

RGS - Risk Assessment School Remaining Open during Coronavirus (COVID-19) Pandemic

School Name:	Reigate Grammar School
Site Details:	Reigate Road, Reigate, RH2 OQS
Risk Assessor's Name:	M A Collins (SLT lead), S J Arthur, C M Grater, A L Crook (dept RAs)
Risk Assessment Date:	23.11.2020
Reviewed by Assurity:	25.08.2020 Mireille Stocker
Last Governor Review:	26.08.2020 Governance & Risk Committee
Last SLT Review:	19.11.2020

The government have said that schools should re-open in September. This is based on scientific guidance and assessment of risk at government level. Therefore, there are no risk ratings in this risk assessment rather all control measures are in place to reduce risk to the lowest possible level. The latest statement from the UK Chief Medical Officers is available [here](#).

Assessment

Hazard	Individuals at Risk	Control Measures	Further Action points
Staff and pupils living in vulnerable households or with underlying health conditions that may put them at increased or very high risk of severe illness from Coronavirus (COVID-19)	<p><i>Staff and pupils in vulnerable categories</i></p> <p><i>Severe illness or death as a result of contracting Coronavirus (COVID-19) whilst at work</i></p>	<p><i>Considerations</i></p> <ul style="list-style-type: none"> <i>Keep up to date on the latest Government guidance on underlying health conditions that may put persons at either increased or very high risk of severe illness as these may change in line with the latest scientific research.</i> <i>Based on the latest Government guidance on social distancing - Coronavirus (COVID-19): Guidance on Full Opening of Schools available here:</i> <i>DLH identified staff that have underlying health conditions which may put them at either increased or very high risk of severe illness from Coronavirus (COVID-19). Information on the underlying health conditions that would cause a member of staff to be categorised as such are available here.</i> <i>Continue to review personnel records to identify any staff that may be at increased or very high risk of severe illness from Coronavirus (COVID-19).</i> <i>DLH liaised with Occupational Health, to undertake any RA for staff ready for return to school.</i> 	

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		<ul style="list-style-type: none"> • <i>The guidance for the clinically extremely vulnerable is that they should work from home during the 4 week period of lock-down beginning on 5 November and if they cannot work from home, then they should not attend work. DLH has contacted staff to make arrangements.</i> • <i>For staff in the clinically vulnerable category, they can continue to work in school making sure that they adhere to the 2m risk mitigation protocols.</i> • <i>Further information is provided in the Government guidance for employers available here</i> • <i>If a pupil or member of staff lives with someone in a vulnerable health group, including those who are pregnant, they can attend school. In some cases, individual RAs will be appropriate.</i> <p><i>Control Measures - Sarah Arthur & Dawn Holmes</i></p> <ul style="list-style-type: none"> • <i>DLH/SJA contacted vulnerable staff to complete Occupational Health for risk assessments for those identified. All actions based on the outcomes of those RAs and advice from Occupational Health are being addressed.</i> • <i>Where parents have concerns about a child returning to school because of the child's health, or because a member of their close family is extremely vulnerable, we are working with the family to ensure attendance at school where possible and/or continuity of education remotely.</i> 	
<p>Lack of staff available to operate a safe school: pupil ratios and/or operate site</p> <p>Staff may need to self-isolate as a result of either themselves, member of their household or support bubble developing</p>	<p><i>All</i></p> <p><i>Various potential injuries as a result of lack of supervision, and/or lack of site staff</i></p>	<p><i>Considerations</i></p> <ul style="list-style-type: none"> • <i>key staff required for the day-to-day operation of site</i> <ul style="list-style-type: none"> ○ <i>Senior Management</i> ○ <i>DSL</i> ○ <i>Estates staff to complete opening and closing of the site, routine monitoring (fire, security, water systems, preventative and responsive maintenance, coach services, school venue logistics, event related tasks, responsive daily site maintenance issues and emergency response)</i> ○ <i>Catering staff to provide food for staff and pupils</i> 	

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symptoms of Coronavirus (COVID-19)		<ul style="list-style-type: none"> ○ <i>Cleaning staff to maintain high levels of cleanliness including waste disposal arrangements.</i> ○ <i>Teaching staff to supervise pupils attending site.</i> ○ <i>Office staff for admin back up, telephones and first aid cover</i> ● <i>minimum service requirements have been identified to keep the site functioning safely and contingency plans made where possible should staffing levels fall below what is required (e.g staff and pupils could be asked to bring in a packed lunch should the catering staff levels fall below minimum requirements, estates staff could train others in site security arrangements and essential activities and processes).</i> ● <i>key staffing scenarios have been identified that may trigger closure or partial closure of the school.</i> <p><i>Control measures - Mary-Ann Collins, Brendan Stones, Arabella Crook, Huw Jones</i></p> <ul style="list-style-type: none"> ● <i>2m social distancing between all staff and between staff and classes taught.</i> ● <i>We have audited all classrooms and workspaces to ensure that desks and tables are arranged facing forward and with 2m distance between nearest pupil desk and teacher.</i> ● <i>Departments arranged safe practice in staff work areas: screens, maximum capacities, overspill arrangements (see dept RAs – ALC for departments, SDO for support staff)</i> ● <i>HTJ arranging cover and contingency for unexpected absence, calling in further support when needed.</i> ● <i>HTJ monitoring day to day teaching staff numbers, taking appropriate action when staff become unable to attend school</i> 	
<p>Suspected case of Coronavirus (COVID-19) on site</p> <p>Staff, pupils and/or contractors may display symptoms of Coronavirus (COVID-19) whilst on site</p>	<p><i>All</i></p> <p><i>Potential spread of Coronavirus (COVID-19) to other staff, pupils and others on site</i></p>	<p><i>Considerations</i></p> <ul style="list-style-type: none"> ● <i>Staff and pupils eligible to attend the school should stay at home if they are unwell with a new, continuous cough and/or a high temperature, or a loss of, or change in their normal sense of taste or smell (anosmia) to avoid spreading infection to others, and/or if they are self-isolating due to another person within their household developing symptoms. Otherwise, they should attend education or work as normal.</i> 	

