

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:	15.05.2021
Reviewed by Assurity:	25.08.2021 Mireille Stocker
Last Governor Review:	03.03.2020 Governance & Risk Committee
Last SLT Review:	15.05.21

The government have said that schools should re-open. 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.

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): Action for Schools during the Coronavirus Outbreak 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). Guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19 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> 	

Hazard	Individuals at Risk	Control Measures	Further Action points
		<ul style="list-style-type: none"> • 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. • Working Safely during Coronavirus (COVID-19) - Government guidance available here • 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. <p>Control Measures - Sarah Arthur & Dawn Holmes 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.</p> <ul style="list-style-type: none"> • 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. 	
<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 symptoms of Coronavirus (COVID-19)</p>	<p>All</p> <p>Various potential injuries as a result of lack of supervision, and/or lack of site staff</p>	<p>Considerations</p> <ul style="list-style-type: none"> • key staff required for the day-to-day operation of site: <ul style="list-style-type: none"> ○ Senior Management ○ DSL ○ 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) ○ Catering staff to provide food for staff and pupils. ○ Cleaning staff to maintain high levels of cleanliness including waste disposal arrangements. ○ Teaching staff to supervise pupils attending site. ○ Office staff for admin back up, telephones and first aid cover 	

Hazard	Individuals at Risk	Control Measures	Further Action points
		<ul style="list-style-type: none"> • <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> • <i>Lateral flow testing is conducted by staff and students at home twice a week and individuals log their results via a school form. LF Testing is available on site if required for individual circumstances.</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> • <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 Stay at home: guidance for</i> 	

Hazard	Individuals at Risk	Control Measures	Further Action points
		<p><i>households with possible or confirmed COVID-19 infection 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></p> <ul style="list-style-type: none"> • <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 Stay at home: guidance for households with possible or confirmed COVID-19 infection 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> 	

Hazard	Individuals at Risk	Control Measures	Further Action points
		<ul style="list-style-type: none"> • Staff, contractors and pupils must inform a member of school staff prior to leaving the site (ie. 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"> • Mass Lateral Flow testing twice weekly: twice weekly home tests conducted by students and staff and results logged; See Appendix D for detailed RA for mass-testing, if needed again to be conducted on site. • 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 Stay at Home: 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. • Tours for prospective parents will be undertaken on a strict appointment system with a review of tour route to ensure minimum mixing with school community, making most use of outside space. (see separate RA for tours). • 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) 	

Hazard	Individuals at Risk	Control Measures	Further Action points
		<ul style="list-style-type: none"> • <i>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.</i> • <i>PPE – Government advice is that PPE is only needed in a very small number of cases including: Mass testing and 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 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> • <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 and ventilation.</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 and ventilation 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>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.</i> 	
Lack of adequate social distancing measures and touching shared surfaces	All	Control measures - <i>Mary-Ann Collins, Sarah Arthur, Brendan Stones, Neil Buchanan (coaches)</i>	

Hazard	Individuals at Risk	Control Measures	Further Action points
whilst staff, pupils and others are on site	<i>Potential spread of Coronavirus (COVID-19) between staff, pupils and others on site</i>	<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 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> • <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> • <i>Face coverings are worn by all adults and pupils when in indoor spaces, such as in corridors and communal areas where social distancing cannot easily be maintained. The only exceptions are when in lessons and when eating at break and lunchtime where students can eat outside or in the PMH/Marquee/HC cafe only as specified daily for each year group bubble. Students must be seated when eating and must maintain 2m social distancing where possible.</i> • <i>A stock of medical grade mask will be provided by school and kept by each Head of Department.</i> • <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 on Face Coverings link here. Time is set aside at the start of term for tutors to go through</i> 	

Hazard	Individuals at Risk	Control Measures	Further Action points
		<p><i>this with students. It is made clear that they must not share masks and that masks should be changed/washed at least daily.</i></p> <p>Note: Safe wearing and removal of face coverings:</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> <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>	

Hazard	Individuals at Risk	Control Measures	Further Action points
		<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> • <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. National Lockdown: Stay at Home available 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>	

Hazard	Individuals at Risk	Control Measures	Further Action points
		<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> <ul style="list-style-type: none"> <i>Opening high level windows in preference to low level to reduce draughts.</i> <i>Increasing the ventilation while spaces are unoccupied (eg, between classes, during break and lunch, when a room is unused).</i> <i>Providing flexibility to allow additional, suitable indoor clothing.</i> <i>Rearranging furniture where possible to avoid direct drafts</i> <i>Heating should be used as necessary to ensure comfort levels are maintained particularly in occupied spaces.</i> <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 have established 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> 	

Hazard	Individuals at Risk	Control Measures	Further Action points
		<ul style="list-style-type: none"> • <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> • <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> 	

Hazard	Individuals at Risk	Control Measures	Further Action points
		<ul style="list-style-type: none"> • <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> • <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 and pupils 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: removed 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> 	

