

## 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:	14.03.2022
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 has made it a national priority that education and childcare settings should continue to deliver face-to-face, high-quality education and childcare to all children and young people as we learn to live safely with COVID-19. Given the protections the country has built through vaccinations and new treatments, England is now in a position to move into a new phase of managing COVID-19. There are no risk ratings in this risk assessment; rather reasonable control measures are in place to reduce risk, based on the latest government guidance and understanding of both transmission and severity of current variants of covid-19.

The main body of the risk assessment describes control measures to be taken during normal opening. There is a separate contingency plan (appendix C) which details the additional measures which will be taken if the number of cases, or characteristics of individual cases, reaches the threshold for significant concern. The DfE identifies reasons for enacting the plan as:

- a higher than previously experienced and/or rapidly increasing number of staff or student absences due to COVID-19 infection
- evidence of severe disease due to COVID-19, for example if a student or staff member is admitted to hospital due to COVID-19
- a cluster of cases where there are concerns about the health needs of vulnerable staff or students within the affected group

Measures should be initiated after consultation with Public Health. This can be achieved by phoning the DfE helpline (0800 046 8687, option 1) or contacting the local HPT [icc.kss@phe.gov.uk](mailto:icc.kss@phe.gov.uk) or 0344 225 3861 (select HPT). If a school/setting reaches a position where they wish to consider the introduction of face coverings as an additional measure in response to an outbreak, in the first instance they must contact the School Relationships Team for advice ([school.relationships@surreycc.gov.uk](mailto:school.relationships@surreycc.gov.uk))

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.

## 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"> <li>• <i>Shielding, work from home and social distancing guidance has ended for CEV and CV staff. They are advised to follow <a href="#">this guidance</a></i></li> <li>• <i>There is <a href="#">specific guidance</a> available for individuals who are immunocompromised and still considered to be at significantly higher risk of SARS-CoV-2</i></li> <li>• <i>All students are expected to attend in-person education unless specifically advised by a pediatrician.</i></li> </ul> <p>Control Measures - <b>Sarah Arthur &amp; Dawn Holmes</b></p> <ul style="list-style-type: none"> <li>• DLH continues to review personnel records to identify any staff that may be at increased or very high risk of severe illness from Coronavirus (COVID-19). 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.</li> <li>• 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.</li> <li>• 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.</li> </ul>	
<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, and testing</p>	<p><i>All</i></p> <p><i>Various potential injuries as a result of lack of supervision,</i></p>	<p><i>Considerations</i></p> <ul style="list-style-type: none"> <li>• <i>key staff required for the day-to-day operation of site:</i> <ul style="list-style-type: none"> <li>○ <i>Senior Management</i></li> <li>○ <i>DSL</i></li> <li>○ <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></li> </ul> </li> </ul>	

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<p>positive for, Coronavirus (COVID-19)</p> <p>There may be an increase in staff absent due to their children having COVID symptoms / testing positive &amp; childcare being required</p>	<p><i>and/or lack of site staff</i></p>	<ul style="list-style-type: none"> <li>○ <i>Catering staff to provide food for staff and pupils.</i></li> <li>○ <i>Cleaning staff to maintain high levels of cleanliness including waste disposal arrangements.</i></li> <li>○ <i>Teaching staff to supervise pupils attending site.</i></li> <li>○ <i>Office staff for admin back up, telephones and first aid cover</i></li> <li>● <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></li> <li>● <i>key staffing scenarios have been identified that may trigger closure or partial closure of the school.</i></li> <li>● <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 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.</i></li> </ul> <p>Control measures - <b>Mary-Ann Collins, Brendan Stones, Michelle Pope &amp; Lisa Robertson</b></p> <ul style="list-style-type: none"> <li>● Whilst 2m social distancing and use of face coverings are no longer required, staff and pupils who feel more comfortable continuing these measures should be supported to do so</li> <li>● 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.</li> <li>● LJR arranging cover and contingency for unexpected absence, calling in further support when needed.</li> <li>● LJR monitoring day to day teaching staff numbers, taking appropriate action when staff become unable to attend school.</li> </ul>	

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		<ul style="list-style-type: none"> <li>• Staff and students are encouraged to follow <a href="#">latest government guidance</a> to reduce transmission if they are a close contact with a confirmed COVID-19 case</li> <li>• Staff who are close contacts of a COVID-19 case in their household are asked to take an LFT daily for 7 days and only attend work if a negative result is received</li> <li>• Staff who are close contacts of a COVID-19 case outside their household are asked to take an LFT daily on days 3 and 7 after contact, and only attend work if a negative result is received</li> <li>• A current list is kept of staff and students who are positive for covid-19, which is accessible to all staff via the "ALL STAFF" team</li> <li>• Close contact is defined as: <ul style="list-style-type: none"> <li>• face-to-face contact including being coughed on or having a face-to-face conversation within one metre</li> <li>• been within one metre for one minute or longer without face-to-face contact</li> <li>• been within 2 metres of someone for more than 15 minutes (either as a one-off contact, or added up together over one day)</li> <li>• <span style="background-color: yellow;"> </span>travelling in the same vehicle</li> </ul> </li> </ul>	
<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"> <li>• <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></li> <li>• <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></li> <li>• <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 <a href="#">the latest government guidance</a>. If their life is at risk or if they are seriously ill, then a member of staff should call 999.</i></li> <li>• <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</i></li> </ul>	

