the balance between them will change depending on:</p> <ul style="list-style-type: none"> • children’s ability to distance • the lay out of the school • the feasibility of keeping distinct groups separate while offering a broad curriculum (especially at secondary) <p>It is likely that for younger children the emphasis will be on separating groups, and for older children it will be on distancing. For children old enough, they should also be supported to maintain distance and not touch staff where possible.”</p>

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		<p>The school has the following controls in place to ensure social distancing is kept in place as much as possible:</p> <ul style="list-style-type: none"> • The school will keep all pupils in year group bubbles. • Classrooms will be allocated for the sole use of each year group. • Specialist classrooms such as the Sciences, Art and DT will rotate year groups but have additional cleaning materials available • Each desk will be forward facing. • Pupils may sit side-by-side, but must not be facing each other at their desks. • The teacher area will be marked to ensure a socially distanced (ideally 2 metres, but at least 1 metre) area. This may not always be possible in Willow Lodge. • Pupils to be reminded to keep distance from each other, and their teacher. This may not always be possible in Willow Lodge. • Teachers are to avoid face to face contact with each other and pupils. • The main corridors will be one-way with a separate lane for teaching staff in the senior school, and a two-way system in the spurs in senior school, Junior School and Willow Lodge. • Toilets may be shared between year groups but will be cleaned regularly and pupils must ensure they wash their hands thoroughly after each visit. In addition, signs will be placed on each toilet giving direction on the maximum numbers permitted. Any pupils above this number will be directed to queue in line with social distancing rules outside. • All pupils and staff will now wear facemasks in communal areas, and in the classroom and at all other times that social distancing cannot be maintained
<p>Failure to implement suitable social distancing measures – arrival and departure of staff and pupils</p>	<p>All Potential spread of COVID-19 between staff,</p>	<p>The latest guidance for schools states that: “We know that travel to school patterns differ greatly between schools. If those patterns allow, schools should consider staggered starts or adjusting start and finish times to keep groups apart as they arrive and leave school. Staggered start and finish times should not reduce the amount of overall teaching time. A staggered start may, for example, include condensing / staggering free periods or break time but retaining the same amount of teaching time, or keeping the length of the day the same but starting and finishing later to avoid rush</p>

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	<p>pupils and others on site.</p>	<p>hour. Schools should consider how to communicate this to parents and remind them about the process that has been agreed for drop off and collection, including that gathering at the school gates and otherwise coming onto the site without an appointment is not allowed.</p> <p>Schools should also have a process for removing face coverings when pupils and staff who use them arrive at school and communicate it clearly to them. Pupils must be instructed not to touch the front of their face covering during use or when removing them. They must wash their hands immediately on arrival (as is the case for all pupils), dispose of temporary face coverings in a covered bin or place reusable face coverings in a plastic bag they can take home with them, and then wash their hands again before heading to their classroom. The Governments guidance for Safer Working in Educations provides more advice.”</p> <p>The school has the following controls in place to ensure social distancing is kept in place as much as possible during arrival and departure from the school:</p> <ul style="list-style-type: none"> • Arrival and Departure times will be staggered. • There will be a total of 7 entry points into the school with each year group arriving at staggered times for shared entry points. • Each entry point has access to external handwashing facilities and hand sanitiser. Every member of staff and pupils must wash their hands upon arrival and use their individual sanitiser before departure. • Floor markings are available for younger pupils to ensure safe distancing on arrival. • On entry into the school building the pupils will follow a one-way circuit to their classroom in the senior school, and two way in the Junior School and Willow Lodge. • No parents will be permitted to exit their car on drop off or pickup, and will instead be directed to drop off points, where the younger children will be met by a member of staff. • Pupils and staff arriving from public transport will be instructed not to remove facemasks until they have washed and sanitised their hands. • Clear communications will be sent to parents, and pupils and staff to be regularly reminded of safety measures to be adopted. • All pupils and staff will now wear facemasks in communal areas including on entry into the school. And in all areas of the school, including classrooms.

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		<ul style="list-style-type: none"> ● Pupils should also wash their hands again after removing their facemasks. <p>:</p> <p>https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care</p>
<p>Failure to implement adequate social distancing and hygiene measures at lunchtime</p>	<p>All</p> <p><i>Potential spread of COVID-19 between staff, pupils and others on site.</i></p>	<p>The following measures are in place to ensure social distancing and hygiene measure are in place during the lunchtime period:</p> <ul style="list-style-type: none"> ● The lunch times will be staggered, with one-year group entering the dining hall at a time. Willow Lodge will have their lunch served in Willow Lodge. ● Each pupil will be required to wash their hands and apply sanitiser before entry into the dining hall. ● The dining hall will be split into two sections. As one-year group begin to finish their lunch, the following year group will start to take their seats. ● The tables will be cleaned between each year group. ● Glasses and knives, forks and spoons will be set out in each space rather than pupils taking their own. ● Except for supervising staff, staff will not be taking their lunches in the dining hall and will instead eat at their desk, outside or in faculty office. ● Entry and Exit to be controlled by supervising staff to ensure pupils stay in single file to maximise distance between incoming/outgoing pupils. ● All pupils and staff will now wear facemasks in communal areas including the lunchtime queue.
<p>Failure to implement suitable social distancing measures – staff offices, meeting rooms, staff rooms/ rest areas, and changing rooms.</p>	<p>All</p> <p><i>Potential spread of COVID-19 between staff, pupils and others on site.</i></p>	<p>The latest guidance for schools states that “schools should also plan how shared staff spaces are set up and used to help staff to distance from each other. Use of staff rooms should be minimised, although staff must still have a break of a reasonable length during the day.”</p> <p>The school has the following in place to ensure suitable social distancing:</p> <ul style="list-style-type: none"> ● Teaching staff to use their classrooms, faculty rooms and outside area as much as possible. ● Tea and coffee will be available in the main kitchen for senior school. For Willow Lodge/Junior coffee will be available in the staff rooms, but staff should wash their hands

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		<p>before using, and provide their own mugs (preferable travel to allow for safety when leaving staff room) and wash them at home each day.</p> <ul style="list-style-type: none"> • Where possible support staff should work from home to minimise staff numbers in school. Otherwise use of office space should be staggered where possible. • Each office/faculty space should be configured to allow for 2 metre distancing and should allow for staff not to be facing each other. • Areas of large amounts of social interaction such as the reception desks will be provided with a Perspex protection shield. • Staff meetings should be held virtually wherever possible. • <i>Where offices do not allow for social distancing, screens will be provided.</i> • <i>Facemasks should be worn at all times when social distancing cannot be maintained.</i>
<p>Failure to implement suitable social distancing – large gatherings such as assemblies.</p>	<p><i>All</i></p> <p><i>Potential spread of COVID-19 between staff, pupils and others on site.</i></p>	<p><i>Considerations</i></p> <p><i>The latest guidance for schools states that “schools should avoid large gatherings such as assemblies or collective worship with more than one group.”</i></p> <p>The school will implement the following measures:</p> <ul style="list-style-type: none"> • Full school assemblies will not take place UFN. • Pupils will be passed general information in their classroom settings. • PSHEE and other enriching talks will take part virtually.
<p>Hazards associated with music activities</p>	<p><i>All.</i></p> <p><i>Potential spread of COVID-19 between staff, pupils and others on site.</i></p>	<p><i>The latest guidance for schools states: “Schools should note that there may be an additional risk of infection in environments where you or others are singing, chanting, playing wind or brass instruments or shouting. This applies even if individuals are at a distance. Schools should consider how to reduce the risk, particularly when pupils are playing instruments or singing in small groups such as in music lessons by, for example, physical distancing and playing outside wherever possible, limiting group sizes to no more than 15, positioning pupils back-to-back or side-to-side, avoiding sharing of instruments, and ensuring good ventilation. Singing, wind and brass playing should not take place in larger groups such as school choirs and ensembles, or school assemblies. Further more detailed DfE guidance will be published shortly.”</i></p>