Hazard	Individuals at Risk	Control Measures	Further Action points
Offsite trips/educational visits	<p><i>All</i></p> <p><i>Travelling against FCO advice</i></p> <p><i>Not adhering to latest social distancing guidance</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> 	
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 and medical grade masks to support staffs' needs and reopening plans.</i> • <i>Staff are 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> 	

Hazard	Individuals at Risk	Control Measures	Further Action points
		<ul style="list-style-type: none"> • <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 installed automatic hand sanitizer dispensers at each entry point of school.</i> • <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 a questionnaire at reception with regards risk rating prior to permitting them to enter the site. If they have not completed a Lateral</i> 	

Hazard	Individuals at Risk	Control Measures	Further Action points
		<p><i>Flow test with their employer RGS reserves the right to conduct one before allowing access to site to continue with the works required.</i></p> <ul style="list-style-type: none"> • <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. (see above)</i> • <i>Parents have been asked to attend site by 'appointment only' and only when absolutely necessary.</i> • <i>We will make decisions regarding audiences for school music and drama performances and spectators for sport in line with government guidance and road map out of lockdown and with our own risk mitigation. We remain flexible to changes in government guidance based on the national situation.</i> • <i>Tours for prospective parents will be undertaken on a strict appointment system with a review of tour route to ensure minimum mixing with school community, making most use of outside space. (see separate RA for tours).</i> • <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>Control measures: Carmel Grater & Meriel Thom</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> 	

Hazard	Individuals at Risk	Control Measures	Further Action points
		<ul style="list-style-type: none"> • Continue to review suitability of existing cleaning substances, equipment, and PPE for use on areas known or suspected to be contaminated. • Keep plenty of stock of cleaning substances, equipment, and PPE and purchase additional stocks if required. • Cleaning staff provided with suitable PPE (ie. disposable gloves and aprons as a minimum). • 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 2020 and refresher 26th Feb 2021. • 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. 	
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	All Potential spread of Coronavirus (COVID-19) between staff, pupils and others on site	<p>Additional Control measures - Carmel Grater and Meriel Thom</p> <ul style="list-style-type: none"> • Close and secure the contaminated room/area where possible to restrict access until cleaning has been undertaken. Where possible, leave the area/room closed but well ventilated and wait for 72hrs before cleaning as the amount of virus living on surfaces will have reduced significantly. • 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. • 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). 	
Catering provision	All	Control measures - Steve Douty and Neil Buchanan	

Hazard	Individuals at Risk	Control Measures	Further Action points
<p>Spread of infection through multi touch-points at drinks machines, salad bars and serveries</p>	<p>Potential spread of Coronavirus (COVID-19) between staff, pupils and others on site</p>	<ul style="list-style-type: none"> • 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. • 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 or as government guidance permits.) • Use of biometrics for payments are resumed but with a strict cleaning code, wiped with a new anti-viral wipe after every student use. • Regularly remind staff and pupils of the need to wash their hands thoroughly before and after meals. • Appropriately positioned hand sanitisers will be placed on entry to the dining spaces. Clear signage will be used to ensure bubbles are maintained. • Provide staff responsible for preparing food with refresher training in personal hygiene and correct handwashing techniques. • 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). • If hiring in any temporary agency staff to assist with catering provision, ensure that your medical questionnaires include a line on the virus symptoms. • No students are allowed off site at break times. • Sixth Form students may leave the site at lunchtime from 12.25pm but must observe the rule of 2 and wear a mask in shops and cafes and wash hands/hand sanitise immediately on their return. • We have divided with tape barriers the PMH and new Marquee to separate bubbles. • 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. 	

Hazard	Individuals at Risk	Control Measures	Further Action points
		<ul style="list-style-type: none"> • All stakeholders encouraged to eat outside while the weather is good. Additional picnic benches and gazebos purchased in lockdown will be used to create more outdoor areas for the students to use for breaks. • Staff to have a separate dining area to the students and are encouraged to eat in their classroom or outside. 	
Lack of adequate trained fire personnel	<p>All</p> <p>Various injuries ranging from minor to serious, or death arising from poorly executed fire evacuation</p>	<p>Control measures - Huw Jones & Carmel Grater</p> <ul style="list-style-type: none"> • Normal fire escape routes are followed rather than one-way systems. • Fire practices implemented as per normal practice. • Ensure staff working in unfamiliar areas of school are aware of the nearest fire exit route. • 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. • Contingency plans in place should staff with school evacuation responsibilities be unavailable. • Whole site Fire Risk Assessment Review conducted recently by Assurity Consulting and Estates Department – 17th-19th February 	
Lack of adequate trained first aid/administration of medication personnel	<p>All</p> <p>Various injuries/illness as a result of delayed access to first aid/administrati</p>	<p>Control measures - Sarah Arthur & Jane Tyson</p> <ul style="list-style-type: none"> • First aid provision is in place as normal but follows additional guidelines. • 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) 	

