

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 L Pope (incl. dept RAs & testing), M A Collins, S J Arthur, C M Grater
Risk Assessment Date:	17.01.22
Reviewed by Assurity:	07.01.22 Mireille Stocker
Last Governor Review:	12.09.2021 Governance & Risk Committee
Last SLT Review:	19.10.2021

The government have said that the priority is for schools to provide face to face, high quality education to all pupils. Schools remaining open 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 main body of the risk assessment describes control measures to be taken during normal opening. There is a separate outbreak management plan (appendix E) which details the additional measures which will be taken if the number of cases reaches threshold for an outbreak. The PHE / Gov.uk published thresholds for enacting the plan are:

- 5 or more students & staff within, or 10% of, a group which will have mixed closely (e.g. a teaching or form group, sports team, extra-curricular group, staff sharing an office) testing positive within a 10 day period – whichever is reached first
- Cases identified in the tests taken before return following a school holiday are excluded from this threshold

Measures should be initiated immediately without consultation with Public Health. Within 24 hours we report decisions, rationale and proposed cessation date to our Area Schools Officer; this is done by email to school.relationships@surreycc.gov.uk. Additional advice is sought from the local authority, Directors of Public Health, or PHE health protection teams if additional measures do not appear to be effective, if there is a hospitalization or death, if there are media enquiries, or if SLT identify other concerns (e.g. multiple year groups affected, or staff absence risks impacting school opening). RGS may also be directed to introduce outbreak response measures by regional or national PH teams in response to a local outbreak, the emergence of a new VoC or if the NHS were at risk of becoming overwhelmed.

All settings should seek public health advice if a pupil, student, child or staff member is admitted to hospital with COVID-19. They can do this by phoning the DfE helpline (0800 046 8687, option 1) emailing dfc.coronavirushelpline@education.gov.uk or in line with other local arrangements. Local HPT contact information – icc.kss@phe.gov.uk or 0344 225 3861 (select HPT).

Assessment

Hazard	Individuals at Risk	Control Measures	Further Action points
<p>01. 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>	<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> • <i>Working Safely during Coronavirus (COVID-19) - Government guidance 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> • <i>Shielding, work from home and social distancing guidance has ended for CEV and CV staff.</i> • <i>CEV students are expected to attend in person education unless advised by a pediatrician.</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> 	

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		<ul style="list-style-type: none"> • <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.</i> • <i>As case rates fluctuate, we take a flexible approach to self-isolation for students who are clinically vulnerable / have clinically vulnerable family members; students are enabled to learn from home during periods when enhanced measures are in place</i> 	
<p>02. 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 developing symptoms of Coronavirus (COVID-19) or being a close contact of a positive case (if not double vaccinated)</p> <p>There may be an increase in staff absent due to their children having COVID symptoms / testing positive & childcare being required</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> ○ <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> • <i>Staff absence due to covid-19 will detrimentally impact learning outcomes of a number of students, and could, if sufficiently high, prevent continuation of full</i> 	

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		<p><i>education provision. Consequently, more stringent measures are required to break chains of transmission if a member of staff is a close contact of a covid-19 positive individual. As cases occur, we will identify close contacts and ask them to take additional measures; we will not wait for NHS track and trace to identify staff who are close contacts of confirmed cases.</i></p> <p><i>Control measures - Mary-Ann Collins, Brendan Stones, Michelle Pope & Lisa Robertson</i></p> <ul style="list-style-type: none"> <i>• Whilst 2m social distancing is no longer required, staff and pupils who feel more comfortable maintaining a 2m social distance should be supported to do so</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: see dept RAs – MLP for departments, SDO for support staff</i> <i>• LJR arranging cover and contingency for unexpected absence, calling in further support when needed.</i> <i>• LJR monitoring day to day teaching staff numbers, taking appropriate action when staff become unable to attend school.</i> <i>• Two LFT, spaced by 3-5 days, to be completed by all staff and pupils before their return to school after each holiday. At the start of the January term we will monitor completion of the first LFT via the RGS reporting form, with students who have consented to testing unable to return to lessons until a negative LFT result has been recorded (they take an LFT on site the first morning back and wait for results in medical room, before attending lessons).</i> <i>• Lateral flow testing is conducted by staff and students at home twice a week and individuals encouraged to log their results via a school form. LF Testing is available on site if required for individual circumstances. Updated guidance: LFT should be used as soon as self-isolation period has ended.</i> 	

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		<ul style="list-style-type: none"> • <i>Students and fully vaccinated staff are encouraged to follow latest government guidance if they are a close contact with a confirmed COVID-19 case, to reduce likelihood of spread within the community: to take a daily LFT for 7 days.</i> • <i>Staff who are not fully vaccinated and who are a close contact of a confirmed COVID-19 case are legally required to self-isolate for 10 days. In this circumstance, working from home will be supported.</i> • We act promptly to identify any staff members who are close contacts of a positive case in the school community: staff are told if a colleague or student tests positive and asked to declare if they were a close contact in the preceding 48hrs. We also ask staff to declare if there is a positive covid-19 case in their home. • Staff who are close contacts are asked to: complete a LFT daily for 7 days; avoid close contact with colleagues, or wear a mask if close contact is unavoidable. • <i>Close contact is defined as:</i> <ul style="list-style-type: none"> • face-to-face contact including being coughed on or having a face-to-face conversation within one metre • been within one metre for one minute or longer without face-to-face contact • been within 2 metres of someone for more than 15 minutes (either as a one-off contact, or added up together over one day) • travelling in the same vehicle 	
<p>03. 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 and obtain a PCR test 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.</i> • <i>If a parent or carer insists on a pupil attending school with covid-19 symptoms we can make the decision to refuse the pupil as a necessary act to protect other pupils and staff from possible covid-19 infection.</i> • <i>Staff and pupils will also be required to self-isolate if identified by NHS test and trace as a close contact of a covid-19 case, unless they fall within one of the following categories:</i> 	

