



King's Hall School  
TAUNTON

## COVID19: Re-Opening in September 2020

### Over-Arching Risk Assessment

**SCHOOL NAME:** King's Hall

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

**DATE:** 26<sup>th</sup> August 2020

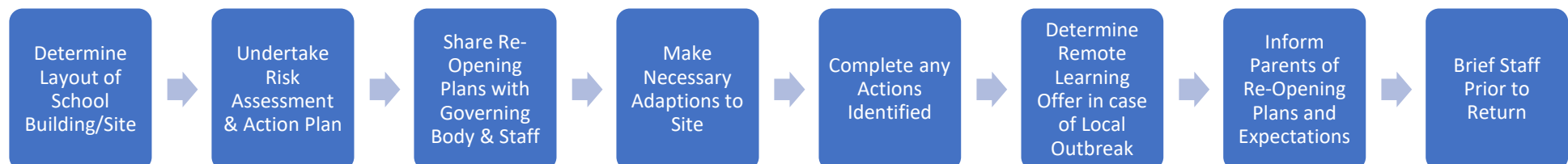
#### Purpose of this document:

This COVID19 Risk Assessment and Action Plan document sets out the decisions taken and measures put in place to prepare for the phased re-opening of the school and ensure 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'

#### Steps of Re-opening Preparation:





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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.

<p><b>Cleaning &amp; Waste Disposal.</b></p>	<p><b>Staff Domestic Services</b></p> <p style="color: red;">Contraction of Covid-19 causing serious illness.</p>	<p><b>Cleaning</b> Cleaning regime is in place, in line with <a href="#">COVID19: Cleaning in non healthcare settings guidance</a>.</p> <p>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.</p> <p>Enhanced cleaning regime for toilet facilities particularly door handles, locks and toilet flush.</p> <p>Sufficient time is available for the enhanced cleaning regime to take place.</p> <p>Waste disposal process in place for potentially contaminated waste.</p>	<p>Rigorous checks will be carried out by line managers to ensure that the necessary procedures are being followed.</p> <p>Hand towels and hand wash are to be checked and replaced as needed. Stock check and ordering schedule reviewed and orders made when necessary.</p> <p>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.</p> <p>Each class will have its own cleaning box.</p> <p>Every class space cleaned thoroughly before the start of day.</p> <p>Lunchtime, touch points cleaned.</p> <p>Toilets cleaned twice a day.</p>	<p>HOD's Domestic Services Manager</p> <p>Domestic Services Manager</p> <p>All Staff</p> <p>Domestic Services Manager</p> <p>Domestic Services Manager</p>	<p><b>LOW</b></p>	<p>Ongoing</p>
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<b>First Aid &amp; (CPR)</b>	<p><b><u>First Aiders</u></b> 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. <a href="https://forms.office.com/Pages/ResponsePage.aspx?id=2olB5Qr_cU-BWbZuTQZNQLMAM7klqHF0uQ75aiTgS5BUNktFVDhUWVVDT0xFOURDQ1ZOU1NCN1RaOC4u">https://forms.office.com/Pages/ResponsePage.aspx?id=2olB5Qr_cU-BWbZuTQZNQLMAM7klqHF0uQ75aiTgS5BUNktFVDhUWVVDT0xFOURDQ1ZOU1NCN1RaOC4u</a></p>	<p><b><u>Guidance relating to CPR during Covid-19.</u></b> <a href="https://www.resus.org.uk/media/statements/resuscitation-council-uk-statements-on-covid-19-coronavirus-cpr-and-resuscitation/covid-community/">https://www.resus.org.uk/media/statements/resuscitation-council-uk-statements-on-covid-19-coronavirus-cpr-and-resuscitation/covid-community/</a></p> <p>Any illness or Injury still needs to be reported in the same manner using the Incident Form and sent to <a href="mailto:pimusgrove@kings-taunton.co.uk">pimusgrove@kings-taunton.co.uk</a></p> <p><a href="T:\Health and Safety\INCIDENTS &amp; ACCIDENTS\Incident and Near-Miss Forms\">T:\Health and Safety\INCIDENTS &amp; ACCIDENTS\Incident and Near-Miss Forms\</a></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>	HOD's          All Staff	<b>LOW</b>	Ongoing

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<b>Staff Returning to Work</b>	<b>Staff</b>  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.		<b>LOW</b>	Ongoing
<b>Spread of Covid-19 Coronavirus within the School / Workplace.</b>	<b>All staff</b> <b>Pupils</b> <b>Contractors</b> <b>Visitors</b>  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.	<b>Social Distancing</b> 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. <a href="https://www.publichealth.hscni.net/covid-19-coronavirus">https://www.publichealth.hscni.net/covid-19-coronavirus</a>  <a href="https://www.gov.uk/coronavirus">https://www.gov.uk/coronavirus</a>  <a href="https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works">https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works</a>	HOD's	<b>MEDIUM</b>	Ongoing