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		<ul style="list-style-type: none"> • <i>If a member of staff or contractor becomes ill with symptoms of coronavirus whilst on site, they must be sent home and advised to follow the latest Government guidance available here. They should not visit their GP, a hospital or a pharmacy. If their life is at risk or if they are seriously ill, then a member of staff should call 999.</i> • <i>If a pupil becomes ill with symptoms of coronavirus whilst on site, they must be sent home with their parent/carer and advised to follow the latest Government guidance available here. They should not visit their GP, a hospital or a pharmacy. If their life is at risk or if they are seriously ill, then a member of staff should call 999.</i> • <i>If a member of staff, contractor, or pupil displaying symptoms is awaiting collection, they should be moved, if possible and if appropriate, to a room where they can be isolated behind a closed door. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people. If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products, by cleaners protected with appropriate PPE (see Appendix A), before being used by anyone else. If they need clinical advice, they (or their teacher, parent or carer) should go online to NHS 111 (or call 111 if they don't have internet access). In an emergency, call 999 if they are seriously ill or injured or their life is at risk.</i> • <i>Consider that parents/carers/family members attending site to collect a pupil/member of staff/contractor displaying symptoms may also have the virus themselves, and so should not be permitted to access any other areas of the school to collect belongings etc. If a member of staff has helped someone displaying symptoms, the actions which follow will be determined on a case-by-case basis depending on the type of help that was required but the staff member should always wash their hands thoroughly for 20 seconds.</i> • <i>In most cases, closure of the educational setting will not be needed but this will be a decision based on various factors such as establishment size and risk of further spread.</i> 	

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		<ul style="list-style-type: none"> • Staff, contractors and pupils must inform a member of school staff prior to leaving the site (i.e. they should not just leave the site without informing school that they are unwell with possible symptoms of Coronavirus). • Keep up to date on the latest Government guidance on what to do if someone develops symptoms of Coronavirus (COVID-19) on site as these may change in line with the latest scientific research. <p>Control measures - Mary-Ann Collins, Sarah Arthur, Carmel Grater, Jane Tyson</p> <ul style="list-style-type: none"> • Staff and pupils regularly briefed on the latest issued symptoms of Coronavirus (COVID-19). • Display posters in prominent locations around school informing of symptoms. • For suspected cases, use https://111.nhs.uk/covid-19 for identifying symptoms. • Pupils, parents/carers, visitors, such as suppliers and contractors informed not to visit the school if they are displaying any symptoms of Coronavirus (COVID-19) and to follow the latest Government guidance available here. • Deliveries are dropped and signed for at the main entrance. There is clear signage at the main entrance to school asking visitors to wait outside and call for attention. There is a maximum reception capacity of 2 families, one on each sofa and masked. • The Main Entrance remains secure but accessible to staff using ID cards. • Staff, contractors, pupils, and where appropriate parents/carers are briefed on the procedures to follow should they become ill with symptoms of coronavirus whilst on site and that this is refreshed periodically in line with any changes to the guidance and/or procedures. (SJA responsible for staff, pupil and parent comms; Receptionist and Estates Manager responsible for visitors/contractor briefing) • Thermometers are available and student and staff temperatures are taken on an individual basis, by the first aid trained office team or school nurse, during the day if they feel unwell. • PPE – Government advice is that PPE is only needed in a very small number of cases including: Wherever there is a risk of splashing to eyes for example from coughing or vomiting, PPE protection is also worn; where a child is displaying 	

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		<p><i>symptoms of COVID-19, the supervising staff member should wear PPE equipment if unable to socially distance by 2m. In addition, PPE is available for any staff who may wish to use it. For example, lab coats, visors, gloves. On issue of equipment, the person is briefed on PPE regulations regarding safe use, storage, disposal and where to get replacements.</i></p> <ul style="list-style-type: none"> • <i>We have identified suitable isolation areas for any suspected cases and ensured that suitable signage is in place. These are our Medical Rooms, one each for students and staff/adults and are clearly labelled.</i> • <i>Estates are informed immediately so that space can be locked off and arrangements agreed for subsequent and safe cleaning.</i> • <i>Isolated students/adults collected from front of school visitors' car park space.</i> • <i>Review movements of suspected case(s) and ensure that suitable cleaning is undertaken in line with the Government guidance.</i> • <i>If staff experience a problem in a class, they should call the school office.</i> • <i>Staff assisting other staff or students with symptoms should use PPE provided.</i> • <i>Regarding latest NHS guidance on symptoms, testing, self-isolation and 'test and trace', link here</i> • <i>If there are any confirmed cases in our community or from any visitors, we will follow guidance from PHE and/or the local authority Health Protection Team HPT. The DfE helpline for schools is 0800 046 8687. The South East contact number is 0344 225 3861. We will write to the families to confirm next steps. Government Guidance: What to do if you have a case of coronavirus (COVID19) Link here</i> 	
<p>Lack of adequate social distancing measures and touching shared surfaces whilst staff, pupils and others are on site</p>	<p><i>All</i></p> <p><i>Potential spread of Coronavirus (COVID-19) between staff, pupils and others on site</i></p>	<p><i>Control measures - Mary-Ann Collins, Sarah Arthur, Brendan Stones, Neil Buchanan (coaches)</i></p> <ul style="list-style-type: none"> • <i>Bubbles: First and Second Form students are grouped by Tutor Group bubbles for indoor lessons and lunch but by year group for outdoor breaks and outdoor sport. Third Form students and above are grouped by Year Group bubbles based on the following guidance: "In secondary schools... the groups are likely to need to</i> 	

