

RISK ASSESSMENT FOR:



# COVID-19

Assessment by: RJT/Wm

Date: 3<sup>rd</sup> of March 2021

HAZARD	WHO MIGHT BE HARMED	CONTROLS TO BE PUT IN PLACE	WHO WILL BE RESPONSIBLE
<p>Contact with someone suffering from coronavirus</p>	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Students</li> <li>• Contractors</li> <li>• Visitors</li> </ul>	<p>Everyone will be advised not to come into school if they or anyone they live with is experiencing coronavirus symptoms, and instead follow official <a href="#">self-isolation guidance</a>. Regular reminders will be given at the beginning of each month.</p> <p>Anyone displaying coronavirus symptoms will be informed that they need to self-isolating and arrange for a <a href="#">test</a> at a suitable testing facility. The school can help them do this by providing details of the nearest testing centre.</p> <p>If a symptomatic person comes into school, they will be isolated in the medical room until they can be picked up from school.</p> <p>In the case of a symptomatic student who needs to be supervised before being picked up:</p> <ul style="list-style-type: none"> <li>• If a distance of 2m cannot be maintained, supervising staff will wear full PPE – including mask, apron and gloves.</li> <li>• If there's a risk of splashing to the eyes, such as from coughing, spitting or vomiting, supervising staff will also wear a face shield</li> </ul> <p>Supervising staff will wash their hands thoroughly for 20 seconds after the student has been picked up.</p> <p>Only in exceptional circumstances will staff take symptomatic children home themselves, and in this case one of the following steps will be taken:</p> <ul style="list-style-type: none"> <li>• Use of a vehicle with a bulkhead (i.e. the driver is in a separate compartment to any passengers); or</li> <li>• The driver will use PPE (the same PPE as when supervising a symptomatic student, as explained above) and the passenger will wear a face mask if they are old enough and able to do so</li> </ul> <p>A deep clean will take place in the areas that the symptomatic person has been in, and PPE will be disposed of properly, following <a href="#">decontamination guidance</a>. Cleaner to wear PPE and cleaning cloth double bagged and stored for 72 hours before disposal in general waste.</p> <p>If a parent/carer insists that a student with symptoms attends school, the school will use reasonable judgement and refuse the child if this is necessary to protect students and staff. The school will consider all</p>	<p>Wm/RJT First aiders Caretakers Cleaners</p>

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		<p>circumstances and the latest public health advice when making this decision.</p> <p>If a student or a staff member working with students tests positive for coronavirus, school will contact the local health protection team from Public Health England to ask for their advice and guidance. Staff and Parents/Carers will be notified if a student or member of staff tests positive.</p> <p>If the school becomes aware that a student or a staff member has tested positive for coronavirus, and needs advice on next steps, the school will contact the DfE helpline on <b>0800 046 8687</b> and select option 1. The advice service (or <u>local health protection team</u>, if the call is escalated to them), will carry out a rapid risk assessment to confirm who's been in close contact with the person when infectious. The school will ask (using a template letter from the local health protection team) these people to self-isolate for <b>10days</b> from the day they were last in close contact.</p> <p>To help with this, records will be kept of:</p> <ul style="list-style-type: none"> <li>• The students and staff in each group</li> <li>• Any close contact that takes place between children and staff in different groups</li> </ul> <p>Close contact means:</p> <ul style="list-style-type: none"> <li>• Direct close contact – face-to-face contact with an infected person for any length of time, within 1 metre, including: <ul style="list-style-type: none"> <li>○ Being coughed on,</li> <li>○ A face-to-face conversation, or</li> <li>○ Unprotected physical contact (skin-to-skin)</li> </ul> </li> <li>• Proximity contacts – extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected person</li> <li>• Travelling in a small car with an infected person</li> </ul> <p>If there are 2 or more confirmed cases within 10 days, or an overall rise in sickness absence where coronavirus is suspected, the school will work with the local health protection team to decide if additional action is needed. Any advice given by the team will be followed.</p>	Wm/RJT
Contact with coronavirus when getting to and from		<p>For anyone who needs to take public transport, they'll be referred to <a href="#">government guidance</a>.</p> <p>Discussions will be held with the school transport providers to make sure their staff:</p> <ul style="list-style-type: none"> <li>• Follow hygiene rules</li> </ul>	Dn