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<b>Symptoms of Covid-19.</b>	<b>Staff Pupils Contractors Visitors</b>  Contraction of Covid-19 causing serious illness.	If anyone becomes unwell with a new continuous cough 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.  Line managers will maintain regular contact with staff members during this time.	Line managers will offer support to staff who are affected by Coronavirus or has a family member affected.  <a href="https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works">https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works</a>	HOD's HR Team	<b>MEDIUM</b>	Ongoing
<b>Symptoms of Covid-19. (Continued)</b>	<b>Staff Pupils Contractors Visitors</b>  Contraction of Covid-19 causing serious illness.	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 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. <a href="https://www.publichealth.hscni.net/">https://www.publichealth.hscni.net/</a>	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.  <b><u>Stay at Home Guidance</u></b>  <a href="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/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection</a>  <a href="https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works">https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works</a>	HOD's	<b>MEDIUM</b>	Ongoing

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<b>Emergency Evacuation In the Event of Fire.</b>	<b>Staff Pupils Contractors Visitors</b>  Burns, Smoke Inhalation, crush Injuries, slip trip and falls.	<b>Note</b> - In the event of emergency the priority is getting out of the building calmly regardless of social distancing.  <b>Muster Point:</b> 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	<b>LOW</b>	Ongoing
<b>Catering</b>	<b>Staff Pupils</b>  Contraction of Covid-19 causing serious illness.	Marquee to be available with tables, heaters and lights.  Menus complete, hot meals will mainly be a one-pot dish.  All cutlery will be wrapped in a napkin, polycarbonate plates and bowls have been ordered.  Staggered times for year groups and line up in bubble groups, (outside inner quad).  Years 3, 4 and 5 will use the dining room. Years 6, 7 & 8 will use the marquee, (yet to be confirmed)	Perspex screen to be Installed at the dessert area.  Pre-prep will bring their food in from home. Nursery will have the option of having lunch provided by the School.  Tea before prep or reduced hobbies will be a wrap / sandwich and fruit.  Decision on feeding staff ongoing, will need to consider where staff can sit to eat.	Domestic Services Manager	<b>LOW</b>	Ongoing

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		There will be a clear up time after each year group have eaten. Each child will have to scrape their own plate.	Catering delivery point being discussed. Delivery driver to telephone prior to arriving.  Children to bring their own water bottle.			
<b>Maintenance Work in other Departments and Boarding Areas</b>	<b>Staff</b>  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	<b>LOW</b>	Ongoing
<b>Communication</b>	<b>Staff Pupils Parents</b>  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"> <li>Risk Assessment</li> <li>Social distancing</li> <li>Start / Finish times</li> <li>Regular hand washing</li> <li>Face Coverings</li> </ul>	On-going regular communication to ensure Staff, Pupils, Parents are kept well informed.  Staff Inset is on 27 <sup>th</sup> August 2020, Staff will be briefed on the Risk Assessment.	SW Deputy Head	<b>LOW</b>	Ongoing

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<b>PPE &amp; Signage</b>	<b>Staff</b>  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"> <li>Nitrile gloves</li> <li>Medical face masks</li> <li>Face shields</li> </ul> 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.	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.  Covid-19 PPE requirements to be established by local risk assessment.	Operations Manager / Domestic Services Manager          HOD's	<b>LOW</b>	Ongoing          Ongoing
<b>Lessons / Classrooms</b>	<b>Staff Pupils</b>  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	<b>LOW</b>	Ongoing          Regular Review

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<b>Wellbeing, Mental health and Safeguarding.</b>	<b>Staff Pupils</b>  Children/ parents and staff may feel alienated and confused in the this new 'Covid-19 ' environment and suffer anxiety and worry.	<b>Pastoral Systems</b> 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.  <b>Staff</b> 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 <a href="#">Child Protection and Safeguarding Policy</a>	Class and Tutor Teachers SMT DSL / Head of Learning Strategies Medical Centre Boarding Staff	<b>Low</b>	Ongoing
<b>Boarding</b>	<b>Staff Pupils</b>  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	<b>LOW</b>	Ongoing

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		<p><b>Laundry Guidance:</b></p> <p><a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</a></p>	<p>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.</p>		<b>LOW</b>	
<p><b>Transport/School Fleet</b></p> <p><b>Use of School Fleet and Passengers on Pick-Ups and Returns.</b></p>	<p><b>Staff</b> <b>Pupils</b> <b>Contractors</b> <b>Visitors</b></p> <p style="color: red;">Contraction of Covid-19 causing serious illness.</p>	<p>When using School Vehicles (Van, Minibuses, Car), Driver must wear a face covering if carrying passengers.</p> <p>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)</p> <p>See risk assessment – Covid-19 dedicated school transport for detailed Information.</p> <p>The use of any School vehicle will be for essential journeys only.</p> <p>Passengers aged 11 and over must wear a face covering. Passengers under the age of 11 are encouraged</p>	<p><b>Consider:</b></p> <p>How pupils are grouped together on transport, where possible this should reflect the bubbles that are adopted within school.</p> <p>use of hand sanitiser upon boarding and/or disembarking</p> <p>additional cleaning of vehicles, vehicles will be misted once a week.</p> <p>organised queuing and boarding where possible.</p> <p>distancing within vehicles wherever possible.</p>	<p>Transport Co-ordinator</p> <p>H&amp;S Officer</p> <p>Vehicle drivers</p>	<b>LOW</b>	

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		to wear a face covering when using the schools transport service.				
<b>Toilets &amp; Changing Rooms</b>	<b>Staff Pupils</b>  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	<b>LOW</b>	

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