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		<p><i>be the size of a year group to enable schools to deliver the full range of curriculum subjects and pupils to receive specialist teaching”.</i></p> <ul style="list-style-type: none"> • <i>For the Lower School (First and Second Form), we are providing them with a classroom base, where they are taught for the majority of their lessons in a Tutor Group bubble. They move rooms for more specialist teaching such as Art and Science. This minimises movement around the site as well as contact with other students.</i> • <i>Third Form students and above are in Year Group bubbles to allow for specialist teaching in their option groups.</i> <p>■ <i>Face coverings are worn by all adults and pupils when moving around the premises, outside of classrooms, such as in corridors and communal areas where social distancing cannot easily be maintained.</i></p> <ul style="list-style-type: none"> • <i>Face coverings are worn by all adults and students when travelling on dedicated school transport and when using public transport to and from school. Parents have been made aware of this via an email. Coach duty staff check all students are wearing masks as they get onto the coaches. The coach driver can let school know of any students not adhering to this so it can be followed up. Games staff have spare masks and supervise use of face coverings on the short journey to Hartswood.</i> • <i>Students and staff are shown how to use face masks using the guidance from the DFE link here. Time is set aside at the start of term for tutors to go through this with students. It is made clear that they must not share masks.</i> <p><i>Note: Safe wearing and removal of face coverings:</i></p> <p><i>“Safe wearing of face coverings requires cleaning of hands before and after touching – including to remove or put them on – and the safe storage of them in individual, sealable plastic bags between use. Where a face covering becomes damp, it should not be worn, and the face covering should be replaced carefully.</i></p>	

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		<p><i>Pupils must be instructed not to touch the front of their face covering during use or when removing it and they must dispose of temporary face coverings in a 'black bag' waste bin (not recycling bin) or place reusable face coverings in a plastic bag they can take home with them, and then wash their hands/hand sanitise again before heading to their classroom."</i></p> <p><i>Some staff and pupils may be exempt from wearing a face mask or covering. This applies to those who:</i></p> <ul style="list-style-type: none"> <i>• cannot put on, wear or remove a face covering because of a physical or mental illness or impairment or disability</i> <i>• speak to, or provide assistance to, someone who relies on lip reading, clear sound or facial expression to communicate</i> <p><i>Those students are given a reminder about ways to help keep themselves and others safe in communal areas for example, maintaining 2m distance from others.</i></p> <p><i>"No student to be excluded from education because they are not wearing a mask."</i></p> <p><i>We will have spare masks available for students to wear.</i></p> <p><i>Please note that while we ask all students to wear a face mask at the specified points, we recognise that there may be some non-compliance and/or forgetfulness amongst our community at times. Each situation will be dealt with on a case-by-case basis.</i></p> <ul style="list-style-type: none"> <i>• The school is running a normal coach service and safety measures are in place, such as: Hand sanitiser on entry and exit; Students are asked to wear a face mask whilst on the coaches and while waiting at the end of the day for the coach as they are waiting in mixed year groups. All other rules for travel on the school coaches are as normal with the addition of a new no eating and drinking regulation as this is not safely possible while wearing a face mask.</i> <i>• We have signs for every coach and the list of rules is visible around the coach site area.</i> <i>• Enhanced cleaning of vehicles is taking place according to separate document by Crawley Luxury.</i> 	

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		<ul style="list-style-type: none"> • <i>Staff driving minibuses and on coaches in supervisory role wear masks.</i> • <i>We have installed a second pedestrian gate at the bottom of the playground to separate incoming from outgoing students/staff.</i> • <i>We have erected a large Marquee to help with lunch arrangements and other times where a large space is needed.</i> • <i>Inform parents/carers or any visitors, such as suppliers, not to visit the school if they are displaying any symptoms of Coronavirus (COVID-19).</i> • <i>Brief staff and pupils regularly on the recommended social distancing measures available here on and advice for educational settings here</i> • <i>Only essential staff meetings to take place and consider suitable social distancing methods such as use of video conferencing, or where this is not possible, limiting the number of attendees and holding meetings in a large well-ventilated room where staff can remain at least 2m apart;</i> <p><i>Ventilation: Windows and classroom doors will be open throughout the day In cooler weather, windows should be opened just enough to provide constant background ventilation and opened more fully during breaks to purge the air in the space. Opening internal doors can also assist with creating a throughput of air. If necessary, external opening doors may also be used (as long as they are not fire doors and where safe to do so).</i></p> <p><i>Further advice on this can be found in Health and Safety Executive guidance in air conditioning and ventilation during the coronavirus outbreak and CIBSE coronavirus (COVID-19) advice.</i></p> <p><i>To balance the need for increased ventilation while maintaining a comfortable temperature, the following measures should also be used as appropriate:</i></p> <p><i>Opening high level windows in preference to low level to reduce draughts. Increasing the ventilation while spaces are unoccupied (eg, between classes, during break and lunch, when a room is unused).</i></p> <p><i>Providing flexibility to allow additional, suitable indoor clothing. Rearranging furniture where possible to avoid direct drafts</i></p>	

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		<p><i>Heating should be used as necessary to ensure comfort levels are maintained particularly in occupied spaces.</i></p> <ul style="list-style-type: none"> • <i>Furniture has been arranged to easily identify seating positions and face forwards where possible. Teachers are asked to record and stick to seating plans.</i> • <i>We are establishing a clear minimum 2m distance between teacher desk and nearest student and where this distance is limited, we are installing screens. Regular checks will take place, by Heads of Department responsible for each room, to ensure there has been no desk creep forward.</i> • <i>Broadfield House: students are not allowed beyond the ground floor. They line up at the back of Broadfield House and wait the teacher to accompany them into classrooms. The front door is card access only.</i> • <i>We are establishing one-way travel routes, where practical and safe to do so. These are implemented with clear signage and staff support to guide the students. On stairs identified wide enough for 2 way travel we have introduced a 'walk on the left' protocol. Staff and students are encouraged to keep 5 steps apart on the stairs. Staff dismiss classes in a safe and orderly way ensuring that the exit is clear. If a fire alarm sounds, usual nearest and safest exits will operate.</i> • <i>If the shortest route does not follow a one-way system, only staff may take this route and only in the middle of a lesson when no students are moving around school. At all other times, staff will model the one-way systems.</i> • <i>When staff are present, doors can be kept open to reduce contact with multi-touch door surfaces through unnecessary opening and closing. On leaving, doors need to be shut for fire safety purposes and our updated fire procedures will reflect this accepted change of practice.</i> • <i>Stagger lunch times, break times, and the movement of pupils around the school to keep bubbles apart.; 2m markers are placed in corridors, the lunch hall and main entrances to school buildings. Clear signage is in place on entrance and exit doors to buildings.</i> 	

