



## Covid-19 Risk Benefit Assessment

### Overview

<b>Site:</b>	The King's School, Worcester
<b>Risk Assessment of:</b>	Return of Pupils to school in September 2020
<b>Scope</b>	Teaching and supervision on the school site, arrival/departure at/from school,
<b>Who is at risk</b>	Pupils Staff Parents Visitors Contractors
<b>References</b>	DfE <a href="#">Guidance for full opening</a> Related Government, DfE and PHE advice and guidance
<b>Date completed</b>	21/08/2020, updated 02/09/2020, updated 04/01/2021, 03/03/2021, 19/04/2021
<b>Assessors</b>	JRR/HLJ/AW
<b>Review</b>	Weekly or as the guidance varies

## Detailed Risk Assessment

Hazard Description	Consequence	Existing Controls	Residual Risk Rating
Infection as a result of COVID-19 – by pupils, staff and visitors	Illness, potential fatality	<p><b>PREVENTION</b></p> <ul style="list-style-type: none"> <li>We will minimise contact with individuals who are unwell by ensuring that those who have <a href="#">coronavirus symptoms</a>, or who have someone in their household who does, do not attend school and that this is clear to parents, pupils and staff. If anyone in the school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow '<a href="#">stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection</a>', which sets out that they must self-isolate for at least 10 days and should arrange to have a test to see if they have coronavirus (COVID-19). Other members of their household (including any siblings) should self-isolate for 10 days from when the symptomatic person first had symptoms, unless symptoms develop. The temperatures of pupils, staff and visitors will be monitored on arrival if the incident rate in the area indicates this is necessary. Parents should not come on to the school site without an appointment.</li> <li>Asymptomatic testing for all pupils will take place in school for pupils starting on 5<sup>th</sup> March. Pupils will have 3 tests in school before switching to home testing. Pupils with positive results from tests done in school will be isolated and taken to the Health Centre for collection by parents. The Local Outbreak Response Team (LORT) will be informed</li> </ul>	Risk reduced to acceptable levels

