

Whole School Risk Assessment for COVID-19

The King's School
Cadhay Lane
Ottery-St-Mary
Devon
EX11 1RA

Change Control

Policy Owner	SLT
Approved By	SLT
Date of Adoption	14 th July 2020
Next Revision Due	Sept 2020

Date	Version	Person	Change / Action
06/07/2020	1.0	SBM	Draft for review
08/07/2020	1.1	SLT	Preliminary Review prior to consultation
13/07/2020	2.0	SBM	Re-Draft following consultation feedback from staff including the following: <ul style="list-style-type: none"> • Room Set up Emphasis • BAME consideration in welfare section • Reference to Assemblies • Reference to After school activities • Details of wet Weather Arrangements • Restrictions on the use of headphones and language lab headsets • Details of Marking and Feedback • Highlight “no cash” policy in finance • Clarification of cleaning arrangements and training • Added screens explicitly in canteen mitigation in addition to drawing • Clarification over use of toilets • Clarification over staff circulating in the classroom • Use of Changing Rooms explained • Timetable Updated to reflect registration during Period 1
14/07/2020	2.0	SLT	Agreed by SLT with the addition of departmental detentions
16/07/2020	2.1	SBM	Tweak to Lunch and Break 1 Drawing
26/08/2020	3.0	SBM	Added the change to government guidance on the use of face coverings for staff and students in sections 3.4, 5.4, and 9.4.
24/09/2020	4.0	SBM	Following staff and H&S Committee Consultation a number of changes have been introduced, including: <ul style="list-style-type: none"> • Update to reflect rationale on the “no mandatory” face masks approach that the school has adopted • Increase the number of additional holding areas outside, reflected on maps and risk assessment • Whilst government guidance does not require it, we are establishing separate toilets for different bubbles at break and lunchtimes. • Detail the removal of some barriers at transit times by staff and also the staggered end to the day. • Detail that Year 9 will move towards classrooms situated off the main playground by transiting past reception and not through the Main Hall foyer at the start of the day to reduce congestion

			<ul style="list-style-type: none"> • Update RA to reflect the ability for staff to be able to use Air Conditioning units with open windows reflecting updated HSE guidance. • Update to reflect that TAs have been timetabled within bubbles wherever possible, taking into account student and staff needs. • Update to the marking of books to reflect that a mix of 72hr quarantine and printable worksheets should be used where possible, noting that this should not present a barrier to staff providing marking and feedback to students to support learning. • provision of portable hand sanitiser and wipes for those technicians and TAs supporting students in relative proximity, • Add the detail of student and staff tracking of COVID-19 symptomatic cases and liaison with PHE. • Add change in school uniform policy for the wearing of coats indoors • Add additional communications details with Students, Staff and Parents around expectations of various aspects of COVID-19

1.0 **Introduction**

- 1.1 The government has announced that, given the improved position of COVID-19 in society, the balance of risk is now overwhelmingly in favour of children returning to school for compulsory full time education from September 2020. The guidance that forms the basis of this risk assessment can be found here:

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

- 1.2 Although this guidance is comprehensive, schools are asked to make judgements about how to balance and minimise any risks from coronavirus (COVID-19) whilst providing a full educational experience for children and young people. This document outlines those judgements, detailing the risks and mitigations associated with the possible impact of COVID-19 and its impact on Staff, Students, Visitors and Contractors to The King's School. These risks have been assessed in accordance with the criteria outlined in Annex A.
- 1.3 Although this document highlights the severity of some COVID-19 risks as a "4", this reflects the government's scientific advice that the risk of opening schools, with the detailed mitigations in place, is low given the demographic of the school community. The assessment that the risk is not 'severe' i.e. 5 is not a reflection of how serious the school has considered the mitigation of the risks as the mitigations wouldn't change.

2.0 Risk 1

Staff, students and parental lack of awareness of policies, procedures, legislation and guidance

2.1 Description

There is a large amount of national and local guidance that has been provided to the public and schools about the response to COVID-19. The key to effective mitigation of risks associated with COVID-19 is human behaviour. As such, an awareness of the school's approaches to mitigating these risks are critical to their success. This will become increasingly important as more students are welcomed back to school where staff may find themselves responsible for tasks and circumstances not usually familiar to them.

2.1 Risk Rating Prior to Controls:



2.2 Control Measures currently in place

- All staff and students are made aware of all the relevant School policies and procedures including, but not limited to, the following:
 - Health and Safety Policy
 - Infection Control Procedures
- All staff have regard to all relevant guidance and legislation including, but not limited to, the following:
 - The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 (<https://www.hse.gov.uk/news/riddor-reporting-coronavirus.htm>).
 - The Health Protection (Notification) Regulations 2010 (<http://www.legislation.gov.uk/uksi/2010/659/contents/made>).
 - Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities' (<https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities>).
 - DfE and PHE (2020) 'COVID-19: Guidance for full opening: schools' (<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>).
 - Coronavirus (COVID-19): implementing protective measures in education and childcare settings (<https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings>).

- The relevant staff receive any necessary guidance or training that helps minimise the spread of infection.
- The school keeps up-to-date with advice issued by, but not limited to, the following:
 - DfE
 - NHS
 - Department of Health and Social Care
 - PHE
 - The School's local health protection team
- Staff are made aware of the school's infection control procedures in relation to coronavirus via email and the school web portal.
- Parents are made aware of the school's infection control procedures in relation to coronavirus via Edulink and are informed that they must contact the school as soon as possible if they believe their child has been exposed to coronavirus or show symptoms.
- Students are made aware of the school's infection control procedures in relation to coronavirus in person and via Edulink and are informed that they must tell a member of staff if they begin to feel unwell and show symptoms.
- Communications plan to parents, staff and students to be implemented to include, letters home, FAQs, signage, timetables, site maps and reminders by staff.
- The Data Protection Policy is followed at all times; this includes withholding the names of staff and students with either confirmed or suspected cases of coronavirus.

2.3 Additional Control Measures to be established

- Staff are also informed of the schools response to the full time return of students in September through regular SLT communication.
- Staff will be provided with basic training on the measures established as part of the September staff INSET days with compulsory H&S e-learning which contains COVID-19 elements.
- Students will be informed of the changes on the first day of term in September and reminded of the control measures at regular intervals.
- Infographics will be produced aimed at Staff, Students and Parents reminding them of their responsibilities. These will be communicated home as well as placed prominently around the school site and cascaded through Tutor and Departmental teams.

2.4 Risk Rating following implementation of controls:

Risk Severity: 4 Risk Probability: 2 Risk Rating following controls: 8

3.0 Risk 2

Visitors to the school acting as carriers for COVID-19 or receiving COVID-19

3.1 Description

Visitors to the school are particularly problematic as a risk for COVID-19 as they would not ordinarily be part of the school community and as such may not be aware of all the approaches the school has taken to minimising the spread of coronavirus. In addition, the vulnerability of visitors to COVID-19 would not be known by the school and as such the mitigations may not be appropriate for their level of vulnerability. As the student numbers increase in school the number of visitors is likely to increase.

3.2 Risk Rating Prior to Controls:



3.3 Control measures currently in place

- Only essential visitors will be permitted to attend on site. This will be done on an appointment basis only. Larger events such as open evenings will be managed on a case by case basis taking into account the risks and mitigations in this document and the nature of the specific event.
- All appointments will be made by booking agreed staggered time slots with the reception team to ensure there is the least number of essential visitors on site at any one time. Please email office@thekings.devon.sch.uk to book visitors in.
- All visitors will be reminded, upon appointment request, that they are not to visit the school if they are displaying the symptoms of coronavirus.
- All visitors attending an appointment must maintain a minimum 2 metres distance from others where possible/applicable.
- Where possible, technology will be used for meetings e.g. video/teleconference facilities. SLT and Trustees meetings currently held remotely.
- Visitors are encouraged to transfer information digitally, e.g. via email, and to avoid transferring information in paper format.
- Clear signage and instructions on entry and/or website will be in places where relevant.

- Hand sanitiser unit is provided in reception for visitors to use before entering further areas in the school. They will also be provided with clear directions to washroom facilities across the site to allow them to wash their hands with soap and running water as and when required.
- Alcohol wipes provided to reception staff for cleaning of sign-in system after each use.
- Frequently used areas/rooms to also be well ventilated whenever possible.
- Doors to buildings propped open to minimise transmission risk. Fire risk, whilst heightened as a consequence of this, is deemed lower than that of COVID-19. As such, fire doors can be propped open. This may not be possible during inclement weather where doors can remain closed but with enhanced cleaning during the school day.