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school		<ul style="list-style-type: none"> <li>• Try to keep their distance from passengers where possible</li> <li>• Do not work if they or a member of their household are displaying coronavirus symptoms</li> </ul> <p>For students that will need to be dropped off and picked up, parents will be told through messages and signage.</p> <p>In addition, the school will work with providers, students and parents/carers as appropriate to ensure that, wherever possible:</p> <ul style="list-style-type: none"> <li>• Students are grouped together on transport to reflect the groups that are adopted within school</li> <li>• Hand sanitiser is available upon boarding and/or disembarking</li> <li>• There is additional cleaning of vehicles</li> <li>• Queuing and boarding is well organised</li> <li>• Students practise distancing within vehicles</li> <li>• Children aged 11 and over use face coverings unless they are exempt from wearing them on public transport</li> <li>• Windows and ceiling vents are opened to maximise ventilation of fresh air from outside</li> </ul> <p>Everyone will be asked to either keep on or put on a face covering when arriving at school. Face coverings should be worn by staff, pupils and students when moving around the premises, outside of classrooms, such as corridors and communal areas where social distancing cannot easily be maintained. Face coverings do not need to be worn by pupils and students when outdoors on the premises.</p> <p>Anyone wearing reusable face coverings will be expected to bring a plastic bag to keep these in. If they're using disposable face coverings, these will be put in a covered bin. They should also sanitise or wash their hands after removing the covering.</p> <p>Everyone will be made aware that they must not touch the front of the covering during use or removal.</p> <p>A supply of spare face coverings will be kept for anyone who arrives without one or has a covering that's unsafe to wear.</p>	All staff

<p>Spreading infection due to touch, sneezes and coughs</p>	<p>There will be allocated toilets for each year group to enable them to wash their hands. Unfortunately, we do not have enough to offer separate facilities for Year 10 and 11. Therefore, hand sanitiser will be provided in each classroom. Parents/Carers to be advised to provide their child with hand sanitiser.</p> <table border="1" data-bbox="548 347 1579 539"> <thead> <tr> <th colspan="6">Allocated toilets for washing hands</th> </tr> <tr> <th></th> <th>7</th> <th>8</th> <th>9</th> <th>10</th> <th>11</th> </tr> </thead> <tbody> <tr> <td><b>Boys</b></td> <td>By M5</td> <td>By M6</td> <td>Science</td> <td>East Block</td> <td>East Block</td> </tr> <tr> <td><b>Girls</b></td> <td>By M4</td> <td>By M7</td> <td>Science</td> <td>East Block</td> <td>East Block</td> </tr> </tbody> </table> <p><b>Currently investigating additional handwash stations</b></p> <p>Everyone in school will:</p> <ul style="list-style-type: none"> <li>• Frequently wash their hands with soap and water for 20 seconds and dry thoroughly using <a href="#">NHS guidelines</a>, or use alcohol-based hand sanitiser to cover all parts of their hands</li> <li>• Clean their hands-on arrival, before and after eating, and after sneezing or coughing</li> <li>• Be encouraged not to touch their mouth, eyes and nose</li> <li>• Use a tissue or elbow to cough or sneeze, and use bins for tissue waste</li> </ul> <p>Students will be encouraged to learn and practise these habits in lessons and by posters put up across the school.</p> <p>Supplies for soap, hand sanitiser and disposable paper towels and tissues will be topped up regularly and monitored to make sure they're not close to running out.</p> <p>Lidded bins for tissues will be in each classroom.</p>	Allocated toilets for washing hands							7	8	9	10	11	<b>Boys</b>	By M5	By M6	Science	East Block	East Block	<b>Girls</b>	By M4	By M7	Science	East Block	East Block	<p>Wm/RJT Caretakers</p>
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<p>Spreading infection through contact with coronavirus on surfaces</p>	<p>Cleaning staff will regularly clean frequently touched surfaces using standard cleaning products (e.g. bleach, detergent), including:</p> <ul style="list-style-type: none"> <li>• Banisters</li> <li>• Classroom desks and tables</li> <li>• Toilet facilities</li> <li>• Door and window handles</li> <li>• Furniture</li> <li>• Light switches</li> <li>• Reception desks</li> </ul>	<p>Caretakers Cleaners</p>																								