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		<p>The following measures will be in place during music activities:</p> <ul style="list-style-type: none"> • Activities involving singing, chanting, playing brass or wind instruments, or shouting to only those that are deemed essential. • Music activity risk assessments are written to consider the risks posed by CV-19 and identify the control measures that are in place in line with the latest guidance – these are available from specialist Risk Assessments for music activity available through VMT member associations. • Physical distancing for music lessons involving singing, chanting, playing brass or wind instruments, or shouting should be a minimum of 2 meters. • The playing of wind or brass instruments/singing should be outside wherever possible – the 2 metre distancing will still need to be in place. • Group sizes for music lessons involving singing, chanting, playing brass or wind instruments, or shouting should be no more than 15. • Pupils and teachers should be positioned back-to-back or side-to-side and not face to face. • <i>The music department has been provided with pull up screen to reduce the risk of transmission.</i> • Sharing of instruments/mouthpieces must be avoided. • There will be staggered start times for VMT for individual and shared lessons. • The smaller POD in the JS will only be used to non-brass/wind/singing etc lessons – other lessons may take place providing the 2 metre distance can be adhered to. • Shared handling of music sheets, iPads is to be avoided.
<i>Hazards associated with physical activities</i>	<p>All.</p> <p><i>Potential spread of COVID-19 between staff, pupils and others on site.</i></p>	<p><i>The latest guidance for schools states: “Schools have the flexibility to decide how physical education, sport and physical activity will be provided whilst following the measures in their system of controls. Pupils should be kept in consistent groups, sports equipment thoroughly cleaned between each use by different individual groups, and contact sports avoided.</i></p> <p><i>Outdoor sports should be prioritised where possible, and large indoor spaces used where it is not, maximising distancing between pupils and paying scrupulous attention to cleaning and hygiene. This is particularly important in a sports setting because of the way in which people breathe during</i></p>

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		<p><i>exercise. External facilities can also be used in line with government guidance for the use of, and travel to and from, those facilities.</i></p> <p><i>Schools should refer to the following advice:</i></p> <ul style="list-style-type: none"> • <i>guidance on the phased return of sport and recreation and guidance from Sport England for grassroots sport</i> • <i>advice from organisations such as the Association for Physical Education and the Youth Sport Trust</i> <p><i>Schools are able to work with external coaches, clubs and organisations for curricular and extra-curricular activities where they are satisfied that this is safe to do so. Schools should consider carefully how such arrangements can operate within their wider protective measures.</i></p> <p><i>Activities such as active miles, making break times and lessons active and encouraging active travel help enable pupils to be physically active while encouraging physical distancing.”</i></p> <p>The Director of Sport is to ensure that current risk assessments for each sport are updated to include safety measure for the risks posed by CV-19. In general terms the following measures will be in place to ensure the safety of staff and pupils during PE:</p> <ul style="list-style-type: none"> • Pupils are to wear PE kit throughout the day if taking part in curriculum sport that day to avoid the use of the changing rooms. • Pupils taking part in other sports clubs are to come into school in normal uniform carrying their sports kit, which should be left in zoned classroom and larger items in the outside storage cage. Changing will take place in year group bubbles in the changing rooms. • Pupils will be kept in consistent year groups for physical activities. • Social distancing is to be maintained between pupils and teacher. • Pupils are to wash and sanitise hands thoroughly before and after physical activities. • All shared sports equipment is to be cleaned more regularly, and especially thoroughly between each use by different individual groups.

Description of Hazard	Who could be harmed and how?	Existing Control Measures
		<ul style="list-style-type: none"> • Physical/sporting activities will be delivered outside wherever possible, or where this is not possible, the use of the large sports hall, dance studio, Constantine or WL hall can be used – windows and doors to be left open where possible. • Contact sports to be avoided. <p>https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation</p>
<i>Educational visits.</i>	<p><i>All.</i></p> <p><i>Travelling against FCO/ government advice.</i></p>	<p>Educational Visits are not currently permitted. This will be reviewed 17th May when it is currently planned for groups of 30 to be permitted to visit outdoor venues.</p> <p>When educational visits are permitted the following must take place:</p> <p>Each educational visit should have an additional annex on the risk assessment specifically for CV-19 risks. In general, the following control measures are in place:</p> <ul style="list-style-type: none"> • Staff responsible for planning and organising educational are to follow the national guidance available in the OEAPNG document 4.4k Coronavirus available below. • Each visit should be cleared by a member of the KLT, and the risk assessed reviewed by the Visits Coordinator. • No overnight trips will currently be permitted – to be reviewed from 21 June 2021. • Day trips are to be agreed by your KLT line manager before they can take place, and will only be sanctioned if they are absolutely necessary as part of an educational curriculum. <p>https://www.gov.uk/government/publications/coronavirus-covid-19-travel-advice-for-educational-settings/coronavirus-travel-guidance-for-educational-settings</p> <p>https://oeapng.info/downloads/download-info/4-4k-coronavirus/</p>
Hazards associated with extra-curricular provision	<i>All.</i>	<p>The latest guidance for schools states that: “Schools should consider resuming any breakfast and after-school provision, where possible, from the start of the autumn term. We recognise that schools</p>

Description of Hazard	Who could be harmed and how?	Existing Control Measures
(e.g. breakfast, after-school provision and clubs etc.)	Potential spread of COVID-19 between staff, pupils and others on site.	<p>may need to respond flexibly and build this up over time. Such provision will help ensure pupils have opportunities to re-engage with their peers and with the school, ensure vulnerable children have a healthy breakfast and are ready to focus on their lessons, provide enrichment activities, and also support working parents.</p> <p>We recognise that this will be logistically challenging for schools, particularly for clubs that would normally offer support across year groups, where parents are using multiple providers, or where childminders are picking up/dropping off pupils. Schools should carefully consider how they can make such provision work alongside their wider protective measures, including keeping children within their year groups or bubbles where possible. If it is not possible to maintain bubbles being used during the school day then schools should use small, consistent groups.</p> <p>Schools can consult the guidance produced for summer holiday childcare, available at Protective measures for out-of-school settings during the coronavirus (COVID-19) outbreak as much of this will be useful in planning extra-curricular provision. This includes schools advising parents to limit the number of different wraparound providers they access, as far as possible. Where parents use childcare providers or out of school activities for their children, schools should encourage them to seek assurance that the providers are carefully considering their own protective measures, and only use those providers that can demonstrate this. As with physical activity during the school day, contact sports should not take place.”</p> <p>The following measures are in place to reduce the risk of before and after school care:</p> <ul style="list-style-type: none"> • Before and after school care should be provided in year groups where possible, but the mixing of two-year groups is permitted if the area allows for adequate social distancing between the groups. • Within the senior school pupils will be provided with this care in their year group classrooms. • For Juniors and WL before and after school care will be provided by the teaching staff, assisted by CEPD to ensure non-mixing of the year groups

Description of Hazard	Who could be harmed and how?	Existing Control Measures
		<ul style="list-style-type: none"> • CEPD staff are to wear a clean uniform to King's if they have been in contact with other pupils during the day. • Enrichment clubs will take place where possible, and will be held in year groups. • Sporting clubs will take place where possible, and will be held in year groups. • No activities will involve contact sports. • Each after school enrichment or sporting activity should have their own risk assessment using the guidance below: <p>https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak</p>
<p>Staff and pupils contracting the virus through direct/ indirect transmission when travelling to/ from the school site using their own means.</p>	<p><i>All Staff and pupils may be at risk of contracting the virus whilst travelling to/from the school, especially if using public transport.</i></p>	<p>Staff and pupils may be at risk of contracting the virus whilst travelling to/from the school, particularly if they need to use public transport.</p> <p>In order to promote safe travel, the school will where ever possible put the following in place:</p> <ul style="list-style-type: none"> • Staff or pupils using public transport should travel outside of peak hours where possible. Certain roles may allow for staggered arrival and departure times. • Staff and pupils will be reminded of the need to wear facemasks on public transport. • Staff and pupils to be reminded of the need to sanitise hands before removing facemasks and again after facemask has been removed. Handwashing stations will be available on arrival. • Staff and pupils should dispose to disposable masks in the school bins, or provide a plastic bag for storing washable facemasks. • Staff and pupils will be encouraged to use alternative methods of transport, especially cycling or walking where possible. <p>https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers</p>

Description of Hazard	Who could be harmed and how?	Existing Control Measures
<p>Staff and pupils contracting the virus through direct/ indirect transmission when travelling on school-operated transport</p>	<p><i>All.</i></p> <p><i>Staff and pupils may be at risk of contracting the virus on school-operated transport (e.g. minibuses, coaches etc.).</i></p>	<p><i>The latest guidance for schools states that: “Pupils on dedicated school services do not mix with the general public on those journeys and tend to be consistent. This means that the advice for passengers on public transport to adopt a social distance of two metres from people outside their household or support bubble, or a ‘one metre plus’ approach where this is not possible, will not apply from the autumn term on dedicated transport.</i></p> <p><i>The approach to dedicated transport should align as far as possible with the principles underpinning the system of controls set out in this document and with the approach being adopted for your school. It is important to consider:</i></p> <ul style="list-style-type: none"> <i>• how pupils are grouped together on transport, where possible this should reflect the bubbles that are adopted within school</i> <i>• use of hand sanitiser upon boarding and/or disembarking</i> <i>• additional cleaning of vehicles</i> <i>• organised queuing and boarding where possible</i> <i>• distancing within vehicles wherever possible</i> <i>• the use of face coverings for children over the age of 11, where appropriate, for example, if they are likely to come into very close contact with people outside of their group or who they do not normally meet.</i> <p><i>Dedicated school services can take different forms. Some journeys involve coaches regularly picking up the same pupils each day, others involve use of a minibus whilst other services are used by different pupils on different days, or by pupils with SEND. The precise approach taken will need to reflect the range of measures that are reasonable in the different circumstances.”</i></p> <p>The school provides transport for pupils to and from the school and potentially for educational and sporting events to mitigate the risk of transmission of CV-19 during these journeys the following measures are in place:</p> <ul style="list-style-type: none"> • Pupils will be given a dedicated seat, and each pupil will sit in year group order. • Pupils and the school driver will be required to wear a facemask throughout each journey. • Parents will be reminded not to send children onto the transport that are unwell, especially those with a temperature or persistent cough.