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		<ul style="list-style-type: none"> • they are fully vaccinated • they are below the age of 18 years and 6 months • they have taken part in or are currently part of an approved COVID-19 vaccine trial • they are not able to get vaccinated for medical reasons • <i>Staff and pupils should take LFTs daily for 7 days if they are identified as a close contact via NHS test and trace of a positive COVID-19 case (or until 10 days after the close contact occurred). If a LFT result is positive, or they become symptomatic, they should self-isolate following the guidance from NHS test and trace.</i> • <i>In exceptional circumstances the school may be asked by NHS test and trace to help identify close contacts of a positive case within the school community. Seating plans and group / team lists will be kept up to date for all activities to facilitate this.</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 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 pupil becomes ill with symptoms of coronavirus whilst on site, they must be sent home with their parent/carer, and be advised not use public transport. They are 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</i> 	

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		<p><i>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), as soon as is practical. 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></p> <ul style="list-style-type: none"> • <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 access any other areas of the school to collect belongings etc. should be carefully managed and may not be permitted. 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> • <i>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).</i> • <i>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.</i> <p><i>Control measures - Mary-Ann Collins, Michelle Pope, Sarah Arthur, Carmel Grater, Jane Tyson</i></p> <ul style="list-style-type: none"> • <i>Mass Lateral Flow testing twice weekly: twice weekly home tests conducted by students and staff and they are encouraged to log results on NHS and school form; See Appendix D for detailed RA for mass-testing</i> 	

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		<ul style="list-style-type: none"> • <i>If students / staff have a positive LFT and are asymptomatic they must self-isolate for up to 10 days, with the day of the test being day 0.</i> • <i>If students/staff are symptomatic they should still immediately begin self-isolation and obtain a PCR test. They must self-isolate for up to 10 days, with the day symptoms begin being day 0.</i> • <i>Negative LFTs on 2 consecutive days (24 hrs apart), starting from day 5, allow an early end to self-isolation. For example, testing negative before school on day 5 and day 6 would enable the individual to return to school on day 6.</i> • <i>Self-isolation should not end early if an individual is symptomatic. After 10 days they should continue to self-isolate if they continue to have a high temperature.</i> • <i>If staff/students become symptomatic during a self-isolation period based on an LFT result, they should obtain a PCR test and re-start the 10 day self-isolation period.</i> • <i>If students/staff are contacted by NHS track & trace and identified as a close contact they are advised to take LFTs daily for 7 days, but are allowed to continue to attend school. RGS ask any students/staff who are close contacts who are attending school to be especially cautious, minimizing close contacts and considering the use of face coverings whenever they are in school buildings.</i> • <i>If students / staff refuse to take LFT or PCR test, or cannot provide evidence of vaccination when asked to self-isolate: they cannot be forced to test but if the school do not think it is safe for the child or adult to enter the school building then they should organise education / work to do at their home.</i> • <i>Staff and pupils regularly briefed on the latest issued symptoms of Coronavirus (COVID-19).</i> • <i>For suspected cases, use https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/ for identifying symptoms.</i> • <i>Pupils, parents/carers, visitors, such as suppliers and contractors, are informed not to visit the school if they are displaying any symptoms of</i> 	

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		<p><i>Coronavirus (COVID-19) and to follow the latest Stay at Home: guidance available here.</i></p> <ul style="list-style-type: none"> • <i>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.</i> • <i>Tours and open mornings for prospective parents will take place. (see separate RA for tours).</i> • <i>The Main Entrance remains secure but accessible to staff using ID cards.</i> • <i>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 & MLP responsible for staff, pupil and parent comms; Receptionist and Estates Manager responsible for visitors/contractor briefing)</i> • <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 deemed appropriate.</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 aerosol generation or 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> 	

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		<ul style="list-style-type: none"> • <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 confirmed cases in our community reach threshold levels we follow the outbreak management plan (appendix E) & communicate next steps to parents, pupils and staff.</i> • <i>We seek guidance from PHE and/or the local authority Health Protection Team if there is a hospitalization or fatality, if there is media interest or if cases continue to rise after control measures have been in place for at least a week. The DfE helpline for schools is 0800 046 8687 (option 1) or dfc.coronavirushelpline@education.gov.uk The South East contact number is 0344 225 3861 and email is ICC.kss@phe.gov.uk</i> • <i>Individual risk assessments are undertaken for all school events which involve larger groups of pupils or groups of visitors to site (including parents). This includes: concerts and productions, open mornings, PFA events, and on-site activities for students using external companies. The risk assessments must be approved by MLP and/or a member of SLT in advance of the event.</i> 	
<p>04. Infection by touching shared surfaces & infection from aerosols and droplets due to sharing space with a covid-19 positive individual, whilst staff, pupils and others are on site</p>	<p><i>All</i></p> <p><i>Potential spread of Coronavirus (COVID-19) between staff,</i></p>	<p><i>Control measures - Mary-Ann Collins, Sarah Arthur, Brendan Stones, Michelle Pope, Caroline Hosegood (coaches)</i></p> <ul style="list-style-type: none"> • <i>In line with government guidance for schools, face coverings are worn by all adults and pupils when in indoor spaces, such as in corridors, classrooms, offices and communal areas where 2m social distancing cannot easily be maintained. The only exceptions are when eating at break and lunchtime,</i> 	

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	<p><i>pupils and others on site</i></p>	<p><i>where students can eat outside or in the PMH/Marquee/HC cafe. Students must be seated when eating.</i></p> <ul style="list-style-type: none"> • <i>Students who are seated in the Sixth Form centre need to wear face coverings, except when eating or drinking.</i> • <i>Staff are encouraged to make use of empty spaces to work if they cannot socially distance in offices and would prefer not to wear a face covering.</i> • <i>A stock of medical grade mask will be provided by school and kept in the school office and at the porters desk</i> • <i>Staff are asked to wear transparent face coverings when teaching students who rely on physical cues (e.g. lip reading) for understanding</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 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><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> <p><i>Pupils should 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’</i></p>	

