



## COVID19: Re-Opening in September 2020

### Over-Arching Risk Assessment

**SCHOOL NAME:** King's College

**ASSESSORS:** PJ Musgrove (H&S Officer), D Potter (Operations Manager), J Lawford (Deputy Head Academic)

**LAST UPDATED:** 1 September 2020 - (Version2)

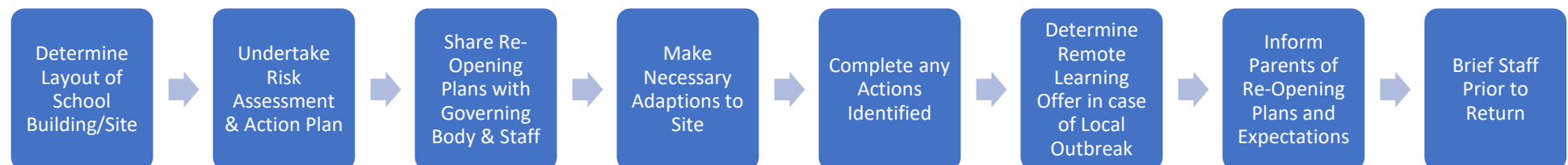
#### Purpose of this document:

This COVID19 Risk Assessment and Action Plan document sets out the decisions taken and measures put in place to prepare for the re-opening of the school and ensure the school continues to operate in a safe way.

Existing policies and guidance continue to apply alongside the actions within this document, including but not limited to:

- Health and Safety Policy
- First Aid Policy
- Child Protection Policy
- DFE Guidance relating to COVID19
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- The Health Protection (Notification) Regulations 2010
- Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities'
- KCT COVID Guide for Teachers
- KCT Blueprint for Boarding
- KCT Risk Assessment for Boarding

#### Steps of Re-opening Preparation:





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Assessment: Returning to School – September 2020

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Spot the Hazards including long term health hazards?	Identify groups of people that may be affected by the hazard. How will the hazard cause harm?	State what is already being done to reduce the likelihood of harm or make any harm less serious?	What more can be done to reduce the risk of harm?	Action by whom?	Risk Rating Low Medium High	Action completed Date.

<p><b>Cleaning &amp; Waste Disposal.</b></p>	<p><b>Staff Domestic Services</b></p> <p style="color: red;">Contraction of Covid-19 causing serious illness.</p>	<p>Cleaning regime is in place, in line with <a href="#">COVID19: Cleaning in non healthcare settings guidance</a>.</p> <p>Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches using appropriate cleaning products and methods.</p> <p>Enhanced cleaning regime for toilet facilities particularly door handles, locks and toilet flush.</p> <p>Sufficient time is available for the enhanced cleaning regime to take place.</p> <p>Waste disposal process in place for potentially contaminated waste.</p>	<p>Rigorous checks will be carried out by line managers to ensure that the necessary procedures are being followed.</p> <p>Hand towels and hand wash are to be checked and replaced as needed. Stock check and ordering schedule reviewed and orders made when necessary.</p> <p>Staff need to keep their desks clear for others to use. All staff to spray and wipe down desk when finished ready for the next teacher.</p> <p>Classes to clean their own desks after each lesson, guided by the teacher.</p> <p>Each class will have its own cleaning box.</p> <p>Every class space cleaned thoroughly before the start of day.</p> <p>Lunchtime, touch points cleaned.</p> <p>Toilets cleaned twice a day.</p>	<p>HOD's Domestic Services Manager</p> <p>Domestic Services Manager</p> <p>All Staff</p> <p>Domestic Services Manager</p> <p>Domestic Services Manager</p>	<p><b>LOW</b></p>	<p>Ongoing</p>
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<b>First Aid &amp; (CPR)</b>	<p><b>First Aiders</b> First Aiders are exposed to risks from Covid-19 due to providing First Aid in the workplace,</p> <p style="color: red;">Contraction of Covid-19 causing serious illness.</p>	<p>Advice on CPR and resuscitation in the workplace is taken from UK.GOV, and the Resuscitation Council.</p> <p>First aid kits to be checked and restocked.</p> <p>Emergency grab boxes available.</p> <p>Health Centre will be open for illnesses and Injuries.</p> <p>First Aid Policy updated with an over-arching Covid-19 supporting document. <a href="https://forms.office.com/Pages/ResponsePage.aspx?id=2olB5Qr_cU-BWbZuTQZNQLMAM7klqHFOuQ75aiTgS5BUNktFVDhUWVVDT0xFOURDQ1ZOU1NCN1RaOC4u">https://forms.office.com/Pages/ResponsePage.aspx?id=2olB5Qr_cU-BWbZuTQZNQLMAM7klqHFOuQ75aiTgS5BUNktFVDhUWVVDT0xFOURDQ1ZOU1NCN1RaOC4u</a></p>	<p><b>Guidance relating to CPR during Covid-19.</b> <a href="https://www.resus.org.uk/media/statements/resuscitation-council-uk-statements-on-covid-19-coronavirus-cpr-and-resuscitation/covid-community/">https://www.resus.org.uk/media/statements/resuscitation-council-uk-statements-on-covid-19-coronavirus-cpr-and-resuscitation/covid-community/</a></p> <p>Any illness or Injury still needs to be reported in the same manner using the Incident Form and sent to <a href="mailto:pimusgrove@kings-taunton.co.uk">pimusgrove@kings-taunton.co.uk</a></p> <p><a href="T:\Health and Safety\INCIDENTS &amp; ACCIDENTS\Incident and Near-Miss Forms\">T:\Health and Safety\INCIDENTS &amp; ACCIDENTS\Incident and Near-Miss Forms\</a></p> <p>Staff emailed to follow link and confirm First Aid Policy has been read alongside the Covid-19 supporting document.</p>	HOD's          All Staff	<b>LOW</b>	Ongoing
<b>Staff Returning to Work</b>	<p><b>Staff</b></p> <p style="color: red;">Passing on Covid-19 causing serious illness.</p>	<p>Staff should <u>not</u> come to work if they are displaying any symptoms of Covid-19.</p> <p>Staff are expected to social distance and sanitise/wash hands on a regular basis.</p> <p>Face covering may be worn but must be a clean one every day.</p>	Government Guidance on social distancing is currently 1m+, Where possible King's Schools will continue to use the 2m rule.		<b>LOW</b>	Ongoing

