



RGS Covid-19 Risk Assessment

1 September – HM/SAO to be updated and revised as appropriate in accordance with regular review and change of guidance

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-covid-19-operational-guidance>

Covid-19 is an illness that can affect lungs and airways, although is proving to be more complex. It is caused by a virus called Coronavirus. Symptoms can be mild, moderate, severe, or fatal, and current estimates are that up to 20% of sufferers can go on to suffer from Long Covid, a little understood debilitating disease.

In line with Government announcements in May, the Delta variant, which is possibly to be 50% more transmissible, but may be mitigated by the vaccine. At the time of writing, approximately 48m adults have had at least one dose of vaccination; all people over the age of 16 are now eligible for vaccination.

What is the hazard?	Who might be harmed	How might people be harmed?
Spread and infection of Covid-19 Coronavirus	<p>This is a risk assessment for anyone who enters the Royal Grammar School Site, including:</p> <ul style="list-style-type: none"> • Staff • Students • Visitors to the premises (including Parents) • Cleaners • Contractors • Drivers • Anyone else one might come into physical contact with <p>Employers' health and safety obligations</p> <p>Employers have a legal obligation to protect their employees, and others, including children, from harm. Employers should continue to assess and update health and safety risks in the usual way, especially in the light of any changing circumstances. Following the system of controls will help you:</p> <ul style="list-style-type: none"> • mitigate the risks of coronavirus (COVID-19) to pupils and staff 39 • meet your legal duties to protect employees and others from harm 	Contracting the virus Severe illness consequent to contracting the virus, or even death Stress Worsening of mental health condition

	<p>This Risk assessment and associated documents are based on “Schools Coronavirus Operational Guidance” – August 2021 https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-covid-19-operational-guidance</p> <p>Changes in this document cover specific amendments to the information on:</p> <ul style="list-style-type: none"> • Self-isolation of students up to the age of 18years 6 months • Additional detail on what close contacts should do whilst awaiting their PCR test results • Updated information on the contingency planning in school • Pupil wellbeing and support • Updated information on boarding school students attending from abroad in the light of changes to quarantine rules <p>The below guidance has also been updated:</p> <p>“Guidance on protecting people who are clinically extremely vulnerable from COVID-19” - Most at risk are those who are “Clinically extremely vulnerable” as described by UK government (11th Aug 2021) see here. Such persons continue to be obliged to shield and may not return to the workplace; this is the position until 30 March 2021 and staff have shared relevant documentation with the School. Policy with regards to CEV staff will be updated in line with Government policy.</p> <p>The primary objective of this Risk Assessment is to ensure that RGS has active arrangements in place to monitor that its risk management and containment measures are effective, work as planned and are updated appropriately in response to identified issues and changing advice.</p>	
Essential measures	<p>System of Controls – Shared with staff 6th September 2021</p> <p>Prevention You must always:</p> <ol style="list-style-type: none"> 1) minimise contact with individuals who are required to self-isolate by ensuring they do not attend the school; 2) ensure face coverings are used in recommended circumstances e.g. on public and school transport 3) ensure everyone is advised to clean their hands thoroughly and more often than usual. 4) ensure good respiratory hygiene for everyone by promoting the ‘catch it, bin it, kill it’ approach. 5) maintain enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents. 6) consider how to minimise contact across the site and maintain social distancing wherever possible. 7) keep occupied spaces well ventilated. In specific circumstances: 8) ensure individuals wear the appropriate personal protective equipment (PPE) where necessary. 9) promote and engage in asymptomatic testing, where available. 10) promote and engage with the NHS Test and Trace process. 11) manage and report confirmed cases of coronavirus (COVID-19) amongst the school community. 12) contain any outbreak by following local health protection team advice <p>If staff or students are concerned, including those who may be clinically vulnerable or who believe they may be at possible increased risk from coronavirus, we recommend school leaders discuss any concerns individuals may have around their particular circumstances and reassure staff about the protective measures in place.</p> <p>Specific email address set up for use by school community to ensure that direct support is offered when required and all stakeholders have a central point of contact covidqueries@rqshw.com</p>	