Description of Hazard	Who could be harmed and how?	Existing Control Measures
		<ul style="list-style-type: none"> • The driver has access to a thermometer to check children. • Each pupil will be required to use hand sanitiser on entry onto the minibus. • The minibus to be cleaned in between each journey, and the driver has access to a ‘fogging machine’ to ensure each seat is sanitised. • There will be no face-to-face seating.
<p>Staff, pupils, contractors and visitors not implementing suitable hygiene practices to limit the risk of direct and indirect transmission.</p>	<p>All.</p> <p>Potential spread of COVID-19 between staff, pupils and others on site.</p>	<p>The latest guidance for schools states that: “Schools must ensure that pupils clean their hands regularly, including when they arrive at school, when they return from breaks, when they change rooms and before and after eating. Regular and thorough hand cleaning is going to be needed for the foreseeable future. Points to consider and implement:</p> <ul style="list-style-type: none"> • whether the school has enough hand washing or hand sanitiser ‘stations’ available so that all pupils and staff can clean their hands regularly • supervision of hand sanitiser use given risks around ingestion. Small children and pupils with complex needs should continue to be helped to clean their hands properly. 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 children and those with complex needs understand the need to follow them.” <p>The school will ensure the following is in place to ensure suitable hygiene is implemented:</p> <ul style="list-style-type: none"> • There are eight areas around the school for external hand washing and sanitization – each station has between 1 and 8 washing areas with soap dispenser, hand towels and sanitiser. • Each station will be regularly checked to ensure soap, towels and sanitiser are regularly restocked. • High levels of stock have been purchased to ensure the school will not run out – the school will always have 50 Litres of hand washing soap and hand sanitiser in reserve. • Paper towels and a bin are provided in each classroom for the ‘catch it, bin, it, kill it’ approach and will ensure that these are topped up regularly. • Each classroom will be supplied with surface antibacterial spray and disposable towels – the pupils have access to Dettol and the teachers have access to ‘All Clear’. Where there is no transit between year bubbles there will be 3 to each classroom and where there is transition such as the science, creative arts and library there will be 13 bottles provided.

Description of Hazard	Who could be harmed and how?	Existing Control Measures
		<ul style="list-style-type: none"> • Each faculty room or office will be provided with 1 bottle of antibacterial spray and disposable towels. • Each shared resource such as photocopiers have a bottle of antibacterial spray and disposable towels. • Pupils will be asked to each bring a pocket-sized hand sanitiser into school and keep on their person for use when not near a school provided sanitiser. • Staff, pupils, contractors and visitors will be briefed on the need to wash their hands regularly (upon arrival at the school, after using the toilet, before and after eating or handling food, when in changing rooms, and after blowing their nose/sneezing/coughing) and on the correct handwashing technique • Staff, pupils, contractors and visitors will be briefed on good respiratory hygiene practices (i.e. covering your mouth and nose with your bent elbow or tissue when you cough or sneeze, 'catch it, bin it, kill it). • Staff, pupils, contractors and visitors will be briefed on the need to avoid touching their face (and especially the eyes, nose and mouth). • Staff, pupils, contractors and visitors will be reminded on the need for non-contact greetings (i.e. no shaking hands, hugs etc.). • Posters will be displayed in prominent locations to remind staff, pupils and others of good hand and respiratory hygiene practices. • WL and Junior Staff will supervise young children to ensure they wash their hands for 20 seconds at regular intervals but at least on arrival to and departure from the school, after using the toilet, before and after eating, and after blowing their nose/sneezing/coughing/touching their face. They should also ensure younger children catch coughs and sneezes in tissues. The use of hand sanitiser should be closely supervised. <p>Lesson plans, resources and advice can be found on the following links:</p> <p>https://campaignresources.phe.gov.uk/schools</p> <p>https://e-bug.eu/eng_home.aspx?cc=eng&ss=1&t=Information%20about%20the%20Coronavirus</p>

Description of Hazard	Who could be harmed and how?	Existing Control Measures
<p>Contractors/ visitors attending site.</p>	<p>All.</p> <p>Potential spread of COVID-19 to staff pupils and others from persons visiting site.</p>	<p>Access to the school during term time will be restricted to only those persons who are absolutely essential. If access to the school is considered essential and there is no alternative to a site visit then the check list attached to this risk assessment should be used – this will need to be completed in addition to the standard contractor check list. Parents should be contacted using the telephone or Teams call wherever possible.</p> <p>If there is no alternative then the following control measures will be in place:</p> <ul style="list-style-type: none"> • Regular contractors used for sport, SEND or Music will be tested when coming into the school. If the school receives enough home test kits, these will be issued to regular contract staff. • There will be a strict limit on the number of contractors/ visitors on site at any one time. • A Record will be kept of all contractors/ visitors attending site as part of the normal sign in process and use of checklist. • All contractors/visitors will be reminded to contact the school immediately if they develop any know CV-19 symptoms. • The checklist will ensure all contractors/visitors are asked about their own health and the health of those in their household. (attached). • The areas of the workplace that contractors/ visitors are permitted to access will be strictly limited. • Wherever possible visit will take place out of normal school hours. • Hand washing facilities are provided outside each reception area and it should be confirmed that they have washed and sanitized their hands before entry into the school. All contractors and visitors should also be reminded of good respiratory hygiene, the need for social distancing and reminded not to touch their face. • All contractors and visitors will be asked to wear facemasks at all times in the school. Any required escort must also wear a facemask at all times. • Staff are to maintain social distancing when escorting contractors/ visitors. • Copies of contractors' COVID-19 risk assessments are to be viewed prior to them attending site and ensure that they comply with the specified control measures. • Facilities or cleaning staff are to clean/ disinfect areas that have been temporarily occupied by contractors or visitors.

Description of Hazard	Who could be harmed and how?	Existing Control Measures
<p>Use of supply teachers and other temporary or peripatetic teachers</p>	<p>All.</p> <p>Potential spread of COVID-19 between staff, pupils and others on site.</p>	<p>The latest guidance for schools states that: "Schools can continue to engage supply teachers and other supply staff during this period.</p> <p>Supply staff and other temporary workers can move between schools, but school leaders will want to consider how to minimise the number of visitors to the school where possible. Where it is necessary to use supply staff and to welcome visitors to the school such as peripatetic teachers, those individuals will be expected to comply with the school's arrangements for managing and minimising risk, including taking particular care to maintain distance from other staff and pupils. To minimise the numbers of temporary staff entering the school premises, and secure best value, schools may wish to use longer assignments with supply teachers and agree a minimum number of hours across the academic year. This advice for supply teachers also applies to other temporary staff working in schools such as support staff working on a supply basis, peripatetic teachers such as sports coaches, and those engaged to deliver before and after school clubs."</p> <p>Control measures that will be in place should there be the need to use supply staff:</p> <ul style="list-style-type: none"> • Supply staff must receive a LFT before being permitted access to pupils and other staff. • The supply staff are to be briefed on the procedures to follow in relation to CV-19 prior to attending site for the first time (or upon arrival at the site for the first time) – this should be done on arrival with the person making the booking. • Supply staff to be advised to take particular care to maintain distance from other staff and pupils. • The person making the booking are to ensure, where possible, that the school has the same members of supply staff provided for the period of cover.
<p>Lack of adequate cleaning regime for general areas leading to indirect transmission of the virus through contact with contaminated surfaces.</p>	<p>All.</p> <p>Potential spread of COVID-19 between staff, pupils and others on site.</p>	<p>Tests have shown that the virus can survive on surfaces for periods of days, depending on the surface material and environmental conditions. It is therefore imperative that surfaces that occupants may touch are regularly cleaned.</p> <p>A review has taken place to ensure that cleaning has been generally enhanced and includes:</p> <ul style="list-style-type: none"> • Each area of the school has been supplied with adequate cleaning material to ensure regular cleaning of surfaces can take place, especially when the area is used by different bubbles.