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<p><b>Spread of Covid-19 Coronavirus within the School / Workplace.</b></p>	<p><b>All staff Pupils Contractors Visitors</b></p> <p style="color: red;">Contraction of Covid-19 causing serious illness.</p> <p style="color: red;">Social distancing – It will be accepted that working with children in the younger years may be a challenge and the risk will be relatively low.</p>	<p><b>Social Distancing</b> Children within year group bubbles will be expected to maintain social distancing whenever possible, however it is accepted that some situations will not allow this.</p> <p>Year group bubbles will be expected to maintain 2m spacing between pupils from other bubbles.</p> <p>Social Distancing - Reducing the number of persons in any work area to comply with the 1-metre+ rule or where possible adopt the 2-metre (6.5 foot) distance.</p> <p>King's Schools are reviewing work/teaching schedules including start &amp; finish times/shift patterns, working from home etc.</p> <p>Redesigning processes to ensure social distancing in place.</p> <p>Conference calls to be used instead of face-to-face meetings where practical.</p>	<p>Staff &amp; pupils to be reminded on a daily basis of the importance of social distancing both in the workplace and outside of it.</p> <p>Management checks to ensure this is adhered to.</p> <p><a href="https://www.publichealth.hscni.net/covid-19-coronavirus">https://www.publichealth.hscni.net/covid-19-coronavirus</a></p> <p><a href="https://www.gov.uk/coronavirus">https://www.gov.uk/coronavirus</a></p> <p><a href="https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works">https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works</a></p>	HOD's	<b>MEDIUM</b>	Ongoing
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<p><b>Symptoms of Covid-19.</b></p>	<p><b>Staff</b> <b>Pupils</b> <b>Contractors</b> <b>Visitors</b></p> <p style="color: red;">Contraction of Covid-19 causing serious illness.</p>	<p>If anyone becomes unwell with a new continuous cough or a high temperature within the School, they will be assessed by the health centre and will then follow the published guidance.</p> <p>Staff displaying symptoms will be required to self-isolate as per the government guidelines.</p> <p>Line managers will maintain regular contact with staff members during this time.</p> <p>If advised that a member of staff, Pupil, Visitor or Contractor has developed Covid-19 and were recently on our premises (including where a member of staff has visited other work place premises such as domestic premises), the management team of the workplace will contact the Public Health Authority to discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken. <a href="https://www.publichealth.hscni.net/">https://www.publichealth.hscni.net/</a></p>	<p>Line managers will offer support to staff who are affected by Coronavirus or has a family member affected.</p> <p><a href="https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works">https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works</a></p> <p>Staff are reminded that if they feel that they have the symptoms of Covid-19 they are to dial 111 and self-isolate for 10 days.</p> <p><b><u>Stay at Home Guidance</u></b></p> <p><a href="https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection">https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection</a></p> <p><a href="https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works">https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works</a></p>	<p>HOD's HR Team</p>	<p><b>MEDIUM</b></p>	<p>Ongoing</p>
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<p><b>Emergency Evacuation In the Event of Fire.</b></p>	<p><b>Staff Pupils Contractors Visitors</b></p> <p style="color: red;">Burns, Smoke Inhalation, crush Injuries, slip trip and falls.</p>	<p><b>Note</b> - In the event of emergency the priority is getting out of the building calmly regardless of social distancing.</p>	<p>If staff are in a boarding house or other department working, and the fire alarm sounds they should follow the Instruction and evacuate with other staff or pupils in that area.</p> <p>Once at the muster point, persons where possible must maintain social distancing.</p> <p>Communicate with all persons at the muster point.</p>	All Staff	<b>LOW</b>	Ongoing
<p><b>Catering</b></p>	<p><b>Staff Pupils</b></p> <p style="color: red;">Contraction of Covid-19 causing serious illness.</p>	<p>Marquee to be available with tables, heaters and lights, in addition to the dining hall.</p> <p>Menus complete: two hot options (one vegetarian), plus salads baked potatoes, soup.</p> <p>All cutlery will be wrapped in a napkin, polycarbonate plates and bowls have been ordered. These will be used by those pupils using the marquee.</p> <p>Staggered times for year groups and line up in bubble groups.</p>	<p>Servery adapted to enable pupils to be served by staff. Screens fitted.</p> <p>Staff to have packed lunches, delivered to the staff room. The only exceptions being those staff on duty.</p> <p>Tea will be a wrap / sandwich and fruit.</p> <p>Catering delivery point as normal – through Holway Avenue gate. Delivery driver to telephone prior to arriving.</p>	Domestic Services Manager	<b>LOW</b>	Ongoing