	<ul style="list-style-type: none"> <li>• Teaching and learning aids</li> <li>• Sports equipment</li> <li>• Telephones</li> <li>• Fingerprint scanners</li> </ul> <p>Items that need laundering (e.g. towels, flannels, bedding) will be washed regularly in accordance with the manufacturer’s instructions, on the warmest water setting. These items will not be shared between children between washes.</p> <p>Areas of the school that are used by students will be cleaned thoroughly at the end of the day.</p> <p>Any equipment that is shared will be cleaned between groups of children using it and multiple groups won’t use it simultaneously.</p> <p>Shared rooms, such as halls and dining areas, will be cleaned between different bubbles using them.</p> <p>If a person with coronavirus symptoms comes into school, a deep clean will take place in the areas that the person has been in, following <a href="#">decontamination guidance</a>.</p> <p>Cleaning supplies will be topped up regularly and monitored to make sure they’re not close to running out.</p> <p>Teachers will wash their hands and surfaces before and after handling students’ books.</p> <p>Staff members may choose to move the recording of learning from exercise books to lined paper. Either should be dropped into a tub by students on exit which should be left for 48 hours before teacher marking is attempted. Where possible exercise books (etc) should not be brought home and should remain to site.</p> <p>Computer equipment (including keyboards and mouse) – antiseptic wipes will be available for students/staff to use between each lesson.</p>	
<p>Spreading infection due to excessive contact and mixing between students and staff in classrooms</p>	<p>Students will be organised into 3 different bubbles: Year 7, Years 8 &amp; 9, Years 10 &amp; 11.</p> <p>The amount of take-home resources will be limited, and the sharing of stationery and other equipment will be prevented where possible. If shared equipment is used, it will be cleaned thoroughly between each group using it.</p>	<p>Pe</p>

<p>Spreading infection due to excessive contact and mixing between students and staff around the school</p>	<ul style="list-style-type: none"> <li>•</li> </ul>	<p>Students will be kept in the same bubbles each day. However, this will not be possible at all times given site restrictions.</p> <p>Student groups will have staggered break and lunch times, and end of the school day departure from site will be co-ordinated to avoid too many students being in one place at the same time.</p> <p>Students will be reminded about separate bubbles throughout the day.</p> <p>Staff and contractors not working with student groups will be asked to maintain 2m distances from each other and from the student groups.</p> <p>Admin staff will be kept in separate bubbles throughout the day.</p> <p>Teaching staff should make 'small adaptations' to their classroom to support distancing where possible. This should include seating students' side by side and facing forwards, rather than face to face or side on, where desks are not fixed.</p> <p><b>The wearing of face masks on Kingsmead school site</b></p> <p>Face coverings should be worn by staff, pupils and students when moving around the premises, outside of classrooms, such as corridors and communal areas where social distancing cannot easily be maintained. Face coverings do not need to be worn by pupils and students when outdoors on the premises.</p> <p>In addition, face coverings should be worn in classrooms and during activities unless social distancing can be maintained. This does not apply in situations where wearing a face covering would impact on the ability to take part in exercise or strenuous activities, for example PE lessons.</p> <p>Anyone wearing reusable face coverings will be expected to bring a plastic bag to keep these in. If they're using disposable face coverings, these will be put in a covered bin. They should also sanitise or wash their hands after removing the covering.</p>	<p>SLT &amp; all staff</p>
<p>Spreading infection due to the school environment</p>	<ul style="list-style-type: none"> <li>•</li> </ul>	<p><a href="#">Checks to the premises</a> will be done to make sure the school is up to health and safety standards before reopening.</p> <p>Fire, first aid and emergency procedures will be reviewed to make sure they can still be followed with limited staff and changes to how the school space is being used.</p> <p>Areas in use will be well ventilated by opening windows or using ventilation units. Doors will be propped open, where fire safety and safeguarding wouldn't be compromised.</p> <p>The use of lifts will be avoided unless essential.</p>	<p>Wm/RJT Caretakers</p>