Description of Hazard	Who could be harmed and how?	Existing Control Measures
		<ul style="list-style-type: none"> • The cleaning staff will, in addition to their normal cleaning routine, regularly clean the toilets and general use areas, especially door handles, hand rails, light switches etc. This will be happening throughout the day. • The cleaning/facilities staff have been provided with a 'fogging' machine for larger areas. • The cleaning supervisor has written the cleaning rotas to include: <ul style="list-style-type: none"> ○ Cleaning regimes for general areas of the school that will be occupied, location of frequently touched surfaces, and a suitable staff rota is drawn up. ○ That cleaning and disinfection of frequently touched surfaces (e.g. door handles, sinks, taps, light switches, toilets, handrails, work surfaces etc.) is done continuously throughout the day. ○ Teachers have been informed to adopt a clear desk policy, and the cleaning supervisor should report clutter and any items that are difficult to clean to the Estate Manager who will remove the item and remind teachers of the clear desk policy. ○ That bins for tissues are emptied at least daily. ○ Stocks of cleaning substances, equipment, and PPE and purchase additional stocks if required. ○ That cleaning staff are provided with suitable PPE (facemasks, gloves and aprons) and this PPE is worn at all times, except when outside. <p>Further guidance can be found in the link below:</p> <p>https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</p>
<p>Lack of adequate cleaning regime for shared items/equipment leading to indirect transmission of the virus through contact with contaminated surfaces.</p>	<p>All.</p> <p>Potential spread of COVID-19 between staff, pupils and others on site.</p>	<p><i>The latest guidance for schools states that: "Equipment and resources are integral to education in schools. During the summer term, their use was minimised, many were moved out of classrooms, and there was significant extra cleaning. That position has now changed for the autumn term, because prevalence of coronavirus (COVID-19) has decreased and because they are so important for the delivery of education. For individual and very frequently used equipment, such as pencils and pens, it is recommended that staff and pupils have their own items that are not shared. Classroom based resources, such as books and games, can be used and shared within the bubble; these should be</i></p>

Description of Hazard	Who could be harmed and how?	Existing Control Measures
		<p><i>cleaned regularly, along with all frequently touched surfaces. Resources that are shared between classes or bubbles, such as sports, art and science equipment should be cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles.</i></p> <p><i>Outdoor playground equipment should be more frequently cleaned. This would also apply to resources used inside and outside by wraparound care providers. It is still recommended that pupils limit the amount of equipment they bring into school each day, to essentials such as lunch boxes, hats, coats, books, stationery and mobile phones. Bags are allowed. Pupils and teachers can take books and other shared resources home, although unnecessary sharing should be avoided, especially where this does not contribute to pupil education and development. Similar rules on hand cleaning, cleaning of the resources and rotation should apply to these resources."</i></p> <p>The following control measures will be in place:</p> <ul style="list-style-type: none"> • Each teacher desk should be kept clear at all times – this is to enable effective cleaning, teachers to move between classrooms to facilitate pupil bubbles, and to avoid creating 'breeding' areas for the spread of the virus. • Shared resources such as photocopiers, classroom computers, remote controls etc should be cleaned before each use. • Staff should have their own supply of stationery such as pens, markers, scissors etc, and these supplies should be carried in a secure case or bag. The member of staff should ensure regular cleaning of these items, and they should not share them, or use those of another member of staff. • Pupils should also ensure they have their own supply of stationery, and this should not be shared with other pupils, nor should they borrow from their fellow pupils. Parents are to be reminded of the need to ensure their child has everything they need for school, including a personal bottle of sanitiser. • Pupils and staff should bring in the minimum of items such as overcoats. • Homework is to be set electronically wherever possible to avoid books being taken to and from home. Where this is not possible, books should be left as long as possible before touching, and staff should ensure they wash and sanitise their hands during marking.

Description of Hazard	Who could be harmed and how?	Existing Control Measures
		<ul style="list-style-type: none"> • All classroom-based resources (such as books and games) used within the bubble are to be cleaned regularly by the member of staff, or older pupils. • Resources that are shared between bubbles such as sport, art, science equipment etc are to be cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48hrs (72hrs for plastics). • Outdoor play equipment is to be cleaned daily with the use of the 'fogging' machine. Pupils must wash or sanitise their hands before and after using outdoor play equipment. • Tea and coffee facilities are not to be used in the staff room UFN. Staff may bring in their own flasks, or their own cups for coffee and tea that will be available during the day in the 1541 restaurant. Staff must provide a travel style mug for safety, and this mug must be taken home each day for cleaning, • Cleaning schedules will take place as listed above.
<p>Lack of adequate cleaning regime for areas known or suspected to be contaminated eg isolation rooms</p>	<p>All. Potential spread of COVID-19 between staff, pupils and others on site.</p>	<p>Cleaning staff will be provided with PPE (facemasks, gloves and aprons), and will take direct instruction from the Head of Estates/Cleaning Supervisor on the cleaning of a room that has been used by a person with confirmed/suspected CV-19. Areas that have just been 'passed through' by the person can be cleaned as normal, in line with normal cleaning routines.</p> <p>Isolation rooms, and areas where the person with confirmed CV-19 have been (more than passing through) will need to be scrupulously cleaned and this will be supervised by the Head of Estate and Cleaning Supervisor, and in line the advice given in the link below.</p> <p>Control measures, similar to those listed above, but enhanced for the extra risk will include the following:</p> <ul style="list-style-type: none"> • Cleaning staff should wear the full PPE provided, facemask, gloves, eye protection and aprons. • The contaminated rooms should be closed and secured where possible for 72 hours before cleaning to allow for a reduction of the virus on surface, this time will also allow for a suspected case to be confirmed or proved negative. • The 'fogging' machine must be used first to decontaminate the room before entry. • The Head of Estate is to ensure a COSHH risk assessment is completed for each new cleaning materials that are used.

Description of Hazard	Who could be harmed and how?	Existing Control Measures
		<ul style="list-style-type: none"> • Stocks of cleaning substances are to be kept high, and equipment such as the fogging machine is to be regularly checked to ensure it is working. • Any soft material must be washed at the highest temperature possible and left to dry completely. Soft materials must not be shaken prior to washing. • Waste from the cleaning of suspected/confirmed areas are to be double bagged and disposed of. If the case is confirmed as positive, these bags should be secured safely for 72 hours before placing in the school's external bins. • Training given to staff has been recorded. <p>https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</p>
<p>Hazards associated with the catering provision</p>	<p>All</p> <p>Potential spread of COVID-19 between staff, pupils and others on site.</p>	<p>'The FSA's advice is clear that it remains very unlikely that people can catch COVID-19 from food. COVID-19 is a respiratory illness and not known to be transmitted by exposure to food or food packaging' (source: Food Standards Agency 17/04/2020).</p> <p>The school uses Sodexo as its catering provider, and their procedures will be reviewed before the return to school, starting on 17th August, when the Catering Manager returns from furlough. The school will need to be satisfied that the following is in place:</p> <ul style="list-style-type: none"> • <i>The school will continue to offer LFTs to their catering staff. If the school has adequate home testing kits, this will also be given to the catering team.</i> • The school will ensure that Sodexo are working in line with the guidance given in 'Keeping workers and customers safe during Covid-19 in restaurants, pubs, bars and takeaway services' and will review their risk assessments and procedures with the area manager and catering manager. • Pupils will wash or sanitise their hands before and after entry into the dining hall. • Pupils will sit in their year group bubbles, and tables will be cleaned by the catering staff between each changing bubble. • KFS, glasses of water will be poured by the catering staff. • The use of self-service areas will be removed UFN, and all meals will be served by the catering staff.

