



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

School Name:	RGS Prep, Guildford
Site Details:	Maori Road and Aldersey Road, Guildford
Risk Assessor's Name:	Nick House (H&S Manager), TFD & AEM
Risk Assessment Date:	10/01/2022
Version No.:	2022 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/101222/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/101222/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/101222/face-coverings-in-education-guidance.pdf).*

*This risk assessment applies to all buildings and outside spaces within the RGS Prep and Pre-Prep sites, as well as sporting activities at other sports facilities and venues as may be used from time to time.*

## Assessment

Description of Hazard	Who could be harmed and how?	Control Measures
<p><b>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).</b></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 <b>must not</b> come into school and <b>must</b> inform their line manager and AEM.</p>

Description of Hazard	Who could be harmed and how?	Control Measures
<p><b>New and Expectant Mothers</b></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 <a href="#">specific guidance for pregnant employees</a>. 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"> <li>• 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</li> <li>• If the staff member develops any pregnancy-related health conditions.</li> </ul>
<p><b>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).</b></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>

		<p>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).</p>
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Description of Hazard	Who could be harmed and how?	Control Measures
<p><b>Lack of staff available to operate safe staff/ pupil ratios and/ or operate site.</b></p> <p><b>Staff may not be able to work on site as a result of:</b></p> <ul style="list-style-type: none"> <li>• <b>Either themselves or a member of their household developing symptoms of COVID-19;</b></li> <li>• <b>Being notified to self-isolate by NHS Test &amp; Trace.</b></li> </ul>	<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"> <li>• The majority of DSLs are from different departments and are based in separate offices.</li> <li>• The ICT team across both sites will divide into sub-groups and there will be no physical overlap of staff between the sub-groups.</li> <li>• As much IT support as possible will be done remotely regardless of whether the IT staff are working on site or remotely.</li> <li>• There are ample numbers of trained first aiders at RGS Prep at both the Prep and Pre-Prep</li> <li>• The Estates team have been divided into sub-groups across sites.</li> <li>• Lone working amongst Grounds &amp; Estates staff will continue to be practiced wherever safe</li> <li>• The cleaning team will continue to maintain a social distance from each other at all times to minimise any potential spread of infection.</li> <li>• The catering team will operate on a rota system to provide separation between various members of the overall team.</li> <li>• 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.</li> </ul> <p>A review has taken place of 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 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 roles and remain under regular review.</p>

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<p><b>Suspected/ confirmed case of COVID-19 on site.</b></p> <p><b>Staff, pupils, contractors, and/or visitors may display symptoms of COVID-19 whilst on site and may subsequently test positive for COVID-19.</b></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 Front Office or a First Aider.</p> <p>If a member of staff develops symptoms whilst on site, they should go home, book a test (<a href="http://www.nhs.uk/coronavirus">www.nhs.uk/coronavirus</a> 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>For staff who test positive, who are fully vaccinated (have received 2 vaccines +/- the booster) and pupils over 5 years of age, the isolation period can now be reduced to 7 days, if they have a negative Lateral Flow Device (LFD) test on Day 6 and again on Day 7, and do not have a high temperature. The two tests (Day 6 and Day 7) must be taken at least 24 hours apart, with the earliest return on Day 8. If not fully vaccinated and over 18 years and 6 months, or those who do not wish to test for early release in all age and vaccination groups, the isolation period includes the day your symptoms started (Day 0), or if no symptoms, the day of your positive test (either LFD or PCR) and the next 10 full days.</p> <p><u>Children under 5 years of age are exempt from self-isolation and currently do not need to take part in daily testing of close contacts.</u></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 or booster being administered at least 14 days prior to being identified as a close contact). They also no longer need to get a PCR test but are now strongly advised to take a rapid LFD test every day for 7 days or until 10 days since their last contact with the person who tested positive for Covid, if this is earlier. Should they return a positive test from a LFD test, they <u>must</u> self-isolate and book a PCR test, and continue to isolate until they receive a negative result.</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>From 11 January, anyone who does not have any of the ‘big three’ Covid symptoms (loss of taste/ smell/ new persistent cough) but returns a positive Lateral Flow Device (LFD) result, will need to record the result on the Gov.UK website as usual, and self-isolate immediately. They will no longer need to obtain a confirmatory PCR test. However, if anyone does display symptoms, they are still recommended to book and take a PCR test.</p> <p>Under this new approach, once a person has recorded their positive LFD test on the Gov.UK website, they will be contacted by Test and Trace, so that their close contacts can be identified.</p> <p>In line with the reduced self-isolation approach announced on 22 December, anyone who tests positive will be able to leave self-isolation 7 days after the date of their initial positive test if they receive 2 negative LFD results, 24 hours apart, on days 6 and 7.</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 <a href="#">Operational Guidance</a> 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 by the Covid Planning Group and the SMT 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 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>
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Description of Hazard	Who could be harmed and how?	Control Measures
<p><b>Failure to implement suitable use of face coverings.</b></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 the Governments Plan B control measures, face coverings are strongly recommended to be worn by staff (unless medically exempt from doing so) in classrooms and when moving around the school outside of classrooms, such as in corridors and communal areas where social distancing cannot easily be maintained. <u>Face coverings do not currently need to be worn by pupils unless they choose to do so.</u> This control measure will be reviewed on or around 26<sup>th</sup> January 2022 when the Government will be reviewing the Plan B control measures.</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 <a href="#">Face Coverings in Education</a> guidance document.</p> <p>We will ensure that this guidance is clearly communicated to staff, visitors and contractors.</p>