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		<p><i>transport. They are advised to follow <a href="#">the latest government guidance</a>. If their life is at risk or if they are seriously ill, then a member of staff should call 999.</i></p> <ul style="list-style-type: none"> <li>• <i>If a member of staff, contractor, or pupil displaying symptoms is awaiting collection, they should be moved, if possible and if appropriate, to a room where they can be isolated behind a closed door. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people. If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products, by cleaners protected with appropriate PPE (see Appendix A), 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></li> <li>• <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></li> <li>• <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></li> </ul> <p>Control measures - <b>Mary-Ann Collins, Michelle Pope, Sarah Arthur, Carmel Grater, Jane Tyson</b></p> <ul style="list-style-type: none"> <li>• Any student or member of staff who is symptomatic is asked to stay at home and only return to school following a negative test. PCR tests can be obtained</li> </ul>	

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		<p>if they have a high temperature, persistent cough or loss / change of sense of taste or smell. Otherwise they should take an LFT.</p> <ul style="list-style-type: none"> <li>• If they test positive, RGS requires them to stay at home (self-isolation recommended) for 10 days from the onset of symptoms, following government advice.</li> <li>• 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 <b>on</b> day 6.</li> <li>• 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.</li> <li>• Staff and pupils regularly briefed on the latest issued symptoms of Coronavirus (COVID-19), using <a href="https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/">https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/</a> and <a href="https://www.who.int/emergencies/diseases/novel-coronavirus-2019/question-and-answers-hub/q-a-detail/coronavirus-disease-covid-19">https://www.who.int/emergencies/diseases/novel-coronavirus-2019/question-and-answers-hub/q-a-detail/coronavirus-disease-covid-19</a></li> <li>• Pupils, staff, parents/carers and visitors, such as suppliers and contractors, are informed not to visit the school if they are displaying any symptoms of Coronavirus (COVID-19)</li> <li>• 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.</li> <li>• Tours and open mornings for prospective parents will take place. <b>(see separate RA for tours).</b></li> <li>• The Main Entrance remains secure but accessible to staff using ID cards.</li> <li>• 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. <b>(SJA &amp; MLP responsible for staff, pupil and parent comms; Receptionist and Estates Manager responsible for visitors/contractor briefing)</b></li> </ul>	

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		<ul style="list-style-type: none"> <li>• 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.</li> <li>• PPE – Government advice is that PPE is only needed in a very small number of cases including wherever there is a risk of aerosol generation or splashing to eyes for example from coughing or vomiting. Where a child is displaying symptoms of COVID-19, the supervising staff member should wear PPE equipment if unable to socially distance by 2m.</li> <li>• 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.</li> <li>• Estates are informed immediately so that space can be locked off and arrangements agreed for subsequent and safe cleaning and ventilation.</li> <li>• Isolated students/adults collected from front of school visitors’ car park space.</li> <li>• Review movements of suspected case(s) and ensure that suitable cleaning and ventilation is undertaken in line with the Government guidance.</li> <li>• We seek guidance from PHE and/or the local authority Health Protection Team if there is a hospitalization or fatality suspected to be linked to COVID-19. <b>The DfE helpline for schools is 0800 046 8687 (option 1). The South East contact number is 0344 225 3861</b> and email is <a href="mailto:ICC.kss@phe.gov.uk">ICC.kss@phe.gov.uk</a></li> <li>• 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.</li> </ul>	
04. Infection by touching shared surfaces & infection from aerosols and droplets due to sharing space with a covid-19 positive individual,	<i>All Potential spread of Coronavirus</i>	Control measures - <b>Mary-Ann Collins, Sarah Arthur, Brendan Stones, Michelle Pope, Caroline Hosegood (coaches)</b>	

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whilst staff, pupils and others are on site	<i>(COVID-19) between staff, pupils and others on site</i>	<p><b>Face coverings:</b></p> <ul style="list-style-type: none"> <li>• In line with government guidance for schools and the wider community, 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.</li> <li>• Students and staff are supported in wearing face coverings at other times if they wish to do so due to personal concerns. If working in close contact of other individuals for a prolonged period, it is expected that students and staff would use a face covering if asked to do so by the other person, in order to support more vulnerable members of the community.</li> <li>• Students and staff are shown how to use face masks using the guidance on <b>Face Coverings</b> <a href="#">link here</a>. It is made clear that they must not share masks and that masks should be changed/washed at least daily.</li> <li>• Some staff and pupils may be exempt from wearing a face mask or covering. This applies to those who: <ul style="list-style-type: none"> <li>• cannot put on, wear or remove a face covering because of a physical or mental illness or impairment or disability</li> <li>• speak to, or provide assistance to, someone who relies on lip reading, clear sound or facial expression to communicate</li> </ul> </li> <li>• 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.</li> </ul> <p><b>Ventilation:</b></p> <ul style="list-style-type: none"> <li>• Windows are open throughout the day. The number of windows open will vary with environmental temperature – there must be some open at all times,</li> </ul>	