Description of Hazard	Who could be harmed and how?	Existing Control Measures
		<ul style="list-style-type: none"> • Pupils are to be supervised when entering and leaving the dining hall to ensure are in single file to allow safe passing between those entering and those leaving. • Staff will not eat in the dining hall and will instead take their meals at their desks/offices. This meal will be collected from the staff room. • There will be no refreshments served for meetings etc UFN. <p>https://assets.publishing.service.gov.uk/media/5eb96e8e86650c278b077616/working-safely-during-covid-19-restaurants-pubs-bars-takeaways-140820i.pdf</p>
Lack of adequate trained fire personnel.	<p>All.</p> <p>Various injuries ranging from minor to serious, or death arising from poorly executed fire evacuation.</p>	<p>Staff that are trained in fire safety, and fire warden training may be off site due to illness or quarantine. The school will ensure the following takes place:</p> <ul style="list-style-type: none"> • All staff are to complete the fire training on Educare by September. • The Bursar will liaise with Deputy Head Academics to identify a suitable date, and personnel that should complete an advanced course with Hettle Andrews (preferably remotely). • A list will need to be kept of those who have received the advanced training, and this be reviewed against those staff who are absent from school for CV-19 reasons. <p>Normal fire drills will take place to ensure that all staff are aware of their responsibilities during a fire evacuation.</p>
New fire hazards as a result of implementing control measures for COVID-19.	<p>All.</p> <p>Increased risk of fire, and/or delays in persons evacuating from the building.</p>	<p>Fire drills will be conducted using facemasks in the senior school as the one-way circuit will not be the fastest and safest way of exiting the school. Parents and pupils will be told the day before the drill to ensure they have access to a facemask during the drill. Teaching staff are to ensure that pupils apply hand sanitiser before putting on or taking the face mask off.</p> <p>If the fire alarm sounds unexpectedly, outside of drill conditions, then all staff should supervise pupils leaving the school at the nearest fire exit without the need to wear PPE. There are no other changes to the location of classrooms or restricted areas within the school.</p> <p>A fire drill should be conducted in the first week of term, to allow staff and pupils who have been away from school for some time to be reacquainted with the drill procedures as soon as possible.</p>

Description of Hazard	Who could be harmed and how?	Existing Control Measures
		<p>As per the previous risk assessment, ventilation is a priority so fire doors may be propped open when absolutely necessary and in line with child safety measures.</p> <p>The Fire Risk Assessment will be reviewed externally by Hettle Andrews before the return to school, and the fire policy will be reviewed to ensure no changes are required.</p> <p>The following control measures will also be in place:</p> <ul style="list-style-type: none"> • Fire assembly points are conducive for continued social distancing of pupils. Form teachers are to ensure the year groups are suitable distanced from each other. • Close supervision will be required to ensure pupils exit without talking or facing each other. • Staff are to keep socially distance whilst outside. Those taking registers by visually observing staff, and are to do so without staff reporting to them. • Staff working in areas of the school that are not so familiar to them, are to remind themselves of the fire exits. • Staff should reread the fire procedures policy. • Alcohol hand gel is to be stored away from sunlight, and hot surfaces.
<p>Lack of adequate trained first aid/medical/administration of medication personnel.</p>	<p>All.</p> <p>Various injuries/illness as a result of delayed access to first aid/administration of medication.</p>	<p>Staff that are trained in first aid may be off site due to illness or quarantine. This may also include the school nurse, and those able to support children with the taking of medication:</p> <p>As above for key workers, the following control measures will be in place:</p> <ul style="list-style-type: none"> • The list of first aid trained staff, held by the school nurse, is to be reviewed against the register of staff who are absent for CV-19 reasons, and other absences to ensure the levels do not drop below the minimum limit permitted. • The KLT should be notified by the school nurse when numbers are getting close to the minimum amount required. • Training taking place from the beginning of term should maximise numbers of staff being trained in first aid. • Suitable supply staff will be provided if numbers reach the minimum number required.

Description of Hazard	Who could be harmed and how?	Existing Control Measures
<p>Provision of first aid/ medical treatment to symptomatic individuals/confirmed cases.</p>	<p>Staff administering first aid/ medical treatment.</p> <p>Staff administering first aid/ medical treatment could contract COVID-19 from the individual being treated.</p>	<p>The school nurse and other first aiders may need to provide treatment to symptomatic individuals, resulting in a risk of them contracting COVID-19 and spreading it to others. The government guidance document Safe working in education, childcare and children’s social care settings, including the use of personal protective equipment (PPE) states “that when caring for someone with symptoms of COVID-19:</p> <ul style="list-style-type: none"> • “a [fluid-resistant surgical] face mask (also known as Type IIR) should be worn if a distance of 2 metres cannot be maintained • if contact is necessary, then gloves, an apron and a [fluid-resistant surgical] face mask should be worn • eye protection (for example a face visor or goggles) if a risk assessment determines that there is a risk of fluids entering the eye, for example, from coughing, spitting or vomiting” <p>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.”</p> <p>Control measures to be used in the event of providing first aid to a symptomatic member of staff or pupil will include:</p> <ul style="list-style-type: none"> • First aid and medical procedures and risk assessments are to be reviewed to account for the risk of members of staff dealing with symptomatic individuals and to outline PPE requirements. • PPE should be checked to ensure there is a consistent high level of stock, • The school nurse should ensure all first aiders are trained on the new procedures, including what PPE is required, and how to put on, take off, and dispose of items of PPE. Training should be recorded). • All first aid kits are to be provided with PPE. <p>https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe</p>

Description of Hazard	Who could be harmed and how?	Existing Control Measures
		<p>https://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures</p>
Lack of risk assessments for any new/adapted teaching activities.	<p>All.</p> <p>Various injuries arising from teaching activities.</p>	<p>Whilst working under this CV-19 risk assessment school staff may choose to introduce new or adapted activities for their pupils. These new or adapted activities may not fall under the school's existing risk assessments and so all current risk assessments should be reviewed to ensure they are suitably covered by a risk assessment:</p> <ul style="list-style-type: none"> • Staff are to be briefed on the need to complete risk assessments prior to the introduction of any new/adapted teaching activities. • Those who have reviewed and adapted risk assessments should ensure that any other staff involved in the new/adapted activity are briefed on the content of the risk assessment.
Annual checks not being completed during the school lockdown including Legionella risk arising from unused buildings and/or parts of the premises.	<p>All.</p> <p>Exposure to legionella bacteria leading to serious illness or death.</p>	<p>Whilst the school has been open with a minimum number of facility staff the school was at risk of not completing safety and annual checks.</p> <p>The following will be taking place before the school fully opens in September:</p> <ul style="list-style-type: none"> • The Head of Estates is to ensure all safety checks have taken place including external testings, and internal controls such as prevention measures against Legionnaires. • An external inspection of all health and safety measures and the fire risk assessment will take place before the school returns in September.
Poor ventilation	<p>All.</p> <p>Poor levels of ventilation leading to an increased risk of</p>	<p>The priority for the school is to be ventilated with outside air as much as possible. In addition to the air conditioning units newly fitted into some classrooms (which are safe to use as they are pressurised air systems and the air is not circulated around the building but rather directly from outside) windows and doors must also be used to create additional air flow when safe to do so.</p> <p>In additional the following measures will be in place:</p>

Description of Hazard	Who could be harmed and how?	Existing Control Measures
	the spread of COVID-19.	<ul style="list-style-type: none"> • Staff are to open windows and doors in classrooms for as long as possible before the arrival of the pupils. • The Facilities team are to open all general windows, and internal doors at least 2 hours before the arrival of the pupils. • During the school day, door opened that a normally fire doors should be closed when not occupied. • The facilities team are to start the A/C units 2 hours prior to the school start time, and turn off 2 hours after the departure of the pupils. • At nights and weekends, the a/c units should be left running at a low level. • Toilet ventilation systems should be left in 24/7 operation. • Pupils and staff should flush toilets with closed lid. • The newly fitted door fans should either be left off during this period, or running continually. • Duct cleaning should not take place during term time. • The Estate Manager should ensure regular filter replacement and maintenance works shall be performed with common protective measures including respiratory protection. <p>Further guidance can be found in the following links:</p> <p>https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak</p> <p>https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm</p> <p>https://www.rehva.eu/fileadmin/user_upload/REHVA_COVID-19_guidance_document_ver2_20200403_1.pdf</p>
Poor staff wellbeing	Staff.	<i>The latest guidance for schools states that: "Governing boards and school leaders should have regard to staff (including the headteacher) work-life balance and wellbeing. Schools should ensure they have</i>