3.4 Additional control measures to be established

- Screens to be installed in reception area to protect reception staff when greeting and dealing with visitors.
- Used lanyards to be separated and disinfected prior to next visitors use.
- Additional ICT cameras (webcams) and microphones to be installed for use in school by staff to have virtual meetings with parents as appropriate.
- Where possible, staff to meet essential visitors outside or in a well ventilated room where social distancing is possible. The site team should be made aware of spaces used by visitors to ensure cleaning is completed.
- Visitors who work directly with students such as Supply Teachers, Peripatetic music teachers, Educational Psychologists and trainee Teachers are now able to attend school. Where possible they should maintain the social distance of 2m expected of staff.
- Peripatetic music staff must ensure any shared instruments (such as pianos) are sanitised before and after use. Any lessons incorporating singing, chanting, playing wind or brass instruments MUST be completed at a social distance of 2 metres in a well ventilated room. During periods of examinations, where windows must remain closed, practical music teaching will not be possible, only in relation to singing, chanting, playing wind or brass instruments. Logs must be maintained of equipment cleaned between uses.
- Additional mandatory data collection for all visitors to include telephone numbers on sign-in sheet to support any track and trace request.
- We are currently not anticipating placing a limit on the number of visitors in school at any one time as it would depend on time of day, location etc. but this will be kept under review once the extent of essential visitors is established.

- Sports coaches are able to attend school if part of the curriculum offer to students but the activities must comply with the overall PE requirements considering contact sports not being permitted and the sanitising of equipment etc.
- Visitors to the school that are required to travel beyond reception during the school day and transit through areas shared by students and staff will be required to wear a face covering. Once in the location the visitor is working / meeting then a face covering may not be necessary depending on the activity and the ability to maintain social distance.

3.5 Risk Rating following implementation of controls:

Risk Severity: **5** Risk Probability: **2** Risk Rating following controls: **10**

4.0 Risk 3

Deliveries to School spreading COVID-19 through people or material contact

4.1 Description

COVID-19 is known to survive on surfaces and be transmitted through contact. There is a risk that shared contact with delivery materials provides a transmission route for the virus. As the number of students on site increases.

4.2 Risk Rating Prior to Controls:

Risk Severity: **4** Risk Probability: **2** Risk Rating prior to controls: **8**

4.3 Control measures currently in place

- All deliveries to site will be received via the Site Manager/Site team, parcel deliveries to be dropped outside of the main gates. Site team will handle using gloves.
- All orders being made are for essential items relating to the school curriculum and maintenance of welfare faculties of the site. No personal items should be delivered to site.
- All collections by couriers for parcels being returned will also be managed by the Site Manager/Site Team.
- Parcels will be stored in the Parcel Room for a minimum 48 hours unless essential/urgent. 72 Hours for plastic items.
- Urgent parcels will be sanitised: external packaging only as much as possible and delivered to the relevant person that ordered the goods.

4.4 Additional Control measures to be established

- No additional controls are deemed necessary in addition to the above.

4.5 Risk Rating following implementation of controls:

Risk Severity: **4** Risk Probability: **1** Risk Rating following controls: **4**

5.0 Risk 4

Contractors working at the school contracting or spreading COVID-19

5.1 Description

Similarly to visitors, contractors are particularly problematic as a risk for COVID-19 as they would not ordinarily be part of the school community and as such may not be aware of all the approaches the school has taken to minimising the spread of coronavirus. In addition, the vulnerability of contractors to COVID-19 would not be known by the school and as such the mitigations may not be appropriate for their level of vulnerability.

5.2 Risk Rating Prior to Controls:



5.3 Control Measures currently in place

- All contractors hired by The King's School to complete essential works and maintenance will be thoroughly researched/evaluated to ensure that they have the necessary Risk Assessments/Method Statements, policies and procedures in place relating to COVID-19 and the work due to be carried out.
- All contractors hired by The King's School will also be required to be aware of the school's policies and procedures including, but not limited to, the following:
 - Health and Safety Policy.
 - Site Rules for Contractors.
 - School Infection Control Procedures.
 - The King's School COVID 19 - Risk Assessment.
 - Safeguarding and DBS policies.
- As per current practice, all contractors are required to sign the Site Rules for Contractors which is managed by the site manager.
- All contractors are provided with The King's School Contractor Pack; content should be incorporated as part of their Risk assessments / Method Statements for any works taking place on site.
- All contractors will be designated set zones/areas they are permitted to use whilst on site included welfare facilities. They must only work in these areas and must not access other

areas of the school without permission. Zones will be segregated from the student population unless for emergency works.

- All relevant PPE and tools must be provided by the contractor and used in accordance with their method statements whilst on site.
- All contractors must report any accident/incidents on school premises to the Business Manager or Site Manager. This does not absolve the contractor from fulfilling any statutory obligation to report also to the relevant authority.
- All contractors will be reminded that they are not to visit the school if they are displaying the symptoms of coronavirus.

5.4 Additional Control Measures to be established

- Only those works deemed essential to the functioning of the school will continue during term time. Wherever possible work will be completed during holiday periods.
- Contractors visiting the school that are required to travel through areas shared by students and staff will be required to wear a face covering. Once in the location the contractor is working then a face covering may be removed as long as social distance can be maintained.

5.5 Risk Rating following implementation of controls:

Risk Severity: **5** Risk Probability: **2** Risk Rating following controls: **10**

6.0 Risk 5

First Aid, emergencies and caring for a student with symptoms of COVID-19 awaiting collection

6.1 Description

Dealing with students who are displaying symptoms of COVID-19 poses a particular risk and challenge for those staff that usually provide first aid. As the student population reverts to its normal levels the standard instances of first aid requirements are likely to increase.

6.2 Risk Rating Prior to Controls:



6.3 Control Measures currently in place

- Designated first aid staff are to wear the appropriate PPE when treating any staff, students or visitors in close proximity who present symptoms of COVID19 (not required where symptoms are not present) and should follow The King's School First Aid risk assessment in line with the government's 'COVID-19: guidance for first responders'. <https://www.gov.uk/government/publications/novel-coronavirus-2019-ncov-interim-guidance-for-first-responders/interim-guidance-for-first-responders-and-others-in-close-contact-with-symptomatic-people-with-potential-2019-ncov>
- All students and staff members' emergency contact details are up-to-date, including alternative emergency contact details, where required.
- Staff members and visitors on school premises who displays signs of being unwell, such as having a persistent cough, fever, difficulty in breathing or loss of taste and or smell will immediately be sent home and advised to self-isolate and call 111 if they become seriously ill or 999 their life is at risk.
- Any unwell person on school premises who is waiting to be collected to go home is moved to a quieter area of the school, and isolated away from others. Students showing symptoms of COVID-19 will be moved to the small room adjacent to Student Support which has available:
 - A window you can open for ventilation.
 - A room located near a separate washroom they can use.
 - A glazed door or door with window to the side that can be closed if required allowing first aid responders to continue monitoring successfully.

- The relevant PPE should be worn by staff caring for the student while they await collection if a distance of 2 metres cannot be maintained at any point.
- If staff, students or visitors are waiting to go home/be collected, they are instructed to use specific washroom facilities different to the rest of the school in order to minimise the risk for spread of infection - this will be the disabled toilet in the Art Block Foyer which will have associated signage.
- The areas used by anyone unwell who needs to go home are appropriately cleaned once vacated by the caretaking or cleaning team as appropriate.
- Where a member of staff (non-first aider) must accompany or supervise a student showing symptoms of coronavirus, infection control procedures and social distancing arrangements are adhered to at all times.
- All staff and students in close contact with the suspected case (within 2m) must also self-isolate until COVID-19 tests have taken place. These can be arranged by the individual or the school as an employer.
- Any medication given to ease symptoms, e.g. paracetamol, is administered in accordance with the school's first aid procedures taking in to account the relevant government COVID-19 guidance.
- Any students attending the school that have a pre known medical condition (IHCPs) are made aware to the staff and first aiders. This is to be done by student support.
- First aiders will have their own first aid kits and PPE which they can manage.

6.4 Additional Control Measures to be established

- Named first aiders Dave Nicholson, Jo Bunker, Zoe Piper and Tim Penberthy all have sufficient PPE to deal with students displaying COVID-19 symptoms. A spare kit is held in Student Support for any other first aiders in school that require it.
- The named first aiders above should be made aware of any students and staff (after consent given) that are in the clinically vulnerable groups to aid any first aid required,

6.5 Risk Rating following implementation of controls:

Risk Severity: 4 Risk Probability: 3 Risk Rating following controls: 12

7.0 Risk 6

Risk to clinically vulnerable staff and students and pregnant workers due to COVID-19

7.1 Description

Prior to September 2020, the school had not permitted those staff or students who are “Clinically Vulnerable” or “Clinically Extremely Vulnerable” to attend school as it was determined at the time that the risk was too great. The DfE and PHE advice on this matter has now changed and allows staff from both categories to attend the workplace. Staff living with those that fall into these categories can also attend work as normal with the mitigations detailed elsewhere in this risk assessment.

7.2 Risk Rating Prior to Controls:



7.3 Control Measures currently in place

- Line managers, with the lead member of SLT, will undertake the necessary relevant individual risk assessments for all Pregnant Staff Members in line with government guidelines and, where required, occupational health advice. This is done to carefully assess, discuss and document, with the relevant individual, acceptable levels of risk and safe working protocols.