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		<p>with more opened as temperatures rise. Open higher-level windows where possible.</p> <ul style="list-style-type: none"> <li>• Heating is used to maintain thermal comfort wherever possible. Flexibility is provided in allowing additional, suitable indoor clothing. Students and staff are encouraged to wear warm base layers, outdoor coats, gloves, hats and scarves indoors if required.</li> <li>• 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.</li> <li>• 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&amp;S responsibilities.</li> <li>• Fire doors in corridors should only be kept open if they are on the magnetic automatic closure system.</li> <li>• 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.</li> <li>• We are using CO<sub>2</sub> 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.</li> <li>• Where higher CO<sub>2</sub> levels have been regularly detected, air filters are being used to supplement ventilation.</li> </ul> <p><i>Further advice on this can be found in Health and Safety Executive guidance in <a href="#">air conditioning and ventilation during the coronavirus outbreak</a> and <a href="https://www.cibse.org/coronavirus-covid-19/emerging-from-lockdown">https://www.cibse.org/coronavirus-covid-19/emerging-from-lockdown</a></i></p>	

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		<p>Other measures:</p> <ul style="list-style-type: none"> <li>• We are maintaining a large Marquee to help with lunch arrangements and other times where a large space is needed.</li> <li>• Enhanced cleaning throughout the day using virucidal products, with a particular focus on shared spaces (e.g. toilets) and multi-contact points (e.g. door handles)</li> <li>• Hand sanitiser and handwashing facilities available throughout the site. Students and staff frequently reminded of need for good hygiene practices.</li> <li>• For staff meetings we will maintain a mix of video conferencing and in person meetings taking place in a large well-ventilated room</li> <li>• Furniture has been arranged to easily identify seating positions and face forwards where possible.</li> <li>• We are establishing a clear minimum 2m distance between teacher desk and nearest student and where this distance is limited, we are installing screens.</li> <li>• 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.</li> <li>• We are staggering break times and maintaining the two entrances / two queues system at lunchtimes to reducing congestion and mixing between year groups.</li> <li>• There will be a mixture of on-line and in person assemblies for whole year groups, sections and houses. Alternative arrangements are in place for students and staff who are vulnerable and anxious.</li> <li>• Students take bags into classrooms where possible.</li> <li>• Students bring their own water bottles which are refillable from the altered drinking water fountains within the buildings.</li> <li>• Revised working practices for the estates team including cleaners to assist with their safety and their interaction with the school population.</li> </ul>	

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		<ul style="list-style-type: none"> <li>• 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.</li> <li>• Students wear RGS branded PE kit on PE and games days to avoid the need to change.</li> <li>• 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</li> <li>• 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.</li> <li>• 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.</li> <li>• Maintain the wait and be served sign at the school office door.</li> <li>• Department specific risk assessments are in place for departments with practical activities and using shared equipment which may be more likely to be a route of transmission, e.g. sport and science, and specialist spaces, e.g. SNUG.</li> </ul>	
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>Control Measures – <b>Richard Bristow, Steve Douty, Helena Briggs</b></p> <ul style="list-style-type: none"> <li>• Day and overnight offsite trips will be risk assessed on an individual basis and will only take place in accordance with current government guidance.</li> <li>• 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.</li> <li>• 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.</li> </ul>	

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		<ul style="list-style-type: none"> <li>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: <a href="#">legislation</a> and <a href="#">travel advice</a></li> </ul>	
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"> <li><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></li> </ul> <p><i>Control measures: Mary-Ann Collins, Sarah Arthur, Michelle Pope, Carmel Grater</i></p> <ul style="list-style-type: none"> <li>Continue to review stocks of hand soap and alcohol-based hand gel and purchase additional stocks if required.</li> <li>Vulnerable staff have access, if requested, to a supply of cleaning products (virucidal spray and blue paper) to clean shared equipment and desks prior to use. Vulnerable students can bring in their own cleaning wipes to use on shared spaces. Appropriate wipes provided to clean shared IT equipment prior to use by vulnerable staff and students.</li> <li>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);</li> <li>Provide alcohol-based hand gel in prominent places, including at each entry point of school, and ensure that staff are charged with topping these up regularly.</li> <li>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 (<b>NHS advice on handwashing, including a video, is available <a href="#">here</a></b>).</li> <li>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).</li> </ul>	

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		<ul style="list-style-type: none"> <li>• Regularly brief staff and pupils on the need to avoid touching their face (and especially the eyes, nose and mouth).</li> <li>• Display posters in key locations to remind staff, pupils and others of good hand and respiratory hygiene practice.</li> <li>• 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 disposable, pre-packed items.</li> <li>• Paper towels and hand dryers are available for use.</li> </ul>	
<p>07. Persons from outside immediate RGS community attending site</p>	<p><i>All</i></p> <p><i>Potential spread of Coronavirus (COVID-19) between staff, pupils and others on site</i></p>	<p>Control measures - <b>Mary-Ann Collins, Michelle Pope, Carmel Grater, Jane Tyson</b></p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• Visitors are reminded that they must not attend the site if they have any symptoms of respiratory illness, or other symptoms which could be covid-19. They are also asked not to attend the site if a member of their household currently has covid-19. 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)</li> <li>• Parents have been asked to attend site by 'appointment only' or for advertised events</li> <li>• Tours and open mornings for prospective parents will take place. <b>(see separate RA for tours).</b></li> <li>• Signage on school entrance to advise on access controls and permissions to come into site.</li> <li>• 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.</li> </ul>	