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	<p>Poor mental health, including work-related stress.</p>	<p><i>explained to all staff the measures they are proposing putting in place and involve all staff in that process.</i></p> <p><i>All employers have a duty of care to their employees, and this extends to their mental health. Schools already have mechanisms to support staff wellbeing and these will be particularly important, as some staff may be particularly anxious about returning to school. The Department for Education is providing additional support for both pupil and staff wellbeing in the current situation. Information about the extra mental health support for pupils and teachers is available.</i></p> <p><i>The Education Support Partnership provides a free helpline for school staff and targeted support for mental health and wellbeing.</i></p> <p><i>Schools may need to alter the way in which they deploy their staff, and use existing staff more flexibly, to welcome back all pupils at the start of the autumn term. Managers should discuss and agree any changes to staff roles with individuals.</i></p> <p><i>It is important that planning builds in the need to avoid increases in unnecessary and unmanageable workload burdens. This could include a review of existing practices in this respect and schools may wish to draw on DfE's workload reduction toolkit.</i></p> <p><i>DfE has also published a range of resources, including case studies to support remote education and help address staff workload, this includes case studies on managing wellbeing."</i></p> <p>The HR Director(s) have been reviewing the impact on staff, and have directed line managers to continue talking to staff to establish that staff feel confident to continue working at the school, and feel secure when returning from furlough. The JSCC group has also been consulted during this period. The main stresses that line-mangers should be looking out for are:</p> <ul style="list-style-type: none"> • Fears around job security (especially relevant for those staff who have been furloughed); • Fear/anxiety about returning to the workplace; • Fear/anxiety surrounding the virus and lockdown; • Workload; • Changes to the way in which they work (e.g. provision of remote teaching, working from home); and

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		<ul style="list-style-type: none"> • Communication (e.g. general communication between staff and their colleagues and line manager, especially where working from home). <p>During this period line managers and Director(s) of HR should review the following:</p> <ul style="list-style-type: none"> • Do existing stress risk assessments need updating to consider the additional concerns raised by COVID-19 (as outlined above). • Staff should be consulted on the protective measures that are being implemented. This will be done through the H&S Working Group and the JSCC. • Line managers are to ensure their staff are aware of the protective measures that are in place. • Line managers are to keep communicating with their teams for early indications of any stresses or concerns, and highlight any problems to HR for advice. • Staff should be reminded of the school's EAP programme. • The JSCC are to highlight any general staff concerns. HR should consider additional meetings to the normal termly meetings. <p><i>A staff health and wellbeing policy is available in the staff handbook and within the staff perks and wellbeing section on the intranet.</i></p>
<p>Staff working from home – risks associated with use of Display Screen Equipment (DSE) and mental health/emotional wellbeing.</p>	<p>Staff.</p> <p>Aches and pains from adopting poor posture whilst using DSE.</p> <p>Fear/anxiety/stresses caused by difficulty in completing work, and lack of social interaction.</p>	<p>Staff working from home either through self-isolating, working from home due to office space, or as the result of a further lockdown and the Remote Learning Programme being reinstated, need to have measures in place to protect and promote their health, safety and welfare.</p> <p>Whilst the HSE have confirmed that there is no increased risk for DSE work for those working at home temporarily, and employers do not need to do home workstation assessments. However, the school recommends that the attached self-assessment, created by our insurance brokers, Hettle Andrews, should be used to conduct a basic assessment at home, and request the school to provide any additional equipment they may need.</p> <p>For long-term and permanent home working a suitable home worker risk assessment is to be carried out (including a home workstation assessment where necessary), and that any issues identified are addressed within a reasonable timeframe, including the provision of work equipment where necessary. HR should also produce a home-working policy if longer-term home working is taking place within the school.</p>

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	Lack of insurance cover for school-owned equipment used in the home.	<p>Other control measures include:</p> <ul style="list-style-type: none"> • Line managers should review the guide below if they have staff working from home. • Staff should review the working from home link below which has guidance on the safe use of DSE and ways in which they can maintain physical and emotional wellbeing (you can download our guidance document). • Staff who are working from home should be informed of who they can speak to if they need help/support (e.g. Line Manager, HR, IT support etc.) and be provided with details of the EAP. • Line Managers are to communicate regularly with employees working from home (e.g. weekly check-ins as a minimum) to make sure that they are coping with their home working arrangements, their workload, and to answer any questions or concerns that they may have. • Line Managers are to keep their teams up to date on any changes that may impact them. • Hettle Andrews should be contacted to ensure they are informed of equipment provided by the school to ensure it will be covered by the school's insurance. <p>https://hettleandrews.co.uk/wp-content/uploads/2020/03/Working-from-Home-Guide-for-Employers-2.pdf</p> <p>https://hettleandrews.co.uk/wp-content/uploads/2020/03/Working-from-Home-Guide-for-Employees-2.pdf</p>
Poor pupil wellbeing	Pupils. Fear, anxiety, and poor mental health.	<p>The latest guidance for schools states that: "Pupils may be experiencing a variety of emotions in response to the coronavirus (COVID-19) outbreak, such as anxiety, stress or low mood. This may particularly be the case for vulnerable children, including those with a social worker and young carers. It is important to contextualise these feelings as normal responses to an abnormal situation. Some may need support to re-adjust to school; others may have enjoyed being at home and be reluctant to return; a few may be showing signs of more severe anxiety or depression. Others will not be experiencing any challenges and will be keen and ready to return to school.</p> <p>The return to school allows social interaction with peers, carers and teachers, which benefits wellbeing. The Department for Education, Public Health England and NHS England are hosting a free webinar for</p>

Description of Hazard	Who could be harmed and how?	Existing Control Measures
		<p>school and college staff on 9 July to set out how to support returning pupils and students, and a recording will be available to access online afterwards - see DfE - Supporting pupil and student mental wellbeing for further details. This includes hearing from experts on the impacts of the pandemic on pupils' mental wellbeing and recovery techniques, and from education leaders about the actions they have been taking."</p> <p>And:</p> <p>"Schools should consider the provision of pastoral and extra-curricular activities to all pupils designed to:</p> <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 <p>Schools should 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. Schools should also consider support needs of particular groups they are already aware need additional help (for example, children in need), and any groups they identify as newly vulnerable on their return to school. To support this, teachers may wish to access the free MindEd learning platform for professionals, which includes a coronavirus (COVID-19) staff resilience hub with materials on peer support, stress, fear and trauma and bereavement.</p> <p>Schools should consider how they are working with school nursing services to support the health and wellbeing of their pupils; school nursing services have continued to offer support as pupils return to school – school nurses as leaders of the healthy child programme can offer a range of support including:</p> <ul style="list-style-type: none"> • support for resilience, mental health and wellbeing including anxiety, bereavement and sleep issues • support for pupils with additional and complex health needs • supporting vulnerable children and keeping children safe <p>Schools and school nurses need to work together to ensure delivery of the healthy child programme (which includes immunisation), identifying health and wellbeing needs which will underpin priorities for service delivery."</p>

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		<p>The school will conduct the following to ensure the well-being of pupils:</p> <ul style="list-style-type: none"> • Staff and Pastoral leads are to review all relevant government guidance and develop a plan of action on how the school can best support returning pupils using available resources. The school nurse, school counsellor and pupil well-being contractors should also be involved in the planning process. • Ensure that pupils are informed of who they can speak to if they have any worries/concerns about returning to school. <p>https://www.eventbrite.co.uk/e/dfesupportingpupilandstudentmentalwellbeingtickets-110796856380</p> <p>https://www.gov.uk/government/publications/healthy-child-programme-0-to-19-health-visitor-and-school-nurse-commissioning</p> <p>https://www.eventbrite.co.uk/e/dfesupportingpupilandstudentmentalwellbeingtickets-110796856380</p> <p>https://covid.minded.org.uk/</p>
<p>Fear/ anxiety caused by returning to school.</p>	<p>Staff, pupils, and parents/ carers.</p> <p>Staff, pupils, and/or parents/ carers may suffer negative mental health effects as a result of fear/ anxiety about returning to the school.</p>	<p>The school recognises that Individuals will respond in different ways to being asked to return to school. Some may have little or no concerns, but for others it may cause high levels of fear and anxiety and have a negative impact on their mental health.</p> <p><i>The latest guidance for schools states that: "Schools should bear in mind the potential concerns of pupils, parents and households who may be reluctant or anxious about returning and put the right support in place to address this. This may include pupils who have themselves been shielding previously but have been advised that this is no longer necessary, those living in households where someone is clinically vulnerable, or those concerned about the comparatively increased risk from coronavirus (COVID-19), including those from Black, Asian and Minority Ethnic (BAME) backgrounds or who have certain conditions such as obesity and diabetes.</i></p>

