

School Name:	King's School, Chester
Risk Assessor's Name:	Hayley Jordan
Risk Assessment Date:	1 September 2021

This risk assessment has been completed 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 2021 with reduced COVID Restrictions in place and based on Government guidance for Step 4 of the Road Map.

There are four main Control Measure of Step 4 of the Road Map are:

An updated review on self-isolation, isolation only after positive PCR test; Contact Tracing conducted by NHS; Contact Grouping Restrictions (Bubbles) Lifted for U18s

Adequate Ventilation to continue. Windows to be opened in classrooms, doors can now be kept closed.

Sufficient Cleaning. Extra cleaning standards will continue. All touch points will be treated to stop spread of germs, cleaning materials to remain in classrooms.

Good Hand Hygiene. Hand washing to continue on entry into school, and regularly during day. Hand gel will be available in classrooms and at numerous points around the school.

In addition to restrictions being lifted the Government have recommended:

Facemasks are to continue on dedicated transport and public transport to school. Facemasks to continue on school transport if year groups are mixed.

School Decided Measures Include:

Continued Staff distancing from each other and pupils, including no use of staff room and dining hall (to be reviewed 1 October 2021).

Drop off and pick up plans to remain in place.

One-way direction to remain in place for transition periods.

All touch points treated to stop spread of germs.

Full Risk Assessment in detail, as follows:

Description of Hazard	Who could be harmed and how?	Existing Control Measures
<p>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>	<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>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. • ECV and CV staff are advised to have both vaccinations, and should inform HR if this has not been possible. • There is currently no additional requirements, beyond the normal safety measures listed in this risk assessment. Staff may still feel they would like to continue taking extra precautions such as limiting contact with others and continuing with wearing their facemasks. • 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 ECV. Any information needing to be given earlier because of COVID-19 would be kept in the strictest of confidence. • An additional risk assessment should be carried out for a pregnant member of staff in the third trimester of pregnancy (28 weeks+) and the possibility of working from home considered, or a flexible approach to working that minimises risk of contracting the virus. • KLT to continually review Government advice on shielding should the transmission rates increase.
<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 vulnerable or clinically extremely vulnerable).</p>	<p><i>Clinically vulnerable and clinically extremely vulnerable pupils.</i></p> <p><i>Severe illness or death as a result</i></p>	<ul style="list-style-type: none"> • A Register is kept of all pupils who are clinically vulnerable and clinically extremely vulnerable. This is updated with the changing list of conditions guidance and letters from GPs and Govt. • ECV pupils should have both vaccinations if offered. • There is currently no additional requirements, beyond the normal safety measures listed in this risk assessment. Parents/pupils may still feel they would like to continue taking extra precautions such as continuing with wearing their facemasks.

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	<i>of contracting COVID-19 whilst at school.</i>	
<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><i>All.</i></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 will be in place:</p> <ul style="list-style-type: none"> • Staff should minimise contact with each other where possible and maintain social distancing from pupils. • Meetings should be conducted via TEAMS, or should take place in the larger meeting area of the Terrace Café, or outside. • New rules with self-isolation will reduce the risk of staff needing to absent for longer periods, and after a clear PCR test, staff are able to return to work. <p>There must be a Contingency Planning Document in place to deal with large outbreaks in the school, or in the local area.</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 subsequently test positive for COVID-19.</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 at school they must be sent home and advised to take an immediate PCR test and report the results to the school. There should self-isolate until the result is confirmed as negative, or follow NHS guidance if positive. The NHS will conduct a Track and Trace exercise and inform close contacts to also take a PCR test.</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 should take an immediate PCR test and report the result to the school and follow the advice as above.</p> <p>The emergency services should be contacted if any pupil, member of staff or visitor becomes seriously ill.</p>

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		<p>The school will contact the local PHE office if there seems to be an outbreak at the school for further guidance:</p> <p>PHE Cheshire and Merseyside Health Protection Team, Suite 3B 3rd Floor Cunard Building, Water Street, Liverpool, L3 1DS Phone: <u>0344 225 0562 option 1</u></p> <p>The DfE helpline is 0800 046 8687.</p>
<p>Failure to implement suitable social distancing</p>	<p><i>All.</i></p> <p><i>Potential spread of COVID-19 between staff, pupils and others on site.</i></p>	<p>Staff will be asked to maintain social distancing from each other, where possible. The following restrictions will remain in place until at least 1 October 2021 when they will be reviewed against local COVID cases:</p> <p>The staff room will remain closed. Meetings should take place over TEAMS, or in larger, ventilated areas such as the Terrace Café or outside. Social distancing should continue between staff and pupils; 2 meter tape will remain in classrooms. Staff will continue to take their meals outside of the dining hall, and will continue to collect their lunch and eat in office or outside areas. One-way direction will remain in place during transition between lessons.</p>
<p>Failure to implement suitable social distancing measures – arrival and departure of staff and pupils</p>	<p><i>All</i></p> <p><i>Potential spread of COVID-19 between staff,</i></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.