Hazard	Individuals at Risk	Control Measures	Further Action points
	<i>on of medication</i>		
Legionella risk arising from unused buildings and/or parts of the premises	<i>All 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 2020</i> <i>Tank inspections and cleans completed in May and August 2020</i> <i>Increased regime of flushing and temperature checks conducted throughout lockdown period in 2020 and more recently since January 2021</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 Aches and pains from adopting poor posture whilst using DSE Fear/anxiety/stress caused by difficulty in completing work, and lack of social interaction Lack of insurance cover for school-</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> <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> 	

Hazard	Individuals at Risk	Control Measures	Further Action points
	<i>owned equipment used in the home</i>	<ul style="list-style-type: none"> <i>Liaise with broker/insurer to check that any school-owned equipment provided is covered when in the employee's home.</i> 	
Pupils learning at home – risks associated with use of Display Screen Equipment (DSE) and mental health/emotional wellbeing	<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><i>Control measures - Sarah Arthur</i></p> <ul style="list-style-type: none"> <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> 	
Lack of adequate pupil safeguarding procedures for virtual/online taught sessions, including 1:1 sessions such as music lessons etc.	<p><i>Staff and pupils</i></p> <p><i>Various potential safeguarding issues</i></p>	<p><i>Considerations</i></p> <p><i>With the return to school of all pupils from 8 March, Safeguarding procedures return to those outlined in the Safeguarding Policy.</i></p> <ul style="list-style-type: none"> <i>Students and parents are being surveyed prior to the return to school to help identify any concerns and the pastoral team will be available for calls.</i> <i>All HoY, SJA and PMJ undertook the Mental Health First Aid Training Course in January and are alert to any symptoms or signs of poor mental health and will be monitoring students as they return and acting upon any concerns.</i> <i>Additional individual risk assessments and welfare plans will be reviewed or set up as required.</i> 	

Hazard	Individuals at Risk	Control Measures	Further Action points
		<ul style="list-style-type: none"> • However in the event of any future lockdowns, individual pupils or bubbles isolating at home, then the following will be considered as appropriate: <p>Control measures: Sarah Arthur</p> <ul style="list-style-type: none"> • 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. • 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. • The School continues to raise concerns with C-SPA and liaise with external agencies • The Pastoral Team monitors and checks in with students we have identified as more vulnerable. • Concerns raised through Smoothwall continue to be followed up and online safety will remain a priority. • SJA to continue to act on guidance from Surrey Safeguarding. 	
Prolonged absence of the Designated Safeguarding Lead (DSL) or other key safeguarding staff	<p>All</p> <p>Lack of suitable safeguarding staff leading to issues with recording and reporting</p>	<p>Considerations</p> <ul style="list-style-type: none"> • The DSL (and/or other key safeguarding staff) may be absent from the school. <p>Control measures - Headmaster</p> <ul style="list-style-type: none"> • 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. • Ensure that school staff are kept up to date on any changes to the DSL or other key safeguarding staff. • We could also call upon the DSL team at RSM/Chinthurst in the event of mass absence of the RGS team. 	
Failure to implement and adhere to the latest Government advice/guidance	<p>All</p> <p>Failure to adhere to</p>	<p>Considerations</p> <ul style="list-style-type: none"> • 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: 	

Hazard	Individuals at Risk	Control Measures	Further Action points
	Government advice/guidance resulting in increased risk of infection	<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>Control measures: Headmaster</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> 	
<i>Other hazards identified...</i>		<i>Please contact SLT if you have any concerns about site safety or safety of individuals</i>	

Appendix A

Daily Cleaning Arrangements from September 2020 – P.1.

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 – Reviewed February 2021

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	Office Team Severe illness or death as a result of contracting Coronavirus (COVID-19) whilst at work	<p><i>What to do if a student presents with a new/persistent cough and/or fever?</i></p> <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> • <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> 	

		<ul style="list-style-type: none"> • <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> 	
--	--	---	--

JNT/SJA

Appendix C – Critical Worker – Keeping Safe Protocols

Thank you so much for helping to supervise critical worker children at school. We want to make the school a safe place for the children and staff supervising them. All supervision will take place in the Harrison Centre for the foreseeable future. Your job is to supervise students.

Please follow the essential protocols below:

- You must stay further than 2m from others at all times.
- You must wear a mask inside
- Please sanitise / wash your hands regularly
- Please ventilate the space

Thank you.

Key message for staff and students: At all times maintain social distancing of at least 2m away from other people!

