



RGS (Guildford) Risk Assessment – School Reopening to All Pupils During the Coronavirus (COVID-19) Pandemic

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| School Name: | Royal Grammar School, Guildford |
| Site Details: | High Street, Guildford |
| Risk Assessor's Name: | Nick House (H&S Manager) |
| Risk Assessment Date: | 11/11/2021 |
| Version No.: | 2021 rev.7 |

This risk assessment has been completed in compliance with the Management of Health and Safety at Work Regulations 1999 to aid the planning and monitoring of a safe reintroduction of the staff and pupils of the School from September 2021 in line with stage 4 of the abovementioned Government guidance. - [COVID-19 RESPONSE – SUMMER 2021 \(publishing.service.gov.uk\)](https://www.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/101221/covid-19-response-summer-2021.pdf).

Full details of the relevant Government guidance relating to the reopening of schools can be found at [Schools Coronavirus \(COVID-19\) operational guidance \(publishing.service.gov.uk\)](https://www.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/101221/schools-coronavirus-covid-19-operational-guidance.pdf). Information on the wearing of face coverings in school settings can be found at [Face coverings in education guidance \(publishing.service.gov.uk\)](https://www.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/101221/face-coverings-in-education-guidance.pdf).

This risk assessment applies to all buildings and outside spaces within the Royal Grammar School Guildford (RGS) campus and Bradstone Brook Sportsground, as well as sporting activities at Stoke Park.

Assessment

| Description of Hazard | Who could be harmed and how? | Control Measures |
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| <p>Staff with underlying health conditions that may put them at moderate or high risk of severe illness from COVID-19 (i.e. those that are classed as clinically vulnerable or clinically extremely vulnerable).</p> | <p><i>Clinically vulnerable and clinically extremely vulnerable staff.</i></p> <p><i>Severe illness or death as a result of contracting COVID-19 whilst at work.</i></p> | <p>In cases where staff are classed as CEV, government advice is that they are able to return to work, unless they are one of the few people who have received specific advice to the contrary from their GP or clinician. However, they will need to inform the Head of HR and the School Nurse, in order that (where necessary) appropriate additional control measures can be introduced.</p> <p>Staff who are classed as clinically vulnerable (CV) can continue to attend school, but will need to follow the control measures identified within this risk assessment.</p> <p>In cases where staff are unsure about returning, they can discuss with their line manager and/ or the Head of HR, and any reasonable and appropriate adjustments will be made to facilitate their return.</p> <p>If a member of staff displays any Covid-19 symptoms, they must not come into school and must inform the School Nurse and their line manager.</p> |

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| <p>New and Expectant Mothers</p> | <p><i>Pregnant and nursing mothers.</i></p> <p><i>Severe illness or death as a result of contracting COVID-19 whilst at work.</i></p> | <p>The school already has procedures in place to complete a new and expectant mothers risk assessment for staff upon being notified of their pregnancy. We will ensure that the risk of contracting COVID-19 in the workplace is considered as part of this risk assessment as this may help identify any additional action that needs to be taken to mitigate risks. As part of this risk assessment, we will consider whether adapting duties and/or facilitating home working may be appropriate to mitigate risks.</p> <p>New and expectant mothers are considered clinically vulnerable. Therefore, we will follow the specific guidance for pregnant employees. In some cases, pregnant women may also have other health conditions that mean they are considered clinically extremely vulnerable, where the advice for clinically extremely vulnerable staff will apply.</p> <p>Our risk assessment will be regularly reviewed, and in particular:</p> <ul style="list-style-type: none"> • Prior to 28 weeks' gestation, whereby it has been identified that women maybe at greater risk of severe illness if they catch coronavirus (COVID-19); and/or • If the staff member develops any pregnancy-related health conditions. |
| <p>Pupils with underlying health conditions that may put them at moderate or high risk of severe illness from COVID-19 (i.e. those that are classed as clinically vulnerable or clinically extremely vulnerable).</p> | <p><i>Clinically vulnerable and clinically extremely vulnerable pupils.</i></p> <p><i>Severe illness or death as a result of contracting COVID-19 whilst at school.</i></p> | <p>The school holds records of pupils with underlying medical conditions and has previously been in touch with families asking to be kept informed of any COVID-19 cases (even where pupils have not been in school).</p> <p>All CEV pupils should attend school unless they are one of the very small number of pupils under paediatric or other specialist care and have been advised by their GP or clinician not to attend. Pupils who live with someone who is CEV should continue to attend school as normal. For pupils classed as CEV who are returning to school, parents are asked to provide details to the School Nurse of any medical advice, specific to the Covid pandemic. If necessary, an individual risk assessment can then be carried out and recorded, to agree on suitable control measures to reduce the risk to the pupil and the School to an acceptable level.</p> <p>Therefore, if they agree, those pupils who are living in a household with someone who is CEV (but are not clinically vulnerable or clinically extremely vulnerable themselves) and would like to come to School, this is possible as the risk will be minimal.</p> |

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| | | We will continue to ensure that contingency plans are in place to enable immediate access to remote education for pupils where necessary (i.e., for those pupils who may need to self-isolate in line with public health advice, or in the event of a further local or national lockdown). |
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| Description of Hazard | Who could be harmed and how? | Control Measures |
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| <p>Lack of staff available to operate safe staff/ pupil ratios and/ or operate site.</p> <p>Staff may not be able to work on site as a result of:</p> <ul style="list-style-type: none"> • Either themselves or a member of their household developing symptoms of COVID-19; • Being notified to self-isolate by NHS Test & Trace. • Being required to quarantine after travelling from (or through) a country on the amber or red list | <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>The School is now operating at normal capacity. However, we have carried out a review of key staff to identify which staff must be on site to ensure the safe and smooth running of the school in the event of any future full or partial lockdown.</p> <p>In each team, the following measures have been introduced to mitigate the risk of the whole team being unable to be on site through illness, and needing to isolate:</p> <ul style="list-style-type: none"> • Where possible, SMT meetings will continue to take place online via Teams and the full SMT team will not meet face to face. However, this is primarily for logistical reasons, rather than Covid safety. • The majority of DSLs are from different departments and are based in separate offices. • The ICT team will divide into sub groups and there will be no physical overlap of staff between the sub groups. • As much IT support as possible will be done remotely regardless of whether the IT staff are working on site or remotely. • There are a sufficient number of trained first aiders at the RGS as well as the fully qualified School Nurse. • The Estates team have been divided into sub groups across sites. • Lone working amongst Grounds and Estates staff will continue to be practiced wherever safe to do so. • The cleaning team will continue to maintain a social distance from each other at all times to minimise any potential spread of infection. • The catering team will operate on a rota system to provide separation between various members of the overall team. • The School Nurse has an instrumental position in assisting with the development and introduction of all COVID related control measures during this risk assessment process. <p>A review has taken place of additional support roles which, although not critical to being on site, would create a significant issue if the whole team needed to isolate. It is therefore likely that they will continue</p> |

