

General Guidance

Original risk assessments must be kept for a period of 7 years. On completion a hard copy should be printed off and placed in your local/site health and safety folder.

Instructions for Use: Please remove this section once you have completed the assessment as it is guidance for completing the assessment.

**Risk** **Covid 19.** Kings' School is following the guidance and information provided by Public Health England and the DfE. This assessment records site specific arrangements and must be read in conjunction with national guidance for schools at:  
[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/963541/Schools\\_coronavirus\\_operational\\_guidance.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/963541/Schools_coronavirus_operational_guidance.pdf)

What are the hazards?	Who might be harmed and how?	What are you already doing (existing Control Measures)?	Do you need to do anything else to manage this risk (Additional Control Measures)?	Action by whom?	Action by when?	Done
Underlying Health conditions	Staff, students, or visitors who have underlying health conditions	There is no general requirement for those categorised as clinically vulnerable to remain isolated at home. This includes pregnant women (unless advised by the midwife or in the third trimester) and those with underlying health conditions. Shielding advice allows all to return to school unless they have been advised otherwise by GPs or medical authorities.	Offer of individual Risk Assessment / meetings with staff who feel this is necessary	Individual staff /Line Managers	Ongoing – part of maternity risk assessments – medical advice sought for third trimester	

Site Name *Kings' School*

Date 08 March 2021

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Transmission by an infected individual	All	<p>Lateral Flow Testing offer twice weekly to staff and for pupils to have 3 tests on return to school. Staff and pupil testing to be replaced by at home test kits.</p> <p>Regular advice, consistent with Government messaging, that anyone with suspected symptoms must immediately isolate at home together with family members. Individuals who believe they may have symptoms must arrange for test and engage with the national track and trace programme.</p> <p>Regular publication of the instruction that anyone (staff / pupils) who believes they may have symptoms (temperature, new persistent cough, loss of taste / smell) not to come into school but remain at home</p> <p>Any member of staff / pupil who develops symptoms to understand school processes – Matron's Room as isolation point / collection / cleaning</p>	<p>Manage data consent</p> <p>Advise anyone reporting suspected symptoms to arrange an NHS test at <a href="https://www.gov.uk/get-coronavirus-test">https://www.gov.uk/get-coronavirus-test</a></p> <p>Publish on website. Reminders in HT newsletter, assemblies etc.</p> <p>HT updates / SBM Briefing / tutor reminders</p>	<p>HT / SLT</p> <p>HT/SBM/SLT HoYs Tutors Matrons</p> <p>HT/SBM</p>	<p>08 Mar 2021</p> <p>Ongoing</p>	

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Poor personal hygiene	All	<p>Reminders on proper handwashing – posters displayed</p> <p>Provision of hand gel stations in corridors, outside toilets, before food service areas.</p> <p>Computer wipes</p> <p>Regular reminders – daily briefings assemblies, HOYs, tutors, lunchtime duty staff to regularly remind</p> <p>Letters to parents</p>		<p>SBM</p> <p>SBM/site team</p> <p>SBM/teachers</p> <p>HT/SLT</p> <p>HT</p>	Ongoing	
Respiratory Hygiene	All	<p>Promulgation of “catch it, kill it, bin it” message</p> <p>Order of new closed lid bins to supplement current disposal management</p> <p>Regular reminders – daily briefings assemblies, HOYs, tutors, lunchtime duty staff to regularly remind</p> <p>Letters to parents</p>		<p>HT/SBM</p> <p>SBM</p> <p>HT/SLT</p> <p>HT</p>	<p>Ongoing</p> <p>complete</p>	

