

The King Edward VI School Coronavirus Health and Safety Risk Assessment (Updated January 2021)

The Trust risk assessment policy which describes the principles of risk assessment, the scoring matrix and defines the risk process can be found [here](#).

The risk assessment has been developed alongside [The King Edward VI School Covid Risk Assessment](#), [HSE guidance](#) and [DfE guidance](#). The risk assessment should be read alongside the school plan which is [here](#).

The risk assessment has been consulted on with trades unions and staff and training has been provided on implementing the actions. The actions are monitored to ensure effective outcomes are achieved. Feedback from the monitoring is fed into the weekly review. The risk assessment has also been reviewed by governance volunteers and is published on the school website for parents to consider. The risk assessment will be reviewed, updated regularly by the school leadership team.

January 2021

Transmission rates have increased nationally due to new variant and school is currently closed to all but vulnerable and children of critical workers. All existing control measures in place within school will remain, there is currently no requirement to change these measures following government guidance.

Identify the Hazards and who is affected	Specific Focus	Control Measures
Infection - both to individuals and across a large group of staff and students and onward transmission to families and broader communities. Highest risk groups are those considered clinically extremely vulnerable or clinically vulnerable, in line with guidance from Public Health England	Classroom & Assembly arrangements	<p>How contacts are reduced will include:</p> <ul style="list-style-type: none">○ avoiding contact between bubbles○ arranging classrooms with forward facing desks○ staff maintaining distance from students and other staff as much as possible <p>Classroom routines</p> <ul style="list-style-type: none">● Students and staff will remove masks on entry and use hand sanitiser on entering/leaving every room throughout the day.● Students must sit in the same place at all times. Desks and chairs must not be moved from their location.● To maximise social distancing, teachers should avoid movement during lessons and stay near the front.● Wipes available for students to clean their desk at the end of each lesson.● Tissues, hand sanitiser and wipes available in every classroom.● Ensure open windows and doors open for ventilation (not including fire doors).● 2m separation between the front of the class and students, i.e. a teacher zone.● Desks will face forwards, where possible, and students must not sit directly face to face.● Perspex screens have been fitted where desks do face each other and cannot be moved.● Staff will run through these expectations with every new group and regularly reinforce them throughout the day, every day.● Stationery and equipment should not be shared. Pens, pencils, books, calculators etc should not be lent. Pens will be available for staff to give to students if they do not have one.● Documents will, where possible, be shared online and paper copies kept to a minimum. Where used, students should hand them out to the class.● Wipes are to be used after using IT equipment. <p>TA Support</p> <ul style="list-style-type: none">● Communication between teachers and TA's is essential and TA's must be aware of lesson content at the start of the lesson.● Teacher must arrange for TA's to have a SD space allocated to them within the classroom (consider exam desk and chair at front of class).● EHCP students will need to be appropriately seated for distanced support.