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| | | to work remotely for at least part of the time and work in sub groups that do not overlap with each other. Precise arrangements will be based on the specific nature of each role and will remain under regular review. |
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| <p>Suspected/ confirmed case of COVID-19 on site.</p> <p>Staff, pupils, contractors, and/or visitors may display symptoms of COVID-19 whilst on site and may subsequently test positive for COVID-19.</p> | <p><i>All.</i></p> <p><i>Potential spread of COVID-19 to other staff, pupils and others on site.</i></p> | <p>If a pupil or member of staff develops symptoms of COVID-19 while on site, they should immediately inform the School Nurse or a First Aider.</p> <p>If a member of staff develops symptoms whilst on site, they should go home, book a test (www.nhs.uk/coronavirus or call 119), self-isolate and follow the "stay at home guidance" produced by Government. If the result is negative, the member of staff can return to work only if they feel well and are symptom free. If the member of staff tests positive, they should continue to self-isolate for at least 10 days from the onset of their symptoms and return to school only if they do not have symptoms other than a cough or loss of sense of smell/ taste.</p> <p>Members of staff who have been identified as close contacts of someone who has tested positive for COVID-19 will no longer need to self-isolate (unless they develop symptoms themselves) provided they have received two doses of the Covid vaccination (with the second dose being administered at least 14 days prior to being identified as a close contact. However, they are still advised to book a confirmatory PCR test. Should the PCR test return a positive result, they will need to self-isolate for 10 days from the date of the test.</p> <p>NHS Test and Trace may also contact the school directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school, and require further assistance on identifying close contacts.</p> <p>Government Operational Guidance sets out measures that all education settings should have in place to manage transmission of COVID-19 day to day. This includes guidance on taking extra action if the number of positive cases substantially increases. This is because it could indicate transmission is happening in the setting.</p> <p>The School already has procedures in place should such a spike occur. This is reviewed on a regular basis in line with changes to government guidelines.</p> <p>If a member of staff is diagnosed as having COVID-19 directly attributed to an occupational exposure, we will report this to the enforcing authority under RIDDOR 2013. If there is reasonable evidence to suggest</p> |

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| | | <p>that a work-related exposure caused a worker's death, this will be reported to the HSE under RIDDOR 2013 as death due to exposure to a biological agent. If an accident or incident at work has led to the release of the SARS CoV-2 virus, this will be reported to the enforcing authority under RIDDOR 2013.</p> <p>If a pupil develops symptoms whilst on site, he will be taken to the designated isolation area and his parents will be contacted for collection. If a parent/ carer/ family member needs to enter the School site to collect the pupil, they will be asked to go straight to the isolation area and will not be allowed access to any other area of the school.</p> <p>While the pupil is isolated, the windows should be opened and the pupil must be supervised to ensure he does not leave the room. If toilet facilities are required, only use the designated toilet facilities (located in the Medical room). Appropriate signage will be displayed, and the isolation room and toilet facilities cleaned in line with current guidance: COVID-19: cleaning in non-healthcare settings after use, and before anyone else uses it.</p> <p>The pupil will be required to book a confirmatory PCR test. Should the PCR test return a positive result, they will need to self-isolate for 10 days from the date they developed symptoms. If the test is positive, pupils deemed to have been a 'close contact' <u>may</u> need to self-isolate. However, this will not be required until confirmed by NHS Test and Trace, who will contact all identified close contacts directly. The School will no longer be required to inform staff or pupils of the need to self-isolate, unless this is requested by NHS Test and Trace.</p> <p>If a contractor develops symptoms whilst on site, they will be sent home, will be asked to follow government's advice related to testing and must inform the school if their test is positive.</p> <p>Any first aid provided to a person who is suspected of or is confirmed to have COVID-19 which is administered within 2 metres of the casualty, will require the First Aider to wear suitable PPE: <u>apron, gloves, mask and a visor, whether or not there is a risk of splashing or bacterial aerosol creation</u>. PPE is available from the Medical room and there will also be 'grab bags' in several locations around the school. First Aiders will be trained about how to correctly put on, wear and take off the PPE (donning and doffing). All such training will be clearly documented.</p> |
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| | | <p>Any suspected areas of contamination (including bathrooms/ WCs) will be deep cleaned by the cleaning teams on call mobile unit as directed by the Estates Team and in line with government guidance.</p> <p>Any member of staff who has provided close contact care to someone with symptoms, regardless of whether they are wearing PPE, and all other members of staff or pupils who have been in close contact with that person, do not need to go home to self-isolate unless:</p> <ul style="list-style-type: none"> • they are requested to do so by NHS Test and Trace • they have tested positive from an LFD test as part of a community or worker programme <p>Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. The area around the person with symptoms must be cleaned after they have left to reduce the risk of passing the infection on to other people. See the COVID-19: cleaning of non-healthcare settings outside the home guidance.</p> <p>Staff, contractors and pupils will be made aware that they must inform a member of school staff prior to leaving the site (i.e., they should not just leave the site without informing that school that they have developed symptoms of COVID-19).</p> |
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| Description of Hazard | Who could be harmed and how? | Control Measures |
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| <p>Failure to implement suitable use of face coverings.</p> | <p><i>All.</i></p> <p><i>Potential spread of COVID-19 between staff, pupils and others on site.</i></p> | <p>As part of Step 4 of the government’s roadmap, it has been determined that it is no longer necessary to recommend the additional precautionary face covering measures that were reintroduced following the reopening of schools from 8th March 2021. The decision to lift these restrictions at Step 4 has followed a review of the latest data on infection and vaccination rates. Therefore, from 19th July 2021, in line with Step 4 of the roadmap, face coverings will no longer be required to be worn by staff or pupils in classrooms or communal areas. <u>However, pupils and staff may continue to wear face coverings if they so choose.</u></p> <p><u>A face covering should still be brought to school every day (in a sealable waterproof bag) as they may still be required in shops or on public transport.</u></p> <p>The reintroduction of face coverings for pupils and/ or staff may be advised for a temporary period in response to particular localised outbreaks, including variants of concern. In all cases, any educational drawbacks will be balanced with the benefits of managing/ reducing the risk of transmission.</p> <p>Transparent face coverings, which may assist communication with someone who relies on lip reading, clear sound or facial expression to communicate, can also be worn. There is currently very limited evidence regarding the effectiveness or safety of transparent face coverings, but they may be effective in reducing the spread of coronavirus (COVID-19). Those who rely on visual signals for communication, or communicate with or provide support to such individuals, still remain exempt from any requirement to wear face coverings in education settings or in public places.</p> <p>Further information can be found in the revised Face Coverings in Education guidance document.</p> <p>We will ensure that this guidance is clearly communicated to staff, pupils, visitors and contractors.</p> |