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		<ul style="list-style-type: none"> • <i>No assemblies or other large gatherings.</i> • <i>Students are not be allowed to play contact games at break or lunchtime.</i> • <i>Avoid the sharing of equipment between staff and/or pupils such as keyboards, phones, musical instruments etc, or where this is not possible, ensure that suitable cleaning and disinfection methods are employed between uses. Asking students to bring own devices to log in to school network.</i> • <i>Limit equipment and books that go between home and school for both staff and pupils.</i> • <i>Students take bags into classrooms where possible. Lower school students can leave their bags in their teaching rooms throughout the day and can take them to any taught specialist lessons. During break and lunch, Upper school (3rd Form and above) and Sixth Form leave their bags in the area specified for their year group and within their social zones.</i> • <i>Bags are not be permitted in the PMH as usual, or alongside the PMH entrance on the floor.</i> • <i>Students bring their own water bottles which are refillable from the altered drinking water fountains within the buildings.</i> • <i>Interactive white boards and whiteboards must be wiped down with sanitizer spray before or after use and only used by the teacher. Teachers must not share board pens.</i> • <i>Practical work in lessons will resume but may be limited and will follow CLEAPPS guidance (see separate department RAs) during this period.</i> • <i>Revised working practices for the estates team including cleaners to assist with their safety and their interaction with the school population.</i> • <i>Use appropriately distance teaching spaces, utilizing large classrooms.</i> • <i>Students who arrive late should go straight to their lesson where they will be registered by their teacher. In the case of a Sixth Form student with a study period, they must register with the library staff.</i> • <i>Students should wear RGS branded PE kit on PE and games days to avoid the need to change.</i> 	

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		<ul style="list-style-type: none"> • <i>If essential to use, only one person at a time can use the lifts on site located in four areas (Harrison Centre, Ballance Building, Music, Wright Gallery and Hartswood); use hand sanitiser before and after use</i> • <i>Staff are not to go into reception unless they have an essential reason, like receiving a guest. This is to limit mixing of staff and any rearranged visitors.</i> • <i>Staff are not to go into the porter's office. Porter desk services are best obtained at quieter, off peak times to reduce congestion. Communications via email or phone to the duty porter is preferable where possible.</i> • <i>Implement a wait and be served sign at the school office door.</i> • <i>For Sport, see separate department risk assessment.</i> • <i>Recreational ball games are permitted at lunchtimes only. Students will use school balls which are signed out and back in again. Each year group bubble has its own balls and these will be quarantined for 72 hours between games.</i> • <i>Students do not have access to the table football .</i> • <i>In the SNUG: remove blankets, soft toys and other shared items. If blankets are given to students, they would need to be single use and then washed / quarantine. Any games would need to be quarantined after use.</i> • <i>Whilst waiting at the fire evacuation points during an alarm, students should practice social distancing by waiting with their teacher in columns of at least 2m apart from other students in the group and at least 2m from other teaching groups, as per the student protocols.</i> 	
Offsite trips/educational visits	<p><i>All</i></p> <p><i>Travelling against FCO advice</i></p> <p><i>Not adhering to latest social</i></p>	<p><i>Control Measures – Huw Jones</i></p> <ul style="list-style-type: none"> • <i>There will be no overnight trips. Day trips will be risk assessed on an individual basis and will only take place in accordance with government guidance.</i> 	

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	<i>distancing guidance</i>		
Staff, pupils, contractors not implementing suitable hygiene practices	<p><i>All</i></p> <p><i>Potential spread of Coronavirus (COVID-19) between staff, pupils and others on site</i></p>	<p><i>Considerations</i></p> <ul style="list-style-type: none"> • <i>Good hand and respiratory hygiene is imperative in the fight to minimise the spread of the virus, and so you'll need to ensure that adequate handwashing facilities are available and that staff and pupils are regularly briefed on good hand and respiratory hygiene practices.</i> <p><i>Control measures: Mary-Ann Collins, Sarah Arthur, Carmel Grater</i></p> <ul style="list-style-type: none"> • <i>Continue to review stocks of hand soap and alcohol-based hand gel and purchase additional stocks if required; We have been building up stock of hand gels over the lockdown period and continue to do so. We also have stock of PPE to support staffs' needs and reopening plans.</i> • <i>Staff will be issued with a Personal Cleaning Kit containing sanitizer, gloves and cleaning spray which they can use to sanitise/clean areas that they have used or are about to use e.g. kettles, photocopiers. Staff are given instructions on use of these products, including thoroughly rubbing in alcohol based hand gel to avoid the small risk of them being flammable, and where to get replacement items.</i> • <i>Ensure that staff, pupils, visitors and contractors have access to suitable hand washing facilities (i.e. either running water and hand soap or alcohol-based hand gel;</i> • <i>We have provided extra outdoor facilities for handwashing as follows:</i> • <i>RHS of PMH entrance: X 3 wash positions</i> • <i>Back of BB by double door near steps down from the lawn: X 2 wash positions</i> • <i>Recess of DT/Art building: X 3 wash positions</i> • <i>By WG/Hamlin area under the canopy: X 2 wash positions</i> • <i>Provide alcohol-based hand gel in prominent places and ensure that staff are charged with topping these up regularly; We have increased facilities for hand sanitising points around the whole site. In addition, we have signed up to a contract for wall mounted hand sanitisers for each entry point of school.</i> 	