Description of Hazard	Who could be harmed and how?	Control Measures
<p><b>Failure to implement suitable social distancing – general.</b></p>	<p><i>All.</i></p> <p><i>Potential spread of COVID-19 between staff, pupils and others on site.</i></p>	<p>In order to avoid congestion and to help in reducing the likelihood of bacterial spread, the one way system around the school has been reintroduced in the main Prep school buildings for both staff and pupils. This will remain in place until further notice.</p> <p><b>Pupils</b> 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 Lent 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><b>Staff/Adults</b> 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>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>The Staff Rooms and Staff Dining Room are both fully reopened, along with all cupboards. Colleagues should still bring their own cup to use, and if they are carried from the Staff Room <b>all drinks must be in a</b></p>

		<b>flask or mug with a secure lid</b> to prevent accidental spills. All staff are to remain conscious of the needs of others when using the Staff Rooms whilst getting their drinks, and not stand close together in groups.
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<p><b>Failure to implement suitable social distancing measures – arrival and departure of staff and pupils</b></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 geographical distribution of the pupil body, distances travelled. It has therefore been determined that no staggered arrival times required by year groups.</p> <p>School day starts as normal at 08:25 (08:30 for Pre-Prep) with entry from 08:00.</p> <p><b>Entry to Building:</b>  Prep boys enter via the Cranley Road doors. Pre-Prep boys to all enter via the blue gates. Boys will be reminded regularly to be washing their hands. The one way system in the Prep school, first introduced in Spring 2021, has been reintroduced for both staff and pupils and will remain in place until further notice.</p> <p>The majority of staff travel by car or on foot or bicycle with a small number using public transport. All staff are advised to review the government advice on travel: <a href="#">Coronavirus (COVID-19): safer travel guidance for passengers</a></p> <p>Those travelling by public transport <i>may</i> be required to wear a face covering and should dispose of disposable face coverings in an appropriate bin.</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. 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 as part of the return to school communications.</p>

Description of Hazard	Who could be harmed and how?	Control Measures
<b>Failure to implement suitable social distancing measures – classrooms and other teaching spaces</b>	<i>All</i>  <i>Potential spread of COVID-19 between staff, pupils and others on site.</i>	<p>There will no longer be a requirement to maintain a 2-metre distance between staff and pupils in classrooms. In classrooms Perspex screens will remain in place between teacher and pupil desks. This can be used as 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. Key interaction areas (such as handles, bannisters and multi-use areas) will be wiped down with disinfectant wipes regularly, 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>
<b>Failure to implement adequate social distancing and hygiene measures at lunchtime (and other mealtimes).</b>	<i>All</i>  <i>Potential spread of COVID-19 between staff, pupils and others on site.</i>	<p>Pupil lunchtime dining provision has returned to pre-pandemic arrangements. This has been 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>Staff dining has returned to pre-pandemic arrangements. The arrangements for staff catering have been shared with all staff via the usual staff communications channels. A takeaway option will remain in place.</p> <p>Staff and pupils will be directed to wash/ sanitise their hands thoroughly before and after eating.</p>