		<p>by the Senior Deputy who will also direct track and tracing to identify close contacts within 48 hours before of the test being taken. The pupil with the positive results will self-isolate for 10 days pending a confirmatory PCR test. Close contacts will also have to self-isolate for 10 days pending the PCR test result.</p> <p>Staff will start home testing in the week starting 1<sup>st</sup> March. Home testing for all will involve tests be taken every Monday and Thursday morning before coming into school. The results of all tests are to be shared with NHS and the school. In the event of a positive test, the member of staff/ pupil must not come into school. The Local Outbreak Response Team (LORT) will be informed by the Senior Deputy who will also direct track and tracing to identify close contacts within 48 hours before of the test being taken. The pupil with the positive results will self-isolate for 10 days pending a confirmatory PCR test. Close contacts will also have to self-isolate for 10 days pending the PCR test result.</p> <ul style="list-style-type: none"> <li>• Contractors and other visitors will have the guidance on distancing and hygiene explained to them and where possible, visits will take place out of school hours. A record will be kept of all visitors.</li> <li>• We will insist on cleaning hands more often than usual – hand sanitiser is used on arrival and departure from each classroom and this will be supervised. We will make this part of usual routines. Where possible, we will use non-contact door releases to minimise touch points</li> <li>• We will seek to ensure robust respiratory hygiene - promoting the 'catch it, bin it, kill it' approach.</li> </ul>	
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		<ul style="list-style-type: none"> <li>• We will clean frequently touched surfaces using appropriate products. Pupils will clean their own areas on departure from the lesson</li> <li>• We will minimise contact and mixing by altering, as much as possible, the environment (such as classroom layout with desks facing forward) to ensure the maximum separation between pupils. This will minimise the number of contacts a pupil has in the school day and so reduce the chance of transmission.</li> <li>• One year group only in each recreational space at break times and lunch. Year groups will be directed towards specific toilets</li> <li>• Separation of pupils into year groups. Registration will take place in year groups within Houses and contact between year groups is minimised. Large gatherings such as assemblies or worship with more than one year group will not take place. Within year groups, pupils will be reminded of the need to keep their distance</li> <li>• Pupils will have lunch in the dining hall in their year groups</li> <li>• When not in lunch or in lesson, pupils must be in their designated outdoor area though pupils in the UR to U6 are allowed into town at lunchtimes on designated days. Pupils sanitise their hands on departure and return, keep in small groups (maximum 6) and wear masks when indoors.</li> <li>• Note: Government guidance contains recommendations that face covering should be worn by staff and pupils in classrooms (Yr7+) or during activities unless social distancing can be maintained. This does not apply when eating or drinking, or in situations where wearing a face covering would impact on the ability to take part in exercise or strenuous activity, for example in PE</li> </ul>	
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		<p>lessons. Having taken advice, our safety policy will follow government guidance as a sensible and practicable addition to the school's COVID-secure strategy. No pupil will be denied education on the grounds that they are not wearing a face covering, and in the case of exemptions the school will make reasonable adjustments on a case by case basis, for instance continued access to remote learning.</p> <ul style="list-style-type: none"> <li>• Pupils are required to wear masks on arrival, moving around the school when in lessons and in year group areas when social distancing is not possible. Staff will wear a mask whilst walking around the site, in confined areas or when social distancing cannot be maintained. During lessons staff are required to wear masks when in the main body of the classroom, although may remove them when standing 2 metres from pupils at the front of the class. It is recognised that the use of masks can itself present a hazard though the balance of risk is very much in favour of their use and a mask protocol is in place that all the community are expected to adhere to.</li> <li>• Staff will maintain distance from pupils and other staff as far as possible and ideally this should be 2m when circumstances allow or 1m+ with precautions. Staff should stay at the front of the class where possible. This may not be possible when working with pupils with complex needs and their care and support should be provided as normal. The use of the common room should be limited</li> <li>• Regular cleaning of toilets</li> <li>• Pupils with SEND given additional support to ensure adherence to social distancing and hygiene</li> <li>• Pupils using public transport will be advised of the regulation that requires the wearing of masks. If</li> </ul>	
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		<p>pupils choose to remove their mask at school, they must not touch the front of the covering. They must wash their hands immediately, dispose of the mask in a covered bin or place reusable masks in a plastic bag.</p> <ul style="list-style-type: none"> <li>• A Covid 19 appendix to the behaviour management policy will be published. It will be sent to parents and explained to pupils.</li> <li>• We will follow DfE advice on Music in school</li> </ul> <p><b>RESPONSE TO INFECTION – see also Covid-19 Test and Trace Process Risk Assessment</b></p> <ul style="list-style-type: none"> <li>• Engage with the NHS Test and Trace process and ensure that staff and parents/guardians need to be prepared to: <ol style="list-style-type: none"> <li>1) <a href="#">book a test</a> if they are displaying symptoms. Staff and pupils must not come into the school if they have symptoms, and must be sent home to self-isolate if they develop them in school. All children can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit</li> <li>2) provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace</li> <li>3) <a href="#">self-isolate</a> if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19)</li> </ol> </li> <li>• We will ask parents and staff to inform us immediately of the results of a test: <ol style="list-style-type: none"> <li>1) if someone tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still have another virus,</li> </ol> </li> </ul>	
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		<p>such as a cold or flu – in which case it is still best to avoid contact with other people until they are better. Other members of their household can stop self-isolating.</p> <ul style="list-style-type: none"> <li>• If someone tests positive, they should follow the <a href="#">‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’</a> and must continue to self-isolate for at least 10 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 10-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 10 days</li> <li>• We will take swift action should we become aware that someone who has attended the site. We will contact the local health protection team and work with them to carry out a risk assessment. We will follow the advice of the health protection team on who should be sent home and follow guidance on how this is communicated.</li> </ul>	
Healthcare and other staff being exposed to COVID-19	Illness, potential fatality	<ul style="list-style-type: none"> <li>• If a child becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home a face mask will be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child or young person is necessary, then gloves, an apron, a face mask and visor will be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing,</li> </ul>	Risk reduced to acceptable levels

		<p>spitting, or vomiting, then eye protection should also be worn.</p> <ul style="list-style-type: none"> <li>• A spare room (E8) is used for assessment, which would then be deep cleaned before reuse.</li> <li>• The Health Centre beds will be covered with a washable sheet.</li> <li>• Parents will be asked to collect any child with symptoms immediately. If a child is awaiting collection, they should be moved to E8, they can be isolated behind a closed door, depending on the age and needs of the child, with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom</li> <li>• We will provide a no touch foot pedal bin in the Health Centre.</li> <li>• Electronic thermometers will be used.</li> <li>• Medication for ailments such as hay fever should be left at the health centre for healthcare staff to collect, with instructions for use. Parents should not call at the health centre. A telephone call should be used for all communications with health centre staff.</li> <li>• Those staff who have helped someone with symptoms must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after contact with anyone who is unwell. The area around the person with symptoms must be cleaned with appropriate products.</li> </ul>	
The need to protect shielded and clinically vulnerable children	Illness, potential fatality	<ul style="list-style-type: none"> <li>• shielding advice for all adults and children will pause on 1 August, subject to a continued decline in the rates of community transmission of coronavirus (COVID-19). This means that even the small number of pupils who will remain on the</li> </ul>	Risk reduced to acceptable levels