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| <p>Failure to implement suitable social distancing – general.</p> | <p><i>All.</i></p> <p><i>Potential spread of COVID-19 between staff, pupils and others on site.</i></p> | <p>Pupils</p> <p>From step 4 of the government roadmap out of lockdown, there will no longer be a need to keep children in consistent groups (bubbles). This means that bubbles will <u>not</u> need to be reintroduced from the Michaelmas term.</p> <p>As well as enabling flexibility in curriculum delivery, this means that assemblies are also able to resume, and we will no longer need to make alternative arrangements to avoid mixing at lunch.</p> <p>However, we will continue to monitor the situation at both a local and national level. We will make sure that our outbreak management plans cover the possibility that it may become necessary to reintroduce bubbles for a temporary period, to reduce mixing between groups. Any decision to recommend the reintroduction of bubbles would not be taken lightly and would need to take account of the detrimental impact they can have on the delivery of education. In any such instance, we will continue to follow government advice to ensure the safety of both pupils and staff.</p> <p>Staff/Adults</p> <p>As above, there will be no requirement to ensure social distancing between members of staff or between staff and pupils. However, we will continue to consider the risks of close contact with others, and staff are also required to be mindful of the concerns of others.</p> <p>Staff bases will be returned to their normal locations/ layout (subject to staff consultation where appropriate). Where required, other measures will remain in place (such as screens between desks) until further notice.</p> <p>There will no longer be a requirement to maintain a 2-metre distance between staff and pupils in classrooms. In smaller classrooms Perspex screens will remain in place between teacher and pupil desks. This will provide an element of reassurance for staff and will assist in the reintroduction of distancing requirements in the event of a localised spike due to a Variant of Concern.</p> |

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| | | <p>Filter coffee will again be provided in the Common Room, alongside a wider tea selection, fresh milk, and hot drinks via the machine. Colleagues still need to bring their own cup to use, and if they are carried from the Common Room all drinks must be in a flask or mug with a secure lid to prevent accidental spills.</p> <p>All staff are to remain conscious of the needs of others when using the Common Room whilst getting their drinks, and not stand close together in groups.</p> |
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| <p>Failure to implement suitable social distancing measures – arrival and departure of staff and pupils</p> | <p><i>All</i></p> <p><i>Potential spread of COVID-19 between staff, pupils and others on site.</i></p> | <p>There is a natural, staggered arrival time for boys and year groups by virtue of a wide geographical distribution of the pupil body, distances travelled and varied train arrival times. It has therefore been determined that no staggered arrival times required by year groups.</p> <p>Pupils will be recommended to consider the government advice on travel via the link below</p> <ul style="list-style-type: none"> • Coronavirus (COVID-19): safer travel guidance for passengers <p>School day starts as normal at 08:45 with entry from 08:15.</p> <p>Entry to Building:</p> <p>Boys are to enter via those doors closest to their own tutor room. All pupils are instructed to wash or sanitise hands at entry points to the school buildings. Regular reminders in will be published in pupil comms.</p> <p>Finger scanners will remain in use around the school. Hands should be washed or sanitised before using the scanner and there are sanitiser dispensers close to each finger scan.</p> <p>The majority of staff travel by car or on foot or bicycle with a small number using public transport. All staff will be advised to review the government advice on travel: Coronavirus (COVID-19): safer travel guidance for passengers</p> <p>Those travelling by public transport <i>may</i> be required to wear a face covering and should place disposable face coverings in designated bins at the doors.</p> <p>Staff should enter the school building using the entrance nearest their base and should wash or sanitise their hands before entering the building.</p> <p>Finger scanners will remain in use around the school. Hands should be washed or sanitised before using the scanner and there are sanitiser dispensers close to each finger scan.</p> |

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| | | <p>The natural pattern of staff leaving school will not require any adaptation.</p> <p>The procedures for arrival will be communicated to all staff, parents, carers and pupils as part of the return to school communications.</p> |
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| Description of Hazard | Who could be harmed and how? | Control Measures |
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| <p>Failure to implement suitable social distancing measures – classrooms and other teaching spaces</p> | <p><i>All</i></p> <p><i>Potential spread of COVID-19 between staff, pupils and others on site.</i></p> | <p>There will no longer be a requirement to maintain a 2-metre distance between staff and pupils in classrooms. In smaller classrooms Perspex screens will remain in place between teacher and pupil desks. This will provide an element of reassurance for staff and will assist in the reintroduction of distancing requirements in the event of a localised spike due to a Variant of Concern.</p> <p>Windows and doors will continue to be open where possible to maximise ventilation. Classroom desks and chairs will be wiped down with disinfectant wipes by cleaning staff twice a day in line with government guidelines.</p> <p>Staff and pupils will be reminded of the need to wash/ sanitise their hands regularly. Hand sanitiser stations will remain in place for the foreseeable future.</p> <p>A 'keep left' policy will be applied in corridors and stairways and some areas of the school will operate a one-way system. All such one-way systems will be clearly identified.</p> <p>These details will be communicated to pupils, staff and parents as part of the staff/ pupil/ parent communications procedures.</p> |

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| <p>Failure to implement adequate social distancing and hygiene measures at lunchtime (and other mealtimes).</p> | <p><i>All</i></p> <p><i>Potential spread of COVID-19 between staff, pupils and others on site.</i></p> | <p>Pupil lunchtime dining provision will return to pre-pandemic arrangements. This will be communicated via the usual parent/ pupil communications channels. It is still recommended that pupils bring a water bottle with them for use during the school day.</p> <p>However, we will continue to monitor the situation at both a local and national level. We will make sure that our outbreak management plans cover the possibility that it may become necessary to reintroduce staggered break and lunch time slots for a temporary period, to reduce mixing between groups. In any such instance, we will continue to follow government advice to ensure the safety of both pupils and staff.</p> <p>Staff dining will return to pre-pandemic arrangements. The arrangements for staff catering will be shared with all staff via the usual staff communications channels. A takeaway option will remain in place. Staff will also continue to be allocated an area on the Head Master's Lawn to take food and eat outside should the dining room be full (subject to weather conditions).</p> <p>Staff and pupils will be directed to wash/ sanitise their hands thoroughly before and after eating.</p> |

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| <p>Failure to implement suitable social distancing measures – staff offices, meeting rooms, staff rooms/ rest areas, and changing rooms.</p> | <p><i>All</i></p> <p><i>Potential spread of COVID-19 between staff, pupils and others on site.</i></p> | <p>There will no longer be a requirement to ensure social distancing between members of staff or between staff and pupils. However, we will continue to consider the risks of close contact with others, and staff are also required to be mindful of the concerns of others.</p> <p>Staff bases will be returned to their normal locations/ layout (subject to staff consultation where appropriate). Where required, other measures will remain in place, such as screens between desks. However, if, as part of their role, staff have more than one desk, they should identify their ‘key’ desk and only use this one and be based in one area.</p> <p>All staff are to remain conscious of the needs and concerns of others when using the Common Room whilst getting their drinks, and not stand close together in groups.</p> <p>Male and female staff changing facilities will be on the cleaning rota in the morning after changing. Staff must clean surfaces after each use with the cleaning products provided. Staff will be instructed not to leave any personal items in the changing rooms (this will be monitored, and any personal items will be hygienically removed).</p> <p>We will continue to follow government guidance on how people can manage the risks to themselves and to others. This guidance sets out how the following behaviours are beneficial:</p> <ol style="list-style-type: none"> a. Meeting in well-ventilated areas where possible, such as outdoors or indoors with windows open b. Wearing a face covering where you come into contact with people you don’t normally meet in enclosed and crowded spaces c. Washing your hands with soap and water or using hand sanitiser regularly throughout the day d. Covering your nose and mouth when you cough and sneeze e. Staying at home if unwell, to reduce the risk of passing on other illnesses on to colleagues and pupils f. Considering individual risks, such as clinical vulnerabilities and vaccination status. |

