

RISK ASSESSMENT FOR:



# COVID-19

Assessment by: RJT/Wm

Date: 5<sup>th</sup> of October 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 are experiencing coronavirus symptoms, and instead follow official <a href="#">self-isolation guidance</a>. Anyone who is living with someone experiencing COVID symptoms and who has not been fully vaccinated and is over the age of 18 will also be advised to follow the most recent guidance. 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-isolate 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>

HAZARD	WHO MIGHT BE HARMED	CONTROLS TO BE PUT IN PLACE	WHO WILL BE RESPONSIBLE
		<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. Public Health England will advise the school whether staff and parents/carers should 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.</p> <p>The responsibility for notifying close contacts now rests with NHS Test and Trace service however records relating to the below will be kept by the school in case it is requested:</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 school		<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> <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>	Dn

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		<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>• Face coverings are worn on schools' transport</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>Students should 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 in Reception for anyone who arrives without one or has a covering that's unsafe to wear.</p>	All staff

Spreading infection due to touch, sneezes and coughs

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.

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

Everyone in school will:

- Frequently wash their hands with soap and water for 20 seconds and dry thoroughly using [NHS guidelines](#), or use alcohol-based hand sanitiser to cover all parts of their hands
- Clean their hands-on arrival, before and after eating, and after sneezing or coughing
- Be encouraged not to touch their mouth, eyes and nose
- Use a tissue or elbow to cough or sneeze, and use bins for tissue waste

Students will be encouraged to learn and practise these habits in lessons and by posters put up across the school.

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.

Lidded bins for tissues will be in each classroom.

Wm/RJT  
Caretakers

Spreading infection through contact with coronavirus on surfaces

Cleaning staff will regularly clean frequently touched surfaces using enhanced anti-bacterial cleaning products including:

- Banisters
- Classroom desks and tables
- Toilet facilities
- Door and window handles
- Furniture
- Light switches
- Reception desks
- Teaching and learning aids

Caretakers  
Cleaners

	<ul style="list-style-type: none"> <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>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. 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 recreational zones: 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>Student groups will have staggered break 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>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>Staff will re-emphasise the importance of students walking on the left, particularly in the main block to avoid congestion.</p> <p><b>The wearing of face masks on Kingsmead school site</b>  Face coverings to be worn consistently by staff, students and visitors in situations outside of classrooms where social distancing cannot easily be maintained (such as corridors and communal areas). Teaching staff should ask students to put on masks before releasing them into corridors. Exempt students should wear a lanyard.</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>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>	<p>Wm/RJT Caretakers</p>
<p>Spreading infection due to excessive contact and mixing in</p>		<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>	<p>Wm/RJT</p>

meetings		Assemblies will now be conducted remotely rather than in-person and PE fixtures will be postponed until further notice.	
Individuals vulnerable to serious infection coming into school		<p><b>Students who are clinically vulnerable</b></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><a href="#">Remote Learning Plan (11.02.21) UPDATED.pdf (kingsmead-school.com)</a></p> <p>Clinical studies have shown that children and young people, including those originally considered to be clinically extremely vulnerable (CEV), are at very low risk of serious illness if they catch the virus. The UK Clinical Review Panel has recommended that all children and young people under the age of 18 should no longer be considered CEV and should be removed from the Shielded Patient List, the national database of people considered clinically extremely vulnerable.</p> <p>All children and young people should continue to follow the same guidance as everyone else, which can be found at <a href="http://www.gov.uk/coronavirus">www.gov.uk/coronavirus</a>. For a very few individual children specific clinical advice may be given and this should continue to be followed.</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>	Wm/RJT

<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.	Wm & ECP	13.11.2020	
<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	Wm & RJT	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> .	Wm & RJT	08.03.2021	Yes completed
<b>DATE OF REVIEW 5: 14.05.2021</b>	<b>COMMENTS:</b>		
The risk assessment has been updated in accordance to the DfE guidance regarding the wearing of face coverings in school. <a href="https://www.gov.uk/government/publications/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-during-the-coronavirus-covid-19-outbreak/what-parents-need-to-know-about-early-years-providers-schools-and-colleges-during-covid-19">https://www.gov.uk/government/publications/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-during-the-coronavirus-covid-19-outbreak/what-parents-need-to-know-about-early-years-providers-schools-and-colleges-during-covid-19</a>	Wm & RJT	14.05.2021	
<b>DATE OF REVIEW 6: 04.06.2021</b>	<b>COMMENTS:</b>		
Risk assessment was reviewed inline with school timings taking effect from June.	Wm & RJT	04.06.2021	
<b>DATE OF REVIEW 7: 01.09.2021</b>	<b>COMMENTS:</b>		
Risk assessment was reviewed in line with school timings taking effect from September.	Wm & RJT	01.09.2021	
<b>DATE OF REVIEW 8: 05.10.2021</b>	<b>COMMENTS:</b>		
Risk assessment was reviewed following Public Health Advice for the school to move into 'Amber' from 'Blue'. Updates included the wearing of face masks and remote assemblies and meetings	Wm & RJT	01.09.2021	