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		<p><i>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 denied education on the grounds of whether or not they are wearing a face covering."</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 in a busy area. 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>• 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 are maintaining a large Marquee to help with lunch arrangements and other times where a large space is needed.</i> 	

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		<ul style="list-style-type: none"> • <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>For staff meetings we will maintain a mix of video conferencing and in person meetings taking place in a large well-ventilated room</i> <p><i>Ventilation: Windows are open throughout the day. The number of windows open will vary with environmental temperature – there must be some open at all times, with more opened as temperatures rise.</i></p> <p><i>Internal doors to offices and classrooms can only be wedged open when the room is occupied by a member of RGS staff. They must remove the door wedge upon leaving, including during an evacuation.</i></p> <p><i>SLT, other senior staff and the estates team will monitor implementation of this control measure at breaks and lunchtimes, feeding back to HoDs if doors are wedged open in unoccupied rooms so that staff can be reminded of their H&S responsibilities.</i></p> <p><i>Fire doors in corridors should only be kept open if they are on the magnetic automatic closure system</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 https://www.cibse.org/coronavirus-covid-19/emerging-from-lockdown</i></p> <p><i>To balance the need for increased ventilation while maintaining thermal comfort, 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>Providing flexibility to allow additional, suitable indoor clothing. Students and staff are encouraged to wear warm base layers, outdoor coats, gloves, hats and scarves indoors if required.</i> • <i>Rearranging furniture where possible to avoid direct drafts</i> 	

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		<ul style="list-style-type: none"> • <i>Heating should be used as necessary to ensure comfort levels are maintained particularly in occupied spaces.</i> <p><i>Mechanical ventilation can be used if it draws in fresh air from outside, or recirculation systems can be used if they operate within a single space and are supplemented by an outdoor air supply via open windows. Any systems are maintained in accordance with manufacturers' recommendations.</i></p> <p><i>Action: we are using CO₂ monitors to identify minimum safe ventilation for each space and the effect of events. Results are demonstrating that good levels of ventilation are achieved when windows <u>and doors</u> are open. All rooms can be used at normal capacity provided ventilation is maintained.</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 usually allowed beyond the ground floor other than for approved CCF activities. 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 keeping 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 are keeping a 'walk on the left' protocol. 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> 	

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		<ul style="list-style-type: none"> • <i>We are staggering break times and maintaining the year group queueing systems at lunchtimes to reducing mixing between year groups.</i> • <i>Assemblies are taking place online.</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.</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 should be wiped down with sanitizer spray before or after use and only used by the teacher. Teachers should not share board pens.</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>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 at the office.</i> • <i>Students 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> 	

Hazard	Individuals at Risk	Control Measures	Further Action points
		<ul style="list-style-type: none"> • <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>Maintain the wait and be served sign at the school office door.</i> • <i>For Sport, see separate department risk assessment.</i> • <i>In the SNUG: see separate risk assessment</i> 	
05. 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 – Richard Bristow, Steve Douty, Helena Briggs</i></p> <ul style="list-style-type: none"> • <i>Day and overnight offsite trips will be risk assessed on an individual basis and will only take place in accordance with current government guidance.</i> • <i>For overseas trips, planning should take due regard for current government guidance on overseas travel, and plan for potential changes in guidance (including during the trip). In particular, plans should be in place to allow for any COVID-19 testing and quarantine requirements on departure and return.</i> • <i>When considering booking new visits, whether domestic or international, we are ensuring that there is adequate financial protection in place in case of cancellation or postponement.</i> • <i>Parental communications at the start of term will include reference to travelling back to England from a foreign holiday and adhering to latest legislation as set out in current government travel advice: legislation and travel advice</i> 	
06. 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, Michelle Pope, 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.</i> 	

Hazard	Individuals at Risk	Control Measures	Further Action points
		<ul style="list-style-type: none"> • <i>Staff have access to a supply of hand 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>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> 	
07. Non-essential persons attending site	<p><i>All</i></p> <p><i>Potential spread of</i></p>	<p><i>Control measures - Mary-Ann Collins, Michelle Pope, 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> 	

Hazard	Individuals at Risk	Control Measures	Further Action points
	<p><i>Coronavirus (COVID-19) between staff, pupils and others on site</i></p>	<ul style="list-style-type: none"> • <i>Entry to the site controlled via reception and porters' desk whereby access to the site is managed. We are keeping the main entrance door on keypad so visitors/deliveries must ring before being allowed in.</i> • <i>Visitors must complete a questionnaire at reception with regards risk rating prior to permitting them to enter the site. This includes asking them to verbally confirm that they have a negative LFT in the preceding 24hrs – no proof is requested. If they have not completed a Lateral Flow test we ask them to conduct one before allowing access to site.</i> • <i>Whilst in some larger events it may not be possible, in order to reduce risks where practical, visitors during the school day should avoid close contact conversations with members of the school community.</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. (see above)</i> • <i>Parents have been asked to attend site by 'appointment only'</i> • <i>Events involving parents and visitors, such as audiences for school music and drama performances and spectators for sport will be conducted in line with government guidance on management of events (here and arts council guidance). We remain flexible to changes in government guidance based on the national situation.</i> • <i>Tours and open mornings for prospective parents will take place. (see separate RA for tours).</i> • <i>Signage on school entrance to advise on access controls and permissions to come into site.</i> • <i>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> • <i>Individual risk assessments are undertaken for all school events which involve larger groups of pupils or groups of visitors to site (including parents). This includes: concerts and productions, open mornings, PFA events, and on-site</i> 	

Hazard	Individuals at Risk	Control Measures	Further Action points
		<i>activities for students using external companies. The risk assessments must be approved by MLP and/or a member of SLT in advance of the event.</i>	
08. Lack of adequate cleaning regime for general areas	<i>All Potential spread of Coronavirus (COVID-19) between staff, pupils and others on site.</i>	<p><i>Control measures: Carmel Grater & Meriel Thom</i></p> <ul style="list-style-type: none"> <i>• We are continuing the revised 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 before start of each half term.</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). Latest training completed 1st September 2021.</i> <i>• Students asked to bring their own hand-sanitiser and use regularly throughout the day, to supplement hand washing with soap and water</i> 	
09. Lack of adequate cleaning regime for areas known or suspected to be contaminated, (eg isolation room used to house a	<i>All Potential spread of Coronavirus (COVID-19)</i>	<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 but well ventilated and wait for 72hrs before cleaning as the amount of virus living on surfaces will have reduced significantly.</i> 	