		<ul style="list-style-type: none"> • TA may relocate to another room at some points during a lesson to facilitate distanced support. <p>Suspected cases</p> <ul style="list-style-type: none"> • Any student that shows signs of Covid-19 is to be immediately reported; they will be isolated and parents contacted so they can be removed from the site. • Teachers are to be isolated should they show any symptoms however they will leave the site asap. <p>Cleaning</p> <ul style="list-style-type: none"> • Deep cleaning on request and additional cleaning of frequently touched areas continuously throughout the day. • All classrooms to be cleaned each day. • Assemblies will take place during the first week back: <ul style="list-style-type: none"> ◦ Year group to be split in half / thirds to reduce numbers in the hall ◦ Chairs to be cleaned between assemblies and spaced ◦ All children will face forwards ◦ Hall to be ventilated with doors open ◦ Review the provision of assemblies after 2-3 weeks
	<p>Movement around school including toilets</p>	<ul style="list-style-type: none"> • The following measures are in place to support physical distancing: <ul style="list-style-type: none"> ◦ Staggered break and lunch time to reduce numbers of students in venues (when all students are in school) ◦ Allocation of different outside spaces for break and lunchtimes (when all students are in school) ◦ Restricted movement around school ◦ Allocated toilets with limited use at any one time ◦ One way system now in place and students move outside the building where possible ◦ Wearing of masks on corridors and in communal spaces • Staff and students to apply and remove masks in line with PHE guidance. • Pastoral Manager and SLT will oversee student movement at lesson changeover. • Regular cleaning of internal doors and surfaces during the day. • Signage displayed regularly around school to indicate directions and instruction on hand cleaning and social distancing. • Staff must familiarise themselves with the direction leaving their room. • Staff must follow timings and stick to them and stand at the door at the start and end of lesson so as to ensure no students are waiting on the corridor and only allow students out if the coast is clear. <p>Toilets</p> <ul style="list-style-type: none"> • Each year group must only use their allocated toilet for break and lunch times. • Year group allocated to toilets Y9 LSH, Y10 and Y11 USH and Sixth Form ASC. • Cleaners on toilets at break and dinner as well as duty staff to ensure cleaning. • During break and lunch times, students must use their designated toilet, only entering when safe to do so. • Handwashing regularly throughout the day is the preferred method ahead of hand sanitiser whenever possible. • When giving permission during lesson time (only if absolutely necessary), students will need to be instructed to follow one way system. Students should only be permitted to leave their class to use the toilet if absolutely necessary and only one student allowed out of the classroom at any time.

	First Aid Arrangements	<ul style="list-style-type: none"> • Identify First Aiders for each day of school. • Available PPE for first aiders. • Staff will follow the 'Actions in the event of a member of staff or student demonstrating and/or reporting coronavirus symptoms' procedure and first aid procedures/arrangements will take place. • Designated area in MFL room for children potentially showing Covid-19 symptoms. • Parents/carers are informed they will automatically have to pick up their children from this point and the child sent home immediately. Parents/carers asked not to come in to school but wait in the allocated disabled bay in front of school. • Treatment for minor injuries if required but where possible self help, e.g. putting on plasters. • Policy to contact home/ambulance for more serious injuries. • PE lessons will take place but practical activities that may be classed as high risk will not.
	Catering	<p>When all year groups are in attendance</p> <ul style="list-style-type: none"> • Staggered and year groups in set locations (see plan) • Parents asked not to give any student cash but to either provide a packed lunch or put money on the school gateway system. • Catering in both halls but limited menu on offer. • Queues from external entrances to halls at front of school. • Students can and should eat outside if possible. • Jugs of water will be provided at break and lunch time. • Staff to use alternative rest areas where possible, e.g. classrooms/offices, but always mindful of the need to maintain social distancing of 2m from colleagues.
	Student pastoral and behaviour support	<ul style="list-style-type: none"> • We will operate our pastoral provision as usual. • On call system continues to apply as usual. • Clear communication of expectations will be delivered to students via assembly and regularly re-enforced by tutors. There will be a consistent ethos and message of respecting each other. • Updated expectations PP will be found on all teacher PC desktops in classrooms for use by staff at regular intervals. • Updated Expectations, Sanctions and Rewards Guidance 2020/21 • Teaching or supervising staff to identify any concerns over student anxiety and stress, and refer to pastoral/SLT. • Staff and Students must wear masks when moving between classrooms on corridors and in halls and communal areas at break and when queuing for food inside at dinner time. • Staff and Students will not be required to wear face masks in classrooms, as students will be in their bubbles and other measures have been put in place to reduce the risk of infection, such as sanitisation, 2m zone between staff and students and forward facing seating. • Staff and students will be expected to use their own masks they already own for use in shops and on public transport. The schools will retain a small stock of masks for those times when a mask is lost, damaged or forgotten. Masks are to be kept in a small sealable plastic bag when not in use.
	Visitors	<ul style="list-style-type: none"> • Visitors only in the school if essential including parents: <ul style="list-style-type: none"> ◦ Wherever possible, visits will be scheduled for after school • In the event of a parent needing to drop off or collect a child they should do this at the bottom of the hill or at 9.30am. • If collecting sick children they should park in the allocated bay (the disabled bay at the front of school) and call SSA. • Hand sanitiser used on entry to the building and hand washing prior to leaving home. • Reception staff or visit coordinator will induct visitors into school covid safe systems. • Any contractors or suppliers will provide a risk assessment for their visit for approval in advance. • Non-essential meetings and events including performances and out of school activities have been cancelled for the Autumn term.