Description of Hazard	Who could be harmed and how?	Control Measures
<p><b>Failure to implement suitable social distancing measures – staff offices, meeting rooms, staff rooms/ rest areas, and changing rooms.</b></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>When using ‘hot desks’, staff should use a disinfectant wipe before and after usage.</p> <p>All staff are to remain conscious of the needs and concerns of others when using the Staff Room whilst getting their drinks, and not stand close together in groups. Staff <b>must</b> clean surfaces after each use with the cleaning products provided. Staff will be instructed not to leave any personal items in Staff Rooms/toilets/changing rooms.</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"> <li>a. Meeting in well-ventilated areas where possible, such as outdoors or indoors with windows open</li> <li>b. Wearing a face covering where you come into contact with people you don’t normally meet in enclosed and crowded spaces</li> <li>c. Washing your hands with soap and water or using hand sanitiser regularly throughout the day</li> <li>d. Covering your nose and mouth when you cough and sneeze</li> <li>e. Staying at home if unwell, to reduce the risk of passing on other illnesses on to colleagues and pupils</li> <li>f. Considering individual risks, such as clinical vulnerabilities and vaccination status.</li> </ol> <p>The use of shared equipment should be avoided and if not possible (e.g., remote control units), <b>must</b> be wiped down with a disinfectant wipe between uses.</p> <p>Staff can now meet face to face but are still encouraged to try to contact colleagues via the relevant helpline, email, telephone or Teams to reduce movement around the school. Meetings of more than 3 persons should be held remotely where possible. If this is not possible, meetings should either be outside, or in well ventilated rooms with suitable space for distancing measures to be practiced.</p>

Description of Hazard	Who could be harmed and how?	Control Measures
<p><b>Failure to implement suitable social distancing – large gatherings such as assemblies or collective worship.</b></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 possible, whole staff meetings and/ or training sessions will take place online via TEAMS until further notice. Where this is not possible, a large enough room (such as the Pre-Prep Hall or LPS) should be used to ensure appropriate ventilation, etc.</p>
<p><b>Failure to implement suitable social distancing measures – contractors and visitors</b></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> <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>



Description of Hazard	Who could be harmed and how?	Control Measures
<p><b>Hazards associated with music, dance and drama activities</b></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 groups ('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, 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"> <li>• Larger rooms (such as providing use of G1) will continue to be used for the teaching of woodwind, brass and singing lessons to ensure appropriate ventilation.</li> </ul> <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> <p>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.</p>

Description of Hazard	Who could be harmed and how?	Control Measures
<p><b>Hazards associated with physical activities</b></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. For the avoidance of doubt, the DfE guidelines will be followed by the school. As changes continue to be made the risk assessments will be reviewed and updated accordingly.</p> <p>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><b>Team and Contact Sport</b> 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 Prep 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><b>Outdoor Competition</b> RGS Prep 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 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 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><b>Swimming</b> School swimming lessons/ swimming clubs can go ahead, providing suitable risk assessments and control measures have been put into place. RGS Prep will follow all relevant guidelines as outlined in the Swim England document <a href="#">Returning to the Pool, (Guidance for School Swimming)</a>.</p>

Description of Hazard	Who could be harmed and how?	Control Measures
<p><b>Hazards associated with indoor and outdoor events organised by the school (e.g. exhibitions, grassroots sports events, performing arts events, etc.)</b></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><a href="#">Working safely during coronavirus (COVID-19): Events and attractions</a></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><b>Educational visits.</b></p>	<p><i>All.</i></p> <p><i>Travelling against FCO/ government advice.</i></p>	<p>RGS Prep 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 Prep will consider what control measures need to be introduced and will follow wider advice on visiting indoor and outdoor venues. RGS Prep will also refer to the document <u><a href="#">health and safety guidance on educational visits</a></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 'green list' and the 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><b>Staff and pupils contracting the virus through direct/ indirect transmission when travelling to/ from the school site using their own means.</b></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>Staff <u>are currently required</u> to wear face coverings whilst using public transport. Therefore, they <b>must</b> 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 <a href="#"><u>Coronavirus (COVID-19): safer travel guidance for passengers.</u></a></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>
<p><b>Staff and pupils contracting the virus through direct/ indirect transmission when travelling on school-operated transport</b></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 by staff 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 Prep in order to ensure continuity.</p> <p>Hand sanitisers should 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>

Description of Hazard	Who could be harmed and how?	Control Measures
<p><b>Staff, pupils, contractors and visitors not implementing suitable hygiene practices to limit the risk of direct and indirect transmission.</b></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 <b>must</b> 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
<p><b>Contractors/ visitors attending site.</b></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
<b>Use of supply teachers and other temporary or peripatetic teachers</b>	<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 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>
<b>Lack of adequate cleaning regime for general areas leading to indirect transmission of the virus through contact with contaminated surfaces.</b>	<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.</p>