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08. Lack of adequate cleaning regime for general areas	<p><i>All</i></p> <p><i>Potential spread of Coronavirus (COVID-19) between staff, pupils and others on site.</i></p>	<p>Control measures: <b>Carmel Grater &amp; Meriel Thom</b></p> <ul style="list-style-type: none"> <li>• We are continuing the revised cleaning routines for mornings and afternoons with increased, roaming cleaning duties throughout the day (see Appendix A).</li> <li>• Ensure routine cleaning and disinfection of frequently touched objects and surfaces (eg. door handles, handrails, tables etc.).</li> <li>• Completion of whole school deep clean before start of each half term.</li> <li>• Ensure that COSHH assessments are completed for any new cleaning substances introduced.</li> <li>• Continue to review suitability of existing cleaning substances, equipment, and PPE for use on areas known or suspected to be contaminated.</li> <li>• Keep plenty of stock of cleaning substances, equipment, and PPE and purchase additional stocks if required.</li> <li>• Cleaning staff provided with suitable PPE (ie. disposable gloves and aprons as a minimum).</li> <li>• 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). <b>Latest training completed 1<sup>st</sup> September 2021.</b></li> <li>• Students asked to bring their own hand-sanitiser and use regularly throughout the day, to supplement hand washing with soap and water</li> </ul>	
09. Lack of adequate cleaning regime for areas known or suspected to be contaminated, (eg isolation room used to house a suspected case) prior to next use	<p><i>All</i></p> <p><i>Potential spread of Coronavirus (COVID-19) between staff, pupils and others on site</i></p>	<p>Additional Control measures - <b>Carmel Grater and Meriel Thom</b></p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• 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.</li> </ul>	

Hazard	Individuals at Risk	Control Measures	Further Action points
		<ul style="list-style-type: none"> <li>• 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).</li> </ul>	
<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"> <li>• Review and identify multi-touch points of service at serveries, salad bars, and drinks stations and provide hand sanitizer. 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.</li> <li>• When using biometrics for payments a strict cleaning code is applied, with sensor wiped with a new anti-viral wipe after every student use.</li> <li>• Regularly remind staff and pupils of the need to wash their hands thoroughly before and after meals.</li> <li>• Appropriately positioned hand sanitisers will be placed on entry to the dining spaces.</li> <li>• We have split the queuing arrangement to use two entrances in both PMH and Marquee and seating is arranged to keep year groups separate.</li> <li>• All stakeholders encouraged to eat outside while the weather is good.</li> </ul> <p><u>In line with Chartwells Risk assessment:</u></p> <ul style="list-style-type: none"> <li>• Provide staff responsible for preparing food with refresher training in personal hygiene and correct handwashing techniques.</li> <li>• 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).</li> <li>• If hiring in any temporary agency staff to assist with catering provision, ensure that your medical questionnaires include a line on the virus symptoms.</li> </ul>	

Hazard	Individuals at Risk	Control Measures	Further Action points
11. Lack of adequate trained fire personnel	<p><i>All</i></p> <p><i>Various injuries ranging from minor to serious, or death arising from poorly executed fire evacuation</i></p>	<p><i>Control measures – Michelle Pope &amp; Carmel Grater</i></p> <ul style="list-style-type: none"> <li>• Fire practices implemented as per normal practice.</li> <li>• Ensure staff working in unfamiliar areas of school are aware of the nearest fire exit route.</li> <li>• Fire procedures updated to reflect Marquee on BFL and alterations to assembly points on the lawn.</li> <li>• Multiple staff trained with school evacuation responsibilities – ensure coverage should key individuals be unavailable.</li> <li>• Whole site Fire Risk Assessment Review conducted recently by Assurity Consulting and Estates Department – 17th-19th February 2021</li> </ul>	
12. Lack of adequate trained first aid/administration of medication personnel	<p><i>All</i></p> <p><i>Various injuries/illness as a result of delayed access to first aid/administration of medication</i></p>	<p><i>Control measures – Michelle Pope &amp; Jane Tyson</i></p> <ul style="list-style-type: none"> <li>• First aid provision is in place as normal but follows additional guidelines.</li> <li>• 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)</li> </ul>	
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><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</i></p>	<p><i>Considerations</i></p> <ul style="list-style-type: none"> <li>• <i>The Health &amp; 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></li> </ul> <p>Control measures - <b>Sarah Arthur, Mary-Ann Collins, Dawn Holmes</b></p> <ul style="list-style-type: none"> <li>• 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.</li> </ul>	