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	<i>pupils and others on site.</i>	<ul style="list-style-type: none"> • The 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. • 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 WL.
Failure to implement suitable social distancing measures – staff offices, meeting rooms, staff rooms/ rest areas, and staff changing rooms.	<i>All</i> <i>Potential spread of COVID-19 between staff, pupils and others on site.</i>	<p>The school has the following in place to ensure suitable social distancing:</p> <ul style="list-style-type: none"> • Tea and coffee will be available in the main kitchen for senior school. For WL/Junior coffee will be available in the staff rooms, but staff should wash their hands before using, and provide their own mugs (preferable travel to allow for safety when leaving staff room) and wash them at home each day. • 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 Where offices do not allow for social distancing, screens will be provided. • 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, or in large, ventilated meeting rooms or outside.
Failure to implement suitable social distancing and large gatherings of staff	<i>All</i> <i>Potential spread of COVID-19 between staff.</i>	<p>The school will implement the following measures:</p> <ul style="list-style-type: none"> • Staff briefings will take place via TEAMS or other virtual platforms. • Large staff social gatherings will take place outside, and only with the permission of the Headmaster.
<i>Educational visits.</i>	<i>All.</i>	When educational visits are permitted the following must take place:

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	<i>Travelling against FCO/ government advice.</i>	<p>Each educational visit should have an additional annex on the risk assessment specifically for COVID 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. • Each visit should be cleared by a member of the KLT, and the risk assessed reviewed by the visits coordinator. • Overseas trips should be reviewed by the KLT and the school’s insurer via the Bursar.
Staff and pupils contracting the virus through direct/ indirect transmission when travelling to/ from the school using school or public transport	<p><i>All</i></p> <p><i>Staff and pupils may be at risk of contracting the virus whilst travelling to/from the school, when using public transport or dedicated school transport.</i></p>	<ul style="list-style-type: none"> • Staff and pupils using public transport should wear a facemask, and wash or sanitise hands thoroughly before removing facemask. • Staff and pupils should wear facemasks on school dedicated transport, and wash or sanitise hands thoroughly before removing facemask. <p>Staff and pupils should dispose to disposable masks in the school bins, or provide a plastic bag for storing washable facemasks.</p>
Staff and pupils contracting the virus through direct/ indirect transmission when travelling on school-operated transport	<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>In order to promote safe travel for sport and trip travel the following will be in place:</p> <ul style="list-style-type: none"> • Pupils and staff should wear facemasks if pupils cannot be distanced from staff. • If year groups are mixed on transport, facemasks should be worn. • The minibuses will be cleaned and ‘fogged’ daily.

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Lack of adequate cleaning regime for shared items/equipment leading to indirect transmission of the virus through contact with contaminated surfaces.	All. Potential spread of COVID-19 between staff, pupils and others on site.	The following control measures will be in place: <ul style="list-style-type: none"> • Each teacher desk should be kept clear at all times – this is to enable effective cleaning. • 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. • Resources that are shared between pupils such as sport, art, science equipment etc are to be cleaned frequently. • Outdoor play equipment is to be cleaned regularly. • Where tea and coffee facilities need to be shared, staff should wash their hands before and after use. • Staff should wash their own cups either in the staff room or at home.
Poor Ventilation	All. Poor levels of ventilation leading to an increased risk of the spread of COVID-19.	The following measures will be in place: <ul style="list-style-type: none"> • Staff are to open windows in classrooms for as long as possible before the arrival of the pupils. • The Facilities team are to open all general windows 2 hours before the arrival of the pupils. • The Estate Manager should ensure regular filter replacement and maintenance works shall be performed with common protective measures including respiratory protection. • Regular air quality checks will be conducted.
Failure to develop a contingency plan for outbreaks.	All.	A separate contingency plan will be in place.

Description of Hazard	Who could be harmed and how?	Existing Control Measures
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 COVID. 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> <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 school has strong liaisons in place with the local PHE. • 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.

Next review due:

1 October 2021