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		<p><i>If parents of pupils with significant risk factors are concerned, we recommend schools discuss their concerns and provide reassurance of the measures they are putting in place to reduce the risk in school. Schools should be clear with parents that pupils of compulsory school age must be in school unless a statutory reason applies (for example, the pupil has been granted a leave of absence, is unable to attend because of sickness, is absent for a necessary religious observance etc)."</i></p> <p>The KLT are already aware of the potential impact on staff, pupils and parents, and are planning the following:</p> <ul style="list-style-type: none"> • <i>The Deputy Head Pastoral has a plan in place to ensure the wellness of pupils returning to school, and this has been briefed to all staff.</i> • The preparation of action plans for staff and pupils. Briefings will be conducted for staff both whole school and line managers. • Providing staff, pupils and parents/carers with details of the measures that the school will be taking to minimise the risk of them contracting the virus at the school. • They will address concerns that staff, pupils, and/or parents/carers have, and address these concerns where possible. • Reasonable adjustments will be made where possible to alleviate concerns on a case by case basis. • Identify those pupils who are reluctant or anxious about returning or who are at risk of disengagement and develop plans for re-engaging them • Review and update Bereavement Procedures.
Pupils with SEND	<p>SEND Pupils.</p> <p>SEND pupils are not adequately supported.</p>	<p><i>The latest guidance for schools states that: "Some pupils with SEND (whether with education, health and care plans or on SEN support) will need specific help and preparation for the changes to routine that this will involve, so teachers and special educational needs coordinators should plan to meet these needs, for example using social stories.</i></p> <p><i>Supply teachers, peripatetic teachers and/or other temporary staff can move between schools. They should ensure they minimise contact and maintain as much distance as possible from other staff. Specialists, therapists, clinicians and other support staff for pupils with SEND should provide interventions as usual."</i></p>

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		<p><i>And</i></p> <p><i>"Where a child routinely attends more than one setting on a part time basis, for example because they are dual registered at a mainstream school and an alternative provision setting or special school, schools should work through the system of controls collaboratively, enabling them to address any risks identified and allowing them to jointly deliver a broad and balanced curriculum for the child."</i></p> <p>Control measures will include:</p> <ul style="list-style-type: none"> • The Head of SEND has already identified issues with space for mixed bubble groups. Where possible each bubble should be worked with separately, and where this is not possible, mixed groups are possible providing there is a sperate risk assessment completed, and this mixed group remains consistent. • When mixed groups are unavoidable hand washing must happen upon arrival and departure into the RIC. • Pupils must not be facing each other. • SEND staff should avoid face-to-face working with pupils. • SEND staff should maintain social distancing from the pupils. • If social distancing is not possible the facemask must be worn unless exempt.
<p>Lack of adequate pupil safeguarding procedures for virtual/online taught sessions, including 1:1 sessions such as music lessons etc.</p>	<p>Staff and pupils.</p> <p>Various potential safeguarding issues.</p>	<p>There is a separate policy for the safeguarding of pupils being taught as part of the remote learning programme. This policy and advice on keeping children safe online has been sent to parents/carers, and is available on the school's website.</p> <p>Further guidance is available in the link below:</p> <p>https://www.gov.uk/guidance/safeguarding-and-remote-education-during-coronavirus-covid-19</p>
<p>Absence of the Designated Safeguarding Lead (DSL),</p>	<p>All</p>	<p><i>The DSL, Deputy DSL may be absent from the school as a result of either themselves or a member of their household developing symptoms of CV-19, or being notified of the need to self-isolate.</i></p>

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<p>Deputy DSL or other key safeguarding staff</p>	<p>Lack of suitable child protection/ safeguarding staff leading to issues with recording and reporting</p>	<p><i>Government guidance states that: "As more children return, it is expected that schools and colleges will have a trained DSL (or deputy) available on site. However, it is recognised that in exceptional circumstances this may not always be possible, and where this is the case there are two options to consider:</i></p> <ul style="list-style-type: none"> • <i>a trained DSL (or deputy) from the school or college can be available to be contacted via phone or online video - for example working from home</i> • <i>sharing trained DSLs (or deputies) with other schools or colleges (who should be available to be contacted via phone or online video)</i> <p><i>Where a trained DSL (or deputy) is not on site, in addition to one of the above options, a senior leader should take responsibility for co-ordinating safeguarding on site. This might include updating and managing access to child protection files, liaising with the offsite DSL (or deputy) and as required liaising with children's social workers where they require access to children in need and/or to carry out statutory assessments at the school or college.</i></p> <p><i>Whatever the scenario, it is important that all school and college staff and volunteers have access to a trained DSL (or deputy) and know on any given day who that person is and how to speak to them."</i></p> <p>The school has the following control measures in place:</p> <ul style="list-style-type: none"> • All DSL and Deputy DSL are returning to work as normal in September. • Should the DSL or a Deputy DSL be absent from school and unable to work from home, other members of the safeguarding team may work under special measures or from home to further protect them from exposure to the virus. • The DSL and Deputy DSLs should avoid meeting face to face, and should conduct all meeting virtually. • Where the school falls below the required number of safeguarding staff, the school will consider liaising with other nearby schools to arrange sharing of DSL's. • The staff will be informed of any changes to the safeguarding team so they are aware of who to contact should they have any concerns, and how they can contact them.

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		https://www.gov.uk/government/publications/covid-19-safeguarding-in-schools-colleges-and-other-providers/coronavirus-covid-19-safeguarding-in-schools-colleges-and-other-providers
Failure to update the child protection/ safeguarding policy to reflect new procedures as a result of COVID-19	<p>Staff and pupils</p> <p>Various potential child protection/ safeguarding issues</p>	<p>The government guidance document Coronavirus (COVID-19): safeguarding in schools, colleges and other providers states that :“Schools and colleges will have an effective child protection policy in place reflecting business as usual. This should already have been updated to reflect the response to coronavirus. The planned return of more children is an appropriate time to consider a further review (led by a DSL or deputy, wherever possible). In some cases, a coronavirus annex/addendum that summaries any key coronavirus related changes might be more effective than re-writing and re-issuing the whole policy.”</p> <p>The school has the following control measures in place:</p> <ul style="list-style-type: none"> • The Deputy Head Pastoral/DSL has reviewed the school’s existing child protection/ safeguarding policy against the Government guidance below. • Staff and volunteers will be provided with a copy of the updated child protection/safeguarding policy and safeguarding training either in school or via remote learning provided by Educare. • A copy of the updated child protection/safeguarding policy is available on the school’s website. • The Deputy Head Pastoral/DSL will ensure the Child protection/safeguarding policy is kept under review as the situation evolves and following changes to the government guidance. <p>https://www.gov.uk/government/publications/covid-19-safeguarding-in-schools-colleges-and-other-providers/coronavirus-covid-19-safeguarding-in-schools-colleges-and-other-providers</p>
Lack of adequate communication related to COVID-19 procedures to staff, pupils, parents/ carers, contractors and visitors	<p>All</p> <p>Staff, pupils, parents, contractors and visitors not being</p>	<p>The school will need to communicate effectively with different groups of people including staff, parents, pupils, visitors and contractors. The Director of Marketing, Communications and External Relations will control all external and the main internal communications to ensure the communications give clear information, guidance and direction.</p> <p>Other considerations will be:</p> <ul style="list-style-type: none"> • What information needs to be communicated;

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	made aware of procedures	<ul style="list-style-type: none"> • When (i.e. before reopening, upon arrival, ongoing etc.); • To whom (i.e. staff, pupils, parents, visitors, contractors etc.); • Person(s) responsible; • Means of communication; and • How various communications, such as staff/pupil inductions etc., will be evidenced. <p>The control measures controlling information are as follows:</p> <ul style="list-style-type: none"> • All staff, parents, pupils, visitors and contractors are aware of the new procedures when the school reopens in September. • Communications to parents will advise them of key information including: <ul style="list-style-type: none"> ○ They must not let their children attend the school if they or a member of their household are displaying any symptoms of COVID-19, or if they have been advised to self-isolate by NHS Test & Trace. ○ That their child must not attend school if they have returned from a country requiring self-isolation upon return to the UK within the last 14 days; ○ The new procedures for the staggered drop off and pick up – parents/carers must not leave their car on the school site. ○ Their designated drop off/pick up point and times including a site map; ○ Being informed that school meeting and open evening will be done remotely UFN. If a visit to the school is absolutely unavoidable then parents are to be informed of the hygiene and PPE rules. ○ Parents have access to this risk assessment on the school’s website. ○ Advice on use of public transport and to refer parents to the guidance given in ‘safer travel guidance for passengers, or where the school will be providing transport for pupils, the procedures for them to follow and measures in place to minimise the risk. ○ Parents should be informed that homework will take place electronically wherever possible, and where this is not possible school work should take place on a clean surface with only the pupil touching books etc. ○ Parents should be reminded that pupils must have their own supply of stationery, and individual use hand sanitiser.