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		<ul style="list-style-type: none"> • <i>Brief staff and pupils on the need to wash their hands regularly (after using the toilet, before eating or handling food, after blowing their nose/ sneezing/ coughing) and on the correct handwashing technique (NHS advice on handwashing, including a video, is available here).</i> • <i>Regularly brief staff and pupils on good respiratory hygiene practices (ie. covering your mouth and nose with your bent elbow or tissue when you cough or sneeze, 'catch it, bin it, kill it).</i> • <i>Regularly brief staff and pupils on the need to avoid touching their face (and especially the eyes, nose and mouth).</i> • <i>Display posters in key locations to remind staff, pupils and others of good hand and respiratory hygiene practice.</i> • <i>Ensure that any crockery and cutlery in shared kitchen areas (eg. staff rooms) is cleaned with warm general-purpose detergent and dried thoroughly before being stored for re-use or use disposal, pre-packed items.</i> • <i>Paper towels and hand dryers are available for use.</i> 	
<p>Non-essential persons attending site</p>	<p><i>All</i></p> <p><i>Potential spread of Coronavirus (COVID-19) between staff, pupils and others on site</i></p>	<p><i>Control measures - Mary-Ann Collins, Carmel Grater, Jane Tyson</i></p> <ul style="list-style-type: none"> • <i>Continue to review persons expected to attend site and determine those that are non-essential (eg. visitors, contractors, lettings etc.).</i> • <i>Non-essential persons informed that they must not attend the site until further notice.</i> • <i>Entry to the site controlled via reception and porters' desk whereby any non-essential persons can be denied access; We are keeping the main entrance door on keypad so visitors/deliveries must ring before being allowed in.</i> • <i>Essential Contractors must complete questionnaire at reception with regards risk rating prior to permitting them to enter the site.</i> • <i>In the case of regular visitors/contractors, we ask for their organisation's own COVID secure arrangements so we can assure ourselves that these organisations have robust procedures in place.</i> • <i>Parents have been asked to attend site by 'appointment only' and only when absolutely necessary.</i> • <i>We are not offering new admission visits for families. Instead we are offering an online Q and A with a senior leader/MAE.</i> 	

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		<ul style="list-style-type: none"> • <i>Signage on school entrance to advise on access controls and permissions to come into site.</i> • <i>Review any lettings arranged and notify hirers of cancellation. HMB confirmed that all indoor lettings are off. These will continue to be into the future until we make slow steps to reinstate, in consultation with all. When this does happen, we need to prioritise our facilities for our own pupils before being able to make any external lets.</i> 	
<p>Lack of adequate cleaning regime for general areas</p>	<p><i>All</i></p> <p><i>Potential spread of Coronavirus (COVID-19) between staff, pupils and others on site.</i></p>	<p><i>Control measures: Carmel Grater & Meriel Thom</i></p> <ul style="list-style-type: none"> • <i>We have revised the cleaning routines for mornings and afternoons with increased, roaming cleaning duties throughout the day (see Appendix A).</i> • <i>Ensure routine cleaning and disinfection of frequently touched objects and surfaces (eg. door handles, handrails, tables etc.).</i> • <i>Completion of whole school deep clean prior to opening.</i> • <i>Increased cleaning options for all teaching staff with personal kits being provided plus additional supplies provided to departments.</i> • <i>Ensure that COSHH assessments are completed for any new cleaning substances introduced.</i> • <i>Continue to review suitability of existing cleaning substances, equipment, and PPE for use on areas known or suspected to be contaminated.</i> • <i>Keep plenty of stock of cleaning substances, equipment, and PPE and purchase additional stocks if required.</i> • <i>Cleaning staff provided with suitable PPE (ie. disposable gloves and aprons as a minimum).</i> • <i>Cleaning staff provided with training, based on Government Guidance, on any changes to the cleaning regime, including any new cleaning substances/equipment and/or PPE (N.B. all training should be recorded). Completed 27th May and 2nd September.</i> • <i>Students asked to bring their own hand-sanitiser and anti-bacterial wipes to provide them with independent ways to clean surfaces before / after they use them.</i> 	

Hazard	Individuals at Risk	Control Measures	Further Action points
Lack of adequate cleaning regime for areas known or suspected to be contaminated, (eg isolation room used to house a suspected case) prior to next use	<p><i>All</i></p> <p><i>Potential spread of Coronavirus (COVID-19) between staff, pupils and others on site</i></p>	<p><i>Additional Control measures - Carmel Grater and Meriel Thom</i></p> <ul style="list-style-type: none"> • <i>Close and secure the contaminated room/area where possible to restrict access until cleaning has been undertaken. Where possible, leave the area/room closed and wait for 72hrs before cleaning as the amount of virus living on surfaces will have reduced significantly.</i> • <i>Staff or contract cleaners to follow the latest Government guidance on COVID-19: cleaning in non-healthcare settings; Waste from possible cases and cleaning of areas where possible cases have been (including any disposable cloths and tissues) to be double bagged and stored/disposed of in line with the Government Guidance.</i> • <i>Cleaning staff to be provided with suitable PPE (ie. disposable gloves and aprons as a minimum, with use of protection for the eyes, mouth and nose for heavily contaminated areas such as visible bodily fluids from a person known to have or suspected of having COVID-19).</i> 	
<p>Catering provision</p> <p>Spread of infection through multi touch-points at drinks machines, salad bars and serveries</p>	<p><i>All</i></p> <p><i>Potential spread of Coronavirus (COVID-19) between staff, pupils and others on site</i></p>	<p><i>Control measures - Steve Douty and Neil Buchanan</i></p> <ul style="list-style-type: none"> • <i>Review and identify multi-touch points of service at serveries, salad bars, and drinks stations and either eliminate, or reduce where possible. Cold food will be pre-packed, grab and go and hot food served by caterers. Review and increase cleaning regimes for areas where food is prepared and consumed.</i> • <i>Ensure that any refreshments for events (eg. team meetings) are served rather than self-service where possible (ie. buffets should be avoided, unless food items are individually wrapped).</i> • <i>Use of biometrics for payments are resumed but with a strict cleaning code, wiped with a new anti-viral wipe after every student use.</i> • <i>Regularly remind staff and pupils of the need to wash their hands thoroughly before and after meals.</i> • <i>Appropriately positioned hand sanitisers will be placed on entry to the dining spaces. Clear signage will be used to ensure bubbles are maintained.</i> • <i>Provide staff responsible for preparing food with refresher training in personal hygiene and correct handwashing techniques.</i> 	