	Staff or students in school with symptoms	<ul style="list-style-type: none"> • Remind parents/staff/student of policy - regular updates. • Information on letters sent home to parents, staff briefings and student communications. • Parents to inform school immediately of any positive test of a student. • First Aid staff to deal with students in school in line with procedure. • Immediate contact with parents for pick up and removal from school site. • Staff to go home immediately and obtain a test.
	Heating	<ul style="list-style-type: none"> • When the heating is on and a room is occupied by a group, ensure at least one window is open to allow ventilation (high level if possible, more than one window in larger spaces such as halls). • Convector heaters can only be used if the room can be well ventilated as identified above. If this cannot be implemented then the use of convector heaters will not be possible due to concerns that the air movement may spread airborne viral particles throughout the room (as per CIBSE COVID-19 Ventilation Guidance, May 2020). • If an individual is in a room alone the window can be closed. • When classrooms are not in use windows to be opened to allow circulation of air and heating turned off, where possible. • Rooms without ventilation should not be in use by groups.
Significant staff and student absence - illness (including mental health), self-isolation, shielding and childcare availability will impact staff and student attendance and may make the viability of running schools difficult	Staff capacity	<ul style="list-style-type: none"> • School and staff to follow government guidelines for hand and respiratory hygiene, and social distancing. • Staff with symptoms will not attend school and will immediately be tested for Covid-19: <ul style="list-style-type: none"> ◦ they will inform the Headteacher immediately if they test positive ◦ they will isolate for 10 days in line with government guidelines if they test positive ◦ they will return to work if they test negative and are free of symptoms • Staff will also self isolate for 10 days if a member of their household tests positive for Covid-19. • Staff consideration: <ul style="list-style-type: none"> ◦ those with underlying health conditions, classed as 'clinically extremely vulnerable', are required to shield and cannot attend school based on current guidance. ◦ CEV will have a 1-2-1 discussion and adjustments made as necessary prior to returning to work. ◦ those with underlying health conditions classed as 'clinically vulnerable' including pregnant staff can attend school based on current guidance. ◦ BAME staff can attend based on current guidance. • We will limit the use of supply teachers/staff during this time, wherever possible. • Asymptomatic testing is now taking place for staff and students. All NHS and government guidance is being followed. Staff who are in school are tested weekly and students are tested once, three days apart on return to school. Seven day testing will take place for those identified as being a close contact to any subject testing positive. Systems have been put into place following current guidance. • All staff/students without appropriate ICT facilities at home will be provided with an appropriate device. This will help students continue with appropriate learning and allow staff access to working from home, if they are well enough to do so.
Unacceptable premises safety and cleanliness standards - maintenance and cleaning standards are poor due to a period of closure, staff absence, contractor delays and poor implementation/communication of new processes	Site safety and cleanliness	<ul style="list-style-type: none"> • Systematic deep clean of site during summer. • Deep clean of the whole site during late August 2020 and again January 2021. • Statutory testing and maintenance such as water hygiene testing/flushing, gas safety, fire safety has taken place and will continue. • One-way system signage in place. • Hand sanitiser at entry points to school as well as all other rooms in school. Sanitiser is replenished daily or as and when required. Handwashing is the preferred controlled method whenever possible. • Touch points disinfected several times throughout the day. • Additional cleaning hours (as required) to facilitate increased cleaning regime; toilets once per hour, touch points continuously on a