Hazard	Individuals at Risk	Control Measures	Further Action points
suspected case) prior to next use	<i>between staff, pupils and others on site</i>	<ul style="list-style-type: none"> • <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>10. 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 Lisa Robertson</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. Hand sanitizer is available and signage in place where multiple students touching items may occur.</i> • <i>When using biometrics for payments a strict cleaning code is applied, with sensor 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.</i> • <i>Sixth Form students may leave the site at lunchtime from 12.25pm but must follow current government guidance regarding meeting in public places and wash hands immediately on their return.</i> • <i>We have split the queuing arrangement to use two entrances in both PMH and Marquee and seating is arranged to keep year groups separate.</i> • <i>All stakeholders encouraged to eat outside while the weather is good.</i> <p><i><u>In line with Chartwells Risk assessment:</u></i></p>	

Hazard	Individuals at Risk	Control Measures	Further Action points
		<ul style="list-style-type: none"> • 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. 	
11. 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 – Michelle Pope & 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 2021 	
12. 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/administration of medication</p>	<p>Control measures – Michelle Pope & 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
<p>13. Staff working from home due to a period of self-isolation – risks associated with use of Display Screen Equipment (DSE) and mental health/emotional wellbeing</p>	<p><i>Staff</i></p> <p><i>Aches and pains from adopting poor posture whilst using DSE</i></p> <p><i>Fear/anxiety/stress caused by 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>	<p><i>Considerations</i></p> <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> <p><i>Control measures - Sarah Arthur, Mary-Ann Collins, Dawn Holmes</i></p> <ul style="list-style-type: none"> • <i>Staff working from home due to self-isolation 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> • <i>All classes have a Team enabling self-isolating staff to set work digitally and teach lessons from home via video call if able to do so. Classes will be supervised by a cover teacher who will facilitate this process.</i> 	
<p>14. Pupils learning at home due to self-isolation – 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>Control measures - Sarah Arthur, Brendan Stones</i></p> <ul style="list-style-type: none"> • <i>Where any are at home due to health issues or self-isolation 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> • <i>Our school services such as School Counsellor, Chaplain, Nurse will be available for 1:1 sessions online</i> • <i>We will continue to refer to outside agencies where appropriate</i> 	

Hazard	Individuals at Risk	Control Measures	Further Action points
	<p><i>Fear and anxiety caused by difficulty in completing work, and lack of social interaction with friends</i></p>	<ul style="list-style-type: none"> • <i>Form Tutors will be in touch daily with pupils and will work to check in with individuals</i> • <i>We will provide online activities to help students to interact with each-other to try and maintain social connections e.g. house challenges, tutor time activities, use of break out rooms in lessons</i> • <i>Where we have concerns about a pupil, we will increase contact with them and link in with parents</i> • <i>We will use surveys, teams chats, 1:1 for example, to help students to tell us how they are if they aren't comfortable discussing in tutor time</i> • <i>All classes have a Team enabling them to access work digitally and join lessons from home via video call if students are self-isolating. Lesson calls are set up at the start of the year on Teams calendar.</i> • <i>In the event of future lockdowns, we will follow the latest government guidance on which students should be encouraged to attend school in-person.</i> 	
<p>15. Lack of adequate pupil safeguarding procedures for virtual/online taught sessions, including 1:1 sessions such as music lessons etc.</p>	<p><i>Staff and pupils</i></p> <p><i>Various potential safeguarding issues</i></p>	<p><i>Considerations</i></p> <ul style="list-style-type: none"> • <i>All HoY, SJA and PMJ undertook the Mental Health First Aid Training Course in January 2021 and are alert to any symptoms or signs of poor mental health and will be monitoring students and acting upon any concerns.</i> • <i>Additional individual risk assessments and welfare plans will be reviewed or set up as required.</i> • <i>However in the event of individual pupils 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>In the event of another lockdown, we will review and bring back the Safeguarding Addendum to the main policy; 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> 	

Hazard	Individuals at Risk	Control Measures	Further Action points
		<ul style="list-style-type: none"> • <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> <p>We follow government guidance on safeguarding students who are defined as vulnerable, when they are self-isolating or learning remotely: When a vulnerable pupil is asked to self-isolate, we:</p> <ul style="list-style-type: none"> • notify their social worker (if they have one) and, for looked-after children, the local authority virtual school head • agree with the social worker the best way to maintain contact and offer support • HoY / DSLs check that the vulnerable pupil is able to access remote education, providing IT resources as appropriate • HoY / tutor check in regularly to check their wellbeing and that they are • accessing remote education (recorded as code "T" on registers) • Check with DSLs and refer onto other services if additional support is needed. <p>We follow the current guidance on identifying vulnerable children and also provide additional support to any children who we believe may have challenging circumstances at home.</p>	
<p>16. Prolonged absence of the Designated Safeguarding Lead (DSL) or other key safeguarding staff</p>	<p><i>All</i></p> <p><i>Lack of suitable safeguarding staff leading to issues with recording and reporting</i></p>	<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>Control measures - Headmaster</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> 	

Hazard	Individuals at Risk	Control Measures	Further Action points
<p>17. Failure to implement and adhere to the latest Government advice/guidance</p>	<p>All</p> <p>Failure to adhere to Government advice/guidance resulting in increased risk of infection</p>	<p><i>Considerations</i></p> <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 ○ <i>Surrey CC guidance for school leaders:</i> https://www.surreycc.gov.uk/people-and-community/emergency-planning-and-community-safety/coronavirus/school-leaders <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 and MLP 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</i> 	