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Surface transmission	All	<p>Enhanced Cleaning</p> <p>Additional YBC cleaning staff employed during the day with electrostatic disinfecting sprays to manage cleaning of public touch points, corridors, toilets, communal spaces.</p> <p>Each classroom to have disinfecting spray available during the day with paper towels to allow disinfecting of desks between each lesson.</p> <p>Continued daily cleaning of each classroom to include disinfecting wipe down at end of school day</p> <p>Teachers to be requested to spray desks before start of lesson and, if required, invite pupils to dry off using towels.</p>	<p>Liaison with YBC area manager</p> <p>Brief staff</p>	<p>SBM</p> <p>SBM/site team</p> <p>SBM</p> <p>SLT/class teachers</p>	<p>Ongoing</p> <p>Ongoing – review end of term</p>	
Group transmission	All	<p>Year group separation, where feasible, using time / geographical separation.</p> <p>Zones for use by Year Groups before school and lunchtimes as follows:</p> <ul style="list-style-type: none"> <li>• Y7- MUGA / Tower</li> <li>• Y8 – Playcourts &amp; Bradbury</li> <li>• Y9 – Astro / Main Hall</li> </ul>	<p>Staff to ensure pupil compliance. Clear and regular communication via letters to parents, assemblies, tutors etc</p>	<p>HT/SLT</p> <p>HoYs</p> <p>Teachers / LSAs on duty rota</p>	<p>Ongoing</p>	

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		<ul style="list-style-type: none"> <li>• Y10 – Danemar5k quad / Gym</li> <li>• Y11 – Quad / Library</li> </ul> <p>Tutor rooms as wet break bases</p> <p>Provide additional toilet block facility on top field to provide for Y8 pupils using Bradbury zone at lunchtime.</p> <p>Pupil desks to face forward</p> <p>2m separation zone, where feasible, between pupil and teaching zones</p> <p>No large gatherings - eg Assemblies</p> <p>No public gatherings – open mornings / evenings, parents evenings. Use online alternatives</p> <p>Face masks to be worn at all times indoors when separation (2m) cannot be</p>	<p>Tutors to supervise</p> <p>Acquire temporary toilet block</p> <p>Virtual, online assemblies accessed in tutor groups</p> <p>Online systems to manage large attendance events virtually</p>	<p>SBM</p> <p>SBM</p> <p>SBM</p> <p>SBM/site team</p> <p>HT/HoYs</p> <p>HT / HoYs</p>	<p>As required by weather</p> <p>Complete</p>	

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		achieved – including wearing of face masks by pupils in classrooms and by teachers if unable to achieve separation.	Publicise widely			
Group transmission at movement time	All	<p>Brief staff and pupils</p> <p>Face coverings to be worn during movement time</p> <p>Teachers to release classes such that leaving classrooms staggered – if a class is leaving an adjacent classroom then wait until immediate congestion cleared.</p> <p>Maintain 1m+ distancing measures as much as possible during movement time.</p> <p>Toilets to have 2 pupil maximum. Lower school pupils (Y7 &amp; Y8) to be allowed toilets breaks during lesson time to reduce loading</p> <p>One way system established around school to reduce contact points and ease congestion.</p>	<p>Staff to ensure pupil compliance</p> <p>Staff to ensure pupil compliance</p> <p>Duty staff, Teachers</p>	<p>HT/SBM/HoYs</p> <p>Teachers / LSAs on duty rota</p> <p>Senior staff to monitor</p>	Ongoing	

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Group transmission at lunchtimes	All	<p>Brief staff and pupils</p> <p>Time and geographical separation of year group lunch service as follows:</p> <p>1205 – Y7 to gym, Y8 to main counter hall</p> <p>1215 – Y11 – Kings' Cabin in Quad</p> <p>1225 – (after Y7 and Y8 complete) Y9 to main counter hall, Y10 to gym</p> <p>Pupils in Y9 and Y10 to remain in zoned areas (Astro / Playcourts) until called forward for lunch service at 1225 once previous year groups clear.</p> <p>Special arrangements for 'wet lunches'</p> <p>Extra-curricular to be delivered in year group 'bubbles'.</p>	<p>Regular briefings</p> <p>Vigilant staff supervision</p> <p>Consider one year group per day?</p>	<p>HT/SBM/HoYs</p> <p>Teachers / LSAs on duty rota</p> <p>Senior staff</p> <p>SLT/PE team</p>	Ongoing	
Group Transmission Start and End of Day	All	<p>Pupils to arrive normally – but move to year group zoned areas to wait for 0845 bell before entering the building. Face coverings to be worn on way to / from zones.</p>	<p>Staff supervision of arrivals to zoned areas.</p>		Ongoing	