		cycle. <ul style="list-style-type: none"> • Touch points including keyboards wiped down after use. • Sufficient stocks of cleaning materials and sanitiser maintained and stock constantly monitored. • Additional foot pedal operated lidded bins have been provided in all classrooms.
	Building evacuation procedures	<ul style="list-style-type: none"> • Assembly point will be on tennis courts as usual. • Fire drill to take place at the usual times, procedure updated accordingly.
	Staff safety	<ul style="list-style-type: none"> • Adhere to DfE guidance on hand and respiratory hygiene, and social distancing. • Ensure the use of face coverings by staff and students in corridors, during lesson changeover and social times: <ul style="list-style-type: none"> ◦ Face coverings can be worn in lessons if desired ◦ If using a face visor, staff are also required to wear a face covering at the same time. • 2m student-free zone at the front of classrooms. • Staff to implement social distancing with other staff and visitors at all times. • Minimising, where possible, the extent of staff movement between lessons. • Providing outdoor access routes to classrooms. • Where possible, support learning whilst maintaining appropriate distance and using ICT creatively. • Reduce the handling of books - camera image shared using IT available. • Prevent sharing of equipment by students. • Reduced numbers of staff allowed in toilets at any one time. • Any staff member that shows any symptoms to inform the school; not attend and arrange a test via school for Covid-19. • Staff to follow government guidelines for self isolation if a household member tests positive for Covid-19. • Staff members with underlying health conditions classed as 'clinically extremely vulnerable' will discuss their return to school with the headteacher and RA completed. • Implement DfE/PHE guidance if member of staff or student initially displays symptoms and then tests positive for Covid-19; 10 days self isolation for the individual concerned; 10 days isolation for those they have been in direct contact with. • Staff must adhere to social distancing rules at all times when entering/exiting their vehicles and also ensure that social distancing rules are adhered to around the grounds when approaching or leaving the site. COVID-19 Vehicle Management RA has been updated to reflect this. • Staff should not use department offices if they are not able to socially distance themselves from each other. SL should allocate a classroom to use for the department to meet or have lunch and ensure staff are seated to allow social distancing. • We would encourage staff to be conscious when using the printers/copiers that they wash hands and/or sanitise hands before and after use. Sanitiser is available at each photocopier. • Staff should only use the PC if it is designated to them. Staff must wipe down PC's before and after use. • Staff should use a hand sanitiser when entering and leaving all rooms. • Kitchen areas around school may be used by one staff member at a time. Please practice good hand hygiene. Staff will be required to bring in their own kitchenware and cutlery and keep this with them at all times. It can be washed in the sinks in staff areas in school but should be kept somewhere secure when not in use. • SL to identify larger classrooms available for staff to take lunch and break. • Social distancing guidance has been shared with staff and weekly communication is circulated to reinforce the importance of adhering to the measures in place. • Additional communication circulated to staff with emphasis on the new variant being more contagious. Reinforcing the importance for staff/students to follow the measures in place with regard to social distancing, good hand hygiene, wearing masks etc, and adhering to government guidelines. • SLT continually leads by example around covid safe behaviours, there is also constant communication with staff and students to

		reinforce the messages.
Travel restrictions - school trip and public transport restrictions affecting daily school transport, school trips and staff/student holidays as well as quarantine arrangements delaying returns from holidays and school trips	School Transport	<ul style="list-style-type: none"> NCC review of plans with bus operators: <ul style="list-style-type: none"> Personal letter to parents outlining actions to be implemented including: <ul style="list-style-type: none"> Physical distancing within year group bubbles, where possible Use of face coverings Hand sanitiser is to be used prior to journey being made, if possible Driver will exit the vehicle and stand well clear before embarkation/disembarkation Bus contractor to ensure coaches fully cleaned and high touch points disinfected prior to each journey
	School pick up and drop off	<ul style="list-style-type: none"> Parents advised to: <ul style="list-style-type: none"> stay in their car when dropping off. not to come to school - communicate with school via phone or email.
	Start and end of the school day	<ul style="list-style-type: none"> Upon entering the building, students will be asked to use a hand sanitiser. 8.55am start - Tutors to be in rooms from 8.50am to greet students as they arrive. Students must go straight to registration venue and not sit in social areas. Students will have reminders at the start of each day of expectations and importance of hygiene etc. Hand sanitisers at all school entrances.