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| | | <p>The use of shared equipment should be avoided and if not possible (e.g., remote control units), should be wiped down with a disinfectant wipe between uses.</p> <p>The reception area has been redeveloped to provide a screen and secure working area for staff based there. The screen will be added to the cleaning schedule and wiped down regularly.</p> <p>Where possible, staff should not go to the ICT base, School Office, Estates Office or Gillingham House, and should contact colleagues via the relevant helpline, email, telephone or TEAMS instead, to reduce movement around the school.</p> |
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| <p>Failure to implement suitable social distancing – large gatherings such as assemblies or collective worship.</p> | <p><i>All</i></p> <p><i>Potential spread of COVID-19 between staff, pupils and others on site.</i></p> | <p>There are no longer restrictions on size of gatherings indoors. However, all proposed large gatherings indoors will continue to be subject to a risk assessment which must be reviewed and approved in advance by the Health and Safety Manager who will seek final sign-off via the Covid Planning Group.</p> <p>Where whole staff meetings or training sessions take place, a large enough room (such as the auditorium or Great Hall) must be booked to ensure appropriate ventilation, etc.</p> |
| <p>Failure to implement suitable social distancing measures – contractors and visitors</p> | <p><i>All</i></p> <p><i>Potential spread of COVID-19 between staff, pupils and others on site.</i></p> | <p>A separate risk assessment is in place for contractors although their attendance on site will be kept to a minimum especially during term time.</p> <div data-bbox="846 715 900 775" data-label="Image"> </div> <p>Instructions for School Contractors.doc</p> <p>The catering and cleaning companies are contractors, but their specific RAs and arrangements are dealt with in the relevant areas of this document.</p> |

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| <p>Hazards associated with music, dance, and drama activities</p> | <p><i>All.</i></p> <p><i>Potential spread of COVID-19 between staff, pupils and others on site.</i></p> | <p>From step 4 of the government roadmap out of lockdown, there will no longer be a need to keep children in consistent bubbles. This means that bubbles will not need to be reintroduced from the Michaelmas term. This will assist in providing flexibility in curriculum delivery.</p> <p>However, hand/respiratory hygiene, cleaning and ventilation will continue to be important control measures.</p> <p>We will continue to review our risk assessments for music, dance and drama, considering the risk posed by COVID-19, and updating them accordingly in line with DfE/ government guidelines.</p> <p>We will continue to monitor the situation at both a local and national level. We will make sure that our outbreak management plans cover the possibility that it may become necessary to reintroduce bubbles for a temporary period, to reduce mixing between groups. Any decision to recommend the reintroduction of bubbles would not be taken lightly and would need to take account of the detrimental impact they can have on the delivery of education. In any such instance, we will continue to follow government advice to ensure the safety of pupils and staff.</p> <ul style="list-style-type: none"> • Peripatetic staff will continue to use the online booking system. • Peripatetic staff are no longer required to timetable their students according to their year group bubbles but should still sanitise key touch points between each pupil. • Timetables will continue to be uploaded onto SharePoint to enable contact tracing. • Larger rooms will continue to be used for the teaching of woodwind, brass and singing lessons to ensure appropriate ventilation M1, M2, M3 and M4; Recital Room, Big School, Music Seminar Room, Valpy and School Room. <p>Social distancing, instrument guards on woodwind and brass instruments, and Perspex screens no longer required. However, pupils and staff can continue with this control measure should they feel safer in doing so.</p> |

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| | | Specific details of the procedures for music lessons and individual instrumental lessons are set out in a separate document, and include procedures for pupils and teachers, together with cleaning and hygiene regimes. |
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| <p>Hazards associated with physical activities</p> | <p><i>All.</i></p> <p><i>Potential spread of COVID-19 between staff, pupils and others on site.</i></p> | <p>The DfE guidelines for school sports will be followed even though there may be conflicting arrangements from the various governing sports' bodies. As changes continue to be made the risk assessments will be reviewed and updated accordingly. All guidelines will be kept under regular review and changes made if appropriate or relevant. Specific risk assessments will be provided for each sport and kept under regular review.</p> <p>Team and Contact Sport</p> <p>Team and contact sports are allowed to continue as they were pre-pandemic. However, the DfE has stipulated that this is provided a suitable risk assessment has been completed, which must follow the respective sport's National Governing Body (NGB) (recognised by Sport England) guidelines. The threshold for participant numbers will be decided by the respective NGB. RGS will continue to follow the relevant NGB guidelines with regard to all team and contact sports (both indoors and outside), in order to ensure the safety of pupils and staff.</p> <p>Outdoor Competition</p> <p>RGS will continue to liaise with all relevant schools in order to ensure that suitable Covid control measures are in place prior to authorising/ confirming that any such events will take place.</p> <p>Water bottles will not be provided for RGS pupils or visiting teams during sports fixtures. Boys will be required to bring their own water bottles, which should be clearly marked with their name. Limited spares will be provided by RGS sports staff for those who forget to bring a water bottle. These will be marked with the boy's name and will be cleaned in a dishwasher after use prior to being placed in a sealed plastic bag and returned to storage.</p> <p>Swimming</p> <p>School swimming lessons/ swimming clubs can go ahead, providing suitable risk assessments and control measures have been put into place. RGS will follow all relevant guidelines as outlined in the Swim England document Returning to the Pool, (Guidance for School Swimming).</p> |

| Description of Hazard | Who could be harmed and how? | Control Measures |
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| <p>Hazards associated with indoor and outdoor events organised by the school (e.g. exhibitions, grassroots sports events, performing arts events, etc.)</p> | <p><i>All.</i></p> <p><i>Potential spread of COVID-19 between staff, pupils and others on site during the event.</i></p> | <p>We will ensure that a risk assessment is completed in line with the latest <u>Working safely during coronavirus (COVID-19): Events and attractions</u> guidance for any indoor/outdoor events such as exhibitions, sports events, live performances etc. We will keep these risk assessments under regular review and update where appropriate.</p> <p>We will also ensure that the key findings of these risk assessments are communicated to all staff (and others, where relevant, e.g. volunteers, contractors, etc.) involved in the running of the event so that they are aware of the hazards identified and the agreed control measures that have been introduced, as well as any specific procedures to be followed.</p> <p>Where any element of an event is being managed by a third party (e.g. a contractor), we will liaise with them to ensure that we are satisfied with their risk assessment and procedures that they have put into place.</p> |
| <p>Educational visits.</p> | <p><i>All.</i></p> <p><i>Travelling against FCO/ government advice.</i></p> | <p>RGS will complete full and thorough risk assessments in relation to all educational visits to ensure they can be undertaken safely. As part of these risk assessments, RGS will consider what control measures need to be introduced and will follow wider advice on visiting indoor and outdoor venues. RGS will also refer to the document <u>health and safety guidance on educational visits</u> when considering any such educational trips/ visits.</p> <p>We will continue to monitor and follow government advice with regard to international travel for educational trips, as well as consulting with our insurers. As part of this process, we will also monitor the governments wider safe travel advice. No international trips will take place unless it is deemed safe to do so.</p> |