Hazard	Individuals at Risk	Control Measures	Further Action points
		<p><i>effective mechanism to cross-check our understanding of legislation and guidance.</i></p> <ul style="list-style-type: none"> <i>This risk assessment is reviewed and updated in line with any changes to the guidance from both government and documents from HSE.</i> 	
<p>18. Transmission of COVID-19 within the school community due to failure to implement control measures described in risk assessment across the school community</p>	<p>All</p>	<p><i>Considerations:</i></p> <ul style="list-style-type: none"> <i>In a secondary school community each individual will have contact with many others over the course of a day or week. While close contacts can, for the most part, be limited to classes, activity groups and offices, each individual within these will interact with other groups</i> <i>Control measures need to be consistently applied across the school in order to have maximum impact in preventing transmission</i> <i>To achieve this, control measures need to be effectively communicated to all staff and students</i> <p>Control measures: Michelle Pope, Mary-Ann Collins, Sarah Arthur, Jane Tyson, Carmel Grater, Steve Douty</p> <ul style="list-style-type: none"> Student and staff covid-19 safety protocols regularly reviewed, and as necessary updated and shared Key reminders of safety protocols (hygiene, ventilation, mask wearing and testing) shared regularly through posters and written / verbal briefings Line managers to monitor their areas for ventilation, distancing of desks and hygiene; contact estates if additional supplies are needed and speak to staff if necessary to ensure the control measures (e.g. ventilation) are implemented Any staff can share concerns about implementation of, or issues with, control measures with MLP or SLT If positive cases occur there will be further checks that the control measures are implemented and the risk assessment will be reviewed 	
<p>19. Transmission of COVID-19 within the school community as symptoms of mild illness are not</p>	<p>All</p>	<p><i>Considerations:</i></p> <ul style="list-style-type: none"> <i>COVID-19 is now recognised to commonly present with a wider range of symptoms than the original three (persistent cough, fever, change / loss to</i> 	

Hazard	Individuals at Risk	Control Measures	Further Action points
recognised and consequently infected individuals attend school		<p><i>sense of taste and/or smell), and symptoms are not identical across variants and vaccination status</i></p> <ul style="list-style-type: none"> <i>If symptoms are common to other conditions, e.g. winter respiratory infections and flu, pupils and staff may not seek appropriate PCR testing or self-isolate as they make an assumption the symptoms are not related to covid-19</i> <p>Control measures: Michelle Pope, Mary-Ann Collins, Sarah Arthur, Jane Tyson</p> <ul style="list-style-type: none"> Use NHS and WHO guidance to identify symptoms currently recognised as indicative of COVID-19 Communicate these symptoms regularly with staff, students and parents via bulletins, emphasizing that anyone with symptoms, even mild, should self-isolate and obtain a PCR test 	
19. Internal doors wedged open, resulting in harm to occupants (respiratory, clarity of vision etc) because of the potential speed and increased volume of fire fumes and flames in internal spaces in the event of a real fire situation.	Staff, students, visitors	<p>Consideration of risk: (which is accepted and authorised by SLT)</p> <p>Fire fumes and flames will spread and travel quicker from rooms into the corridor areas which may subsequently hinder the pace and safe routes needed during the building evacuation process.</p> <p>Control measures: Michelle Pope, Carmel Grater</p> <ul style="list-style-type: none"> Only rooms occupied and under staff control to be wedged open At the end of each lesson (including breaks and end of day) the last staff member using the space will remove the wedge and close shut the door In the event of any emergency situation especially fire alarm activation the staff member will remove the wedge and close the door behind them to contain any fire or smoke spread. SLT, other senior staff and the estates team will monitor implementation of this control measure at breaks and lunchtimes, feeding back to HoDs if doors are wedged open in unoccupied rooms so that staff can be reminded of their H&S responsibilities. Fire doors in corridors should only be kept open if they are on the magnetic automatic closure system 	

Hazard	Individuals at Risk	Control Measures	Further Action points
		<ul style="list-style-type: none"> • End of day caretaking staff will check that all rooms and corridors are not "manually" wedged open overnight. <i>(Some doors on electronic catches can remain open as they are hard wired to the fire system to release upon fire alarm activation and this system is tested each holiday).</i> 	
<i>Other hazards identified...</i>		<i>Please contact Michelle Pope or 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 : <ul style="list-style-type: none">• 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: <ul style="list-style-type: none">• Four external hand washing areas introduced with ten tap positions (PMH, Broadfield Lawn, Playground and Sports Hall/Wright Gallery)
Hand sanitisers – bottles and dispensers: <ul style="list-style-type: none">• 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: <ul style="list-style-type: none">• 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: <ul style="list-style-type: none">• 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: <ul style="list-style-type: none">• 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 cleaned 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 & September 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
<p>Office staff contracting Coronavirus (COVID-19) when giving aid to sick students and staff</p>	<p><i>Office Team</i></p> <p><i>Severe illness or death as a result of contracting Coronavirus (COVID-19) whilst at work</i></p>	<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> • <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 – reviewed JNT and MLP September 2021

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

Reigate Grammar School (RGS) Risk Assessment for Asymptomatic Testing Sept 2021

School Site: Main School Site	Sports Hall (SH) Concert Hall Stage Area (CH)	Assessment No: 3 No 3 - Asymptomatic Testing for the Academic Year starting Sept 2021 No. 2 – Programme for School Reopening March 2021 No. 1 – January / February 2021 Test Programme	Assessment Date: 3. 31 st August 2021 2. 1 st March 2021 1. 7 th January 2021	Ongoing reviews • Jan 2021 • March 2021 • August / September 2021
RGS Staff	Steve Douty, Arabella Crook, Michelle Pope – <i>Senior Management</i> Carmel Grater – <i>Estates Manager</i> Jane Tyson – <i>School Office Manager</i> (plus other key RGS staff involved)	Assessment Type		
		Generic	Specific	Record of Dynamic Assessment ✓ Pages 1-11

Days and Dates: Asymptomatic Testing Site from September 2021 - Thursday 2nd September onwards;

The school team, involving RGS staff and RGS volunteers will undertake asymptomatic testing at Reigate Grammar School, Reigate Road, Reigate RH2 OQS. Government issued testing provisions and PPE will be used under controlled conditions according to the Guidance provided.

