



King's Hall School
TAUNTON

COVID19: Risk Assessment.

Whole School Over-Arching Risk Assessment.

SCHOOL NAME: King's Hall

ASSESSORS: PJ Musgrove (H&S Officer), D Potter (Operations Manager), S Watson (Deputy Head)

DATE: Updated 10th November 2020

Purpose of this document:

This COVID19 Risk Assessment and Action Plan document sets out the decisions taken and measures put in place so the school continues to operate in a safe way.

Existing policies and guidance continue to apply alongside the actions within this document, including but not limited to:

- Health and Safety Policy
- First Aid Policy
- Child Protection Policy
- CYP Response Plan
- DFE Guidance relating to COVID19
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- The Health Protection (Notification) Regulations 2010
- Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities'



King's Schools Taunton – Risk Assessment (Covid-19)

Date of Assessment: 19/08/2020

Name of Assessor: PJM

Assessment: Returning to School – September 2020

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Spot the Hazards including long term health hazards?	Identify groups of people that may be affected by the hazard. How will the hazard cause harm?	State what is already being done to reduce the likelihood of harm or make any harm less serious?	What more can be done to reduce the risk of harm?	Action by whom?	Risk Rating Low Medium High	Action completed Date.

Cleaning & Waste Disposal.	Staff Domestic Services Contraction of Covid-19 causing serious illness.	Cleaning Cleaning regime is in place, in line with COVID19: Cleaning in non healthcare settings guidance.	Rigorous checks will be carried out by line managers to ensure that the necessary procedures are being followed.	HOD's Domestic Services Manager	LOW	Ongoing
		Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches using appropriate cleaning products and methods.	Hand towels and hand wash are to be checked and replaced as needed. Stock check and ordering schedule reviewed and orders made when necessary.	Domestic Services Manager		Ongoing
		Enhanced cleaning regime for toilet facilities particularly door handles, locks and toilet flush.	Staff need to keep their desks clear for others to use. All staff to spray and wipe down desk when finished ready for the next teacher.	All Staff		Ongoing
		Sufficient time is available for the enhanced cleaning regime to take place.	Each class will have its own cleaning box.	Domestic Services Manager		Complete
		Waste disposal process in place for potentially contaminated waste.	Every class space cleaned thoroughly before the start of day. Lunchtime, touch points cleaned. Toilets cleaned twice a day.	Domestic Services Manager		Ongoing

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<p>First Aid & (CPR)</p>	<p><u>First Aiders</u> First Aiders are exposed to risks from Covid-19 due to providing First Aid in the workplace,</p> <p style="color: red;">Contraction of Covid-19 causing serious illness.</p>	<p>Advice on CPR and resuscitation in the workplace is taken from UK.GOV, and the Resuscitation Council.</p> <p>First aid kits to be checked and restocked.</p> <p>Emergency grab boxes available.</p> <p>Health Centre will be open for illnesses and Injuries.</p> <p>First Aid Policy updated with an overarching Covid-19 supporting document. https://forms.office.com/Pages/ResponsePage.aspx?id=2o1B5Qr_cU-BWbZuTQZNQLMAM7klqHFOuQ75aiTgS5BUNktFVDhUWVVDT0xFOURDQ1ZOU1NCN1RaOC4u</p>	<p><u>Guidance relating to CPR during Covid-19.</u> https://www.resus.org.uk/media/statements/resuscitation-council-uk-statements-on-covid-19-coronavirus-cpr-and-resuscitation/covid-community/</p> <p>Any illness or Injury still needs to be reported in the same manner using the Incident Form and sent to pimusgrove@kings-taunton.co.uk</p> <p>T:\Health and Safety\INCIDENTS & ACCIDENTS\Incident and Near-Miss Forms\</p> <p>Pre-prep will continue to use their day-to-day accident book and more significant injuries will be recorded using the form linked above.</p> <p>Staff emailed to follow link and confirm First Aid Policy has been read alongside the Covid-19 supporting document.</p>	<p>HOD's</p>	<p>LOW</p>	<p>Ongoing</p>
				<p>All Staff</p>		<p>Ongoing</p>