Hazard	Individuals at Risk	Control Measures	Further Action points
	<p><i>difficulty in completing work, and lack of social interaction</i></p> <p><i>Lack of insurance cover for school-owned equipment used in the home</i></p>	<ul style="list-style-type: none"> <li>• Consider any employees with disabilities whereby reasonable adjustments may be required (e.g. provision of equipment).</li> <li>• 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.</li> <li>• Line Managers keep their teams up to date on any changes that may impact them</li> <li>• Liaise with broker/insurer to check that any school-owned equipment provided is covered when in the employee's home.</li> <li>• 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.</li> </ul>	
<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>Fear and anxiety caused by difficulty in completing work, and lack of social interaction with friends</i></p>	<p><i>Control measures - Sarah Arthur, Brendan Stones</i></p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• Our school services such as School Counsellor, Chaplain, Nurse will be available for 1:1 sessions online</li> <li>• We will continue to refer to outside agencies where appropriate</li> <li>• Form Tutors will be in touch daily with pupils and will work to check in with individuals</li> <li>• 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</li> <li>• Where we have concerns about a pupil, we will increase contact with them and link in with parents</li> <li>• 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</li> </ul>	

Hazard	Individuals at Risk	Control Measures	Further Action points
		<ul style="list-style-type: none"> <li>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.</li> <li>In the event of future lockdowns, we will follow the latest government guidance on which students should be encouraged to attend school in-person.</li> </ul>	
<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"> <li>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.</li> <li>Additional individual risk assessments and welfare plans will be reviewed or set up as required.</li> </ul> <p><i>Control measures: Sarah Arthur</i></p> <ul style="list-style-type: none"> <li>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.</li> <li>The School continues to raise concerns with C-SPA and liaise with external agencies</li> <li>The Pastoral Team monitors and checks in with students we have identified as more vulnerable.</li> <li>Concerns raised through Smoothwall continue to be followed up and online safety will remain a priority.</li> <li>SJA to continue to act on guidance from Surrey Safeguarding.</li> </ul> <p><b>We follow government guidance on safeguarding students who are defined as vulnerable, when they are self-isolating or learning remotely:</b></p> <p>When a vulnerable pupil is asked to self-isolate, we:</p> <ul style="list-style-type: none"> <li>notify their social worker (if they have one) and, for looked-after children, the local authority virtual school head</li> </ul>	

Hazard	Individuals at Risk	Control Measures	Further Action points
		<ul style="list-style-type: none"> <li>• agree with the social worker the best way to maintain contact and offer support</li> <li>• HoY / DSLs check that the vulnerable pupil is able to access remote education, providing IT resources as appropriate</li> <li>• HoY / tutor check in regularly to check their wellbeing and that they are accessing remote education (recorded as code "T" on registers)</li> <li>• Check with DSLs and refer onto other services if additional support is needed.</li> </ul> <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>	
16. Prolonged absence of the Designated Safeguarding Lead (DSL) or other key safeguarding staff	<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"> <li>• <i>The DSL (and/or other key safeguarding staff) may be absent from the school.</i></li> </ul> <p><i>Control measures - Headmaster</i></p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• Ensure that school staff are kept up to date on any changes to the DSL or other key safeguarding staff.</li> <li>• We could also call upon the DSL team at RSM/Chinthurst in the event of mass absence of the RGS team.</li> </ul>	
17. Failure to implement and adhere to the latest Government advice/guidance	<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"> <li>• <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"> <li>○ <a href="https://www.gov.uk/coronavirus">https://www.gov.uk/coronavirus</a></li> <li>○ <a href="https://www.nhs.uk/conditions/coronavirus-covid-19/">https://www.nhs.uk/conditions/coronavirus-covid-19/</a></li> <li>○ <i>Coronavirus (COVID-19): guidance for schools:</i> <a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak#full-publication-update-history">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak#full-publication-update-history</a></li> </ul> </li> </ul>	

Hazard	Individuals at Risk	Control Measures	Further Action points
		<ul style="list-style-type: none"> <li>○ <i>COVID-19: how to stay safe and help prevent the spread:</i> <a href="https://www.gov.uk/guidance/covid-19-coronavirus-restrictions-what-you-can-and-cannot-do">https://www.gov.uk/guidance/covid-19-coronavirus-restrictions-what-you-can-and-cannot-do</a></li> <li>○ <i>COVID-19: people with covid-19 and their contacts:</i> <a href="https://www.gov.uk/government/publications/covid-19-people-with-covid-19-and-their-contacts/covid-19-people-with-covid-19-and-their-contacts">https://www.gov.uk/government/publications/covid-19-people-with-covid-19-and-their-contacts/covid-19-people-with-covid-19-and-their-contacts</a></li> <li>○ <i>COVID-19: cleaning in non-healthcare settings available at:</i> <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</a></li> <li>○ <i>Independent Schools' Bursars Association available at:</i> <a href="https://www.theisba.org.uk/">https://www.theisba.org.uk/</a></li> <li>○ <i>Association of School and College Leaders available at:</i> <a href="https://www.ascl.org.uk/Help-and-Advice/Leadership-and-governance/Health,-safety-and-safeguarding/Coronavirus-essential-information">https://www.ascl.org.uk/Help-and-Advice/Leadership-and-governance/Health,-safety-and-safeguarding/Coronavirus-essential-information</a></li> <li>○ <i>Surrey CC guidance for school leaders:</i> <a href="https://www.surreycc.gov.uk/people-and-community/emergency-planning-and-community-safety/coronavirus/school-leaders">https://www.surreycc.gov.uk/people-and-community/emergency-planning-and-community-safety/coronavirus/school-leaders</a></li> </ul> <p><i>Control measures: <b>Headmaster</b></i></p> <ul style="list-style-type: none"> <li>• <u>COVID-19 Risk Management</u> 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.</li> <li>• 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 &amp; Co. This provides an effective mechanism to cross-check our understanding of legislation and guidance.</li> </ul>	