The following groups (referred to as subjects) will undertake the tests:-

- The RGS team (staff and volunteers) involved in carrying out the testing programme (using home test kits)
- The Teaching and Support staff working on site (using home test kits)
- The Students attending school
 - Thursday 2nd September - Year 1 Students will undertake the tests within School in the test centre (SH area) supported by the staff involved (approx. 15 staff in various roles – Registration, Test Processors, Supervisors and Recorders)
 - Friday 3rd and Monday 6th September – the test centre is available to all other students from all year groups who wish to undertake the test on site with support
 - Tuesday 7th September onwards – A test station will remain in place for ad-hoc in school testing supported by trained staff.
- The coach drivers involved in the school coach services (*tests conducted at company base not school site*)
- Any ad-hoc essential visitors and contractors attending site.

Parents of students have been contacted with information regarding on-site and at home lateral flow testing, including consent and privacy notices: in August 2021 parents of First Form students have been issued with a consent form. Second Form to Upper Sixth parents have been emailed to say that their consent is assumed as they returned consent in March 2021; if they have any reason to change their mind they have been asked to email the school office. Only two students were without consent in March – one in L6 and one in 2nd Form.

Staff have not been issued with consent forms as they are self-testing at home and have the choice to opt-out of the process directly.

Overview:

Teaching and Support staff will continue to carry out home testing twice weekly tests (Sunday and Wednesday) and one prior to returning to school on Thursday 2nd September.

Students from years Two through to Upper Sixth will continue to carry out home test twice weekly as above. Students who require support will be identified and enabled to test initially on the Friday and Monday 3rd and 6th September on site and thereafter as required using the in school testing facility as mentioned above.

Test Plan:

Thursday 2nd to Monday 6th September 2021 - The Test Site in the Sports Hall is established with the queueing system from the playground, along the back of the Geography Building and into the SH double doors nearest the pool area.

- The registration desks are based within the SH just inside the entrance door with a marked and distanced queue system in place and supervised to manage the flow into the SH
- Eight individual testing points (consisting of separate swabbing and processing desks) and the Recording Desks are within the SH and distanced to support the flow in and out via a separate route via the double doors of the SH nearest the Wright Gallery area. Up to 15 training staff will be involved in the testing days.
- Staff and Students/Families have been issued with the relevant consent communications for completion.
- Testing Team will remain separate for rest breaks in a cordoned off section of the SH area – they will park in the bottom end of the front of school car park with direct access into the SH
- Parents dropping off Year 1 Students on Thursday 2nd September will be guided into the playground and encourage to promptly leave site if their child is continuing to a pre-season sports session – the students will be supported during their test in the SH and then enabled to join and enjoy the sports session.
- A review of the initial day test sessions will be undertaken by SLT lead person and actions taken as required in preparation for the Friday and Monday tests plans 3rd and 6th September.

Monday 6th September 2021 – late afternoon

- The asymptomatic test site in the SH will be dismantled, fully cleared and cleaned by the Estates Team to enable the sports team to use the space for normal school sports activities
- A test station will be established on the Concert Hall Stage area for ongoing, ad-hoc testing under controls and supervision of training school staff.
- 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	R	Additional Controls Needed?
1	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 should be self-isolating or quarantining in line with current government guidance.</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, many have been in place for some time already. All volunteers joining the testing team have been advised as part of their training Prominent signage is in place to remind attending subjects of the need to wear face masks in line with current published staff and student protocols 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 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. • Waste bins will be emptied regularly during the test days and handled appropriately for onward disposal – all bins will be replenished with fresh liners at the end of each day. <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 • All used PPE will be disposed of in the correct clinical waste bin for onward removal. 				
2	<p>Contact between subjects and staff increasing the risk of transmission of COVID 19 at the Registration Desk and Area</p>	<p>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></p>	<ul style="list-style-type: none"> • Subjects will queue outside the SH double doors (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 in to the test area. • The staff member/s at the registration area and the Supervisors 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	<p>Contact between subjects and Processors - During Swabbing Process increasing the transmission of COVID 19</p> <p>Contact between sample and Processor during sample test and timing element of the test.</p>	<p>Transmission of the virus leading to ill health or potential death In particular, to <i>(Subject and Processor Team Member)</i></p>	<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 distanced 2 meters away from the test station • Test items will be passed to the Processor/s wearing PPE 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	<p>Contact between test sample from subject and floor staff who move the sample from the processor desk to the recording desk.</p>	<p>Transmission of the virus leading to ill health or potential death In particular, to <i>(Processor and Helper / Test Assistants)</i></p>	<ul style="list-style-type: none"> • Processors and Supervisors are trained and fully briefed on the controls to follow. • Processors and Supervisors 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	<p>Contact between test sample from subject and floor staff / recorders and cleaners involved in part of the disposal process</p>	<p>Transmission of the virus leading to ill health or potential death In particular, to <i>(Helpers / Test Assistants, Recorders and Cleaners)</i></p>	<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.	<p>Incorrect result communication</p>	<p>Wrong samples of miscoding of results</p>	<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 in-tact 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 ₂ HPO ₄ (disodium hydrogen phosphate), NzH ₂ PO 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 supplies of complete test kit boxes. Expiry dates checked 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 waste bins and desk wiped over after each test. 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 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 <i>(Subject to Subject and/or Subject to Staff Supervising the queue)</i>	<ul style="list-style-type: none"> Queue systems are supervised, marked for safe distance and face coverings are worn. Queue systems are external and managed 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 should be self-isolating or quarantining in line with current government guidance. • 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 trained for Manual Handling tasks • Test and PPE kits are stored in accessible boxes and the team 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. • 				
12	Unauthorised access by members of the public	Transmission of the virus leading to ill health or potential death Security associated risks	<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 SH/CH 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 a full 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>External stairs in use for access 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 team 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. • Access to the test centre is from lower ground floor level up to the SH double doors • Stage area accessed by steps will only be used for the test station for adhoc usage after Monday 6th September and under supervision and controlled access. 				
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 and students on the test site access and 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 2nd and 3rd September 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 when dropping off the new students in Year 1. 5 mile per hour signage is in place. 				
15	<p>Electrical safety / plant equipment maintenance</p> <p>Defective electrical equipment</p>	<p>Injury or electrocution due to use of faulty systems or equipment in use</p>	<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 Area is compliant with the most recent full fixed wire testing completed within the 5-year cycle. • Lighting in the SH and CH 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 will 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 – however, normally working is one processor per desk PPE is issued to each desk and not shared at any time – it is disposed immediately after use in the clinical bins 				
17	Home testing hazards						
	Students and staff not completing the LFT	Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> Testing facility on site for them to use rather than test at home Regular reminders to students and staff via bulletins 				
	Students and staff not logging test result		<ul style="list-style-type: none"> School Office team monitor and follow up from the test log. Students do a test either the following day or when they come into school at the testing site. 				
	Students not completing the tests properly		<ul style="list-style-type: none"> Students can test onsite if they are struggling to complete them where there will be supervisors to support them. 				
	Students and staff not having tests kits at home		<ul style="list-style-type: none"> Students can collect test kits from school or local pharmacy or order online via the government website. The School Office team organise the issue of boxes of the LFT's every three weeks – giving the correct number to the tutors to issue to students; any spares are returned to the office and names of students who have not taken their LFT's are provided to the office team for follow up purposes. Staff are issued with LFT's via pigeonholes, with additional supplies available from the School office and Bursary Team. 				
	Positive results not recorded		<ul style="list-style-type: none"> Students, parents, carers and staff have been advised on the steps necessary to record the results. 				
	Anxiety over testing at home		<ul style="list-style-type: none"> Anxiety managed by parents. If preferred, students can test onsite. Staff can seek support via their line manager or HR on any anxiety they may be experiencing. 				