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Staff Returning to Work	Staff Passing on Covid-19 causing serious illness.	Staff should <u>not</u> come to work if they are displaying any symptoms of Covid-19. Staff are expected to social distance and sanitise/wash hands on a regular basis. Face covering may be worn but must be a clean one every day.	Government Guidance on social distancing is currently 1m+, Where possible King's Schools will continue to use the 2m rule.		LOW	Ongoing
Spread of Covid-19 Coronavirus within the School / Workplace.	All staff Pupils Contractors Visitors Contraction of Covid-19 causing serious illness. Social distancing – It will be accepted that working with children in the younger years may be a challenge and the risk will be relatively low.	Social Distancing Children within their bubbles are not expected to maintain social distancing. Social Distancing - Reducing the number of persons in any work area to comply with the 1-metre+ rule or where possible adopt the 2-metre (6.5 foot) distance. King's Schools are reviewing work/teaching schedules including start & finish times/shift patterns, working from home etc. Redesigning processes to ensure social distancing in place. Conference calls to be used instead of face-to-face meetings where practical.	Staff & pupils to be reminded regularly of the benefits of social distancing both in the workplace and outside of it. Management checks to ensure sensible practices are maintained. https://www.publichealth.hscni.net/covid-19-coronavirus https://www.gov.uk/coronavirus https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works	HOD's	MEDIUM	Ongoing
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		<p>Update - Pupils Year 7 and Y8 to wear facemasks in line with Government Guidance. To be work in indoor corridors and indoor areas e.g. Pemberton Room.</p> <p>https://www.gov.uk/government/publications/face-coverings-in-education/face-coverings-in-education</p>	<p>Reminders have been given to parents, staff and pupils in the form of letters, e-mails and oral reminders at school.</p> <p>Emergency supply of masks for those children who lose theirs.</p>	Deputy Head Pastoral	MEDIUM	
Symptoms of Covid-19.	<p>Staff Pupils Contractors Visitors</p> <p style="color: #e74c3c;">Contraction of Covid-19 causing serious illness.</p>	<p>If anyone becomes unwell with a new continuous cough, loss of taste/smell or a high temperature within the School, they will be sent home and advised to follow the testing guidance and self-isolate for 10 days.</p> <p>Line managers will maintain regular contact with staff members during this time.</p>	<p>Line managers will offer support to staff who are affected by Coronavirus or has a family member affected.</p> <p>https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works</p>	HOD's HR Team	MEDIUM	Ongoing
Symptoms of Covid-19. (Continued)	<p>Staff Pupils Contractors Visitors</p> <p style="color: #e74c3c;">Contraction of Covid-19 causing serious illness.</p>	<p>If advised that a member of staff, Pupil, Visitor or Contractor has developed Covid-19 and were recently on our premises (including where a member of staff has visited other work place premises such as domestic premises), the management team of the workplace will contact the Public Health</p>	<p>Staff are reminded that if they feel that they have the symptoms of Covid-19 they are to dial 111 and self-isolate for 10 days. Book a test and await a positive/negative result</p>	HOD's	MEDIUM	Ongoing

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Symptoms of Covid-19. (Continued)	Staff Pupils Contractors Visitors Contraction of Covid-19 causing serious illness.	Authority to discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken. https://www.publichealth.hscni.net/	Stay at Home Guidance https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works		MEDIUM	Ongoing
Emergency Evacuation In the Event of Fire.	Staff Pupils Contractors Visitors Burns, Smoke Inhalation, crush Injuries, slip trip and falls.	Note - In the event of emergency the priority is getting out of the building calmly regardless of social distancing. Muster Point: North Field, Social distance once in the area.	If staff are in a boarding house or other department working, and the fire alarm sounds they should follow the Instruction and evacuate with other staff or pupils in that area. Once at the muster point, persons where possible must maintain social distancing. Communicate with all persons at the muster point.	All Staff	LOW	Ongoing