7.4 Additional Control Measures to be established

- For those staff who are themselves classed at “Clinically Extremely Vulnerable”, a risk assessment must be completed by the lead member of SLT in conjunction with the individual to ensure any particular risks associated to their role in school are mitigated to a satisfactory level.
- For those staff that are themselves classed as “Clinically Vulnerable”, a risk assessment is optional based on the particular role and staff member.

7.5 Risk Rating following implementation of controls:



8.0 Risk 7

Mental health and welfare issues relating to COVID-19 for staff and students

8.1 Description

The impact of COVID-19 on the welfare and mental health of students and staff has varied significantly based on individual's circumstance and experience during the COVID-19 lockdown period. The risk associated with this negative impact requires a number of mitigations.

8.2 Risk Rating Prior to Controls:



8.3 Control Measures currently in place

- Staff kept up to date on the situation regarding COVID-19 on a regular basis by SLT.
- Regular contact maintained with staff and students who are self-isolating. For staff, this will be done using Headlines and Team Meetings (department and pastoral colleagues). For students, this will involve regular contact with the pastoral team and teachers. Microsoft Teams will be used where possible.
- One-to-one catch-ups will be made available for staff. These will be undertake face-to-face, ensuring a 2m distance when in school, via Microsoft Teams or by telephone. The purpose is to ensure staff wellbeing and to check how work is going, identifying upcoming challenges and any support that may be required.
- Line Managers and SLT will be approachable, available and encourage staff to talk to them if they are experiencing problems.
- Where staff have agreed to take on additional duties and responsibilities, the necessary support and guidance will be put in place to support them with their new responsibilities/role.

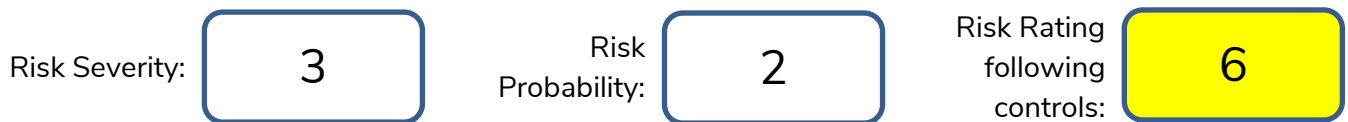
8.4 Additional Control Measures to be established

- All COVID-19 risk assessment mitigations and actions will be consulted on with staff and take into account staff workload and wellbeing. Wellbeing e-learning courses are available through the school - contact DHT.
- For students attending school, their wellbeing will be regularly supported through the usual pastoral system which is likely to be modified to match the “bubbles” required later

in this document. This will also include any support needed towards concerns/worries with COVID-19 guidance/restrictions.

- Student support and pastoral teams will work with families regarding the potential concerns of students, parents and households who may be reluctant or anxious about returning and put the right support in place to address this. This may include students who have themselves been shielding previously and have been advised that this is no longer necessary, or 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. The pastoral teams will discuss the concerns with students and families and provide reassurance of the measures we are putting in place to reduce the risk in school.
- The Education Support Partnership provides a free helpline for school staff and targeted support for mental health and wellbeing. More details are available at <https://www.educationsupport.org.uk/> or by calling 08000 562561.

8.5 Risk Rating following implementation of controls:



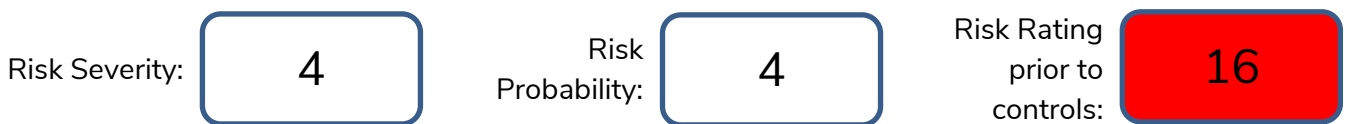
9.0 Risk 8

COVID-19 infection prevention and control

9.1 Description

COVID-19 can be transferred to individuals through a number of means and whilst social distancing and student “bubbles” remains a key part of segregating the student population, there remains significant risks associated with viral transfer on surfaces, equipment and lack of hygiene.

9.2 Risk Rating Prior to Controls:



9.3 Control Measures currently in place

- Regular communications are provided to all staff, students and parents that they must not enter the school premises if they show signs of being unwell with COVID-19 or they believe they have been exposed to coronavirus.
- Staff or students who report they have coronavirus symptoms should arrange for a government test to be completed at the earliest opportunity. If negative the student or staff member can return to school when they feel well. If positive, staff, students and contractors will be notified to not return to school before the minimum recommended exclusion period (or the 'self-isolation' period) has passed, in line with Government guidance.
<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>
- Staff and students must inform the Headteacher/DHT when they plan to return to work using the absence line after having coronavirus or suspected symptoms.
- Staff and students are required to notify the Headteacher/DHT if they have any medical condition that make them "Extremely Clinically Vulnerable". This means they are more vulnerable to infections and will require a personal risk assessment to be put in place.
- Increased cleaning of key areas during the day such as toilet facilities which will be used by a mix of student cohorts and “bubbles”.
- Everyone attending the school is encouraged to wash their hands with soap and water for 20 seconds or use an alcohol-based sanitiser (that contains no less than 60 percent

alcohol) and follow infection control procedures in accordance with the DfE and PHE's guidance.

- Sufficient amounts of soap (or hand sanitiser where applicable) and paper towels and bins are supplied in infection control areas, bathrooms and kitchens.
- Staff and students attending site are encouraged not to touch their mouth, eyes and nose, use a tissue or elbow to cough or sneeze and use specialist bins with lids for tissue waste where possible.
- Posters are displayed throughout the school reminding everyone of infection control procedures and social distancing arrangements, e.g. regular hand washing and staying two metres apart where possible. Students will be reminded of this frequently.
- All spaces will be well ventilated using natural ventilation (opening windows) or ventilation units, doors propped open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation. The HSE guidance on the use of air conditioning has changed where its use is acceptable under the COVID restrictions. See: <https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm>. The emphasis in this guidance is on maintaining a supply of fresh air. The restriction on the use of air conditioning during the early parts of this term also considered the effectiveness and efficiency of air-conditioning with all windows open. As we enter the cooler months, we will need to accept a reduced efficiency of all the school's heating systems due to the need to maintain fresh air in classrooms. Desktop / ceiling fans are only recommended where good external ventilation is already provided in areas where stagnant air is possible. The external ventilation has to be the priority and there should not be areas of stagnant air where all classrooms have windows. In the cooler months fans cannot be used as an alternative to natural ventilation. As we enter the winter period, our uniform policy will be relaxed to allow students to wear coats indoors but only over their blazers. As with our usual uniform policy, hoodies are not permitted.
- Where possible, hot-desking, sharing stationery, text books, and other equipment will be avoided, although sharing resources within the bubble is permitted.
- Students will be asked to ensure they bring all their own materials to school. Shared texts to be avoided wherever possible unless within the bubble or sanitised before use. Photocopying can be used as an alternative if required.
- Staff are encouraged to regularly clean their work area including phones, keyboards and mouse. Materials will be provided for this and staff will be asked to do so before and after each use by a different individual.
- Staff and students are vigilant and report concerns about their own, a colleague's or a student's symptoms to the on-site duty Headteacher/DHT. Everyone attending the school is instructed to monitor themselves and others and look out for similar symptoms.

- Brief students and staff on the adjusted procedure in the event of a fire. Location and evacuation process remains unchanged with the exception of groups to remain as tutor groups in year group “bubbles”. Whilst weekly system checks will remain, the termly fire evacuation practice will be suspended until the COVID-19 risk is lower. Year 7 will undergo an induction for fire practice as part of the induction day or tutor time.
- PPE is available to members of staff who require it to carry out their role safely, e.g. First Aiders, Cleaners, D&T, Site team staff, and this should be used accordingly.
- Cleaning Staff and Site Team Staff will be encouraged to:
 - Avoid creating splashes and spray when cleaning.
 - Dispose of any cloths and mop heads used by putting them into waste bags.
 - Dispose of items that are heavily contaminated with any body fluids via provided Hazardous Waste bags.