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		<p>Breakfast staggered in 10 minute slots from 7.30am, in year groups (youngest to oldest)</p> <p>Lunch staggered, as per published timings. 3<sup>rd</sup>, L6 and 5<sup>th</sup> Forms to eat in the marquee; the other two year groups in the dining hall.</p> <p>Supper staggered in 10 minute slots from 5.50pm, in year group older (youngest to oldest)</p> <p>Each child will have to scrape their own plate.</p>	Day pupils advised that they can have breakfast and supper, but must stick to the published times.			
<b>Maintenance Work in other Departments and Boarding Areas</b>	<p><b>Staff</b></p> <p>Maintain social distancing at all times and regular washing of hands.</p> <p>Current Guidance 1m+, Staff to social distance 2m where possible.</p>	When Boarders return there will be allocated time slots to carry out any maintenance work. Appointments must be made with Houseparents or Assistants.		Maintenance Supervisor	<b>LOW</b>	Ongoing

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<b>Communication</b>	<b>Staff Pupils Parents</b>  <span style="color: red;">Contraction of Covid-19 causing serious illness.</span>	Information shared with Staff, Pupils, Parents around the return to School plan and returning to site, amendments to usual working patterns/ practices and groups. Communication around: <ul style="list-style-type: none"> <li>• Risk Assessment</li> <li>• Social distancing</li> <li>• Start / Finish times</li> <li>• Regular hand washing</li> <li>• Face Coverings</li> </ul>	On-going regular communication to ensure Staff, Pupils, Parents are kept well informed.  Staff Inset 31 August – 2 September 2020. Staff will be briefed on the Risk Assessment and Covid-19 guidance.	SMT	<b>LOW</b>	Ongoing
<b>PPE &amp; Signage</b>	<b>Staff</b>  <span style="color: red;">Contraction of Covid-19 causing serious illness.</span>	PPE requirements understood and appropriate supplies in place. Long term approach to obtaining adequate PPE supplies in place. <ul style="list-style-type: none"> <li>• Nitrile gloves</li> <li>• Medical face masks</li> <li>• Face shields</li> </ul> Hand sanitiser to be made available with a good reserve in place. Non-alcohol hand sanitiser required for Science, DT, Art and food lessons.	Replenishment of stock contact the Operations Manager or Domestic Services Supervisor.  SMT to consider what signage and markings are needed.  Perspex screens to be placed on desks in all classrooms.  Covid-19 PPE requirements to be established by local risk assessment.	Operations Manager / Domestic Services Manager      HOD's	<b>LOW</b>	Ongoing      Ongoing