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Catering	Staff Pupils Contraction of Covid-19 causing serious illness.	<p>Marquee to be available with tables, heaters and lights.</p> <p>Menus complete, hot meals will mainly be a one-pot dish.</p> <p>All cutlery will be wrapped in a napkin, polycarbonate plates and bowls have been ordered.</p> <p>Staggered times for year groups and line up in bubble groups, (outside inner quad).</p> <p>Years 3, 4 and 5 will use the dining room. Years 6, 7 & 8 will use the marquee, (yet to be confirmed) There will be a clear up time after each year group have eaten. Each child will have to scrape their own plate.</p>	<p>Perspex screen to be Installed at the dessert area.</p> <p>Pre-prep will bring their food in from home. Nursery will have the option of having lunch provided by the School.</p> <p>Tea before prep or reduced hobbies will be a wrap / sandwich and fruit.</p> <p>Decision on feeding staff ongoing, will need to consider where staff can sit to eat.</p> <p>Catering delivery point being discussed. Delivery driver to telephone prior to arriving.</p> <p>Children to bring their own water bottle.</p>	Domestic Services Manager	LOW	<p>Complete</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>

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Maintenance Work in other Departments and Boarding Areas	Staff Maintain social distancing at all times and regular washing of hands. Current Guidance 1m+, Staff to social distance 2m where possible.	When Boarders return there will be allocated time slots to carry out any maintenance work. Appointments must be made with Houseparent or Assistant.		Maintenance Supervisor	LOW	Ongoing
Communication	Staff Pupils Parents Contraction of Covid-19 causing serious illness.	Information shared with Staff, Pupils, Parents around the return to School plan and returning to site, amendments to usual working patterns/ practices and groups. Communication around: <ul style="list-style-type: none"> • Risk Assessment • Social distancing • Start / Finish times • Regular hand washing • Face Coverings 	On-going regular communication to ensure Staff, Pupils, Parents are kept well informed. Staff Inset is on 27 th August 2020, Staff will be briefed on the Risk Assessment. Any change in the risk assessment must be communicated with staff.	SW Deputy Head	LOW	Ongoing Complete Ongoing
PPE & Signage	Staff Contraction of Covid-19 causing serious illness.	PPE requirements understood and appropriate supplies in place. Long term approach to obtaining adequate PPE supplies in place. <ul style="list-style-type: none"> • Nitrile gloves • Medical face masks • Face shields 	Replenishment of stock contact the Operations Manager or Domestic Services Supervisor. Covid-19 Committee to consider what signage and markings are needed. Perspex Screen to be placed on reception.	Operations Manager / Domestic Services Manager	LOW	Ongoing

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PPE & Signage (Continued)	Staff Contraction of Covid-19 causing serious illness.	Hand sanitiser to be made available with a good reserve in place. Non-alcohol hand sanitiser required for Science, DT, Art and food lessons. Nursery Staff will carry on with existing practice of using gloves and wearing an apron as PPE.	Covid-19 PPE requirements to be established by local risk assessment.	HOD's	LOW	Ongoing
Lessons / Classrooms	Staff Pupils Contraction of Covid-19 causing serious illness.	Staff need to keep their desks clear for others to use. All staff to spray and wipe down desk when finished ready for the next teacher. Each class will have its own cleaning box. Every class space cleaned thoroughly before the start of day. Lunchtime, touch points cleaned. Lesson timetable and movement around school under continuous review.	Pupils are encouraged to go home at 16:30. New hooks to be placed in some areas to reduce movement and congestion. Staff must maintain the social distancing and wear PPE if they need to adopt the 1m + for a significant period.	Maintenance Supervisor All Staff JB Deputy Head Academic	LOW	Complete Ongoing Regular Review