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		<ul style="list-style-type: none"> ○ Parents have been informed, and consent has been obtained, regarding pupil testing at school. ● Communications to staff to advise them of key information including: <ul style="list-style-type: none"> ○ That they must not enter the school site if they (and/or a member of their household) are displaying any symptoms of COVID-19, or if they have been advised to self-isolate by NHS Test & Trace. ○ That they must not attend school if they have returned from a country requiring self-isolation upon return to the UK within the last 14 days. They should also be informed of the rules on pay for any enforced quarantine periods. ○ Procedures to follow should either they or either a pupil/visitor/contractor etc. develop COVID-19 symptoms whilst on site. ○ Social distancing and hygiene procedures. ○ Any changes to fire or first aid procedures. ○ Timetable changes (timings, locations etc). ○ The designated drop off/pick up points and times for pupils. ○ Their designated parking areas. ○ That parents must not enter the school without clearance from the KLT, which will only be given in unavoidable circumstances. ○ Staff should be directed to this risk assessment, which has been reviewed by the JSCC. ○ Advice on use of public transport. ○ Parents will be given detailed guidance of LFT testing both by the school, and Government guidance will be issued to parents. <p>https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers</p>
Failure to consult with staff and others on the risks presented by COVID-19.	<p>Staff.</p> <p>Staff are not provided with the opportunity to actively contribute to the risk</p>	<p>The latest guidance for schools states that: "Employers have a legal duty to consult their employees on health and safety in good time. It also makes good sense to involve pupils (where applicable) and parents in discussions around health and safety decisions to help them understand the reasons for the measures being put in place. Employers can do this by listening and talking to them about how the school will manage risks from coronavirus (COVID-19) and make the school COVID-secure. The people who do the work are often the best people to understand the risks in the workplace and will have a</p>

Description of Hazard	Who could be harmed and how?	Existing Control Measures
	assessment process.	<p><i>view on how to work safely. Involving them in making decisions shows that the school takes their health and safety seriously."</i></p> <p><i>And:</i></p> <p><i>"It is a legal requirement that employers must consult with the health and safety representative selected by a recognised trade union or, if there isn't one, a representative chosen by staff. As an employer, you cannot decide who the representative will be.</i></p> <p><i>At its most effective, full involvement of staff creates a culture where relationships between employers and staff are based on collaboration, trust and joint problem solving. As is normal practice, staff should be involved in assessing workplace risks and the development and review of workplace health and safety policies in partnership with the employer. Consultation does not remove the employer's right to manage. They will still make the final decision but talking to employees is an important part of successfully managing health and safety."</i></p> <p>The KLT will consult with staff on this risk assessment through the school's, H&S Working Group and the JSCC.</p> <p>Other measures will include:</p> <ul style="list-style-type: none"> • Directing staff to this risk assessment and inviting feedback. • Adding CV-19 as an item on all school staff meetings under the H&S heading, all information can be passed to the Bursar if immediate changes are needed or points can be brought to the H&S Working Group or the JSCC.
Those working in the Asymptomatic Testing Site (ATS) not trained and competent to do so?	Staff and Pupils	All staff that are carrying out LFT testing have been trained using the NHS training platform. All staff that are carrying out LFT testing have been assessed doing practical tests, and have shadowed an experienced tester before they can test staff or pupils
LFD kits not supplied and distributed in time or safely.	Staff and Pupils	The Government dictate the numbers of LFD kits, and this has been adequate to date. The Bursar will reorder when needed, and conducts regular checks of supplies. All LFD kits are stored correctly at the recommended temperature.

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Self-testing not conducted in accordance with guidelines and supervised where required.	Staff and Pupils	Staff have received detailed instructions in how to carry out home tests. Pupils in year 7 and above will not be permitted to have the home test until they have carried three tests under the guidance of the school testing team, or they have medical parents at home to assist.
Positive results not reported, or, collated and recorded by the individual and the school.	Staff and Pupils	The School will report all positive tests through the track and trace system All LFD testing is recorded at school, and results are recorded against the issued barcode. Staff and pupils have detailed guidance on how to report their results to both PHE/NHS and to the school. The school is currently awaiting instruction for how to upload the results for pupils. Parents will be informed of the importance for uploading information by both the Government and the school. Non-compliance is a Government matter, but the school will do everything to assist in the process.
Failure to develop a contingency plan for outbreaks.	All.	<p><i>The latest guidance for schools states that: "For individuals or groups of self-isolating pupils, remote education plans should 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). See section on remote education support.</i></p> <p><i>In the event of a local outbreak, the PHE health protection team or local authority may advise a school or number of schools to close temporarily to help control transmission. Schools will also need a contingency plan for this eventuality. This 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."</i></p> <p>The school will operate the Remote Learning Programme should the school be required to close under Government/PHE direction.</p>
Failure to implement and adhere to the latest government advice/guidance	All. Failure to adhere to government advice/guidance resulting in increased risk of infection.	<p>The Governing body and KLT will review Government and other advice on CV-19. The main sources used for gaining information on the latest direction will be through AGBIS, HMC, ISC and ISBA – other links to advice are as follows:</p> <ul style="list-style-type: none"> • https://www.gov.uk/coronavirus • https://www.nhs.uk/conditions/coronavirus-covid-19/ • COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable

Description of Hazard	Who could be harmed and how?	Existing Control Measures
		<ul style="list-style-type: none"> • Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection • Guidance for full opening: schools • Safe working in education, childcare and children’s social care settings, including the use of personal protective equipment (PPE) • Managing school premises during the coronavirus outbreak • Coronavirus (COVID-19): safeguarding in schools, colleges and other providers • Safeguarding and remote education during coronavirus (COVID-19) • Coronavirus: travel guidance for educational settings • COVID-19: cleaning in non-healthcare settings outside the home • Coronavirus (COVID-19): safer travel guidance for passengers • Association of School and College Leaders (ASCL) <p>Other control measures will include:</p> <ul style="list-style-type: none"> • The school is on the DfE update service which gives immediate advice on any changes/updates, and in addition all main sources of information should be reviewed regularly • The KLT will meet to review key points and decide on any actions required in conjunction with the Risk and Compliance Committee. • Reviewing this risk assessment and any related procedures and to ensure they are updated in line with any changes to the guidance, and that updates are communicated to staff and where relevant, parents and pupils.
<p>Failure to gain approval for, and monitor the implementation and effectiveness of this risk assessment (and any associated policies/procedures)</p>	<p>All.</p> <p>Failure to adhere to the content of this risk assessment and any related policies/</p>	<p>The latest guidance for schools states that: “School employers should have active arrangements in place to monitor that the controls are:</p> <ul style="list-style-type: none"> • <i>effective</i> • <i>working as planned</i> • <i>updated appropriately considering any issues identified and changes in public health advice.”</i> <p>And:</p>

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	<p>procedures leading to increased risk of the spread of COVID-19 on site and possibility of criminal prosecution and/or civil litigation.</p>	<p><i>"It is important that employers know how effective their risk controls are. They should monitor and review the preventive and protective measures regularly, to ensure the measures are working, and taking action to address any shortfalls."</i></p> <p>This risk assessment will be shown to the school's insurance broker/H&S Consultants for guidance (Hettle Andrews), and will be formally agreed by the Risk and Compliance Committee, the KLT, the JSCC and the H&S Working Group before publication.</p> <p>Other measures will include:</p> <ul style="list-style-type: none"> • The KLT are to ensure that the content of this risk assessment and any related policies/procedures are being properly implemented and adhered to. <ul style="list-style-type: none"> ○ The KLT will review this risk assessment and procedures ahead of the school opening, and weekly UFN. Other reviews will take place in the following circumstance: <ul style="list-style-type: none"> ○ Following any confirmed cases of CV-19 amongst the staff or pupil population; ○ Following any accidents/incidents/near misses associated with measures you have implemented for CV-19.r ○ Following any changes from Government guidance, further lockdowns etc. • In addition, this risk assessment will be reviewed and agreed at Risk and Compliance Committee for content ahead of the school opening. • The Bursar has overall responsibility for the content and updates of this risk assessment. • Procedures will be in place to monitor compliance, such as cleaning routines and KLT/HoDs/Line Managers to observe social distancing practices etc. • The KLT will meet at least weekly to discuss the school's CV-19 response.

Next review due:

**31 October 2020 – KLT
TBC – JSCC
Changes Briefed 6 Nov – R&C**

**Not needed – Hettle Andrews
Changes made in Dec 20
Changes made in March 2021 to
reflect new return to school
date – mainly concerning the
wearing of Facemasks,
vulnerable staff and LFT Testing
Next review Beginning of
Summer Term 2021**