| Description of Hazard | Who could be harmed and how? | Control Measures |
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| <p>Hazards associated with extra-curricular provision (e.g. breakfast, after-school provision and holiday clubs etc.)</p> | <p><i>All.</i></p> <p><i>Potential spread of COVID-19 between staff, pupils and others on site.</i></p> | <p>In line with the lunch provision returning to pre-pandemic protocols, breakfast provision will follow suit from the start of Michaelmas term. This will be kept under review in line with the latest guidance for holiday or after-school clubs and other out-of-school settings for children.</p> <p>With the lifting of requirements for students to be kept in bubbles, before/ after school clubs will now also return to pre-pandemic protocols. As with the above, this will be kept under review and should a local spike occur which activates one or more of the governments threshold triggers, we may suspend these activities for a limited period.</p> <p>Where before/after school clubs and/or holiday clubs are delivered on site by a third-party provider, we will liaise with them to ensure that we are satisfied with the risk assessments, control measures and procedures that they have put into place.</p> |
| <p>Staff and pupils contracting the virus through direct/ indirect transmission when travelling to/ from the school site using their own means.</p> | <p><i>All</i></p> <p><i>Staff and pupils may be at risk of contracting the virus whilst travelling to/from the school, especially if using public transport.</i></p> | <p>Pupils and staff <u>may be required</u> wear face coverings whilst using public transport. Therefore, they must make sure they have sufficient face coverings, whether disposable or reusable for their journey to and from school. Staff and pupils should remain familiar with the latest government guidelines concerning this Coronavirus (COVID-19): safer travel guidance for passengers.</p> <p>There may be opportunities for pupils to stagger the timing of their transport as school will be open from 08.15 to 16:00 and they can remain in school for this time.</p> <p>It may be possible for staff, depending on their role, to stagger their start time and this will be decided on an individual basis with relevant staff.</p> <p>All staff, pupils, contractors and visitors will be asked to thoroughly wash/ sanitise their hands when entering the school.</p> |

| Description of Hazard | Who could be harmed and how? | Control Measures |
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| <p>Staff and pupils contracting the virus through direct/ indirect transmission when travelling on school-operated transport</p> | <p><i>All.</i></p> <p><i>Staff and pupils may be at risk of contracting the virus on school-operated transport (e.g. minibuses, coaches etc.).</i></p> | <p>School transport will be provided to and from games activities. This will be via school minibus or hired coaches.</p> <p>Face coverings must continue to be worn at all times whilst on minibuses or coaches (including staff and the driver). However, the front row of seats will not be occupied to provide a distance between the driver and members of staff. This follows guidance issued from the public transport companies so will continue to be implemented at RGS in order to ensure continuity.</p> <p>Pupils should bring enough masks for the journey to and from the games venue and class this as part of their games kit.</p> <p>Hand sanitisers must be used by all passengers on boarding and disembarking the vehicle and will be made available for use.</p> <p>Pupils are to distance from vehicle and driver until loading doors are opened, are to fill from back to front, and are to load only their own kit bag (and do so one-by-one).</p> <p>Students to walk up from North Court to G-Live bus stops in smaller groups to minimise risk (overseen by staff).</p> |

| Description of Hazard | Who could be harmed and how? | Control Measures |
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| <p>Staff, pupils, contractors and visitors not implementing suitable hygiene practices to limit the risk of direct and indirect transmission.</p> | <p><i>All.</i></p> <p><i>Potential spread of COVID-19 between staff, pupils and others on site.</i></p> | <p>All pupils and staff will be reminded to wash their hands or use hand sanitiser at regular times during the day. Suitable handwashing facilities and alcohol gel dispensers have been installed around the school site.</p> <p>Tissues, disinfectant wipes and bottles of hand gel are available in all classrooms and academic bases with bins provided for the disposal of tissues and disinfectant wipes.</p> <p>Everyone entering the building must wash/ sanitise their hands on arrival, when changing rooms, before and after eating/handling food, after using the toilet facilities or blowing their nose, coughing or sneezing. Hand sanitiser will be available in reception and all those entering the site will be asked to use it.</p> <p>Reminders will be in place with posters and signage around the building as well as staff monitoring this taking place as pupils enter school or enter the dining area.</p> <p>Contractors will also be reminded of this and the areas they can use for handwashing will be flagged to them.</p> <p>Posters will be in many places around the school to remind everyone of the need to ‘Catch it, Bin it, Kill it’ message around the use of and disposal of tissues after sneezing or coughing.</p> <p>Pupils and staff should be reminded of sneezing or coughing into their elbow if they don’t have a tissue and avoid touching their face.</p> <p>Contact greetings such as handshaking should not be carried out with colleagues, pupils or staff. Although this is not mandatory, staff should be mindful of the feelings of colleagues and/ or pupils who may still feel uncomfortable with this type of greeting.</p> |

| Description of Hazard | Who could be harmed and how? | Control Measures |
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| <p>Contractors/ visitors attending site.</p> | <p><i>All.</i></p> <p><i>Potential spread of COVID-19 to staff pupils and others from persons visiting site.</i></p> | <p>Visitors on site will continue to be kept to a minimum, and any such meetings will be carried out remotely wherever possible.</p> <p>Visitors should not attend site without a prior appointment. Where visitors are on site, they must carry out the same hand hygiene arrangements as staff and pupils. Areas occupied by contractors/ visitors will be cleaned following their departure.</p> <p>Contractors are rarely on site apart from essential maintenance or repairs during term time. A separate briefing document and risk assessment is in place for contractors. We will obtain copies of contractors' COVID-19 risk assessments prior to them attending the site to ensure that they comply with our specified control measures.</p> <p>Interaction between contractors/ visitors, and staff/ pupils will be minimised where possible.</p> <p>Records will be kept of all contractors/ visitors attending the school site.</p> <p>All contractors/ visitors will be asked to confirm before attending the site that they and all members of their household do not have symptoms of COVID-19 and that they have not been asked to self-isolate by NHS Test and Trace.</p> |

| Description of Hazard | Who could be harmed and how? | Control Measures |
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| Use of supply teachers and other temporary or peripatetic teachers | <p><i>All.</i></p> <p><i>Potential spread of COVID-19 between staff, pupils and others on site.</i></p> | <p>Peripatetic music teachers, language teachers, invigilators and other part-time staff will be on site and may also work in other schools. They must follow all the protocols expected of permanent members of staff, and must not attend school if they have any illness or symptoms of COVID-19</p> <p>They will all be sent the details seen by permanent staff and will sign to confirm they have read and will follow these procedures.</p> |
| Lack of adequate cleaning regime for general areas leading to indirect transmission of the virus through contact with contaminated surfaces. | <p><i>All.</i></p> <p><i>Potential spread of COVID-19 between staff, pupils and others on site.</i></p> | <p>Additional cleaners will be provided by the cleaning company to continually work around the school to clean door handles, handrails, bannisters, toilets and any other frequently touched surfaces.</p> <p>We will ensure that the cleaning company is putting in place suitable cleaning procedures, carrying out any necessary training, completing COSHH assessments for new cleaning substances and providing PPE to cleaners where required.</p> <p>Pupils and staff will have to play their part and wipe down workspaces, desks and chairs before and after lessons when they enter and leave a room.</p> <p>Colleagues will need to ensure that any shared equipment such as kettles, remote controls, fridge doors etc. is wiped down with a disinfectant cloth after each use. Hand sanitising gel should be used before and after using printers or photocopiers and after the use of finger scan entry devices.</p> |