		<p>Lidded bins will be provided in classrooms and other key locations to dispose of tissues and any other waste.</p> <p>Outdoor space will be used for exercise and breaks, and for education where possible.</p>	
Spreading infection due to excessive contact and mixing in meetings		<p>Where possible, all meetings will be conducted by telephone or using video conferencing. This includes meetings with staff, parents/carers, visitors and governors.</p> <p>Where this is not possible, essential meetings will be conducted outside, or in a room large enough to allow for social distancing.</p>	Wm/RJT
Individuals vulnerable to serious infection coming into school		<p><b>Students who are shielding or self-isolating</b></p> <p>It is expected that virtually all students will be able to return to school on 8 March 2021. However, we do expect a very small number of students will have to self-isolate either because they have been tested positive for COVID-19, or they are a close contact of someone who has COVID-19, or based on relevant medical advice.</p> <p>If a student who was previously shielding remains under the care of a specialist health professional, parent/carers may wish to discuss their care with the relevant specialist health professional before returning to school.</p> <p>Students who are unable to attend school because they are complying with advice from a clinician or a public health professional, will be immediately offered access to remote learning which will be closely monitored and supported. There is no obligation to set tasks 'by the lesson', and students will be directed to the Kingsmead COVID School on Firefly. Their absence will not be penalised.</p> <p>See: <a href="#">Remote Learning Plan (11.02.21) UPDATED.pdf (kingsmead-school.com)</a></p> <p><b>Staff who are Clinically Extremely Vulnerable</b></p> <p>CEV staff are being advised by the government not to attend the workplace. These individuals will previously have received a letter from the NHS or their GP telling them this (no new letter is required), and there is guidance for everyone in this group.</p> <p>CEV individuals who are not coming into school will continue to work from home wherever possible. Current guidance, informed by PHE, currently advises that CEV individuals should continue to shield even after they have been vaccinated however the shielding guidance is reviewed regularly, and as a school, we will continue to monitor the situation.</p>	Wm/RJT

		<p>Those living with someone who is CEV can still attend work and should ensure they continue to maintain good prevention practice.</p> <p><b>Staff who are Clinically Vulnerable</b></p> <p>Clinically Vulnerable staff can continue to attend school. While in school they must follow the system of controls to minimise the risks of transmission and individual risk assessments will be carried out with any staff who identify themselves as Clinically Vulnerable.</p> <p>Pregnant women are in the 'clinically vulnerable' category and are generally advised to follow the above advice, which applies to all staff in schools. All pregnant women should take particular care to practise frequent thorough hand washing, and cleaning of frequently touched areas in their home or workspace, and follow the measures set out in the system of controls section of this guidance to minimise the risks of transmission.</p>	
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<b>DATE OF REVIEW 1: 02.11.2020</b>	<b>COMMENTS:</b>		
<b>Additional Control Measures</b> <i>(to take account of local/individual circumstances including changes such as working practices, equipment, staffing levels).</i>	<b>Action by Whom</b> <i>(list the name of the person/people who have been designated to conduct actions)</i>	<b>Action by When</b> <i>(set timescales for the completion of the actions – remember to prioritise them)</i>	<b>Action Completed</b> <i>(record the actual date of completion for each action listed)</i>
Wm & ECP reviewed this risk assessment and agreed a new RA should be in place to reflect latest guidance.	<b>Wm &amp; ECP</b>	<b>13.11.2020</b>	
<b>DATE OF REVIEW 2: 23.11.2020</b>	<b>COMMENTS:</b>		
<b>Additional Control Measures</b> The risk assessment has been updated with recent advice and guidance.	<b>Action by Whom</b> Individual risk assessments to be carried out when required	When required	When required
<b>DATE OF REVIEW 3: 04.01.2021</b>	<b>COMMENTS:</b>		
A separate risk assessment will be needed for Lateral Flow Testing	<b>Wm &amp; RJT</b>	08.01.2021	Yes completed
<b>DATE OF REVIEW 4: 03.03.2021</b>	<b>COMMENTS:</b>		
The risk assessment has been updated with recent advice and guidance in relation to the return of students on March 8 <sup>th</sup> .	<b>Wm &amp; RJT</b>	08.03.2021	