9.4 Additional Control Measures to be established

- Whilst hand washing remains the preference for maintaining personal hygiene, the challenge of over 1,200 students and staff washing hands for over 20 seconds is difficult to achieve with our facilities. As such, hand sanitiser will be available outside every classroom door and other key points around the school, such as the canteen, to ensure good hand hygiene.
- All classrooms to be supplied with tissues and bins with lids for disposal of tissues.
- Each year group to be placed into its own “bubble” for infection control and social distancing reasons. Year 12 and 13 will be classed as one “bubble” due to the maturity of the students and their ability to manage social distancing and hygiene more adequately.
- When rooms and materials are used within one “bubble” or year group no cleaning or sanitisation is required. Any practical subjects that require the use of shared materials must update their own practice and sequence of teaching to allow for a full sanitisation of materials used. If the next users are a different year group, and therefore “bubble”, equipment will need to be cleaned prior to the next use. Practical subjects will need to consider how they alternate theory and practical lessons and the use of technicians to support cleaning any shared equipment between uses. Log sheets of any shared equipment and cleaning must be kept.
- Year 12 and 13 will be placed on study leave when they are not required to attend lessons in school. Ordinarily this would not take place immediately for Year 12 but given the current context Year 12 will commence with study leave immediately. This will minimise the students in school with little impact on the educational experience of students.
- In order to maintain the integrity of the year group bubbles, the school considered the options of staff remaining broadly in the classrooms with students moving and the

alternative of students remaining static in classrooms while the staff relocate around the school. In order to deliver the best education experience for the students, where departmental/specialist resources are available and student supervision and discipline can be maintained, it was decided that the staff will, in the majority of cases, remain in classrooms while the students move around the school. However, in instances where students would ordinarily move to a classroom in an adjacent department, the staff member will move rather than the students in order to minimise student movement as much as possible. This decision also reflects that the staff are at greater risk from COVID-19 than the student population given their age profile and also that the PHE guidance indicated that briefly passing others in the playground or corridors is considered low risk. This preference was reflected in a consultation completed with the staff. The additional mitigations required to ensure the safety of the students when classrooms are used between “bubbles” is that the staff member MUST wipe down the hard surfaces using sanitiser at the end of every lesson. Students will be directed to transit the site using routes that ensure that they remain away from busy corridors, entrances and exits. Material (spray and cloth) and mandatory training will be provided for this and compliance logs must be maintained using the room timetable which will be provided for each classroom and reviewed by the Site Manager.

- There is an additional risk of infection in environments where staff or students are singing, chanting, playing wind or brass instruments or shouting even at a distance. Given the relatively small size of our music room, these activities should be restricted to only taking place outside or in large spaces such as the main hall in group sizes of no more than 15.
- No large school gatherings of staff or students will take place. Examples include assemblies outside of “bubbles”, whole staff meetings/training, school choir.
- Physical Education is remaining on the curriculum but will need to be carefully considered. As with other practical subjects, any equipment will need to be sanitised between different “bubble” usage. Outdoor sports should be prioritised and contact sports not permitted. Consideration will need to be given regarding the use of changing rooms by different bubbles and the need to sanitise the facilities before use by the next “bubble”. The school will permit cohorts of students to wear PE uniform to school to negate the need for changing if necessary. Extra-curricular clubs at lunchtime will not be possible however after school clubs can occur so long as they comply with the remaining elements of this risk assessment.
- All communal areas, consistent touch points, equipment, including keyboards, tables, chairs, door handles, light switches and bannisters, will be cleaned and sanitised on a priority basis and more frequently. A cleaner from the current site team will be timetabled to work during the school day to support the increased cleaning requirements. The cleaning rota agreed will be documented and staff will initial the rota when complete.
- As per the government guidance there is no need for student toilets to be segregated based on bubbles. With students transiting the site between lessons, mandating toilets for year groups could inadvertently increase movement around the site. However, it

would be prudent to allocate toilet facilities to particular bubbles for break and lunchtimes as the students' locations at these times are pre-determined. The toilet allocations to each group is shown in Annex C and should be accessed using the existing one way systems. There will be an enhanced cleaning rota established to clean during the day.

- In accordance with revised government guidance, students and staff are able to wear face coverings while moving around the school site, This is because students and staff will be required to move around the site, sometimes transiting between bubbles and although the staggered day will mitigate the risk, the size of some corridors and number of students will mean social distancing may not always be possible. The use of face coverings in this circumstance is not mandatory. Students will be asked to remove face coverings before entry to a classroom and sanitise their hands immediately after placing their covering in a re-sealable plastic bag. Students MUST provide their own face coverings and plastic bags. Students will not be permitted to wear face coverings or face masks during lessons unless there is an underlying medical condition and their IHCP/risk assessment determines there is a need for this.
- Although the current government guidance does not recommend that staff wear face coverings in classrooms or similar settings because other risk management measures are in place, we recognise that some staff who work in close proximity to students may opt for additional protection. Staff who are required to work in closer proximity are permitted to wear a face shield in this circumstance which the school will provide. These will be certified to British Standards EN 166:2002.
- We have adopted the government policy on the use of face coverings which reflects “The government is not recommending universal use of face coverings in all schools.” Our rationale for not mandating their use is that the government has provided guidance on how face coverings must be worn when used which, in our experience of students using them, is often not followed closely by the students. This could inadvertently increase the risk, rather than reduce it, due to this guidance not universally being followed. For example, the government guidance is that: *“Safe wearing of face coverings requires cleaning of hands before and after touching – including to remove or put them on – and the safe storage of them in individual, sealable plastic bags between use. Where a face covering becomes damp, it should not be worn and the face covering should be replaced carefully.”* The wearing of face coverings in a school context is very different from shopping and non-educational use due to the need to handle the coverings in enclosed shared spaces such as classrooms. Students still have the opportunity to wear a covering in corridors where social distancing is difficult to maintain if they wish. Should the community be subject to a local lockdown, the mandatory wearing of face coverings would be reviewed in line with government guidance.
- Items that are used in curriculum areas and shared by students, but not easily sanitised, such as beanbags and other soft furnishings should be removed from use by students or staff.

- Staff provision of tea and coffee will continue to be provided on a disposable unit basis to minimise shared use of facilities. Where staff use the shared boilers, water dispensers, they should wipe down the facilities before and after use. Staff will be encouraged to use departmental facilities rather than the staffroom if possible. The staff room will have some chairs and tables removed to ensure social distancing.
- The canteen will be halved with a dividing wall to separate 2 year group “bubbles”. Each year group will access and leave the canteen from separate sides and not be able to contact one another. A staggered lunch will mean 4 year groups or “bubbles” can be provided for in the canteen. The remaining year group “bubble” will be served by a mobile canteen servery situated on the playground space outside Student Support. The internal canteen space will be cleaned down and recorded between each sitting. Only contactless cards or names will be accepted (no thumb prints) - cards are being provided to all students. The layout of the canteen is shown in Annex B which incorporates protective screens for canteen staff who serve large cohorts of students from mixed bubbles.
- No cash will be accepted by the finance office due to the physical transmission risk, access via a narrow corridor, and need to take payments from mixed year groups. Parents must pay for trips or top up canteen accounts online. Support will be provided by finance for anyone experiencing difficulties.
- The library as a communal use space with shared resources will remain closed. The end of the library closest to the 6th form will remain exclusively for the 6th form use during this period. The librarians may wish to look at remote options for resource availability to students, considering the need to sanitise resources on their return or isolate them for 48 hours. There remains electronic access to book resources for students. The library will be available to book to one year group for any one week at a time. This can be booked by a teacher for use with a whole teaching group. Students must be accompanied to and from the library by the class teacher. This will allow for the weekend standing period between “bubble” usage.
- Laptop trolleys will be allocated to a year group on a daily basis and will be sanitised at the end of the day by the ICT technician team. This will allow us to maximise their use without sanitising between each class. As usual 1 full days’ notice will be required. The booking system will be modified to restrict booking to when the laptops are available.
- For all ICT Classrooms, staff must supervise students to ensure they all use the hand sanitiser on entry. At the end of every lesson, the teacher MUST supervise the students’ use of the wipes provided to wipe down the keyboard, mouse and work area.
- Students should be asked to bring their own headphones if required for any ICT lessons. If school headphones are used they cannot be used between bubbles in one day and will be sanitised at the end of each day by the ICT technical team,

- The use of microphones and headsets in the language lab will be restricted to only being used by one class a day and the ICT technical team will complete a full sanitisation clean at the end of the day. Curriculum delivery adjustments may be required.
- Staff whose role necessitate closer working with students, such as Teaching Assistants and Technicians, will be provided with portable hand sanitiser.
- Marking of books, homework, tests and other assessments are a necessary key component of student's education as reflected in the School's Curriculum, Assessment and Reporting, Homework, Literacy and Numeracy Policy. In line with the government guidance, staff are able to mark tests and books and are able to take students' work home should they choose to. With the change in the school day, and taking into account staff welfare, staff are strongly encouraged to use the additional 30 minutes at the end of the day to support their marking as an alternative to taking it home. Where possible, staff are asked to quarantine books for 72 hrs after collecting them prior to marking. Depending on the curriculum allocation for a subject this may not always be possible, and as such, this should not be a barrier to staff marking books and other assessments. Staff should consider alternatives such as worksheets, which can be stuck into books at a later date.
- Infographics will be produced aimed at Staff, Students and Parents reminding them of their responsibilities. These will be communicated home as well as placed prominently around the school site and cascaded through Tutor and Departmental teams.
- To track and monitor student absence associated with COVID-19 a tracking spreadsheet has been developed and will be updated by 11am each day. This supports the early identification of any patterns of absence, tracking the testing status of students who are absent relating to COVID, and supports conversations with the local Health Protection Team should it be necessary. A standard Edulink email with instructions for parents of those students absent due to COVID symptoms (themselves or in the family) is sent home on the day of first absence.