| Description of Hazard | Who could be harmed and how? | Control Measures |
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| <p>Lack of adequate cleaning regime for shared items/equipment leading to indirect transmission of the virus through contact with contaminated surfaces.</p> | <p><i>All.</i></p> <p><i>Potential spread of COVID-19 between staff, pupils and others on site.</i></p> | <p>Sharing of individual equipment (e.g., pens/pencils), will be avoided wherever possible.</p> <p>A cleaning schedule has been compiled to link in with the school timetable and the change of classes that require additional cleaning between use. Additional cleaning staff have been appointed to cover this additional work and cleaning will take place throughout the day to cover toilets, bannisters, door handles and all frequently used touch points. Cleaning of outside furniture such as table tennis and picnic tables will take place as part of this routine.</p> |
| <p>Lack of adequate cleaning regime for areas known or suspected to be contaminated (e.g. an isolation room used to house a suspected/ confirmed case of COVID-19, etc.) leading to indirect transmission of the virus through contact with contaminated surfaces/ equipment.</p> | <p><i>All.</i></p> <p><i>Potential spread of COVID-19 between staff, pupils and others on site.</i></p> | <p>If there is a suspected or confirmed COVID-19 case on site, the area in which the individual was based will be thoroughly cleaned in line with the guidance: COVID-19: cleaning in non-healthcare settings outside the home and no one will have access to this area until this has been completed. The cleaning contractors have been briefed on this.</p> <p>If a pupil becomes unwell in school and spends time in the isolation room this will be deep cleaned after they have gone home, this extends to any toilet facilities that might have been used by that individual.</p> <p>The school will then follow the NHS Test and Trace process as required within current government/ Public Health England guidelines.</p> |

| Description of Hazard | Who could be harmed and how? | Control Measures |
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| Hazards associated with the catering provision | <p><i>All</i></p> <p><i>Potential spread of COVID-19 between staff, pupils and others on site.</i></p> | <p>The catering contractors (Holroyd Howe (HH)) have put procedures in place to ensure the appropriate distancing of their staff within their own team as well as with the pupils and staff they are providing the catering for.</p> <p>The procedures cover appropriate distancing measures in the food preparation and serving areas. HH have provided training for their staff and have introduced revised working patterns, such as a rota system, in order to reduce an unnecessary overlap of HH staff. The HH risk assessment has been reviewed and approved by the school.</p> <p>Pupils and staff will be reminded to wash their hands thoroughly before and after meals.</p> |
| 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>In line with ensuring there are suitable numbers of key staff on site at all times, appropriate segregation between staff with responsibility for managing a fire emergency has been introduced.</p> <p>Additional fire marshals outside of the Estates team have also been trained in order to provide further cover.</p> |

| Description of Hazard | Who could be harmed and how? | Control Measures |
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| <p>New fire hazards as a result of implementing control measures for COVID-19.</p> | <p><i>All.</i></p> <p><i>Increased risk of fire, and/ or delays in persons evacuating from the building.</i></p> | <p>Fire evacuation routes have been reviewed in light of changes to layouts or one-way systems within the school buildings. However, in the event of a fire evacuation, all pupils and staff will be reminded to evacuate via the nearest fire exit, rather than following any one-way systems, in order to prevent any unnecessary delay in the evacuation process.</p> <p>A sufficient number of windows in classrooms, corridors and office spaces should be opened to allow for fresh air ventilation. Classroom doors can be held open during lessons to provide additional ventilation, but staff and pupils will be briefed and reminded that these must be closed when a room is to be left unoccupied, or in the event of a fire.</p> <p>Internal fire doors in corridors are held open by specific mechanisms which will allow them to automatically close upon activation of the fire alarm. Therefore, additional door wedges must not be used to hold these doors open. Final exit fire doors must not be propped open at any time.</p> <p>The National Fire Chiefs Council (NFCC) document COVID-19 – Protection - Advice to Premises states: “The internal fire protection measures such as fire doors should be kept closed and in good order as these provide vital protection in event of fire. Fire doors can only be held open by automatically releasing hold-open devices specifically designed and installed for this purpose.”</p> <p>The fire assembly points will remain the same and pupils will assemble in tutor groups and year groups in their clearly identified areas.</p> <p>Fire risk assessments have been reviewed and amended as required. There have been no physical barriers put in place to direct movement around the school so the fire evacuation plans will remain unchanged.</p> <p>Stocks of alcohol hand sanitising gel are appropriately stored in secure metal cabinets in line with fire safety requirements. All other fire precautions in place remain as they were pre-lockdown.</p> |

| Description of Hazard | Who could be harmed and how? | Control Measures |
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| <p>Lack of adequate trained first aid/ medical/ administration of medication personnel.</p> | <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>There are a suitable and sufficient number of trained first aiders at the RGS who are capable of providing first aid as well as the fully qualified School Nurse.</p> <p>Certain medication can be administered by first aiders following the strict guidance in the administration of medicines document which is also found inside the medication cupboard in the medical room.</p> <p>In the unlikely event there is no first aider on site, the first responder is to call 999 or take a pupil to A&E if a major incident.</p> |
| <p>Provision of first aid/ medical treatment to symptomatic individuals/ confirmed cases.</p> | <p><i>Staff administering first aid/ medical treatment could contract COVID-19 from the individual being treated.</i></p> | <p>Any first aid provided to a person who is suspected of or is confirmed to have COVID-19 which is administered within 2 metres of the casualty, will require the First Aider to wear suitable PPE: <u>apron, gloves, mask and a visor</u>, whether or not there is a risk of splashing or bacterial aerosol creation. PPE is available from the Medical room and there will also be 'grab bags' in several locations around the school. First Aiders will be trained about how to correctly put on, wear and take off the PPE (donning and doffing). All such training will be clearly documented.</p> <p>Any suspected areas of contamination (including bathrooms/ WCs) will be deep cleaned by the cleaning teams on call mobile unit as directed by the Estates Team and in line with government guidance.</p> <p>Any member of staff who has provided close contact care to someone with symptoms, regardless of whether they are wearing PPE, and all other members of staff or pupils who have been in close contact with that person, do not need to go home to self-isolate unless:</p> <ul style="list-style-type: none"> • they are requested to do so by NHS Test and Trace • they have tested positive from an LFD test as part of a community or worker programme |