Staff instructions

1. Arrive by 8.15am. Locate yourself in the main library. Staff should be well separated from children and preferably base themselves behind the library desk and/or in the library office or one of the adjoining library classrooms with a suitable view of the students.
2. If there are any problems during the day, or you feel unwell, please call the School Office 01737 2222331 and they will ensure that someone comes to help.
3. Students should wait outside the HC main doors until you arrive. Make sure they are social distancing.
4. Supervising staff please meet the students at 0830 outside the main doors of the HC and go through the **instructions** below with them while still outside of the HC.
5. Invite students in a few at a time to show them to their allocated desks for the day.
6. **Safeguarding:** If there is a safeguarding issue please contact one of the DSLs (Sarah Arthur 07765408651, Mary-Ann Collins, Brendan Stones, Alex Boothroyd, Nick Lobb)
7. Follow the schedule for the day provided which includes lessons and break times according to the school timetable. Please note that students will have break times at different times.
8. **Activities at break times and lunchtimes:** Any activity must be non-contact and with social distance maintained. Wash hands after session. Unstructured time will need to be supervised.
9. **If a person (child/staff) falls ill during the day:** If a member of staff or a child becomes unwell on site with a new, continuous cough or a high temperature, arrangements must be made immediately to send them home and not return for at least 14 days. Call the emergency numbers provided on the daily register to contact parents or relatives.
10. Whilst awaiting pick up, the child or adult 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. First Aid instructions:
 - A list of student allergies and health concerns will be made available for staff.
 - A first aid kit should be available to be used by qualified first aid staff in the HC. This can be found in the Sixth Form Café, in the first cupboard next to the sink. There is also a second first aid box with a blanket in the Sixth Form Café. For all first aid issues, it is recommended that there is no physical contact at all between staff and child. Social distancing is to be maintained. If student requires help with minor injuries e.g. cut finger, then staff can issue first aid treatment remotely for the student to apply themselves.
 - Anything more significant than extremely minor injury or ailment must result in sending the student home i.e. if they feel unwell.

- Covid-19 CPR advice is available here: <https://www.resus.org.uk/media/statements/resuscitation-council-uk-statements-on-covid-19-coronavirus-cpr-and-resuscitation/covid-community/>
- After any first aid, staff and students must wash their hands thoroughly with soap and water.

Read these instructions to students at the start of the day:

Welcome! Introduce yourself (they may not know who you are).

During today there are some important rules, please abide by them so we all stay safe.

1. **STAY APART!** Social distancing: at all times please stay more than 2m away from staff and fellow students. As a minimum, this means staying well beyond two arms lengths away from another person. Please do not enter the offices where teachers are working and supervising you. Attract their attention by knocking on the door and they will help you. At break times go outside for fresh air and exercise. Please maintain 2m distancing at playtime.
2. **STAY PUT!** You will be allocated a desk which is separated from others. Please remain at your desk during lessons. This is your base for the day. You may go to the toilet but only one at a time. There is no need to ask the teacher to go to the toilet.
3. **WASH YOUR HANDS!** At every break time and lunchtime and whenever you go to the toilet you must wash your hands with soap and water for 20 seconds afterwards and then sanitise. Please also catch your coughs and sneezes in a tissue! Use your own tissues or those provided to catch your coughs and sneezes. Dispose of tissues carefully in waste bins provided. Do not throw used tissues into bins.
4. Wear your **MASK** at all times when are inside.
5. Make sure you use your anti-viral wipes to wipe down laptops / work spaces

Other important notes for students:

- If you feel unwell at any time, please alert a teacher immediately.
- The whole HC including toilets, laptops and the Sixth Form Centre have all been cleaned before your arrival. Cleaning will also take place during the day by the cleaning team.
- If you have a question or problem, please make the teacher aware but please do not approach them. They will come and help you.
- Staff are here to supervise you but not teach you. If you have difficulties with your academic work, please go online to contact your teacher.

Thank you.
RA Team January 2021

Appendix D – Mass Testing

- **01/03/2021 (VI) Reigate Grammar School (RGS) Risk Assessment for Mass Testing March 2021**

School Site: Main School Site	Concert Hall (CH), Sports Hall (SH) and Wright Gallery (WG) (WG and Runway Toilets – Testing Team use of WG Kitchen and External Gazebo Area)	Assessment No: 2	No. 1 – January / February 2021 Test Programme No. 2 – Mass Testing Programme for School Reopening March 2021	Assessment Date: 1. 7th January 2021 2. 1st March 2021	Ongoing reviews • 1st review – 11th Jan 2021
RGS Staff	Steve Douty and Arabella Crook – Senior Leader Team Members (SLT) Carmel Grater – Estates Manager Jane Tyson – School Office Manager (plus other key RGS staff involved)	Assessment Type			Record of Dynamic Assessment ✓ Pages 1-11
Days and Dates: Mass Testing for School Reopening programme from Thursday 4th March in readiness for school reopening from Monday 8th March					
<p>The school team, involving RGS staff and RGS volunteers will continue General and Clinical Activities on the asymptomatic testing site at Reigate Grammar School, Reigate Road, Reigate RH2 OQS. The Government issued more testing provisions and PPE in February which will be used under controlled conditions according to the NHS Test and Trace Covid 19 National Testing Programme.</p> <p>The following groups (referred to as subjects) will undertake the test (with the relevant consents and approvals in place prior to the test):-</p> <ul style="list-style-type: none"> • The RGS team (staff and volunteers) involved in carrying out the testing programme • The Teaching and Support staff working on site • The Students attending school 					

- The coach drivers involved in the school coach services (*tests conducted at company base not school site*)
- Ad-hoc essential visitors and contractors attending site.