Hazard	Individuals at Risk	Control Measures	Further Action points
		<ul style="list-style-type: none"> <li>This risk assessment is reviewed and updated in line with any changes to the guidance from both government and documents from HSE.</li> </ul>	
<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>	All	<p><i>Considerations:</i></p> <ul style="list-style-type: none"> <li><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></li> <li><i>Control measures need to be consistently applied across the school in order to have maximum impact in preventing transmission</i></li> <li><i>To achieve this, control measures need to be effectively communicated to all staff and students</i></li> </ul> <p>Control measures: <b>Michelle Pope, Mary-Ann Collins, Sarah Arthur, Jane Tyson, Carmel Grater, Steve Douty</b></p> <ul style="list-style-type: none"> <li>Student and staff covid-19 safety protocols regularly reviewed, and as necessary updated and shared</li> <li>Key reminders of safety protocols (hygiene, ventilation, mask wearing and testing) shared regularly through posters and written / verbal briefings</li> <li>Line managers to monitor their areas for implementation of control measures; contact estates if additional supplies are needed and speak to staff if necessary to ensure the control measures (e.g. ventilation) are implemented</li> <li>Any staff can share concerns about implementation of, or issues with, control measures with MLP or SLT</li> <li>If positive cases occur there will be further checks that the control measures are implemented and the risk assessment will be reviewed</li> </ul>	
<p>19. Transmission of COVID-19 within the school community as symptoms of mild illness are not recognised and</p>	All	<p><i>Considerations:</i></p> <ul style="list-style-type: none"> <li><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 sense of taste and/or smell), and symptoms are not identical across variants and vaccination status</i></li> </ul>	

Hazard	Individuals at Risk	Control Measures	Further Action points
consequently infected individuals attend school		<ul style="list-style-type: none"> <li>• <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></li> </ul> <p>Control measures: <b>Michelle Pope, Mary-Ann Collins, Sarah Arthur, Jane Tyson</b></p> <ul style="list-style-type: none"> <li>• Use <a href="#">NHS</a> and <a href="#">WHO</a> guidance to identify symptoms currently recognised as indicative of COVID-19</li> <li>• Communicate these symptoms regularly with staff, students and parents via bulletins, emphasizing that anyone with symptoms, even mild, should stay at home and obtain either a PCR test or LFT, only returning to school when a negative test is received</li> </ul>	
<p><b>19. Internal doors wedged open, resulting in</b> 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.</p>	Staff, students, visitors	<p><b>Consideration of risk: (which is accepted and authorised by SLT)</b></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: <b>Michelle Pope, Carmel Grater</b></p> <ul style="list-style-type: none"> <li>• Only rooms occupied and under staff control to be wedged open</li> <li>• 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</li> <li>• 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.</li> <li>• 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&amp;S responsibilities.</li> <li>• Fire doors in corridors should only be kept open if they are on the magnetic automatic closure system</li> </ul>	

Hazard	Individuals at Risk	Control Measures	Further Action points
		<ul style="list-style-type: none"> <li>• 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></li> </ul>	
<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 March 2022 – P.1.

<p><b>Organisation:</b></p> <ul style="list-style-type: none"> <li>• <b>Staffing:</b> 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.</li> <li>• <b>Day duty staff:</b> 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)</li> <li>• <b>PPE:</b> Cleaners will wear disposable gloves when dealing with incidents or higher risk matters. 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 CVI9 alert being received from the School Office team.</li> <li>• Paper towels in use by cleaning staff for one use and disposable instead of reused cloths.</li> </ul>
<p><b>Classrooms key daily tasks:</b></p> <ul style="list-style-type: none"> <li>• Chairs placed on desks/benches – holiday clean routine in place, spot clean undertaken as necessary.</li> <li>• Tables cleaned each day</li> <li>• Teachers desk – wiped over regularly (all papers / files must be cleared away by desk occupier)</li> <li>• Glass-door vision panel – cleaned every day</li> <li>• 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).</li> <li>• Carpets vacuum every day</li> <li>• Hard surface floor areas washed every-day.</li> </ul>
<p><b>Offices and staffroom rest areas:</b></p> <ul style="list-style-type: none"> <li>• Desks or Tables cleaned regularly (all papers / files must be cleared away by desk occupier)</li> <li>• Keyboards etc wiped over regularly when access is available – holiday routines in place.</li> <li>• Worktops cleaned daily</li> </ul>
<p><b>Wet areas – toilets, showers and small kitchen areas:</b></p> <ul style="list-style-type: none"> <li>• Full clean once per day, with suitable products for hand basins, taps, floors, urinals and toilet bowls.</li> <li>• Clean all multi touch surfaces including flush handles, cubicle locks, taps and light switches daily in addition to the rotating duty coverage.</li> <li>• Floor drains flushed through once per day</li> <li>• Kitchen sinks, taps, drainer areas, hot-water dispensers, kettles, toasters, fridge doors etc cleaned regularly and holiday cleans in place</li> </ul>
<p><b>Corridors and circulation spaces – Daily and part of rotating duties</b></p> <ul style="list-style-type: none"> <li>• Walls – corners, edges and spot cleans</li> <li>• Banisters and hand rails</li> </ul>