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Wellbeing, Mental health and Safeguarding.	Staff Pupils Children/ parents and staff may feel alienated and confused in the this new Covid-19 environment and suffer anxiety and worry.	Pastoral Systems Strong pastoral support exists in the pre-prep and prep with the tutor being the first line of support for pupils. Opportunities during tutor time as well as PSHE sessions to discuss any anxieties and concerns. Staff are sensitive to pupils' needs and worries, and act accordingly. Staff We have a professional duty of care for staff and support will be given by HR if required.	Pupils and Staff to be reminded of the importance of wellbeing. Use of Peer support in classrooms as well as the Common Room The DSL/ Head of Pre-Prep will liaise closely with Head of Learning Strategies to determine what additional support is available for pupils who are suffering with their wellbeing and mental health The Head of pre-Prep / DSL will ensure that pastoral care is in place to support pupils and staff who require it Any Safeguarding issues are managed in line with the Child Protection and Safeguarding Policy.	Class and Tutor Teachers SMT DSL / Head of Learning Strategies Medical Centre Boarding Staff	Low	Ongoing
Boarding	Staff Pupils Contraction of Covid-19 causing serious illness.	Children in 3 bubbles (Monday – Friday), this can be collapsed at weekends. The overview is that boarding is one bubble. Boarders prep is still to be done in 2 separate areas.	PPE grab box to be located in each boarding area.	Domestic Services Manager	LOW	Complete

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Boarding (Continued)	Staff Pupils Contraction of Covid-19 causing serious illness.	Laundry Guidance: https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings	Dirty laundry that has been in contact with an ill person can be washed with other people's items. Heavily soiled items with body fluids, for example, vomit or diarrhoea, or items that cannot be washed, should be disposed of, with the owner's consent.		LOW	
Transport/School Fleet Use of School Fleet and Passengers on Pick-Ups and Returns.	Staff Pupils Contractors Visitors Contraction of Covid-19 causing serious illness.	When using School Vehicles (Van, Minibuses, Car), Driver must wear a face covering if carrying passengers. Vehicles to be sanitised after every use by the driver, using spray or wipes provided. If a bus cannot be cleaned a laminated sheet will be placed in the vehicle Stating (Red not cleaned) or (Green clean) See risk assessment – Covid-19 dedicated school transport for detailed Information. The use of any School vehicle will be for essential journeys only. Passengers aged 11 and over must wear a face covering. Passengers under the age of 11 are encouraged	Consider: How pupils are grouped together on transport, where possible this should reflect the bubbles that are adopted within school. use of hand sanitiser upon boarding and/or disembarking additional cleaning of vehicles, vehicles will be misted once a week. organised queuing and boarding where possible. distancing within vehicles wherever possible. Windows to be opened to allow ventilation.	Transport Co-ordinator H&S Officer Vehicle drivers	LOW	Ongoing

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		to wear a face covering when using the schools transport service.			LOW	
Toilets & Changing Rooms	Staff Pupils Contraction of Covid-19 causing serious illness.	Additional portable toilet facilities will be available. Toilets will be cleaned twice a day.		Domestic Services Manager Domestic Services Cleaners	LOW	Ongoing
Ventilation of occupied spaces, classrooms, common rooms, staff rooms, dining areas and boarding.	Staff Pupils Visitors Contractors Contraction of Covid-19 causing serious illness.	Follow HSE guidance on heating ventilation and air conditioning (HVAC) https://www.cibse.org/coronavirus-covid-19/coronavirus-sars-cov-2-covid-19-and-hvac-systems Identify if you need additional ventilation to increase air flow in all or parts of your School. Fresh air is the preferred way of ventilating your workplace so opening windows and doors (that are <u>not</u> fire doors) can help.	If additional ventilation is needed, provide it, e.g. mechanical ventilation, desk fans, air movers etc. Switch heating ventilation and air conditioning (HVAC) systems to drawing in fresh air where they can be, rather than recirculating air.	HOD's Maintenance Manager	LOW	

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