Overview:

WIC Monday 1st March: Teaching Staff to collect their home testing kits (box containing 7 tests) to ensure they conduct a test prior to returning to school on Monday 8th March.

Wlc Monday 1st March: In-school testing continues as per arrangements throughout lockdown for Support Staff, Teaching staff undertaking on-line teaching from school and Critical Worker Children

Thursday 4th and Friday 5th March 2021 - The Test Centre in the CH and SH is established with the queueing system from the playground to the entrance of the WG.

- The registration desks are in the WG inner lobby with a marked and distanced queue system in place and supervised to manage the flow into the SH and CH areas
- Twenty individual testing points (consisting of separate swabbing and processing desks) and the Recording Desks are within the contained SH and CH space. The CH has an exit route out to the runway corridor and the SH has an exit route out via the bottom doors leading the students back around the one-way system into the playground to re-join their parents and to leave the site promptly.
- Information shared and online training undertaken by the Testing Team with approx. 40 members on duty during the mass testing days.
- Staff and Students/Families have been issued with the relevant consent communications for completion.
- Testing Team will park and remain separate for rest breaks in the bottom end of the front of school car park
- Staff on site will park in the Lower and Broadfield car parks
- Parents dropping off and parking during the scheduled 15-minute slot for testing will be guided into the playground and coach park areas, asked to remain in their cars and promptly leave site upon completion of their child's test.
- A review of these initial test sessions will be undertaken by SLT lead person and actions taken as required in preparation for the following week Monday 8th March.

WIC Monday 8th March:

- A detailed programme of testing of all students (with permissions) will be undertaken in the CH/SH with the students being taken to the test centre in their bubble groups throughout the week Mon/Tues and again Thurs/Fri.
- By W/E Friday 12th March all students will have undertaken three in-school Lateral Flow Tests. Students will then be provided with home test kits (box containing 7 tests) and will be advised of the process for registering their results with school so that accurate information can be recorded and acted upon as appropriate.
- Communications will be issued to families on these arrangements.
- The in-school testing will continue during this week in the SH and CH areas however the route in will be altered to allow for normal school foot traffic and one-way systems.
- From Monday 8th March a one-way route will be used from the bottom of the playground around the back of the Geography and side of the Maths building to register at the new registration desk position which will be located at the end of the SH (inner storeroom space that opens direct to the external patio area) from there the students will enter the SH from the front doors. They will leave by the back doors facing the Maths building and re-join the one-way system to go back into the playground area avoiding the WG which will be busy with normal class change over student traffic.
- 40+ Testing Team will be on site to conduct the testing and assisting with the supervision of the queues helped as necessary by additional support staff available.

- The Testing Team will park at the front of school alongside their external rest area (gazebos) and will remain separated from the day to day school activities and foot traffic on site.
- Staff will be directed to use all other car park areas available with overflow arrangements for specific numbers for managed car parking at the bottom of the playground as required.
- Support Staff will be issued with the home testing kits (if sufficient supplies have been received to site) alternatively staff will be tested in the test centre at times suitable avoiding the peak days and times of the students' tests.
- This Risk Assessment to be reviewed by SLT and other key staff involved and updated as necessary.

Who might be affected by the activities involved in the Testing Programme		RGS Staff and Volunteers running the testing programme	RGS Students and Staff undertaking the tests RGS Students and Staff on site	Essential contractors / visitors attending site Misc delivery personnel attending site			
No	Hazards	Associated Risks	Current Controls / Mitigation Measures	Risk Evaluation (post measures)			
				Probability	Severity	Risk	Additional Controls Needed?
I	Contact between RGS school Staff, Students and Volunteers <i>(known as subjects for the purpose of this RA)</i> increasing the risk of transmission of COVID 19	Transmission of the virus leading to ill health or potential death	<p>Asymptomatic: All subjects are advised in advance not to attend site for any reason (work or testing) if they have any symptoms of COVID 19, or live with someone who is showing symptoms of COVID 19 (including a fever and/or new persistent cough) or if they have returned within 14 days from a part of the world affected by the virus or have been in close contact with someone who is displaying symptoms</p> <p>Clear Instructions when on site:</p> <ul style="list-style-type: none"> • All staff on site have been briefed on the requirements above which have been in place for some time already. 				