	Existing risk control measures PREVENTION	Additional detail	Additional management	Action / monitored by whom	Action / monitored by when
Minimising contacts with unwell individuals	Ensure that no student, staff or any other adults enter the premises if they experience COVID -19 symptoms, OR if they have tested positive within the last 10 days (see note in Additional Detail)	<p>This will be encouraged by open and regular communication with students, and staff</p> <p>The School has now asked staff to refresh their awareness of the three symptoms No staff, student or any other persons may enter the premises if they experience symptoms of COVID-19, if they have tested positive within the last 10 days or if they are self-isolating. The School expects all students and staff to follow the guidance should they test positive, Open and regular communication with all stakeholders</p> <p>The three symptoms are:</p> <ol style="list-style-type: none"> 1. High temperature – you feel hot to touch on your chest or back 2. A new continuous cough- coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours 3. A loss or change to your sense of smell or taste 	<p>Clear signage</p> <p>Clear information at Reception for visitors</p> <p>Regular communication to staff</p> <p>Regular communication to students and parents</p>	<p>Reception</p> <p>SAO, ISW, senior team</p>	<p>Ongoing</p> <p>Reviewed monthly</p>

	<p>Ensuring that anyone, whether staff, visitor or students, who develops symptoms while on site, is sent home immediately, takes a test and self-isolates for at least 10 days unless a negative test is received before that time</p> <p>Anyone who receives a positive result to an on-site LFD Test will be notified immediately is required to follow the arrangements in the Additional Detail column</p>	<p>Any students developing symptoms should immediately be placed in an “isolation” room to await collection, with a closed door. If the separate room is not available, the student must be kept in an area at least 2m distant from other people. PPE must be worn by any staff member interacting with such a student.</p> <p>Boarding students should self-isolate in their residential setting household (usually the boarding house), unless it is felt that the student will be better supported at home</p> <p>See Boarding RA - Additional guidance has been issued on;</p> <ul style="list-style-type: none"> • international travel regulations • school regulations • travel planning • quarantine arrangements <p>Staff or visitors commencing symptoms must leave the site immediately. Any staff member should also immediately arrange for a PCR test, and self-isolate until a negative result is received or for 10 days, whichever occurs first.</p> <p>All staff and boys asked to take part in asymptomatic testing and to engage in the School’s Track and Trace system.</p> <p>No member of the School community to be refused access to site because of refusal to participate in asymptomatic testing.</p>	<p>School to prepare a separate room to be used for isolation purposes</p> <p>If possible, a separate bathroom to be made available for isolation purposes</p> <p>The school will assist in arranging a test if needed.</p> <p>Any staff who have been in contact with anyone who has experienced symptoms, should wash their hands, and the areas used by the symptomatic person should be cleaned and sanitised.</p>		<p>Ongoing</p>
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Contract Tracing & Isolation	<p>As per updated GOV Guidance the school is no longer required to undertake contact tracing</p> <p>From the start of the new term on the 3rd Sep 2021 - Close contacts will now be identified via NHS Test and Trace</p> <p>Staff who do not need to isolate, and children and young people aged under 18 years 6 months who usually attend school, and have been identified as a close contact, should continue to attend school as normal.</p>	<p>NHS Test and Trace will work with the positive case and/or their parent to identify close contacts. Contacts from the school will only be traced by NHS Test and Trace where the positive case and/or their parent specifically identifies the individual as being a close contact</p>	<p>Individuals are not required to self-isolate if they live in the same household as someone with COVID-19, or are a close contact of someone with COVID-19, and any of the following apply:</p> <ul style="list-style-type: none"> • they are fully vaccinated • they are below the age of 18 years and 6 months • they have taken part in or are currently part of an approved COVID-19 vaccine trial • they are not able to get vaccinated for medical reasons 		
	<p>All supply teachers and other temporary or peripatetic teachers as well as volunteers will be expected to follow the same protocols as permanent staff</p>	<p>Everyone on site will be briefed on the new protocols and have easy access to them, including asymptomatic testing.</p>		Senior Team	Monthly
Use of face Coverings where recommended or necessary	<p>Face coverings are no longer recommended for students, staff and visitors in communal areas of classrooms</p>	<p>The School reserves the right to request that masks are worn in classrooms and/or communal areas if necessary</p>	<p>Clear communication to parents, students and teachers of the current situation and the potential for chance</p> <p>Staff and students to be aware of and sensitive to the needs of those who cannot wear face coverings</p> <p>Staff and students to be made aware of the procedures for safe removal and disposal of face coverings</p> <p>Face coverings are available as needed for staff and students</p>	Teachers Senior Team	Ongoing Reviewed monthly