Hazard	Individuals at Risk	Control Measures	Further Action points
		<ul style="list-style-type: none"> • <i>Ensure that staff responsible for preparing food are aware of and follow the latest Government guidance by providing regular refresher training (N.B. all training should be recorded).</i> • <i>If hiring in any temporary agency staff to assist with catering provision, ensure that your medical questionnaires include a line on the virus symptoms.</i> • <i>No students are allowed off site at break times.</i> • <i>Sixth Form students may leave the site at lunchtime but must observe the rule of 2 and wear a mask in shops and cafes and wash hands/hand sanitise immediately on their return.</i> • <i>We have divided with tape barriers the PMH and new Marquee to separate bubbles.</i> • <i>We have split the queuing arrangement to use two entrances in both PMH and Marquee. Pupils will adhere to bubbles when queuing with staff supervision in place.</i> • <i>All stakeholders encouraged to eat outside while the weather is good.</i> • <i>Staff to have a separate dining area to the students, and encouraged to eat in their classroom or outside.</i> 	
Lack of adequate trained fire personnel	<p><i>All</i></p> <p><i>Various injuries ranging from minor to serious, or death arising from poorly executed fire evacuation</i></p>	<p><i>Control measures - Huw Jones & Carmel Grater</i></p> <ul style="list-style-type: none"> • <i>Normal fire escape routes are followed rather than one-way systems.</i> • <i>Fire practices implemented as per normal practice..</i> • <i>Ensure staff working in unfamiliar areas of school are aware of the nearest fire exit route.</i> • <i>Fire procedures updated to reflect Marquee on BFL and alterations to assembly points on the lawn. Separation and distancing controls to be implemented at assembly areas and upon return to buildings.</i> • <i>Contingency plans in place should staff with school evacuation responsibilities be unavailable.</i> 	

Hazard	Individuals at Risk	Control Measures	Further Action points
Lack of adequate trained first aid/administration of medication personnel	<i>All</i> <i>Various injuries/illness as a result of delayed access to first aid/administration of medication</i>	<i>Control measures - Sarah Arthur & Jane Tyson</i> <ul style="list-style-type: none"> <i>First aid provision is in place as normal but follows additional guidelines.</i> <i>There is a separate risk assessment for first aid provision which takes into account safety control measures in relation to the virus. (see Appendix B)</i> 	
Legionella risk arising from unused buildings and/or parts of the premises	<i>All</i> <i>Exposure to legionella bacteria leading to serious illness or death</i>	<i>Control measures - Carmel Grater</i> <ul style="list-style-type: none"> <i>Legionella Risk Assessment undertaken in July</i> <i>Tank inspections and cleans completed in May and August</i> <i>Increased regime of flushing and temperature checks conducted throughout lockdown</i> <i>Normal term time controls reinstated in line with full occupancy of school buildings and increased usage of water services with whole school population on site</i> 	
Staff working from home – risks associated with use of Display Screen Equipment (DSE) and mental health/emotional wellbeing	<i>Staff</i> <i>Aches and pains from adopting poor posture whilst using DSE</i> <i>Fear/anxiety/stress caused by</i>	<i>Considerations</i> <ul style="list-style-type: none"> <i>The Health & Safety Executive (HSE) have confirmed that there is no increased risk for DSE work for those working at home temporarily. So in that situation employers do not need to do home workstation assessments. The number of home workers on rotation will be low.</i> <i>Control measures - Sarah Arthur, Mary-Ann Collins, Dawn Holmes</i>	

Hazard	Individuals at Risk	Control Measures	Further Action points
	<p><i>difficulty in completing work, and lack of social interaction</i></p> <p><i>Lack of insurance cover for school-owned equipment used in the home</i></p>	<ul style="list-style-type: none"> • <i>Staff working from home due to self-isolation or further lockdowns can speak to SJA, their Line Manager or any member of SLT. HR and IT support continue to offer services remotely and we have access to support from occupational health.</i> • <i>Consider any employees with disabilities whereby reasonable adjustments may be required (e.g. provision of equipment).</i> • <i>Line Managers communicate regularly with employees working from home to make sure that they are coping with their home working arrangements, their workload, and to answer any questions or concerns that they may have.</i> • <i>Line Managers keep their teams up to date on any changes that may impact them; and</i> • <i>Liaise with broker/insurer to check that any school-owned equipment provided is covered when in the employee's home.</i> 	
<p>Pupils learning at home – risks associated with use of Display Screen Equipment (DSE) and mental health/emotional wellbeing</p>	<p><i>Pupils</i></p> <p><i>Aches/pains from adopting poor posture whilst using DSE</i></p> <p><i>Fear and anxiety caused by difficulty in completing work, and lack of social interaction with friends</i></p>	<p>Control measures - Sarah Arthur</p> <ul style="list-style-type: none"> • <i>Pupils are expected back into school from September 2020.</i> • <i>Where any are at home due to health issues, self-isolation or a further lockdown we will provide them with information on who they can speak to if they need help/support (eg. teaching staff, personal tutor, IT support etc.), and continued communication via Teams for academic and pastoral support.</i> 	
<p>Lack of adequate pupil safeguarding procedures for</p>	<p><i>Staff and pupils</i></p>	<p><i>Considerations</i></p>	