RISK EVALUATION

Likelihood of event occurring (PROBABILITY)	Consequence of event occurring (SEVERITY)						Likeihood	Severity	Risk Control Strategies
		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 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 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) Michelle Pope (MLP)	Name of SLT and final sign off	SLT – Arabella Crook (ALC) and Steve Douty (SDO) Michelle Pope (MLP) – H&S manager

Page .10. **REVIEWS:**

Review Date	Comments	Reviewed by:	Signature
RA No. 1 for testing from Jan 2021 to date was reviewed 11 th 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		
RA No 3 for testing from Sept 2nd onwards	Amendments made – consent, at home testing and changes to testing centre layout	CMG, JNT, ALC and MLP	

APPENDIX E – OUTBREAK MANAGEMENT PLAN

<https://www.gov.uk/government/publications/coronavirus-covid-19-local-restrictions-in-education-and-childcare-settings>

Roles and responsibilities for this plan are [here](#)

Considerations:

- *Schools are required to have an outbreak management (contingency) plan, specifying what additional control measures would be introduced if an outbreak were identified, either within RGS or the wider local community.*

The thresholds for taking additional measures and, if appropriate, seeking PH advice are:

- *5 or more students & staff within, or 10% of, a group which will have mixed closely (e.g. a teaching or form group, sports team, extra-curricular group, staff sharing an office) testing positive within a 10 day period – whichever is reached first*
- *Cases identified in the tests taken before return following a school holiday are excluded from this threshold*
- *All settings should seek public health advice if a pupil, student, child or staff member is admitted to hospital with COVID-19. They can do this by contacting the DfE helpline (0800 046 8687, option 1, or dfecoronavirushelpline@education.gov.uk), or in line with other local arrangements (PHE Surrey and Sussex HPT – 0344 225 2861 or icc.kss@phe.gov.uk)*
- *Measures should be initiated immediately without consultation with Public Health. Within 24 hours we report decisions, rational and proposed cessation date to our Area Schools Officer; this is done by email to school.relationships@surreycc.gov.uk.*
- *Additional advice is sought from the local authority, Directors of Public Health, or PHE health protection teams if additional measures do not appear to be effective, or if SLT identify other concerns.*
- *RGS may also be directed to introduce outbreak response measures by regional or national PH in response to a local outbreak, the emergence of a new VoC or if the NHS were at risk of becoming overwhelmed.*
- *In order to minimize disruption to education additional control measures should be: limited to the minimum number of groups possible; in place for the shortest time possible; regularly reviewed*

Schools do not need to routinely contact the Self-Isolation Service Hub on 020 3743 6715 when staff members test positive. We may need to provide staff details if: they need to self-isolate as a close contact, but the positive individual could not provide their contact details to test and trace (to allow access to support payments); the person testing positive cannot identify their close contacts. **These are unlikely to occur within the context of RGS, as we would support self-isolating staff to work remotely and have contact tracing measures in place for staff**

If contacting the hub we need to provide the 8-digit NHS Test and Trace Account ID (sometimes referred to as a CTAS number) of the person who tested positive, alongside the names and contact details of co-workers identified as close contacts. **MLP would contact staff to gather information in this instance.**

Identification of outbreak and advice to HM / SLT to step up control measures: *Michelle Pope, Mary-Ann Collins, Sarah Arthur, Jane Tyson, Bronwen Eustace*

Implementation of control measures: *Michelle Pope, Mary-Ann Collins, Sarah Arthur, Jane Tyson, Bronwen Eustace, Carmel Grater, Brendan Stones, Lisa Robertson (catering), Richard Bristow (co-curricular, trips & events), Caroline Hosegood (events), Caroline Lawson (MAE)*