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		<p>Pupils will be allowed to tutor rooms early in the event of wet weather as indicated by the wet break signal.</p> <p>End of day departure to be staggered to prevent crowding at the main gate.</p> <p>End of school day to be:</p> <p>3.10pm – Years 9 &amp; 10</p> <p>3.15pm – Year 11</p> <p>3.20pm - Years 7 &amp; 8.</p>				
Use of PPE	All	<p>Following national guidance on PPE in schools. Face Coverings to be worn as follows:</p> <ul style="list-style-type: none"> <li>• When using public transport, including school buses.</li> <li>• On arrival at school until pupils have reached their designated zones</li> <li>• In classrooms during lessons when separation (2m) cannot be achieved.</li> <li>• During all movement times between lessons and when moving to lunchtime zones</li> <li>• When leaving the school.</li> </ul>	<p>Staff wishing to use masks in classrooms may do so and should wear masks if separation cannot be achieved.</p> <p>Communication re expectations / safe use of PPE</p>			



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		<p>PPE to be worn if dealing with individual displaying symptoms until they are removed from site.</p> <p>PPE to be worn if delivering intimate personal care to individual pupils.</p>	<p>HCC PPE kit for identified infected cases held in Matron's room.</p> <p>PPE available in Pupil Support area for pupil support team if required</p>			
Staff knowledge of procedures	All	<p>Briefing on procedures for all staff</p> <p>Reminders, reinforcement during morning staff briefings, departmental meetings</p>	HT via weekly briefing	HT/SLT SLT, HoDs		
Insufficient pupil awareness / adherence to rules	Pupils and Staff	<p>Daily reminders by Tutors of COVID restrictions and behaviour expectations.</p> <p>First (Teams) assemblies on return to reinforce COVID related expectations.</p>	<p>Tutors</p> <p>HOYs</p>	<p>Duty SLT</p> <p>Senior staff</p>		

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Safeguarding	Pupils and Staff	All staff to be aware of additional safeguarding issues that may arise / have arisen as a result of lockdown.  Follow existing CP and Safeguarding policies as updated following 2020 issue of KCSiE	DSL safeguarding briefing at first day back whole staff training.	BER	Ongoing	
Public contact at Reception	Reception and Office staff	Plastic screen installed at Reception  Reception to be normally manned by only one member of reception / admin staff behind the screen  Hand gel at Reception		EDW  Site team		
Transmission while transporting students	Pupils on school / public transport	To follow national and County guidance issued by school transport team.  Face masks are to be worn by pupils.  Follow published school transport guidance for staff / pupils travelling on school minibus.	Publish guidance on website	SBM  SBM SBM / Driver		

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Staffing for emergency evacuations	All	SBM – reminders of standard plans  No change to existing fire evacuation procedures		SBM  SBM	Mar 21  Fire drill early summer term	
Staffing levels for first aid	All	Duty Matron every day				
Additional risks to EHCP pupils	Pupils and Staff	Appropriately trained staff to manage behaviour & learning needs.  If possible, to maintain own 'bubble' arrangements – limit contacts with other pupils	Pupil Support to assess each pupil individual needs	Pupil Support		
Additional risks to vulnerable staff (incl BAME, older staff and other higher-risk groups)	Vulnerable	Identify those who might be at additional risk and follow national / local guidance	Offer individual self-assessment  Offer individual risk assessment with line manager  Offer priority access to testing	SLT; MoS  SLT; line managers		

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Transmission during PE	PE staff / Pupils	<p>Reduce of changing facilities. Pupils to arrive PE ready. Change on completion of PE activity allowing changing room clean every lesson.</p> <p>Pupils to have uniform in bag ready for change at end of PE lesson. Bag to be carried to PE activity.</p> <p>Follow non-contact and minimal shared equipment PE curriculum.</p> <p>Extra - curricular PE to follow sport specific guidelines</p>	<p>Dedicated cleaner for sports block and PE changing rooms with electrostatic disinfectant fogging machine.</p> <p>Additional PE equipment purchased</p>	<p>SBM</p> <p>BCH</p>		

Risk Assessor Ian Pickles (School Business Manager)	Signature	Date March 2021
Responsible Manager James Adams (Headteacher)	Signature	Date March 2021

Date Reviewed	Signature	Role
10 October 2020		SBM

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