9.5 Risk Rating following implementation of controls:



10.0 Risk 9

Lack of social distancing leads to increases in numbers of COVID-19 infection

10.1 Description

Social distancing is a key element of the government's strategy for controlling and minimising the COVID-19 infections across the country. However, given the reducing infection rates the government have changed the advice on this issue in a school context emphasising that minimising contact between individuals should be properly considered by schools but they should also continue to deliver a broad and balanced curriculum. The overarching principles of the mitigations should be to reduce the numbers of contacts between staff and students.

10.2 Risk Rating Prior to Controls:

Risk Severity: **4** Risk Probability: **5** Risk Rating prior to controls: **20**

10.3 Control Measures currently in place

- Staff and students to avoid contact with people who show symptoms of coronavirus, both in and out of school.
- Where practicable, students and staff always keep at least two metres apart and avoid close proximity interaction.
- Staff should exercise their professional judgement when moving around the classroom. Ideally staff should maintain 2 metre distance from each other, and from students. This will not always be possible, but when circumstances allow, it will help reduce the risk. It will not be possible when working with students who have complex needs or who need close contact care. These students' educational and care support should be provided as normal. Staff can opt to wear a face shield when working in closer proximity to students as detailed in 9.4.
- Where close proximity interaction (being less than one metres apart) cannot be avoided, staff are instructed to:
 - Identify beforehand which tasks must be done in close proximity to others and which tasks can be carried out at a distance or remotely.
 - Work faced away from each other or side-by-side, where possible, instead of face-to-face.
 - Where face-to-face interaction is essential, minimise frequency and duration of the interaction.
 - Limit close proximity interaction to 15 minutes at a time.

- Limit number of people in close proximity interactions to no more than two people.

- The use of communal areas such as the staff room, are limited to avoid large group gatherings incorporating staggered times/ rotas where required. Staff are encouraged to bring their own refreshments where possible.

10.4 Additional Control Measures to be established

- Staff should wherever possible maintain a distance of 2m from students, remaining at the front of the class and keeping away from colleagues. This will not always be possible, for example when working with students with complex needs.
- For Teaching Assistants who work with students with more complex needs, where possible they will be timetabled in a year group Bubble. This will not always be possible as the school needs to also consider the expertise of staff and individual students' needs.
- Rooms will be set up where the students will face the front wherever possible side by side rather than facing each other. This will not be possible in all classrooms.
- Each cohort of students or "bubble" will be allocated a specific playground space for their use for specific time periods of the day. Arrival for post 16 students will be delayed and registration will take place in the first period. Students and parents are reminded that they should not be on the school site prior to 8:30am. Year 9 students are asked to access the site via Barrack Road and on the first bell will access the main section of the site via the external path next to reception. This will alleviate traffic in the main hall foyer.
- The school day has been redesigned to allow break and lunchtimes to be staggered between year groups to minimise contact during social and transit times and allow for the provision of lunch whilst separating cohorts. The new school day is shown in Annex D. The school day will finish at 3.00pm to allow a reduction in the length of lunchtime. The end of the school day will be staggered to alleviate pressure on school exit points. KS3 students will be permitted to leave classrooms at 2:55pm and accompanied to the coach park exit by their teacher; KS4 and 5 students will continue to exit at 3pm.
- Access to D&T will be using a particular route, access to the Art block will be segregated and students in the main building due to its narrow corridors will be asked to wait outside until collected by a member of staff. There will be a number of "holding areas" for students outside of classrooms. These are intended to allow students to wait in the open air prior to entry while the classrooms are prepared and corridors cleared. This will support efforts to socially distance and to reduce contact between students. The school site access and designated areas can be found in Annex C.
- The dividing fences temporarily established to segregate the playground spaces are required for the management of space between bubbles. However, at key transit times they can inadvertently cause a funnelling of students causing them, to get in closer

proximity. To mitigate against this risk, a member of duty staff will move the fences in these key positions at key congestion times when students relocate across the site.

- During wet weather, specific groups will be allocated inside or covered spaces near to their playground “zone”. E.g. the area outside student support will be allocated the main hall. For those areas without segregated indoor space, external marquees will be provided. These will initially be installed on the grass at the front of school and the playground space near the bin store.
- The canteen will not require marking or table segregation for social distancing as contact will only be within specific year group “bubbles”. Lunch will be staggered and the dining room divided to segregate groups. Only contactless cards or names will be accepted.
- One way systems in some corridors will be established to minimise contact between students and encourage social distancing. These are shown in Annex C.
- Large groups of staff interacting will be avoided wherever possible using virtual means of interaction. Smaller groups such as departments can meet in classrooms where social distancing is possible.
- Small assemblies involving two classes of the same year group can occur in the main hall where social distancing is possible. No larger groups are possible.
- ICT technical support will be provided primarily remotely wherever possible using existing systems we have to support this activity. If the ICT technician needs to attend a particular class the student will be asked to distance themselves from the technician and the station wiped by the technician prior to supporting them.
- In order to support the schools behaviour policy, it may be necessary to hold mixed year group detentions in specific venues. These sessions would be held using strict 2m distancing between students and incorporate time for cleaning down tables after use. The member of staff supervising the detention will complete the clean. The room used for the detentions will be accessible directly from the playground and the member of staff supervising the students will ensure social distancing by inviting students in by year group and segregating students by year group inside the well ventilated room. These are unlikely to occur at lunchtimes and will be after school.
- Sanctions for departments such as short 10 minute detentions remain appropriate but must consider the school timetable and other mitigations in this risk assessment.
- Infographics will be produced aimed at Staff, Students and Parents reminding them of their responsibilities. These will be communicated home as well as placed prominently around the school site and cascaded through Tutor and Departmental teams.

10.5 Risk Rating following implementation of controls:

Risk Severity:

4

Risk Probability:

2

Risk Rating following controls:

8

11.0 Risk 10

Lost education as a result of partial or whole school closure in local outbreak of COVID-19

11.1 Description

There is an expectation that the school completes some contingency planning for managing the risk of outbreaks and the provision of education for those that may be off school due to COVID-19. This may include individuals self-isolating, whole year groups and bubbles and whole school closure.

11.2 Risk Rating Prior to Controls:

Risk Severity: **3** Risk Probability: **3** Risk Rating prior to controls: **9**

11.3 Control Measures currently in place

- The combination of Edulink as a communications tool and the use of Edulink and Microsoft Teams as our e-learning platforms provides a consistent approach to the remote learning experience for students.
- ICT helpdesk support is available to ensure remote access for students.

11.4 Additional Control Measures to be established

- Departments should use curriculum sequencing that allows access to high-quality online and offline resources and teaching videos, and that is linked to the school's curriculum expectations.
- Cameras and microphones will be provided in most classrooms to allow for staff to meet with parents if required as well as teach remotely should the need arise.
- If whole year groups are isolating, teaching staff will be expected to teach a 40min Microsoft Teams lesson in the timetabled classroom at the timetabled time for each timetabled lesson that would not be delivered face-to-face. This reduction in delivery time from the normal 1hour lesson allows teachers to set up remote learning after having taught the previous lesson as well as allowing staff to finish the lesson in a timely way before their next timetabled commitment. Our experience shows that a 40minute lesson gives students the most positive remote learning experience.
- Consultation with the Local Protection Team will be part of any partial or local lockdown and the school would follow PHE guidance regarding specific actions necessary.