			<ul style="list-style-type: none"> • All volunteers joining the testing team have been advised as part of their initial onsite and online training • Prominent signage is in place to remind attending subjects of the need to wear face masks at all times whilst on site (except for the brief time when swabbing) • Hand sanitiser is provided upon arrival and within the test area for use during and at the end of the test session • RGS Senior Leadership Team (SLT) and Management staff will take prompt action to remind all subjects of the need to wear face covering and comply with other measures in place if any concerns are identified with non-compliance. • RGS testing team will continue to remind subjects throughout the process to hand sanitise and wear face masks. Posters are displayed at every test area. • Test areas have been spaced out to achieve the distances required in the guidance • Entrance points and waiting / queue zones are marked with floor signage to map out distances to be observed • RGS testing team will continue to remind subjects of the 2 meter distancing requirements from the queuing points and throughout the testing process. • The schools existing one-way system remains in place and additional signage installed to ensure this is clear to all. 				
--	--	--	---	--	--	--	--

No	Hazards	Associated Risks	Current Controls / Mitigation Measures	Risk Evaluation (post measures)			
1	<p><i>Continued from page 2 above.</i></p> <p>Contact between RGS school subjects increasing the risk of transmission of COVID 19</p>	<p>Transmission of the virus leading to ill health or potential death</p>	<p>Cleaning:</p> <ul style="list-style-type: none"> • Test areas are fully cleaned prior to and after every testing session by the cleaning team wearing relevant PPE. • Each swabbing station is surface wiped after every use • Each area – registration, recording, holding is providing with antiseptic wipes for routine wipe over of surfaces and misc items (trays, mirrors, etc) in use during the test session. Hand sanitiser is also in place in all these areas. • Regular cleaning is in place site wide including touch points • Toilets in use adjacent to the test areas are cleaned and checked regularly and additional attention is in place during the test sessions • Areas have been set up with the specific furniture to avoid clutter and excessive touch point areas • Only barcode strips, and LFC test kits are in use at each station – clutter is limited and controlled by RGS staff. • Normal and clinical waste will be removed from the test areas at the end of each session and stored appropriately for onward disposal – all bins will be replenished with fresh liners <p>Use of PPE:</p> <ul style="list-style-type: none"> • All members of the testing team will wear and replace the relevant PPE as advised in the guidance in readiness for the arrival of the subjects to the testing areas. This PPE will remain in place on every team member until the end of the session. PPE will be replaced after breaks. • Gloves and masks are will be supplied to each desk with other and additional stock provision close by for replenishment during the testing session 				

			<ul style="list-style-type: none"> All used PPE will be disposed of in the correct clinical waste bin for onward removal. 				
2	Contact between subjects and staff increasing the risk of transmission of COVID 19 at the Registration Desk and Area	Transmission of the virus leading to ill health or potential death In particular, to <i>(Subject and Registration Team Member and Helpers / Test Assistants)</i>	<ul style="list-style-type: none"> Subjects will queue outside the WG entrance (distanced) or in the one-way system behind Geography and will be wearing a mask, they will then be instructed to sanitise hands, register one by one and proceed to the test area. The team in the registration areas and the Helpers will be using the relevant PPE and using disinfecting wipes regularly to wipe down high contact points. A screen is in place on the registration desks. The registration card and barcode strip will be passed from the registration staff to each subject Subjects will take that to the test station and pass to the Processor upon completion of their swab. 				

No	Hazards	Associated Risks	Current Controls / Mitigation Measures	Risk Evaluation (post measures)			
3	Contact between subjects and Processors - During Swabbing Process increasing the transmission of COVID 19 Contact between sample and Processor during sample test and timing element of the test.	Transmission of the virus leading to ill health or potential death In particular, to <i>(Subject and Processor Team Member)</i>	<ul style="list-style-type: none"> Subjects will be tested one at a time Subjects will be wearing a mask at all times (except when briefly swabbing) Processors are trained to the Government / NHS standards Processor desk is fitted with a clear screen/guard Test items will be passed through a gap in the screen or by the side at low level by the Processor/s at each testing point. Processors will wear PPE as specified in the guidance and gloves will be changed and disposed of between each subject Processor will wipe over the processing area between each subject Processor area will only be entered and occupied by the duty processor/s for that station for the whole session. 				

4	Contact between test sample from subject and floor staff who move the sample from the processor desk to the recording desk.	Transmission of the virus leading to ill health or potential death In particular, to <i>(Processor and Helper / Test Assistants)</i>	<ul style="list-style-type: none"> Processors and Helpers are trained and fully briefed on the controls to follow. Processors and Helpers will wear relevant PPE at all times Each subjects LFD test will be placed in a deep tray at the Processor desk to be transported to the nearby Recorders desk. 				
5	Contact between test sample from subject and floor staff / recorders and cleaners involved in part of the disposal process	Transmission of the virus leading to ill health or potential death In particular, to <i>(Helpers / Test Assistants, Recorders and Cleaners)</i>	<ul style="list-style-type: none"> All members of the test team are trained and fully briefed on their roles and controls to follow The recorders will sanitise their hands each time when turning the timed LFD test over to scan the barcode on the back. The tray used to carry samples are cleaned before uses. The estates/cleaning staff will wear the relevant PPE when in the test areas including gloves, masks and aprons when securing and removing the waste bags from the bins to an external hold bin for onwards disposal by an approved waste management company. 				
6.	Incorrect result communication	Wrong samples of miscoding of results	<ul style="list-style-type: none"> Multiple checks of the barcode take place during the process The barcode is checked twice at the Registration Desk Each subjects' barcode is placed on the back of the LFD test by the Processor The barcode is checked twice at the Recorders Desk 				