| Description of Hazard | Who could be harmed and how? | Control Measures |
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| Lack of risk assessments for any new/ adapted teaching activities. | <i>All.</i> <i>Various injuries arising from teaching activities.</i> | Any new activity carried out in school will have a risk assessment prepared in the normal way. These risk assessments will be produced by the member of staff carrying out the activity and will be reviewed by the Health and Safety Manager and signed off by the HoD or Bursar in the normal way. |
| Legionella risk arising from unused buildings and/ or parts of the premises. | <i>All.</i> <i>Exposure to legionella bacteria leading to serious illness or death.</i> | All regulatory maintenance and service checks continue to take place at the required intervals. All records are held in the Estates office. |
| Poor ventilation | <i>All.</i> <i>Poor levels of ventilation leading to an increased risk of the spread of COVID-19.</i> | Wherever possible windows and doors will be kept open to enhance ventilation. However, individual and site security needs to be maintained at all times. Windows cannot and must not be opened wider than the existing design or restrictors allow. Air conditioning can be used if the air is drawn in from an external source. Air handling units/ circulation systems (such as the one in the John Brown Building which feeds air from room to room will be switched off to reduce the risk of transmission of the SARS CoV-2 virus. This also applies to the Seminar room and the Phase 3 development. Fans will be provided to help with air circulation where required. All air circulation systems have been reviewed against the guidance provided: https://www.rehva.eu/fileadmin/user_upload/REHVA_COVID-19_guidance_document_V3_03082020.pdf Extraction for specific DT equipment can be used as they were pre-pandemic due to the lifting of restrictions on pupil bubbles. |

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| | | All persons on site will be asked to flush toilets with a closed lid and signs have been added as a reminder of this. |
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| Description of Hazard | Who could be harmed and how? | Control Measures |
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| Failure to complete adequate cleaning and checks prior to reopening the School | <i>All.</i> <i>Various issues could arise as a result of not completing the necessary checks.</i> | Cleaning audits have been carried out and reviewed as normal. All statutory and planned maintenance checks have been carried out across the whole site and are up to date. |
| Poor staff wellbeing | <i>Staff.</i> <i>Poor mental health, including work-related stress.</i> | Department heads hold regular catch-up calls with each member of their team to identify any areas of concern. These are escalated as necessary. Members of the Senior Leadership Team hold regular meetings with HoDs to check that if they and their teams have issues or concerns, that these are flagged and resolved as quickly as possible. The School Counsellor, School Nurse and Head of HR regularly remind colleagues that they are available to help. |

| Description of Hazard | Who could be harmed and how? | Control Measures |
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| Poor pupil wellbeing | <p><i>Pupils.</i></p> <p><i>Fear, anxiety, and poor mental health.</i></p> | <p>Tutors have been briefed to be aware of those students who may have struggled during the pandemic, and more specifically during the holiday period.</p> <p>Heads of Section and Heads of Year, the School Nurse and the School Counsellor will be available to support pupils. Their designated rooms will be cleaned by the relevant member of staff between each pupil visit.</p> <p>A Medical Room and wellbeing space is located in the North Building. This also contains a purpose-built isolation room.</p> |
| Staff working from home – 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 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>Although the majority of staff will return to work in school at the start of the Michaelmas term, it is possible (subject to approval) that for some roles, staff may work more frequently from home than was done in the past. A Working from Home policy has been developed to ensure clarity around any specific issues associated with this. We have also developed and introduced a workstation setup self-assessment template for staff to use as a starting point to enable them (in conjunction with the Home Working (Workstation Setup) Guidance document and the DSE/ Workstation Stretches document located on the Health & Safety SharePoint page), to correctly set up their home workstation.</p> <p>Where this is deemed to be a more permanent, ongoing process, a formal home based working risk assessment will be carried out to ensure that each member of staff has an appropriate working environment and equipment needed to do their job.</p> <p>The wellbeing of staff working remotely has been considered and appropriate measures put in place to ensure appropriate management and communication is maintained.</p> <p>Adequate insurance is in place to cover any school owned equipment used regularly at home by staff.</p> |

| Description of Hazard | Who could be harmed and how? | Control Measures |
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| <p>Pupils learning at home – risks associated with use of Display Screen Equipment (DSE) and mental health/emotional wellbeing.</p> | <p><i>Pupils.</i></p> <p><i>Aches and 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>The intention is for all pupils to return to school, and it is anticipated that only a small number will not be able to do this.</p> <p>It is likely that pupils may need to access school remotely for periods of time if they are required to isolate through ill health or proximity to someone who has tested positive for COVID-19, or in the event of a partial or national lockdown being reintroduced.</p> <p>All pupils have been sent information about setting up an appropriate and safe work environment and will be reminded again of these details. All pupils are required to have an electronic device with certain specifications which will enable them to access their schoolwork in a consistent way with each other and their teachers.</p> <p>If pupils are working remotely, they will still have interactive teaching and be involved with the lessons. Details are outlined in the school curriculum policy.</p> |

| Description of Hazard | Who could be harmed and how? | Control Measures |
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| Fear/ anxiety caused by returning to school. | <p><i>Staff, pupils, and parents/ carers.</i></p> <p><i>Staff, pupils, and/or parents/ carers may suffer negative mental health effects as a result of fear/ anxiety about returning to the school.</i></p> | <p>All staff and pupils have been provided with full details surrounding arrangements for returning to school. We will continue to provide further information prior to implementing any further changes in the system of controls introduced throughout the school, which will be based on government and DfE advice.</p> <p>Emphasis will be placed on the importance of adhering to these procedures in order to ensure the safety of everyone connected with the school.</p> <p>Staff have been provided with clear and transparent access to all risk assessment revisions throughout the government's 4 stage roadmap out of lockdown. A copy of the latest version of this risk assessment is also published on the school website. Staff with concerns about returning to work have been informed that they can discuss with GTW (Deputy Head (School Development)) or JCI (Head of HR).</p> |
| Pupils with SEND | <p><i>SEND Pupils.</i></p> <p><i>SEND pupils are not adequately supported.</i></p> | <p>The Head of Learning Support had one to one contact with all SEN pupils during lockdown to ascertain their support needs. She continues to support students on return to school and (with the team), speaks with pupils and parents to indicate if pupils have additional needs.</p> <p>The usual one to one sessions with the department will continue, staff will clean workspaces in between pupils.</p> <p>Pupils will be allowed to continue using their lockers in the Learning Support corridor.</p> <p>The Learning Support department has looked at SEND-specific resources created as a result of COVID-19 (e.g. https://www.sendgateway.org.uk/resources/covid-19-send-review-guide).</p> <p>The Learning Support department will continue to liaise closely with teaching staff, parents and pupils, especially where pupil progress and/or wellbeing has suffered as a result of being away from school.</p> <p>The Learning Support department are conscious of those pupils who are likely to struggle (more than most) with the transition back into school. They will communicate particular concerns to the relevant teachers.</p> |