Description of Hazard	Who could be harmed and how?	Control Measures
<p><b>Lack of adequate cleaning regime for shared items/equipment leading to indirect transmission of the virus through contact with contaminated surfaces.</b></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>The cleaning schedule has been compiled to link in with the timetable and the change of classes that require additional cleaning between use. 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><b>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.</b></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: <a href="#">COVID-19: cleaning in non-healthcare settings outside the home</a> 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
<b>Hazards associated with the catering provision</b>	<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>
<b>Lack of adequate trained fire personnel.</b>	<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 is in place.</p>

Description of Hazard	Who could be harmed and how?	Control Measures
<p><b>New fire hazards as a result of implementing control measures for COVID-19.</b></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 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, 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 <b>must not</b> be used to hold these doors open. Final exit fire doors <b>must not</b> be propped open at any time.</p> <p>The National Fire Chiefs Council (NFCC) document <a href="#">COVID-19 – Protection - Advice to Premises</a> 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
<b>Lack of adequate trained first aid/medical/administration of medication personnel.</b>	<i>All.  Various injuries/illness as a result of delayed access to first aid/administration of medication.</i>	<p>There are a suitable and sufficient number of trained first aiders at RGS Prep/ Pre-Prep who are capable of providing first aid as well as the virtual advice and assistance from the RGS' 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&amp;E if a major incident.</p>
<b>Provision of first aid/ medical treatment to symptomatic individuals/confirmed cases.</b>	<i>Staff administering first aid/ medical treatment could contract COVID-19 from the individual being treated.</i>	<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> <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"> <li>• they are requested to do so by NHS Test and Trace</li> <li>• they have tested positive from an LFD test as part of a community or worker programme</li> </ul>

Description of Hazard	Who could be harmed and how?	Control Measures
<b>Lack of risk assessments for any new/adapted teaching activities.</b>	<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 & Safety Manager and signed off by the HoD or Bursar in the normal way.
<b>Legionella risk arising from unused buildings and/or parts of the premises.</b>	<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.
<b>Poor ventilation</b>	<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 <b>cannot</b> and <b>must not</b> 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. Fans will be provided to help with air circulation where required. All air circulation systems have been reviewed against the guidance provided: <a href="https://www.rehva.eu/fileadmin/user_upload/REHVA_COVID-19_guidance_document_V3_03082020.pdf">https://www.rehva.eu/fileadmin/user_upload/REHVA_COVID-19_guidance_document_V3_03082020.pdf</a>  All persons on site will be asked to flush toilets with a closed lid and signs have been added as a reminder of this.

Description of Hazard	Who could be harmed and how?	Control Measures
<b>Failure to complete adequate cleaning and checks prior to reopening the School</b>	<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.
<b>Poor staff wellbeing</b>	<i>Staff.</i>  <i>Poor mental health, including work-related stress.</i>	Middle and Senior managers should hold regular catch-up meetings with each member of their team to identify any areas of concern. These are escalated as necessary.  Members of the Senior Management 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 Head of HR regularly remind colleagues that they are available to help alongside the School Nurse and School Counsellor (as required).

Description of Hazard	Who could be harmed and how?	Control Measures
<b>Poor pupil wellbeing</b>	<p><i>Pupils.</i></p> <p><i>Fear, anxiety, and poor mental health.</i></p>	<p>Handover meetings organised during INSET for form tutors to share those students who may have struggled during the pandemic, and more specifically during the holiday period.</p> <p>Form teachers, Heads of House and Head of Wellbeing are available for pupils who need to talk. Their rooms can be cleaned by the relevant member of staff between each pupil visit.</p> <p>A Medical Room is located in next to the Front Office in Markham House and by the Pre-Prep Office in Braganza House. This also is an isolation room.</p>
<b>Pupils learning at home – risks associated with use of Display Screen Equipment (DSE) and mental health/emotional wellbeing.</b>	<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 few 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. 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
<p><b>Staff working from home – risks associated with use of Display Screen Equipment (DSE) and mental health/emotional wellbeing.</b></p>	<p><i>Staff.</i></p> <p><i>Aches and pains from adopting poor posture whilst using DSE.</i></p> <p><i>Fear/ anxiety/ stress caused by difficulty in completing work, and lack of social interaction.</i></p> <p><i>Lack of insurance cover for school-owned equipment used in the home.</i></p>	<p>Although the majority of staff will return to work in school at the start of the Lent term, under the Government’s current Plan B control measures, 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 &amp; 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>
<p><b>Fear/ anxiety caused by returning to school.</b></p>	<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</i></p>	<p>All staff and parents 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 TFD (Head), AM (Deputy Head) or JCI (Head of HR).</p>