Hazard	Individuals at Risk	Control Measures	Further Action points
virtual/online taught sessions, including 1:1 sessions such as music lessons etc.	<i>Various potential safeguarding issues</i>	<ul style="list-style-type: none"> • <i>With the return to school of all pupils from the beginning of September 2020, Safeguarding procedures return to those outlined in the Safeguarding Policy.</i> • <i>However in the event of any future lockdowns, individual pupils or bubbles isolating at home, then the following will be considered as appropriate:</i> <p><i>Control measures: Sarah Arthur</i></p> <ul style="list-style-type: none"> • <i>We have reviewed and updated our safeguarding procedures to consider potential issues with the shift towards virtual/online teaching and learning; A new Addendum to the Safeguarding Policy was written and circulated to all staff and Governors and published on the School Website.</i> • <i>In the event of another lockdown, the weekly Safeguarding Meeting will continue virtually including the DSL Team, School Counsellor, School Nurse and Chaplain. Student concerns are discussed, and action taken.</i> • <i>The School continues to raise concerns with C-SPA and liaise with external agencies</i> • <i>The Pastoral Team monitors and checks in with students we have identified as more vulnerable.</i> • <i>Concerns raised through Smoothwall continue to be followed up and online safety will remain a priority.</i> • <i>SJA to continue to act on guidance from Surrey Safeguarding.</i> 	
Prolonged absence of the Designated Safeguarding Lead (DSL) or other key safeguarding staff	<i>All</i> <i>Lack of suitable safeguarding staff leading to issues with recording and reporting</i>	<p><i>Considerations</i></p> <ul style="list-style-type: none"> • <i>The DSL (and/or other key safeguarding staff) may be absent from the school</i> <p><i>Control measures - Headmaster</i></p> <ul style="list-style-type: none"> • <i>We have four deputy DSLs and we use My Concern to record all case notes, allowing any member of the DSL team to pick up a case and follow it through.</i> • <i>Ensure that school staff are kept up to date on any changes to the DSL or other key safeguarding staff.</i> • <i>We could also call upon the DSL team at RSM/Chinthurst in the event of mass absence of the RGS team.</i> 	
Failure to implement and adhere to the latest	<i>All</i>	<i>Considerations</i>	

Hazard	Individuals at Risk	Control Measures	Further Action points
Government advice/guidance	Failure to adhere to Government advice/guidance resulting in increased risk of infection	<ul style="list-style-type: none"> • <i>As the pandemic evolves together with scientific knowledge of the virus, advice is being issued and amended almost daily. It is imperative that you keep up to date with the latest advice on Coronavirus (COVID-19) available at websites such as:</i> <ul style="list-style-type: none"> ○ https://www.gov.uk/coronavirus ○ https://www.nhs.uk/conditions/coronavirus-covid-19/ ○ <i>Coronavirus (COVID-19): implementing social distancing in education and childcare settings available at:</i> ○ <i>COVID-19: cleaning in non-healthcare settings available at:</i> https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings ○ <i>Independent Schools' Bursars Association available at:</i> https://www.theisba.org.uk/ ○ <i>Association of School and College Leaders available at:</i> https://www.ascl.org.uk/Help-and-Advice/Leadership-and-governance/Health,-safety-and-safeguarding/Coronavirus-essential-information <p><i>Control measures: Headmaster</i></p> <ul style="list-style-type: none"> • <i>COVID-19 Risk Management is a standing item on the SLT weekly agenda to review the implementation of the risk assessment and any changes will be agreed and communicated to staff.</i> • <i>SLT keep up to date with the latest news and communications and guidance on COVID-19,. We receive emails directly from the government, as well as helpful summaries from professional bodies such as ASCL (Association of School and College Leaders) and lawyers such as Farrer & Co. This provides an effective mechanism to cross-check our understanding of legislation and guidance.</i> • <i>This risk assessment is reviewed and updated in line with any changes to the guidance from both government and documents from HSE.</i> 	
Other hazards identified...		Please contact SLT if you have any concerns about site safety or safety of individuals	

Hazard	Individuals at Risk	Control Measures	Further Action points

Appendix A

Daily Cleaning Arrangements from September 2020 – P.I.

Organisation:

- **Staffing:** cleaning shifts operate between the hours of 7am to 6pm at RGS and RSM and between 9am and 8.30pm at CH school. Staff cover for the core of the school day has been increased in all schools.
- **Day duty staff:** undertake a continuous rotation of cleaning to wipe surface points (door handles, door entry code pads, banisters, water machines, entry pads, kitchen and toilet areas)
- **PPE:** Cleaners will wear disposable gloves at all times. These will be disposed in a designated bin within the cleaning cupboards/stores. Masks and aprons are available to use. These are mandatory when cleaning is required following CV19 alert being received from the School Office team.
- Paper towels in use by cleaning staff for one use and disposable instead of reused cloths.

Classrooms key daily tasks:

- Chairs placed on desks/benches – wiped with suitable cleaning products every day
- Tables cleaned with the above product each day
- Teachers desk – wiped over every day (all papers / files must be cleared away by desk occupier)
- Glass-door vision panel – cleaned every day
- General surfaces within each room (door pad and handles etc) cleaned during routine clean (in addition to the rotation cleaning in place during the day).
- Carpets vacuum every day
- Hard surface floor areas washed every-day.

Offices and staffroom rest areas:

- Desks or Tables cleaned every day (all papers / files must be cleared away by desk occupier)
- Accessable keyboards etc wiped over with disinfectant produce every day

- Worktops cleaned daily

Wet areas – toilets, showers and small kitchen areas:

- Full clean once per day, with bleach based products used on hand basins, taps, floors, urinals and toilet bowls.
- Clean all multi touch surfaces including flush handles, cubicle locks, taps and light switches daily in addition to the rotating duty coverage.
- Floor drains flushed through once per day
- Kitchen sinks, taps, drainer areas, hot-water dispensers, kettles, toasters, fridge doors etc cleaned daily

Corridors and circulation spaces – Daily and part of rotating duties

- Walls – corners, edges and spot cleans
- Banisters and hand rails
- Lockers – surface areas

Daily Cleaning Arrangements from September 2020 – P.2.