- Lockers – surface areas holiday cleans

## Daily Cleaning Arrangements from March 2022 – P.2.

### Other relevant arrangements and facilities: -

#### Waste and Bins :

- General Waste bins emptied daily. Clean sacks inserted when necessary.
- Extra clearance where access allows during rotating duties
- Recycling bins – emptied once per day

#### External hand washing stations:

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

#### Hand sanitisers – bottles and dispensers:

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

#### Paper towel dispensers:

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

#### Personal and Departmental Cleaning Kits:

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

#### Disposal of used cleaning materials:

- Mop heads washed in suitable products 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 can 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 relevant, external bins.
6. Cleaning equipment and product containers used to be fully cleaned before any reuse.
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 and March 2022

Carmel Grater / Meriel Thom

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

Hazard	Individuals at Risk	Control Measures	Further Action points
<p><b>Office staff contracting Coronavirus (COVID-19) when giving aid to sick students and staff</b></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"> <li>• <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></li> <li>• <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></li> <li>• <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></li> <li>• <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></li> <li>• <i>If it is possible to open a window, do so for ventilation.</i></li> <li>• <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></li> <li>• <i>If their condition deteriorates to a point of concern, call 999.</i></li> <li>• <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></li> </ul>	

JNT/SJA – reviewed JNT and MLP September 2021; reviewed JNT and MLP March 2022

## APPENDIX C – CONTINGENCY 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 seeking PH advice and taking additional measures are:*

- a higher than previously experienced and/or rapidly increasing number of staff or student absences due to COVID-19 infection
- evidence of severe disease due to COVID-19, for example if a pupil, student, child or staff member is admitted to hospital due to COVID-19
- a cluster of cases where there are concerns about the health needs of vulnerable staff or students within the affected group

*Public Health advice can be obtained by contacting the DfE helpline (0800 046 8687, option 1, or [dfecoronavirushelpline@education.gov.uk](mailto: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](mailto:icc.kss@phe.gov.uk))*

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*

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 – affected year group	STUDENTS – other year groups	STAFF	VISITORS (including parents)
High rate of staff absence due to COVID-19		<ul style="list-style-type: none"> <li>• Consider combining classes in non-exam year groups, if</li> </ul>	<ul style="list-style-type: none"> <li>• Introduce maximum capacities / 2m distancing</li> </ul>	Cancel non-essential visits to school site to reduce workload

		<p>required due to teacher absence</p> <ul style="list-style-type: none"> <li>• Encourage students to bring personal devices to school, to facilitate online cover work / learning if their teacher is working remotely</li> <li>• Communicate to students if alternative catering provision / other changes to school day are required</li> </ul>	<p>between individuals in shared workspaces</p> <ul style="list-style-type: none"> <li>• Request staff wear face coverings in shared working spaces</li> <li>• Line managers to ensure shared working spaces are well ventilated</li> <li>• Move all meetings online</li> <li>• Contact Public Health to request support in targeted asymptomatic testing to break potential transmission chains</li> </ul>	
<p>High (&gt;10%) or rapidly increase number of students in 1-2 year groups with COVID-19</p>	<ul style="list-style-type: none"> <li>• <b>Reminders re. ventilation and hygiene to all students and staff</b></li> <li>• Review and potentially cancel trips and fixtures for affected year groups</li> <li>• Review participation in mixed-year group trips, concerts and co-curricular activities: students in affected year groups may need to withdraw, participate remotely or maintain distance from other students.</li> <li>• Contact Public Health to request: face coverings in communal spaces for all students and staff; face</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Reminders re. ventilation and hygiene to all students and staff</b></li> <li>• Contact Public Health to request: face coverings in communal spaces for all students and staff.</li> <li>• Lunch arrangements and social spaces reviewed to reduce mixing of year groups.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Reminders re. ventilation and hygiene to all students and staff</b></li> <li>• Staff to teach affected year groups from front of room, maintaining a 2m distance from students wherever possible.</li> <li>• Contact Public Health to request: face coverings in communal spaces for all students and staff; face coverings in lessons for affected year groups.</li> <li>• Contact Public Health to request asymptomatic testing for staff and affected year groups, to break transmission chains.</li> </ul>	<ul style="list-style-type: none"> <li>• Cancel parental attendance at year-group specific concerts / fixtures, if they proceed.</li> <li>• Cancel external visitors to affected year groups, or move online.</li> <li>• Review open mornings – postpone, or ensure there is no contact with affected year groups.</li> <li>• Move meetings with parents in affected year groups online.</li> </ul>