	<i>returning to the school.</i>	
<b>Pupils with SEND</b>	<p><i>SEND Pupils.</i></p> <p><i>SEND pupils are not adequately supported.</i></p>	<p>The usual one to one sessions with the department will continue, staff will clean workspaces in between pupils.</p> <p>The Learning Support department has looked at SEND-specific resources created as a result of COVID-19 (e.g. <a href="https://www.sendgateway.org.uk/resources/covid-19-send-review-guide">https://www.sendgateway.org.uk/resources/covid-19-send-review-guide</a>).</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>
<b>Lack of adequate pupil safeguarding procedures for virtual/online taught sessions, including 1:1 sessions such as music lessons etc.</b>	<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>
<b>Absence of the Designated Safeguarding Lead (DSL), Deputy DSL or other key safeguarding staff</b>	<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 3 DSLs at the RGS Prep, with another two members of staff completing training. 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 staff which connects to the DSLs phone in case of urgent safeguarding matters. DSLs will minimise contact and are located in different bubbles and office locations.</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>



		A central Safeguarding record is kept by the Head's PA and the School's IMS has a secure notes application for Safeguarding concerns to be recorded by any pastoral member of staff.
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Description of Hazard	Who could be harmed and how?	Control Measures
<b>Failure to update the child protection/ safeguarding policy to reflect new procedures as a result of COVID-19</b>	<i>Staff and pupils</i>  <i>Various potential child protection/ safeguarding issues</i>	<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. Live training shall happen during INSET on Wednesday 1<sup>st</sup> September.</p>
<b>Lack of adequate communication related to COVID-19 procedures to staff, pupils, parents/ carers, contractors and visitors</b>	<i>All</i>  <i>Staff, pupils, parents, contractors and visitors not being made aware of procedures</i>	<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 &amp; Safety SharePoint pages as well as the School website.</p>

Description of Hazard	Who could be harmed and how?	Control Measures
<b>Failure to consult with staff and others on the risks presented by COVID-19.</b>	<i>Staff.  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. 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>
<b>Failure to develop a contingency plan for outbreaks or changes in restrictions.</b>	<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><b>Failure to implement and adhere to the latest government advice/guidance</b></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 AM, TFD and NHO and any update to relevant guidelines will be considered as it is produced. The Senior Management 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"> <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>• <a href="#"><u>Guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19</u></a></li> <li>• <a href="#"><u>COVID-19: guidance for households with possible coronavirus infection</u></a></li> <li>• <a href="#"><u>Schools coronavirus (COVID-19) operational guidance</u></a></li> <li>• <a href="#"><u>Face coverings in education guidance (publishing.service.gov.uk)</u></a></li> <li>• <a href="#"><u>Annex A: health and safety risk assessment</u></a></li> <li>• <a href="#"><u>Safe working in education, childcare and children’s social care settings, including the use of personal protective equipment (PPE)</u></a></li> <li>• <a href="#"><u>Contingency framework: education and childcare settings</u></a></li> <li>• <a href="#"><u>CIBSE – Emerging from Lockdown</u></a></li> <li>• <a href="#"><u>Safeguarding and remote education during coronavirus (COVID-19)</u></a></li> <li>• <a href="#"><u>Transport to school and other places of education</u></a></li> <li>• <a href="#"><u>COVID-19: cleaning in non-healthcare settings outside the home</u></a></li> <li>• <a href="#"><u>Coronavirus (COVID-19): safer travel guidance for passengers</u></a></li> <li>• <a href="#"><u>Independent Schools’ Bursars Association (ISBA)</u></a></li> <li>• <a href="#"><u>Independent Schools Council (ISC)</u></a></li> <li>• <a href="#"><u>Association of School and College Leaders (ASCL)</u></a></li> </ul>

Description of Hazard	Who could be harmed and how?	Control Measures
<p><b>Failure to gain approval for, and monitor the implementation and effectiveness of this risk assessment (and any associated policies/procedures)</b></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:

**February 2022**