No	Hazards	Associated Risks	Current Controls / Mitigation Measures	Risk Evaluation (post measures)			
7.	Damaged barcode, lost LFD, failed scan of barcode	Orphaned record on registration portal and no result communicated to individual subject	<ul style="list-style-type: none"> • Barcode strips have been pre-checked and pinned to the registration card prior to each testing session (any illegible barcode strips have been removed at this stage) • The Processor will check that the barcode is intact and legible at that stage of the process • The Recorder will flag immediately to the Team Leader any issues identified when the LFD test is passed to the recorder desk. • The LFD test once completed will be handled one by one by the Processor and Helper and placed in a tray for transportation to the Recorder desk to avoid touching, dropping etc. • Any incident of dropped swab or LFD test will result in test being stopped and subject being asked to start again with a fresh test. All such incidents will be reported to the Team Leader and noted. • The Recorder will check carefully that each barcode has been scanned properly – any failings will be reported immediately to the Team Leader. • The Team Leader will review all “orphaned” records, identify subjects and arrange for a fresh test working closely with the Recorder and Registration team members. 				
8.	Extraction solution used in the extraction test tube for the swabbing stage contains the following components Na_2HPO_4 (disodium hydrogen phosphate), NaH_2PO_4 (sodium phosphate monobasic), NaCl (Sodium Chloride)	These components do not have any hazard labels associated with them, and the manufacturer states that there are no hazards anticipated under conditions of use as described in product literature.	<ul style="list-style-type: none"> • Each Processors desk will be given a complete box of test kit (contains 25 LFD plus 2 bottles of the extraction solution). Expiry dates check pre-test session • The Processors will use the extraction solution for each subject at the desk under the controls specified wearing PPE • Empty extractions solution bottles will be disposed of in the clinical waste bins and desk wiped over after each test. 				

			<ul style="list-style-type: none"> The waste bins bags will be removed under controlled conditions and with cleaning staff wearing PPE Approved waste contractor will remove and dispose from site all clinical waste 				
9	Contact between subjects or subjects and staff supervising - During the queuing time increasing the transmission of COVID 19	Transmission of the virus leading to ill health or potential death In particular, to (Subject to Subject and/or Subject to Staff Supervising the queue)	<ul style="list-style-type: none"> Queue systems are supervised, marked for safe distance and face coverings are worn. Queue systems are external and physically separated by barriers, tape etc to maintain a safe one-way flow. Pinch points are known and managed carefully to keep the flow of foot traffic moving at these points particularly around the Maths building. 				

No	Hazards	Associated Risks	Current Controls / Mitigation Measures	Risk Evaluation (post measures)			
10	Occupational illness or injury	Existing health conditions impacted by or during the testing process	<ul style="list-style-type: none"> All members of the testing team, RGS staff and students are aware that they must not attend site for any reason if they have or are unwell in general or have any symptoms of COVID 19, or live with someone who is showing symptoms of COVID 19 (including a fever and/or new persistent cough) or if they have returned within 14 days from a part of the world affected by the virus or have been in close contact with someone who is displaying symptoms Some members of the RGS staff on duty are first aid trained with access to first aid kits and the use of the School Medical room if required. East Surrey Hospital is local to school and Ambulance / Emergency Services will be called on 999 if necessary RGS staff's medical information and family contact details are held on file in school should such information be required or a subject needs collection from site. 				

11	Manual Handling	Injuries during the completion of tasks in the set up and running of the test centre	<ul style="list-style-type: none"> • Estates team members working in pairs have set up the test centre and are training for Manual Handling tasks • Test and PPE kits are stored in accessible boxes in one area of the test centre and the Helpers can remove small amounts at a time for restocking purposes. • Waste containers will be removed at the end of each session by cleaners' / estates staff who have all had MH training. External holding clinical bin is easily accessible 				
12	Unauthorised access by members of the public	<p>Transmission of the virus leading to ill health or potential death</p> <p>Security associated risks</p>	<ul style="list-style-type: none"> • Normal school security arrangements are in place with entrance points and gates secured or manned, CCTV, building alarms operational, staff awareness of site activities • Testing sessions are scheduled in advance and only communicated to those directly involved. • Test kits are locked away at the end of each session and the CH/SH areas will be secured once the cleaners are finished after each session. • Residential Caretakers are on site out of hours to respond to any emergency situations. • Radio's are in use during testing sessions to enable the registration team to alert the Estates team of any concerns. • Estates team will have the majority of their team on duty throughout the core of the day and at all times during the testing session to support for general or emergency needs. 				