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<b>Lessons / Classrooms</b>	<b>Staff Pupils</b>  Contraction of Covid-19 causing serious illness.	Staff need to keep their desks clear for others to use. All staff to spray and wipe down desk when finished ready for the next teacher.  Teachers to spray desks after each lesson, and pupils to wipe down with paper towel.  Each class will have its own cleaning box.  Every class space cleaned thoroughly before the start of day.  Lunchtime, touch points cleaned.  Lesson timetable and movement around school under continuous review.	Staff must maintain social distancing and wear PPE if they need to adopt the 1m + for a significant period.	Maintenance Supervisor  All Staff	<b>LOW</b>	Ongoing  Regular Review
<b>Wellbeing, Mental health and Safeguarding.</b>	<b>Staff Pupils</b>  Children/ parents and staff may feel alienated and confused in the this new 'Covid-19 ' environment and suffer anxiety and worry.	<b>Pastoral Systems</b> Strong pastoral support exists with the houseparent and tutor being the first lines of support for pupils.  Opportunities during tutor time as well as PSHE sessions to discuss any anxieties and concerns.  Staff are sensitive to pupils' needs and worries, and act accordingly.	Pupils and Staff to be reminded of the importance of wellbeing.  Day pupil year heads appointed to help support day pupils.  The DSL/ deputies will liaise closely with Head of Learning Strategies to determine what additional support is available for pupils who are	Class and Tutor Teachers SMT DSL / Head of Learning Strategies Medical Centre Boarding Staff	<b>Low</b>	Ongoing

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		<p><b>Staff</b> We have a professional duty of care for staff and support will be given by HR if required.</p>	<p>suffering with their wellbeing and mental health</p> <p>The DSL / deputies will ensure that pastoral care is in place to support pupils and staff who require it</p> <p>Any Safeguarding issues are managed in line with the <a href="#">Child Protection and Safeguarding Policy</a></p>		LOW	
<b>Boarding</b>	<p><b>Staff Pupils</b></p> <p style="color: red;">Contraction of Covid-19 causing serious illness.</p>	See separate boarding risk assessment.			LOW	Ongoing

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<b>Transport/School Fleet</b>  <b>Use of School Fleet and Passengers on Pick-Ups and Returns.</b>	<b>Staff</b> <b>Pupils</b> <b>Contractors</b> <b>Visitors</b>  <span style="color: red;">Contraction of Covid-19 causing serious illness.</span>	When using School Vehicles (Van, Minibuses, Car), Driver must wear a face covering if carrying passengers.  Vehicles to be sanitised after every use by the driver, using spray or wipes provided. If a bus cannot be cleaned a laminated sheet will be placed in the vehicle Stating (Red not cleaned) or (Green clean)  See risk assessment – Covid-19 dedicated school transport for detailed Information.  The use of any School vehicle will be for essential journeys only.  Passengers aged 11 and over must wear a face covering. Passengers under the age of 11 are encouraged to wear a face covering when using the schools transport service.	<b>Consider:</b> How pupils are grouped together on transport, where possible this should reflect the bubbles that are adopted within school.  use of hand sanitiser upon boarding and/or disembarking  additional cleaning of vehicles, vehicles will be misted once a week.  organised queuing and boarding where possible.  distancing within vehicles wherever possible.	Transport Co-ordinator  H&S Officer  Vehicle drivers	<b>LOW</b>	

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<b>Toilets &amp; Changing Rooms</b>	<b>Staff Pupils</b>  Contraction of Covid-19 causing serious illness.	Additional portable toilet facilities will be available.  Toilets will be cleaned twice a day.  Staff toilets to be clearly signed.		Domestic Services Manager  Domestic Services Cleaners	<b>LOW</b>	

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