11.5 Risk rating following implementation of controls:

Risk Severity: 3

Risk Probability: 2

Risk Rating following controls: 6

Annex A – Scoring Criteria

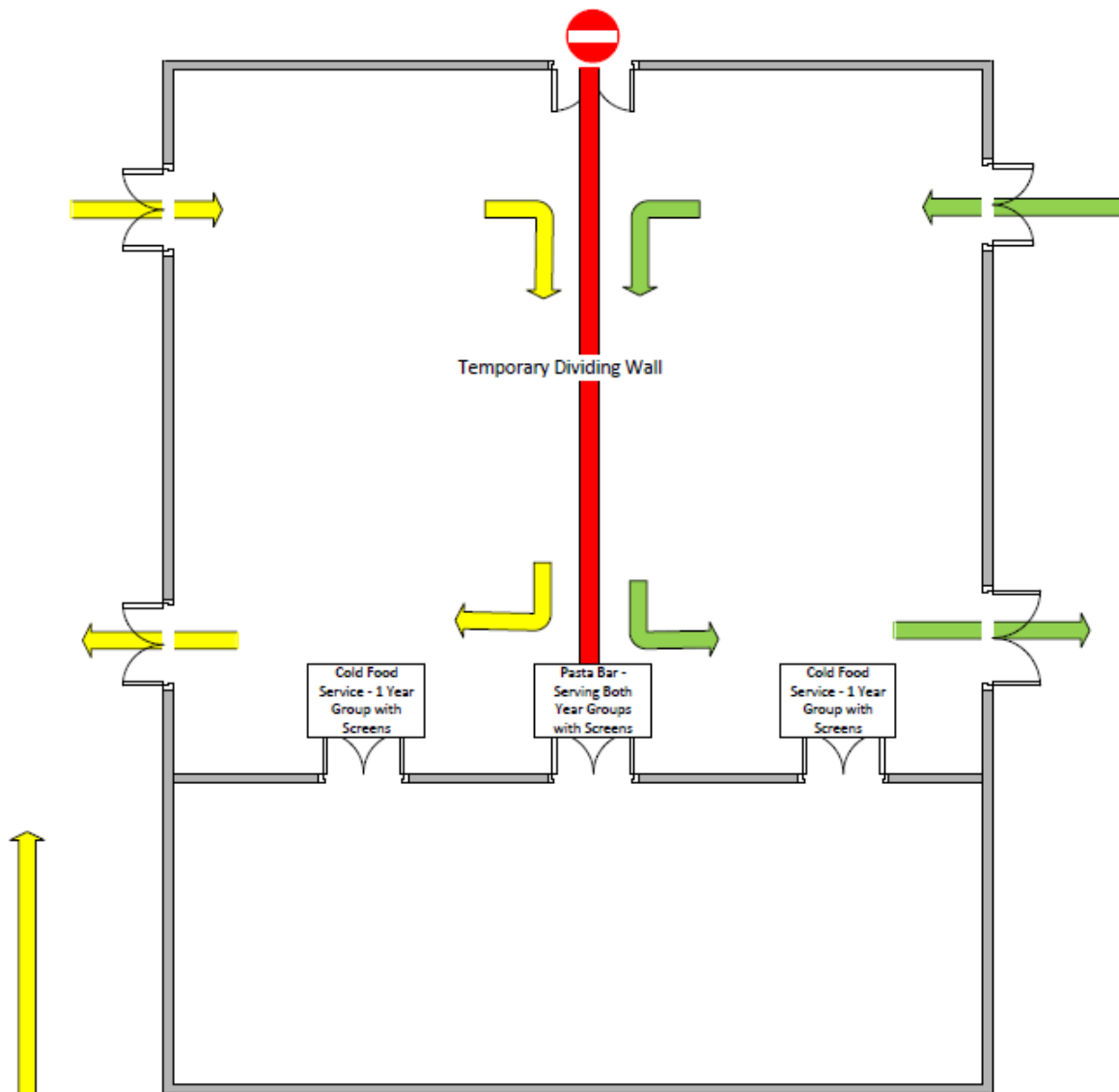
The Kings School - Scoring Criteria		
<u>Severity - Risk Scoring Level</u>		
1	Negligible	Minor harm chances very minimal. Serious harm very unlikely to occur; Implement the necessary controls to keep within this level and ensure care is taken when performing the relevant activities.
2	Minor	Minor Harm probable, Moderate or Major harm unlikely to occur; follow all control measures, increased level of competence required and ongoing self-assessment of risks identified.
3	Moderate	Moderate degree of harm probable, but Major harm unlikely; critically assess the risks and appropriate controls. Enhanced level competence is required and ongoing assessment of risks by the relevant individual and/or Line Manager.
4	Major	Serious or Major harm will probably occur; a critical assessment of the risks and appropriate controls is required. Specific level of competence is required and ongoing assessment of risks by the relevant individual and/or Line Manager.
5	Severe	Could cause fatalities of one or more people. All activities related must cease; a critical assessment must take place to review all safety aspects of the operation/activities with implementation of further appropriate controls. HSE guidance or HSS guidance would be required.
<u>Probability - Risk Scoring Level</u>		
1	Rare	Risk of accidents/issues/incidents could only occur under freak conditions. The situation is well managed and all reasonable precautions have been taken. The ideal normal state of the workplace and activities.
2	Unlikely	The controls in place are sufficient and well managed - however occasional lapses could occur. This also applies to situations where people are required to behave safely in order to protect themselves, others and relevantly trained.
3	Possible	Insufficient or substandard controls in place. Accidents/issues/incidents are unlikely during normal operation or activity; however it may occur in emergencies or non-routine conditions or activities.
4	Probable	Serious failures in the relevant Management Controls which need immediate review. The effects of Human behaviour or other factors which could cause accidents/issues/incidents.
5	Highly Probable	Absence of any Management Controls. If conditions remain unchanged there is almost 100% certainty that an accident/issue/incident occur.

Risk Rating (5 X 5 Matrix)		Probability				
		1 (Rare)	2 (Unlikely)	3 (Possible)	4 (Probable)	5 (Highly Probable)
Severity	1 (Negligible)	1	2	3	4	5
	2 (Minor)	2	4	6	8	10
	3 (Moderate)	3	6	9	12	15
	4 (Major)	4	8	12	16	20
	5 (Severe)	5	10	15	20	25

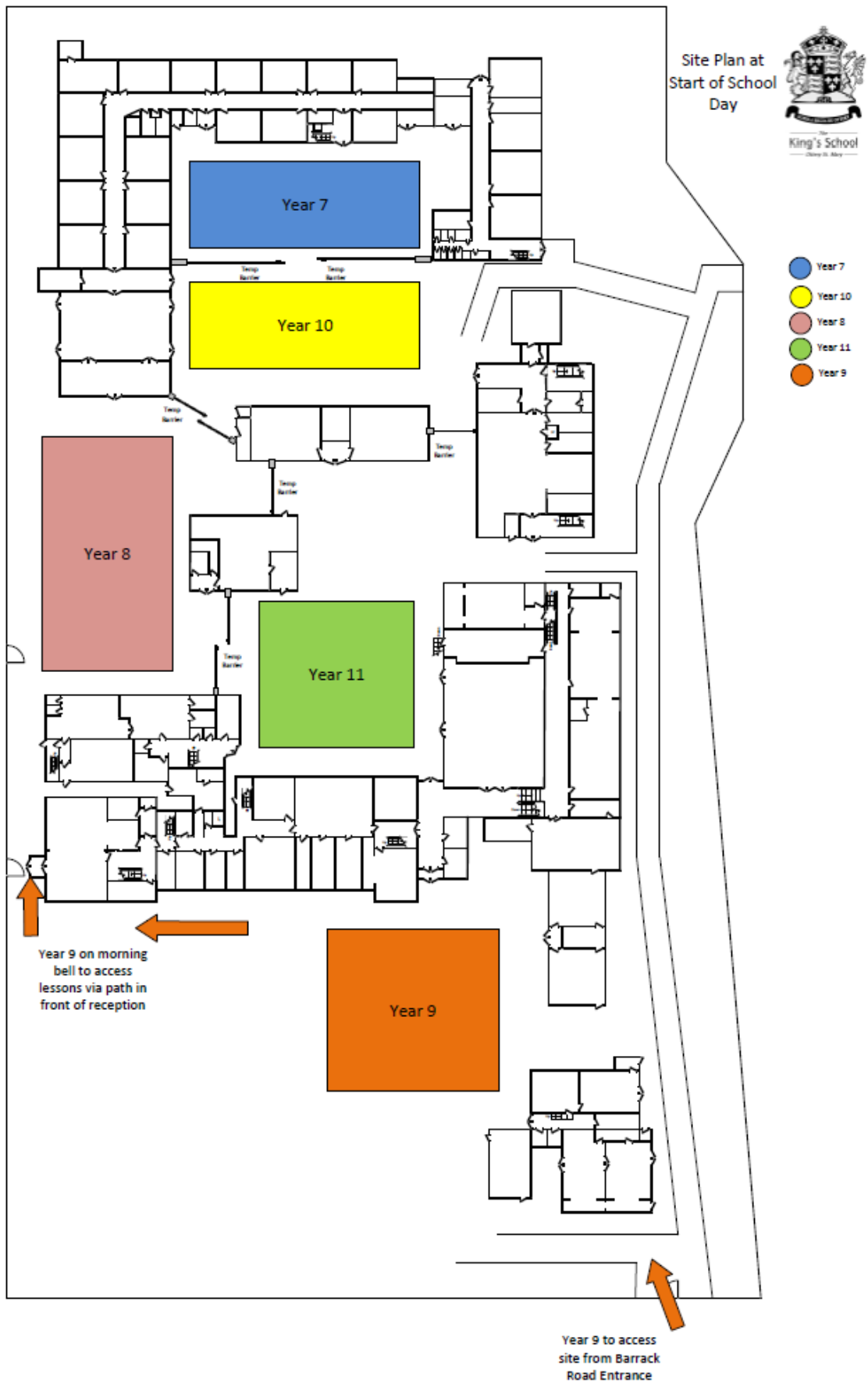
Overall Risk Rating = Severity x Probability	
1 to 5	<p>Low Risk (Desired/Acceptable level risk)</p>
6 to 10	<p>Medium Risk (Take action within a few days to reduce risk level lower by elimination or implementing more controls)</p>
11 to 15	<p>High Risk (Take immediate action to reduce risk by elimination or implement more effective controls)</p>
16 +	<p>Extreme Risk (Stop all immediately and urgent action required to reduce risk by elimination or more controls to lower risk before)</p>