| Description of Hazard | Who could be harmed and how? | Control Measures |
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| <p>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>All staff who have 1:1 lessons with students must record these sessions. Pastoral staff who require a 1:1 Teams meeting will have another member of staff present in these meetings.</p> <p>Peripatetic timetables are produced for the Director of Music and passed onto the DSL weekly. Peripatetic staff will indicate which lessons may be 1:1 on Microsoft Teams. Staff are instructed to record all those lessons should a child or staff member be isolating.</p> <p>Child protection/safeguarding policy will continue to be kept under review following any further changes to government guidance.</p> |
| <p>Absence of the Designated Safeguarding Lead (DSL), Deputy DSL or other key safeguarding staff</p> | <p><i>All</i></p> <p><i>Lack of suitable child protection/ safeguarding staff leading to issues with recording and reporting</i></p> | <p>There are 8 DSLs at the RGS. The DSLs can be available, if in isolation, as was the case during remote working.</p> <p>An out of hours number is available for pupils, staff and parents which connects to the DSLs phone in case of urgent safeguarding matters.</p> <p>DSLs will minimise contact and are located in different bubbles and office locations.</p> <p>SMT DSLs have been split into bubbles to be present on site in the event that one or more are unwell.</p> <p>Staff identification badges contain the contact information for the DSLs and Surrey Children’s Services. Posters giving information on the safeguarding team and contact numbers are available in key location in the school for both pupils and staff.</p> <p>A central Safeguarding record is kept by the DSL’s PA and the School’s IMS has a secure notes application for Safeguarding concerns to be recorded by any pastoral member of staff.</p> |

| Description of Hazard | Who could be harmed and how? | Control Measures |
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| <p>Failure to update the child protection/ safeguarding policy to reflect new procedures as a result of COVID-19</p> | <p><i>Staff and pupils</i></p> <p><i>Various potential child protection/ safeguarding issues</i></p> | <p>The Safeguarding policy has had an addendum included which is based on the Surrey Safeguarding Children’s Partnership template.</p> <p>The policy will reflect any changes according to KCSIE updates.</p> <p>Staff have completed all relevant Educare online training modules and other safeguarding courses (as appropriate) in line with School policy.</p> |
| <p>Lack of adequate communication related to COVID-19 procedures to staff, pupils, parents/ carers, contractors and visitors</p> | <p><i>All</i></p> <p><i>Staff, pupils, parents, contractors and visitors not being made aware of procedures</i></p> | <p>Staff, pupils, parents, visitors and contractors will all be reminded that they must not enter the school site if they and/or a member of their household are displaying any symptoms of COVID-19 or if they have been advised to self-isolate by NHS Test and Trace.</p> <p>Any visitors or contractors will also be briefed on the steps that they need to take and the procedures in place that they will need to adhere to whilst on School premises.</p> <p>Contractor verification and guidance includes COVID-19 considerations. Contractors are managed throughout their time on site.</p> <p>A copy of this risk assessment is published on the School’s Health & Safety SharePoint pages as well as the School website.</p> |

| Description of Hazard | Who could be harmed and how? | Control Measures |
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| Failure to consult with staff and others on the risks presented by COVID-19. | <i>Staff.</i> <i>Staff are not provided with the opportunity to actively contribute to the risk assessment process.</i> | <p>This risk assessment has been prepared with the input of many staff including members of the SMT as well as the Covid Planning Team, who work across a range of academic departments or specialist areas, staff involved with a range of different subjects and activities and discussions with colleagues in other schools and organisations. Their input has led to the development of the plans and procedures in place to open the school safely for all pupils and staff in order to minimise the risk of infection from COVID-19.</p> <p>All staff were provided with access to a copy of the original Return to School COVID-19 risk assessment and have been provided with access to all subsequent revisions. Further communications will be issued to assist them in understanding the control measures that have been put in place, following the lifting of all restrictions after entering step 4 of the government’s roadmap out of lockdown during the School holidays. A copy of all further revisions and updates to this risk assessment will be communicated to staff and parents/ carers (including being uploaded to the School website).</p> |
| Failure to develop a contingency plan for outbreaks or changes in restrictions. | <i>All.</i> | <p>If there are cases of COVID-19 in school or affecting those associated with the school, advice will be sought from DfE and the local PHE Health Protection Team about who will need to self-isolate.</p> <p>This could be a small group, a year group or the whole school. As a result, staff and pupils may need to be able to work remotely with immediate effect. Staff and pupils should therefore take home their electronic devices and any materials they need to carry out their work at the end of each day. It could be that the school is notified of a further local or national Lockdown overnight, in which case, the school will then revert to remote teaching as it has previously.</p> <p>If a small group or an individual need to isolate, they can still be taught remotely via Teams. If a teacher needs to isolate, they can deliver their lessons via Teams with a cover teacher in the class.</p> |

| Description of Hazard | Who could be harmed and how? | Control Measures |
|--|---|--|
| <p>Failure to implement and adhere to the latest government advice/guidance</p> | <p>All.</p> <p><i>Failure to adhere to government advice/guidance resulting in increased risk of infection.</i></p> | <p>The risk assessment will be reviewed regularly by members of the Covid Planning Team and any update to relevant guidelines will be considered as it is produced.</p> <p>The Senior Management Team and Covid Planning Team will keep up to date with the latest public health and other advice on COVID-19 available at websites such as:</p> <ul style="list-style-type: none"> • https://www.gov.uk/coronavirus • https://www.nhs.uk/conditions/coronavirus-covid-19/ • <u>Guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19</u> • <u>COVID-19: guidance for households with possible coronavirus infection</u> • <u>Schools coronavirus (COVID-19) operational guidance</u> • <u>Face coverings in education guidance (publishing.service.gov.uk)</u> • <u>Annex A: health and safety risk assessment</u> • <u>Safe working in education, childcare and children’s social care settings, including the use of personal protective equipment (PPE)</u> • <u>Contingency framework: education and childcare settings</u> • <u>CIBSE – Emerging from Lockdown</u> • <u>Safeguarding and remote education during coronavirus (COVID-19)</u> • <u>Transport to school and other places of education: 2020 to 2021 academic year</u> • <u>COVID-19: cleaning in non-healthcare settings outside the home</u> • <u>Coronavirus (COVID-19): safer travel guidance for passengers</u> • <u>Independent Schools’ Bursars Association (ISBA)</u> • <u>Independent Schools Council (ISC)</u> • <u>Association of School and College Leaders (ASCL)</u> |

| Description of Hazard | Who could be harmed and how? | Control Measures |
|---|--|---|
| <p>Failure to gain approval for, and monitor the implementation and effectiveness of this risk assessment (and any associated policies/procedures)</p> | <p><i>All.</i></p> <p><i>Failure to adhere to the content of this risk assessment and any related policies/procedures leading to increased risk of the spread of COVID-19 on site and possibility of criminal prosecution and/or civil litigation.</i></p> | <p>The most up to date version of this risk assessment has been shared with parents, carers and pupils via the School website.</p> <p>Regular reminders will be sent to pupils and staff to emphasise the importance of the need to adhere to all control measures and procedures in place to keep everyone safe.</p> <p>This risk assessment and any related policies/procedures will be reviewed and updated where required and any updates will be communicated to staff and where relevant to parents, carers and pupils.</p> |

Next scheduled review date:

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|----------------------|
| December 2021 |
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