Other relevant arrangements and facilities: -

Waste and Bins :

- General Waste bins emptied on a daily basis. Clean sacks inserted when necessary.
- Extra clearance where access allows during rotating duties
- Lidded tissue bins being introduced in areas – cleared daily, more often where access is possible during the day
- Recycling bins – emptied once per day

External hand washing stations:

- Four external hand washing areas introduced with ten tap positions (PMH, Broadfield Lawn, Playground and Sports Hall/Wright Gallery)

Hand sanitisers – bottles and dispensers:

- 40 + wall mounted in building entrances and other key areas
- External entrances free standing dispensers – additional for events
- Freestanding counter top dispensers located in library, cafes, commons rooms etc

Paper towel dispensers:

- Dispensers installed in every classroom and key areas to enable staff to carry out own cleaning and wipe down of local surfaces during the day.
- Paper towels in use by cleaning staff for one use and disposable instead of reused cloths.

Personal and Departmental Cleaning Kits:

- Teaching staff issued with personal cleaning kits (drawstring bag containing cleaning spray, gloves, tissues and personal hand sanitiser)
- Additional cleaning kits provided in more in specific areas e.g medical room, common rooms, departmental offices etc
- Library team supplied with equipped to wipe over books upon return before being placed on the shelving.
- Music and Drama teams as above to carry out more frequent wipes of music and drama equipment in use.
- Cleaning kit located close to all copiers for staff to wipe down before / after use.
- Staff and departmental cleaning kits can be used daily to wipe over equipment in use.

Disposal of used cleaning materials:

- Mop heads washed in bleach at the end of each shift. Usage closely monitored by cleaning supervisors
- Paper towel used instead of microfiber cloths and disposed at the end of each shift

Cleaning procedure in the event of a suspected case of Coronavirus infection : P.3.

Medical Areas:

Dedicated spaces are assigned for Staff and Students to go to be “taken care of” with prompt arrangements overseen by the relevant School Office staff wearing suitable PPE, ensuring the individuals are able to leave site independently (staff, visitor or contractor) or be collected by a parent or guardian (student). These areas are

1. RGS Medical Room and toilet facility (two separate sides that can work independently)
2. RSM Medical Room with access to the Admin Building toilet facility
3. CH – Room by School office with access to dedicated visitors’ toilet facility close-by

General arrangements:

1. Dedicated areas will be fully cleaned and well ventilated each day in readiness for normal use
2. The school office team will work closely with the Cleaning Manager to ensure the daily cleaning routines are sufficient and increased according to need and usage of the space.
3. The school office team will inform the Cleaning Manager promptly of any person using the facility and suspected to have Covid 19 symptoms. Facts will be established by the school office team and SLT to trace the movements around school of any person suspected of Covid 19 symptoms to enable follow up cleaning to be promptly organized and carried out.

Cleaning protocols:

1. Medical areas will be secured to enable a minimum of two cleaning staff with full PPE (mask, gloves and apron) to deep clean, keeping prescribed safe distances.
2. All surfaces to be washed down, then disinfected, using paper towel and suitable chemical products which must be double bagged within the areas of work – see further information below.
3. Initial surface cleaning to be undertaken of all areas identified where the person suspected of Covid 19 symptoms, has used or passed through i.e classroom, office, toilet facility, corridor etc.
4. The above must then be followed up with a deep clean as soon as is practically possible dependent on the scale of site usage and timing etc.
5. All materials used, including PPE, to be double-bagged and placed into the designated, external bin for 72 hours. After 72 hours all ‘quarantined’ materials can be placed into general waste. Designated holding bin to be fully disinfected and cleaned after use.
6. Cleaning equipment and product containers used in the area of possible contamination to be placed in a black bag and stored in the designated bin for 72 hours; these can continue to be used after this period, when the all clear is given and they are cleaning and disinfected under suitable controls.
7. Cleaning staff must wash hands thoroughly as per guidance. Cleaning uniform items must be washed before reuse.
8. Cleaning work carried out to be checked and signed off by the Cleaning and School Office Manager prior to reuse of the relevant areas.

Carmel Grater / Meriel Thom 24.08.2020

Appendix B - School Office First Aid Risk Assessment and Protocols – COVID 19

Hazard	Individuals at Risk	Control Measures	Further Action points
Office staff contracting Coronavirus (COVID-19) when giving aid to sick students and staff	<i>Office Team</i> <i>Severe illness or death as a result of contracting Coronavirus (COVID-19) whilst at work</i>	<i>What to do if a student presents with a new/persistent cough and/or fever?</i> <ul style="list-style-type: none"> • <i>Minimise student time in the office and keep a minimum of 2 metres away from staff and students. If a student needs further help, PPE, including masks, gloves and apron are worn. A stand will be at the office door with a notice to prevent students from entering the office.</i> • <i>Check how unwell they are feeling and if they are able to, ask them to make their way to the right hand medical room which has access to a toilet so they do not need to leave. If they cannot do this, medical help needs to be summoned immediately. If a fever is suspected, take their temperature with a hand-held device, measuring at the wrist to maintain social distancing.</i> 	

		<ul style="list-style-type: none"> • <i>Ensure a supply of cups is available to help themselves to water and there is a plentiful supply of tissues and lined bin for disposal.</i> • <i>Parents should be called immediately to collect the student. If there is a delay, no other student should be allowed into the same medical room. The student should remain there in isolation until collected.</i> • <i>If it is possible to open a window, do so for ventilation.</i> • <i>The student should avoid touching people, surfaces and objects and be advised to cover their mouth and nose with a disposable tissue when they cough or sneeze and put the tissue in a bag or pocket then throw the tissue in the bin. If they don't have any tissues available, they should cough and sneeze into the crook of their elbow.</i> • <i>If their condition deteriorates to a point of concern, call 999.</i> • <i>Once the student has gone home, please ask the cleaning team to come and clean all surfaces in the medical room. Regular cleaning of the office should be routine and more frequent.</i> 	
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JNT/SJA