Annex B – Canteen Layout

**Canteen during
COVID-19**



Annex C – Site Layouts

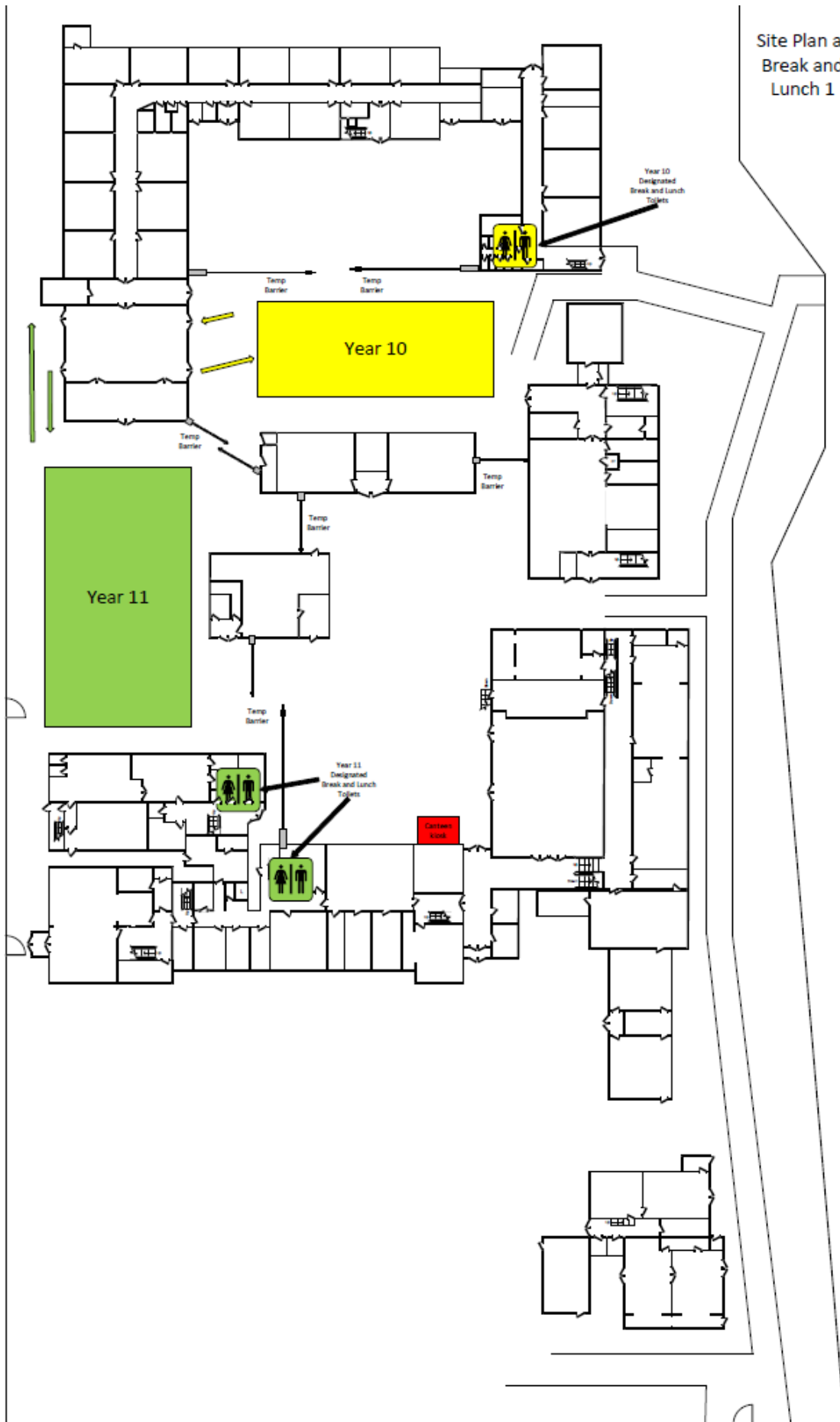


Site Plan at
Break and
Lunch 1

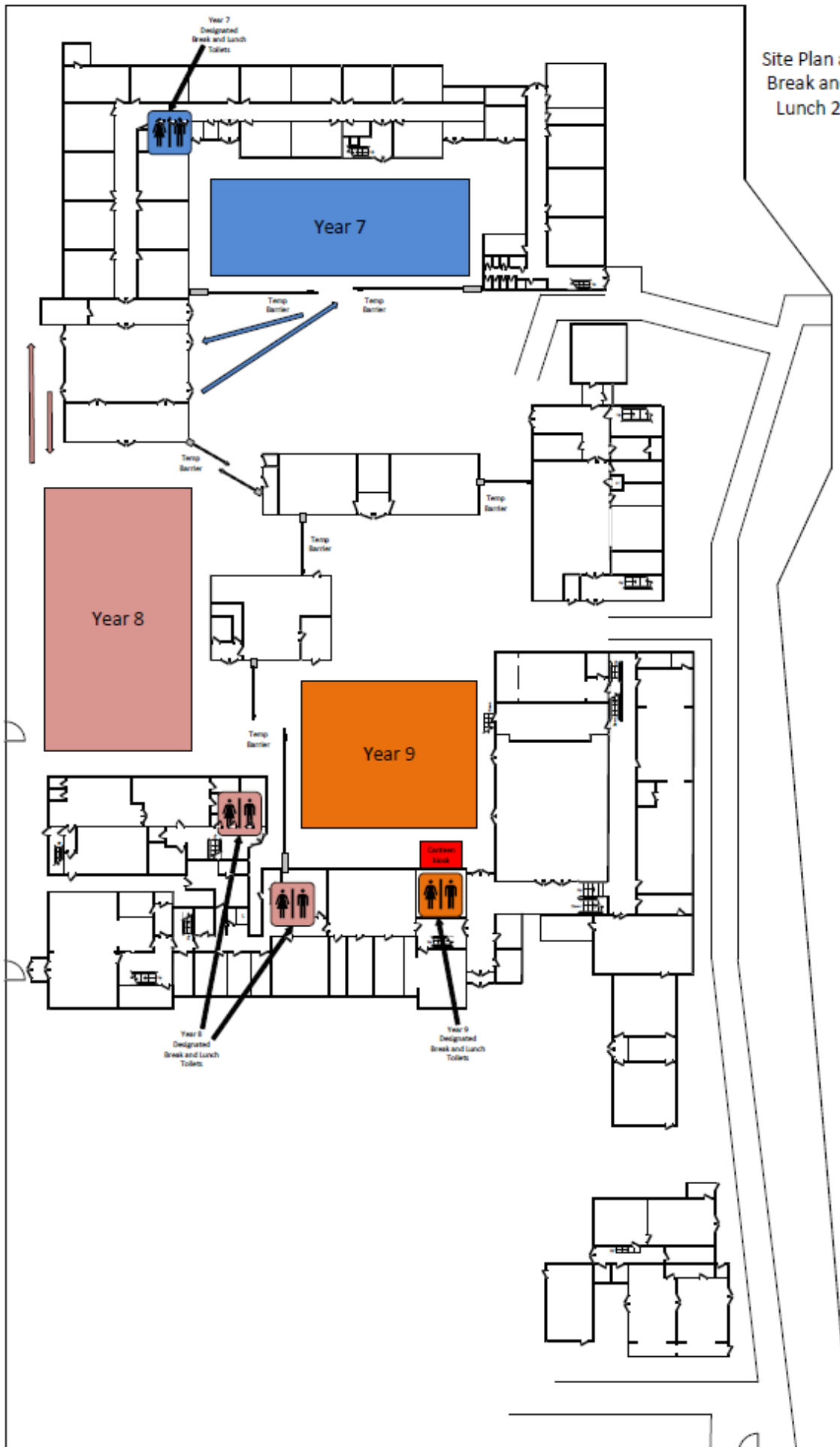


The
King's School
Oley St. May

- Year 7
- Year 10
- Year 8
- Year 11
- Year 9

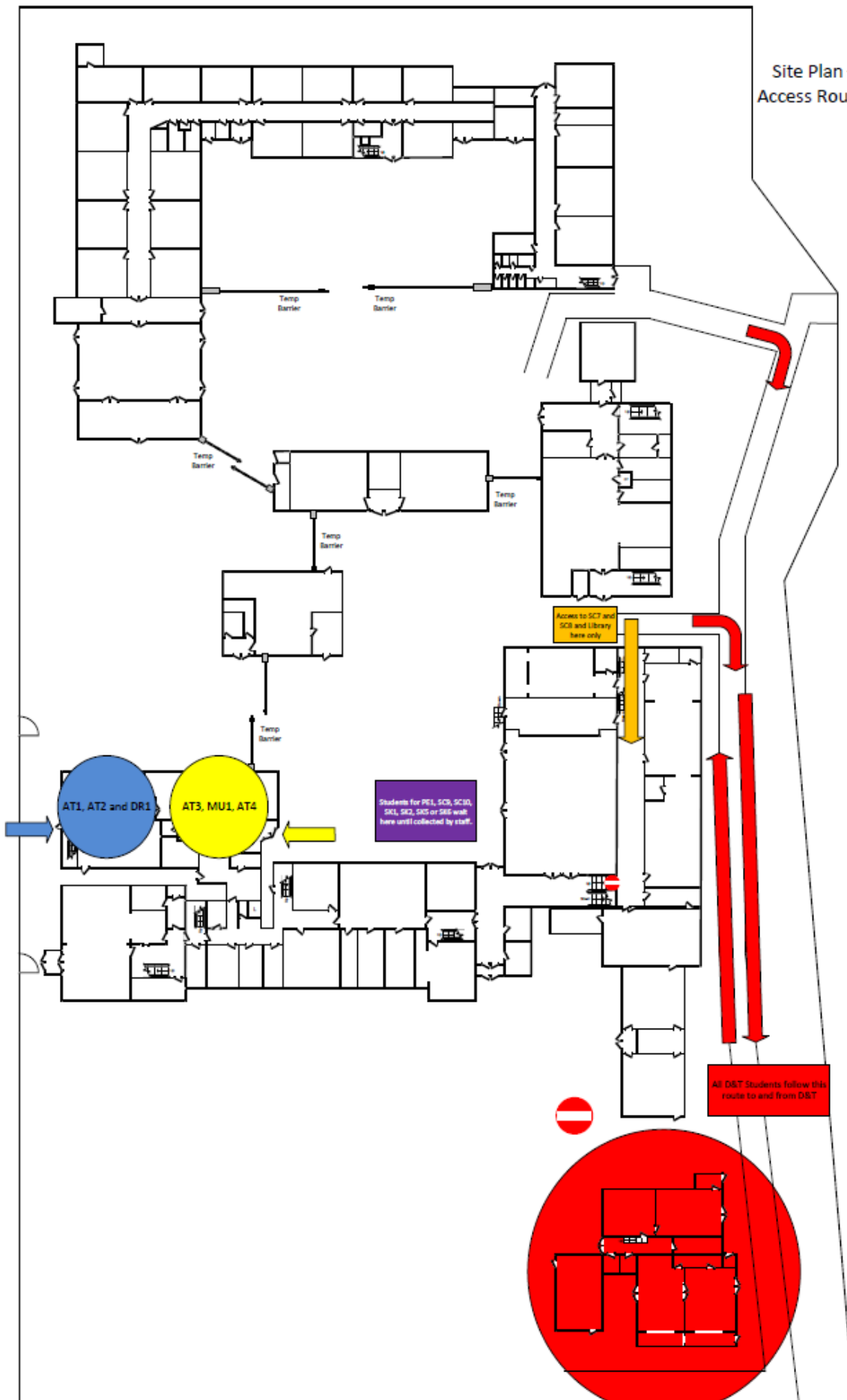


Site Plan at
Break and
Lunch 2



- Year 7
- Year 10
- Year 8
- Year 11
- Year 9

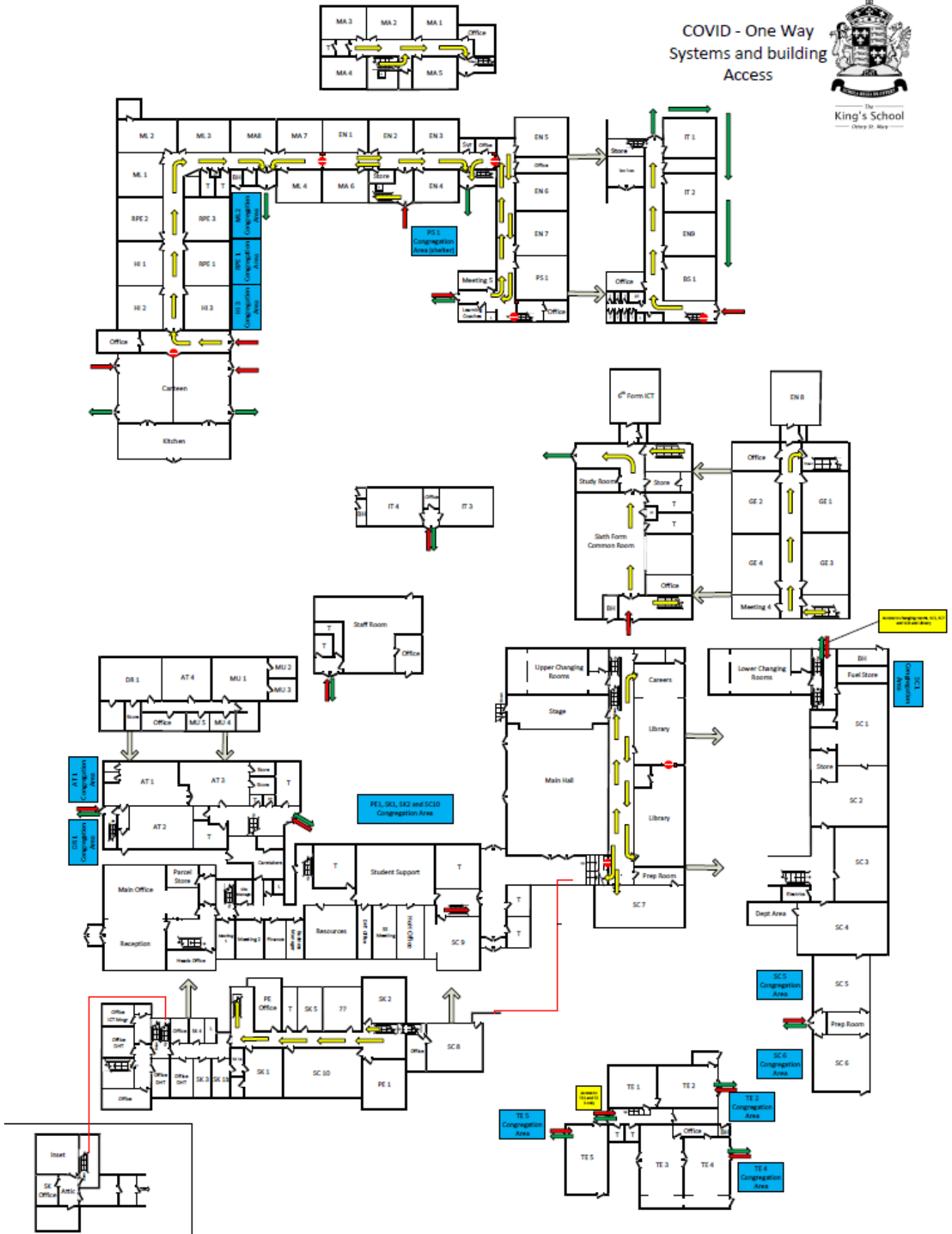
Site Plan –
Access Routes



COVID - One Way Systems and building Access



The King's School
 1585-1615



Annex D – School Day Timing

	AM Reg and Period 1 (65 mins)	Period 2 and Break (80 mins in total)			Period 3	Period 4 and Lunch (90 mins)			Tutor Time	Period 5	Twilight Lessons
	8.45-9.50	9.50	10.10	10.50	11.10 - 12.10	12.10	12.40	13.10	13.40-14.00	14.00-15.00	15.00-16.00