<p>The need to protect shielded and clinically vulnerable adults</p> <p>The need to assist those living with a shielded or clinically vulnerable person</p>		<p>shielded patient list can also return to school, as can those who have family members who are shielding. <a href="#">Read the current advice on shielding</a></p>	
<p>The need to prevent excessive movement in classrooms</p>	<p>Illness, potential fatality</p>	<p>Children to sit at allocated desks/keyboards. Movement in the classroom to be limited. Children to keep bags under desks or at the back of the classroom. Staff will remain at the front as much as possible.</p>	<p>Risk reduced to acceptable levels</p>
<p>Organisation of Daily Routines to reduce risk of infection</p>	<p>Illness, potential fatality</p>	<p>Classrooms will be organised with desks facing forward and staff at the front, as far from pupils as possible. Seating will be arranged to maximise separation between pupils.</p>	<p>Risk reduced to acceptable levels</p>
<p>Communication with parents and staff to ensure the risk of infection is reduced</p>	<p>Illness, potential fatality</p>	<ul style="list-style-type: none"> <li>• We will detail our arrangements to staff and parents to ensure everyone is aware of our control measure to keep the community safe</li> <li>• We will explain our procedures to pupils</li> <li>• We will minimise contact with individuals who are unwell by ensuring that those who have <a href="#">coronavirus symptoms</a>, or who have someone in their household who does, do not attend school and that this is clear to parents, pupils and staff and visitors.</li> <li>• If anyone in the school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow '<a href="#">stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection</a>', which sets out that they must self-isolate for at</li> </ul>	<p>Risk reduced to acceptable levels</p>

		<p>least 10 days and should arrange to have a test to see if they have coronavirus (COVID-19). Other members of their household (including any siblings) should self-isolate for 10 days from when the symptomatic person first had symptoms. We will advise children, parents, carers or any visitors, such as suppliers, not to enter the education or childcare setting if they are displaying any symptoms of coronavirus (following the <a href="#">COVID-19: guidance for households with possible coronavirus infection</a>)</p> <ul style="list-style-type: none"> <li>• We will advise parents that children should come on site unaccompanied. Parents should only come on the school site by appointment</li> <li>• Parents must not gather at entrance gates or doors, or enter the main school site beyond the gates.</li> <li>• We will communicate with contractors and suppliers such as cleaning and hygiene suppliers and discuss with cleaning contractors or staff the additional cleaning requirements and agree additional hours to allow for this.</li> </ul>	
Cleaning and Hygiene to minimise risk of infection	Illness, potential fatality	<ul style="list-style-type: none"> <li>• We will follow the <a href="#">COVID-19: cleaning of non-healthcare settings guidance</a> to ensure that sufficient handwashing facilities are available. We will provide hand sanitiser in classrooms and other learning environments.</li> <li>• Surfaces that pupils are touching will be cleaned more regularly than normal.</li> <li>• We will clean frequently touched surfaces using appropriate products. Pupils will clean their own areas on departure from the lesson</li> </ul>	Risk reduced to acceptable levels

		<p>We will ensure that all adults and children:</p> <ul style="list-style-type: none"> <li>• frequently wash their hands with soap and water for 20 seconds and dry thoroughly.</li> <li>• clean their hands on arrival at the setting, before and after eating, and after sneezing or coughing</li> <li>• are encouraged not to touch their mouth, eyes and nose</li> <li>• use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it')</li> </ul> <ul style="list-style-type: none"> <li>• We will ensure that bins for tissues are emptied throughout the day</li> <li>• Where possible, all spaces should be well ventilated using natural ventilation (opening windows) or ventilation units.</li> <li>• We will prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation. We will install electronic door releases or doorguards where possible.</li> <li>• Windows will be opened to ventilate rooms where possible</li> <li>• Staff will close doors on vacating the area as part of the fire prevention and evacuation procedures.</li> </ul>	
Cleaning and hygiene in the event of track and trace	Illness, potential fatality	The classroom will be taken out of action to allow for a deep clean, including 6 air changes, steam cleaning of carpets and curtains/blinds, loose items that cannot be cleaned will be disposed of.	Risk reduces to acceptable levels
Keep snacks cool to prevent food poisoning	Illness, potential fatality	Parents asked to provide snacks and, where relevant, use a freezer block to keep food cool.	Risk reduced to acceptable levels

Reducing sharing of equipment to reduce risk of infection	Illness, potential fatality	We will limit the amount of shared resources in the classroom and refrain from sending home resources or other materials. Work will be handed in electronically and unnecessary sharing will be avoided. Children will be asked to bring in their own electronic equipment to reduce sharing.	Risk reduced to acceptable levels
Risk of fire	See Separate Risk Assessment		

<b>Assessment done by:</b>	JRR	Date:	21/08/2020
<b>Countersigned:</b>	GD	Date:	21/08/2020