

School Name:	King's School, Chester
Risk Assessor's Name:	Hayley Jordan
Risk Assessment Date:	1 December 2021 – Updates in Yellow

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 – see below for new measure for close contacts.

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 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.

Vaccination's to be strongly encouraged amongst staff and pupils aged 12 and over. School regularly forwards Government advice to parents.

December 2021 update includes face masks to be worn in all communal areas,

From 14 December daily LFD testing to be conducted for 7 days for any adults who are fully vaccinated or children from 5 years to 18 years and 6 months who have been notified by NHS Track and Trace that they have been in close contact with someone who has tested positive for COVID (including Omicron).

School Decided Measures Include:

*Continued Staff distancing from each other and pupils.
 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. There are no additional risk of COVID-19 and a pregnant member of staff is no longer considered ECV or CV unless they have additional listed conditions. • Face masks can be worn by those who choose to do so. • All staff and pupils to wear face masks in communal areas. • Staff have been strongly encouraged to have the vaccines and boosters. • 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-</p>	<p><i>Clinically vulnerable and clinically</i></p>	

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<p>19 (i.e. those that are classed as clinically vulnerable or clinically extremely vulnerable).</p>	<p><i>extremely vulnerable pupils.</i></p> <p><i>Severe illness or death as a result of contracting COVID-19 whilst at school.</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. • 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. • Pupils from 12-15 have been encourage to have the vaccine, and follow up vaccine 12 weeks after. (School hosted NHS Vaccine programme and 60% of eligible King's students had their first vaccine at school) • Pupils aged 16 and 17 have been strongly encouraged to have the vaccine. • Face masks can be worn by those who choose to do so. • All staff and pupils to wear face masks in communal areas.
<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 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. Staff will be asked to conduct LFD tests for 7 days if they have been notified by the NHS Track and Trace that they have been in close contact with a person who has COVID. <p>There is 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><i>All.</i></p> <p><i>Potential spread of COVID-19 to</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</p>

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<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>other staff, pupils and others on site.</i></p>	<p>follow NHS guidance if positive. The NHS will conduct a Track and Trace exercise and inform close contacts to also take a PCR test and if negative conduct LFD tests for 7 days.</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> <p>The school will contact the local PHE office if the school reaches the threshold of 5 cases that are connected or 10%, or 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. Social distancing guidance was reduced from 8 November 2021, but the following will remain in place until the end of the Autumn term:</p> <ul style="list-style-type: none"> • Meetings should take place 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. • One-way direction will remain in place during transition between lessons. • Face masks can be worn by those who choose to do so.

Description of Hazard	Who could be harmed and how?	Existing Control Measures
		<ul style="list-style-type: none"> All staff and pupils to wear face masks in communal areas.
<p>Failure to implement suitable social distancing measures – staff offices, meeting rooms, staff rooms/ rest areas, and staff changing rooms.</p>	<p><i>All</i></p> <p><i>Potential spread of COVID-19 between staff, pupils and others on site.</i></p>	<p>The school has lifted the need for a formal social distancing policy between staff, but the following measures will remain in place:</p> <ul style="list-style-type: none"> Staff should wash their hands prior to using shared resources. Screens will be provided in staff offices. Staff areas should be well-ventilated. Areas where large amounts of social interaction takes place such as the reception desks will be provided with a Perspex protection shield. Staff meetings should be held in well-ventilated meeting rooms or outside. Face masks can be worn by those who choose to do so. All staff and pupils to wear face masks in communal areas.
<p>Failure to implement suitable social distancing and large gatherings of staff</p>	<p><i>All</i></p> <p><i>Potential spread of COVID-19 between staff.</i></p>	<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 only take place with the permission of the Headmaster. Face masks can be worn by those who choose to do so. All staff and pupils to wear face masks in communal areas.
<p><i>Educational visits.</i></p>	<p><i>All.</i></p> <p><i>Travelling against FCO/ government advice.</i></p>	<p>Educational visits are now permitted freely within the UK and the following must take place:</p> <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.

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<p>Staff and pupils contracting the virus through direct/ indirect transmission when travelling to/ from the school using school or public transport</p>	<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>
<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>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. • Year groups should not be mixed whenever possible. • The minibuses will be cleaned and ‘fogged’ daily. • Hands are to be washed before entry into school.
<p>Lack of adequate cleaning regime for shared items/equipment leading to indirect transmission of the virus through contact with contaminated surfaces.</p>	<p><i>All.</i></p> <p>Potential spread of COVID-19 between staff, pupils and others on site.</p>	<p>The following control measures will be in place:</p> <ul style="list-style-type: none"> • Every regularly used touch point in the school has been treated to stop the development of germs. • Each teacher desk should be kept clear at all times – this is to enable effective cleaning. • Shared resources such a photocopiers, classroom computers, remote controls etc should be cleaned before each use.

Description of Hazard	Who could be harmed and how?	Existing Control Measures
		<ul style="list-style-type: none"> • 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. • Hand Sanitizer is readily available around the school and should be used frequently and before using any shared equipment.
Poor Ventilation	<p>All.</p> <p>Poor levels of ventilation leading to an increased risk of the spread of COVID-19.</p>	<p>The following measures will be in place:</p> <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. • Regular air quality checks will be conducted using a CO2 monitor. • Air filter machines have been installed in Willow Lodge.
Failure to develop a contingency plan for outbreaks.	All.	<ul style="list-style-type: none"> • A separate contingency plan will be in place.
Failure to implement and adhere to the latest government advice/guidance	<p>All.</p> <p>Failure to adhere to government</p>	<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>

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	advice/guidance resulting in increased risk of infection.	<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 January 2022