	STUDENTS		STAFF		VISITORS (including parents)
	Close contacts – as identified by NHS track and track	Other students	Close contacts – identified by RGS (see section 2)	Other staff	
Cases in school, but below the threshold	Students should complete a daily LFT for 7 days. In line with the school risk assessment they are asked to wear a mask at all times, except eating and drinking.	Follow the COVID assessment	Asked to: <ul style="list-style-type: none"> LFT daily for 7 days; Avoid close contact with colleagues & wear a mask if close contact unavoidable - in line with risk assessment. 	Follow the COVID assessment	Follow the COVID assessment. <u>Key points:</u> - Visits are by appointment - Visitors questionnaire must be used OR MAE tour / open morning risk assessment protocols followed
Threshold reached – outbreak in single (or 2) year group	Students should complete a daily LFT for 7 days. In line with the school risk assessment they are asked to wear a mask at all times, except eating and drinking.	Affected year group: <ul style="list-style-type: none"> Masks to be worn at all times, unless exempt Bubble this year group: designate a social zone & move to marquee for break and lunch Minimise movement around classroom to reduce number of close contacts No large gatherings – move assemblies online 	Asked to: <ul style="list-style-type: none"> LFT daily for 7 days; Avoid close contact with colleagues & wear a mask if close contact unavoidable. 	When working with affected year group: <ul style="list-style-type: none"> Departments with practical activities / shared equipment: re-introduce enhanced cleaning / quarantine measures Wear masks whilst teaching & teach from front of class (social distancing) 	Cancel events involving families of affected year group & move online For events involving families of other year groups: ask parents with a

		<ul style="list-style-type: none"> Postpone trips and fixtures Co-curricular involving mixed year groups: affected group to participate remotely OR in a separate space – no contact with other year groups No contact games at break / lunch Consider targeted daily LFTs for 5-7 days in a form / year group to break transmission chains <p>All year groups:</p> <ul style="list-style-type: none"> Social distancing (2m) as much as possible across the site Review dress code: additional layers to allow for maximum ventilation in classrooms Reminders to wash / sanitise hands more frequently 		<p>At all times:</p> <ul style="list-style-type: none"> Must clean all desks and shared equipment, e.g. computer, at start of lesson Check seating plans are accurate in case they are needed for contact tracing Social distancing (2m) as much as possible across the site Maximum ventilation in classrooms – dress appropriately to work comfortably 	<p>child who is in the affected year group to attend events online</p> <p>No tour guides from affected year group to assist MAE with tours</p> <p>We need to inform visitors that we have a high incidence of covid in the school community – to allow them to make informed choice whether to visit RGS</p>
<p>Threshold reached – outbreak in more than 2 year groups</p>	<p>Students should complete a daily LFT for 7 days. In line with the school risk assessment they are asked to wear a mask at all times, except eating and drinking.</p>	<p>All year groups</p> <ul style="list-style-type: none"> Masks to be worn at all times, unless exempt Bubble year groups: designate social zones, timetable break and lunch to maintain bubbles & stagger end of day No contact games at break / lunch 	<p>Asked to:</p> <ul style="list-style-type: none"> LFT daily for 7 days. Avoid close contact with colleagues & wear a mask if close contact unavoidable. 	<ul style="list-style-type: none"> Consider targeted daily LFTs for 5-7 days for all staff to break transmission chains Wear masks unless lone working or eating / drinking (i.e. in classrooms & offices) Move all meetings online 	<p>Cancel all in-person events involving students / staff / families &, where possible, move online</p> <p>Suspend working open mornings & tours</p>

		<ul style="list-style-type: none"> • Minimise movement around classroom to reduce number of close contacts • No large gatherings – move assemblies online • Postpone all trips and fixtures • Social distancing enforced across the school as far as is practicable • Review dress code: additional layers to allow for maximum ventilation in classrooms • Co-curricular audit to limit cross-bubble activities • Consider targeted daily LFTs for 5-7 days in multiple year groups to break transmission chains and increased monitoring of LFT reporting • HPT may recommend a resumption of on-site asymptomatic testing, or a PCR test for all students 		<ul style="list-style-type: none"> • Teaching from the front of the class to maintain 2m social distancing (or work behind a screen) • Social distancing across the site • Must clean all desks and shared equipment, e.g. computer, at start of lesson • Departments with practical activities / shared equipment: re-introduce enhanced cleaning / quarantine measures between bubbles • Check seating plans are accurate in case they are needed for contact tracing • Maximum ventilation in classrooms – dress appropriately to work comfortably • Follow department risk assessments for safe working in offices, e.g. reduced capacity 	<p>Only essential visitors allowed on site – check with MLP/MAC/SJA first</p> <p>We need to inform visitors that we have a high incidence of covid in the school community – to allow them to make informed choice whether to visit RGS</p>
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If there is a regional outbreak, or a new VoC, ministers may introduce additional wider measures:

Shielding

- The government may reintroduce shielding / work from home guidance for CEV staff and pupils.

- For staff, Dawn Holmes and Sarah Arthur to work with staff to undertake individual RAs and identify modifications to roles to enable working from home
- For pupils, learning will take place online via Teams, with students dialing into lessons. Staff will have set up Teams for classes and pre-scheduled meetings at lesson times so that they appear in the students' Team calendar.
- In this case the control measures identified within this risk assessment for working / learning from home, including safeguarding provision, will be followed

Attendance restrictions

- The government has stated that reducing attendance would only occur in the most extreme circumstances.
- Priority would be given to: critical worker and vulnerable pupils, as well as all pupils in years 10-13. In this context teachers would be on site to teach in person classes, with lessons delivered via Teams to students in years 7-9. Provided sufficient staff were available to supervise students, staff would be encouraged to work at home where possible in non-teaching periods / when teaching online.
- If full school closures were introduced on site provision is still needed for critical worker and vulnerable pupils. In this scenario, all pupils would follow an online learning and pastoral programme and the majority of staff would teach from home. Depending on numbers, it is likely that on site provision could be accommodated in the library (over spill in the Harrison Centre), and supervised by non-teaching staff.
- Staff will have set up Teams for classes and pre-scheduled meetings at lesson times so that they appear in the students' Team calendar. We would anticipate a return to setting work via assignments and teaching online via Teams video call for 2/3rds of each lesson.
- Any students and staff on site would follow the enhanced control measures described in the outbreak management plan for 2+ year groups