Y7	Reg L - 60 mins	L - 60 mins		Break - 20 mins Main	L - 60 mins	L - 60 mins		Lunch Main	Tutor Time	L - 60 mins	
Y8	Reg L - 60 mins	L - 60 mins		Break - 20 mins Cadhay	L - 60 mins	L - 60 mins		Lunch Cadhay	Tutor Time	L - 60 mins	
Y9	Reg L - 60 mins	L - 60 mins		Break - 20 mins Student Support	L - 60 mins	L - 60 mins		Lunch Student Support	Tutor Time	L - 60 mins	
Y10	Reg L - 60 mins	Break - 20 mins Main	L - 60 mins		L - 60 mins	Lunch Main	L - 60 mins		Tutor Time	L - 60 mins	
Y11	Reg L - 60 mins	Break - 20 mins Cadhay	L - 60 mins		L - 60 mins	Lunch Cadhay	L - 60 mins		Tutor Time	L - 60 mins	
Y12	Reg + L - 60 mins	Break - 20 mins	L - 60 mins		L - 60 mins	Lunch	L - 60 mins		Tutor Time	L - 60 mins	
Y13	Reg + L - 60 mins	Break - 20 mins	L - 60 mins		L - 60 mins	Lunch	L - 60 mins		Tutor Time	L - 60 mins	