No	Hazards	Associated Risks	Current Controls / Mitigation Measures	Risk Evaluation (post measures)
----	---------	------------------	--	---------------------------------

13	<p>Slips, trips and falls</p> <p>No stair access needed to enter the test centre</p>	<p>Injuries in and around the testing centre due to uneven surfaces, slippery access points due to inclement weather, floor spillages</p>	<ul style="list-style-type: none"> • Areas in use are in good condition; maintained by the Estates team and cleaned by the cleaners as standard – any issues are noted and actioned with daily cleaning pre each session. • A cleaning “emergency” kit is available within the test centre for the Helpers to deal with any spillages. • The team can radio the cleaning Manager for assistance • The external access paths are check pre-test sessions and gritted by the Estates team early morning if necessary. Mats are in place • Access to the test centre is from ground floor level • Stage area accessed by steps will only be used to store stock – all activities take place on the CH ground level space 				
14	<p>Hazards associated with vehicle movement and parking during test days</p> <ul style="list-style-type: none"> • parents dropping off parking 4/5th March for 1st tests • testing team parking throughout testing programme 	<p>Injuries and accidents in and around the site due to vehicle movements for busy testing days</p>	<ul style="list-style-type: none"> • Clear instructions are being communicated to parents on the site access and testing arrangements • Clear instructions are being communicated to the test team regarding parking options and access arrangements • All members of the test team are familiar with the site as all will have been on site for training and briefing • Estates team will undertake car parking duties on the 4th and 5th March to ensure key points of access and routes out are supervised. Estates team will wear high viz jackets and are experienced at handling traffic controls. • Parents will be park in the playground and coach park, staff will park in the lower and broadfield car parks and test team will park in the front car park – lower end. 				

			<ul style="list-style-type: none"> 5 mile per hour signage is in place in all of the above areas. 				
15	Electrical safety / plant equipment maintenance Defective electrical equipment	Injury or electrocution due to use of faulty systems or equipment in use	<ul style="list-style-type: none"> Laptops and misc cables in use are set up by the IT Team to the standards required – no trailing wires and all equipment fit for use. Electrical infrastructure within the Test Areas compliance with the most recent full fixed wire testing completed within the 5-year cycle. Lighting in the CH and SH was replaced and upgraded in 2020 The areas are opened up and systems on prior to testing team arrival. Heating system is operational (and regularly maintained) however windows and doors can be opened by the team to ensure areas are well ventilated during the testing process. 				

No	Hazards	Associated Risks	Current Controls / Mitigation Measures	Risk Evaluation (post measures)			
16	Use of shared equipment	Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> Each desk position is used by the nominated team member for each session and provisions are in place for these areas to be wiped over during the testing process and fully cleaned afterwards The Processing desk may be occupied by two persons working together in full PPE and cleaning regimes in place between each test. PPE is issued to each desk and not shared at any time – it is disposed immediately after use in the clinical bins 				

RISK EVALUATION

	Consequence of event occurring (SEVERITY)		Likelihood	Severity	Risk Control Strategies
--	--	--	-------------------	-----------------	--------------------------------

Likelihood of event occurring (PROBABILITY)		Negligible	Minor	Moderate	Major	Critical	RARE Will probably never happen	NEGLIGIBLE	Intolerable – Stop , take immediate action to reduce the risk
	Almost Certain	Tolerable 5	Substantial 1 10	Intolerable 15	Intolerable 20	Intolerable 25	UNLIKELY Not expected to happen but possible	MINOR	Substantial – Take Action within an agreed period
	Likely	Tolerable 4	Substantial 1 8	Intolerable 12	Intolerable 16	Intolerable 20	POSSIBLE Might happen	MODERATE	Tolerable – Monitor the situation
	Possible	Trivial 3	Tolerable 6	Substantial 9	Intolerable 12	Intolerable 15	LIKELY Will probably happen	MAJOR	Trivial – No Action required
	Unlikely	Trivial 2	Tolerable 4	Tolerable 6	Substantial 8	Substantial 10	ALMOST CERTAIN Will undoubtedly happen	CRITICAL	
	Rare	Trivial 1	Trivial 2	Trivial 3	Tolerable 4	Tolerable 5			

Key staff involved		SLT Sign Off	
Name of SLT and Key Support Staff	Arabella Crook ((ALC) Steve Douty (SDO) Carmel Grater (CMG) Jane Tyson (JNT)	Name of SLT and final sign off	SLT – Arabella Crook (ALC) and Steve Douty (SDO)
Signature:		Signature:	
Date:		Date:	

REVIEWS:

Review Date	Comments	Reviewed by:	Signature
RA No. 1 for testing from Jan 2021 to date was reviewed 11th January 2021	Amendments to document completed Amendments to floor distance signage and exit route signage in advance of week 2 sessions.	ALC and CMG	
RA No 2 for testing from 4th March onwards	Review TBA		