	<p>coverings in lessons for affected year groups.</p> <ul style="list-style-type: none"> <li>• Contact Public Health to request asymptomatic testing for staff and affected year groups, to break transmission chains.</li> <li>• Lunch arrangements and social spaces reviewed to reduce mixing of year groups.</li> <li>• Move assemblies and other large group activities online</li> </ul>		<ul style="list-style-type: none"> <li>• Implement and record seating plans in affected year groups</li> </ul>	
High (>10%) or rapidly increase number of students in more than 2 year groups with COVID-19	<ul style="list-style-type: none"> <li>• <b>Reminders re. ventilation and hygiene to all students and staff</b></li> <li>• Review and potentially cancel trips and fixtures for all year groups</li> <li>• Review participation in mixed-year group trips, concerts and co-curricular activities: cancel, move online or ensure each year group is distanced from other students.</li> <li>• Contact Public Health to request: face coverings in communal spaces for all students and staff; face coverings in lessons for all year groups.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Reminders re. ventilation and hygiene to all students and staff</b></li> <li>• Review and potentially cancel trips and fixtures for all year groups</li> <li>• Review participation in mixed-year group trips, concerts and co-curricular activities: cancel, move online or ensure each year group is distanced from other students.</li> <li>• Contact Public Health to request: face coverings in communal spaces for all students and staff; face coverings in lessons for all year groups.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Reminders re. ventilation and hygiene to all students and staff</b></li> <li>• Staff to teach all year groups from front of room, maintaining a 2m distance from students wherever possible.</li> <li>• Implement and record seating plans in all year groups</li> <li>• Contact Public Health to request: face coverings in communal spaces for all students and staff; face coverings in lessons.</li> <li>• Contact Public Health to request asymptomatic testing for staff and</li> </ul>	<ul style="list-style-type: none"> <li>• Cancel non-essential visits to school site</li> <li>• Move meetings with parents online</li> <li>• Postpone open mornings</li> <li>• Move attendance at events, e.g. parents' evening, to online &amp;</li> <li>• Postpone, move outside or make virtual performances and other events</li> <li>• Cancel external visitors, or move online.</li> </ul>

	<ul style="list-style-type: none"> <li>• Contact Public Health to request asymptomatic testing for staff and all students, to break transmission chains.</li> <li>• Lunch arrangements and social spaces reviewed to reduce mixing of year groups.</li> <li>• Move assemblies and other large group activities online</li> </ul>	<ul style="list-style-type: none"> <li>• Contact Public Health to request asymptomatic testing for staff and all students, to break transmission chains.</li> <li>• Lunch arrangements and social spaces reviewed to reduce mixing of year groups.</li> <li>• Move assemblies and other large group activities online</li> </ul>	<p>students, to break transmission chains.</p> <ul style="list-style-type: none"> <li>• Introduce maximum capacities / 2m distancing between individuals in shared workspaces</li> <li>• Request staff wear face coverings in shared working spaces</li> <li>• Move all meetings online</li> </ul>	
Member of school community with severe illness (hospitalization) linked to covid-19	<ul style="list-style-type: none"> <li>• <b>Pastoral support for affected year group</b></li> <li>• <b>Reminders re. ventilation and hygiene to all students and staff</b></li> <li>• Contact Public Health to request: face coverings in communal spaces for all students and staff; face coverings in lessons for all year groups.</li> <li>• Contact Public Health to request asymptomatic testing for staff and all students, to break transmission chains.</li> <li>• Review participation in trips, fixtures, clubs, concerts and assemblies –</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Pastoral support for whole community</b></li> <li>• <b>Reminders re. ventilation and hygiene to all students and staff</b></li> <li>• Contact Public Health to request: face coverings in communal spaces for all students and staff; face coverings in lessons for all year groups.</li> <li>• Contact Public Health to request asymptomatic testing for staff and all students, to break transmission chains.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Pastoral support for staff</b></li> <li>• <b>Reminders re. ventilation and hygiene to all students and staff</b></li> <li>• Staff to teach all year groups from front of room, maintaining a 2m distance from students wherever possible.</li> <li>• Implement and record seating plans in all year groups</li> <li>• Contact Public Health to request: face coverings in communal spaces for all students and staff; face coverings in lessons.</li> <li>• Contact Public Health to request asymptomatic testing for staff and</li> </ul>	<p>Communication to parents and wider community – HM / Chair of governors</p> <p>Cancel non-essential visits to school site to protect community</p>

	cancel, modify or move online if appropriate		<p>students, to break transmission chains.</p> <ul style="list-style-type: none"> <li>• Introduce maximum capacities / 2m distancing between individuals in shared workspaces</li> <li>• Request staff wear face coverings in shared working spaces</li> <li>• Move all meetings online</li> </ul>	
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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