Intensive hygiene practice	All staff and students to be encouraged to wash their hands frequently, for example upon arrival at school, upon entering and leaving buildings, before and after eating, etc	Clear signage throughout premises Frequent communications to students and staff			
	Provision of facilities for hand washing and encouraged sanitisation	Sanitisers placed at all entrances of buildings Cleaning products placed in all classrooms Lab technicians (including cookery) will follow CLEAPSS guidelines Students advised to use the provided hand sanitiser coming into and leaving each classroom and the school shop School shop counters to be wiped down between sessions The schools cleaning contractors are being instructed to clean desks very carefully each night	Checks in place to ensure all facilities meet the required standards of cleanliness & supplies of soap, paper towels, tissues and hand sanitiser are available See Science and Technology RA, Cookery Art & DT RA, and Music RA	Estates Senior Team	Ongoing Review monthly
	Ensuring good respiratory hygiene	Clear signage and frequent communication			
	PPE available for use by staff	PPE will be available for use by all staff at their own discretion. Emerging guidance on use of PPE will be closely followed and adhered to.	PPE stocks, here in the form of masks, visors, and gloves, will be regularly replenished. Spare masks held in the Student Hub	Estates Senior Team	Ongoing Review monthly
		PPE lidded safe disposal bins available in each classroom and in outside areas.			
	Enhanced cleaning	More frequent cleaning of rooms and shared areas/offices that are used by different groups Toilets cleaned more frequently. Sports facilities and labs to be cleaned after each day of use High use areas such as tables, door-knobs, and the biometric till to be cleaned with antibacterial spray daily	Foggers to be used in isolation room and elsewhere as required Cleaning between each seating in The Restaurant	Estates Senior Team	Ongoing Review monthly

	<p>Windows in classrooms, offices, and public spaces will be kept open during the day</p> <p>Staff will be encouraged to open any windows that they find shut</p>	<p>Teachers/Support staff/Cleaning staff should close the windows each evening</p>	<p>Guidance issues in staff briefing and staff bulletin – March 1 and 8 2021</p>	<p>All staff</p>	<p>Ongoing</p>
Physical distancing	<p>An awareness of the presence of others</p>	<p>Multiple occupancy offices should try to rota their presence accordingly. Meetings convenors to take limitations into account when convening meetings and consider virtual meetings where possible. Where possible, communal areas should have some space set aside with physical distancing facilitated</p>	<p>Ensure good ventilation/fresh air wherever possible in offices</p>	<p>HoD, HoY, ST, estates</p>	<p>Ongoing</p>
	<p>Reducing contacts between students and staff</p> <p>See Teaching RA</p>	<p>Providing a clear space around teachers' desks and Perspex screens where necessary</p> <p>Adults to refrain from unnecessary close contact with students wherever possible</p>	<p>Floor to be clearly marked with tape.</p> <p>Remove unnecessary items from classrooms where there is space to store it elsewhere</p> <p>Good ventilation to all occupied areas where possible</p>	<p>Estates, ISW</p>	<p>Ongoing</p>
	<p>Reducing contact in communal spaces and classrooms</p>	<p>Encourage the use of outdoor facilities whenever possible/necessary.</p> <p>Regular classrooms to use forward facing desks and increased awareness in IT suites</p>		<p>Estates</p>	<p>Ongoing</p>
		<p>Distanced queueing and distancing in the school shops</p>			

	Contact between visitors to the site and staff and students to be limited as far as possible	<p>Clear signage Sign in procedure for all visitors including engaging with Track & Trace either by scanning the QR code or completing the paper COVID declaration form. In school holidays ALL term time only staff to sign in using the automated sign in system located in the staff room. Staff are expected to disinfect their hands using the product next to the sign in system before use.</p>		Reception, Estates	Ongoing
Managing and Supporting Staff	Protective measures to be put in place for staff who are concerned and who may be clinically extremely vulnerable, clinically vulnerable, pregnant or otherwise be at increased risk	<p>Clinically Extremely Vulnerable staff - social distancing measures in the work place ended on July 19 and it is no longer deemed necessary for such staff to work from home.</p> <p>The School, as employer, has a responsibility to protect employees from risk and we will support CEV staff with PPE as necessary. Pregnant staff: School to follow guidance. Please see Teaching and Support Staff RA on All Staff</p>		HoD, HoY,	Ongoing
	Support provided as needed for staff	<p>Staff may be anxious or suffer other mental health challenges. The school should attempt to assist staff in accessing support, through the portal:</p> <p>https://www.gov.uk/government/news/extra-mental-health-support-for-pupils-and-teachers</p> <p>And via the Education Support Partnership: http://www.educationsupport.org.uk</p>			
	Staff deployment	Flexible working arrangements are no longer necessary in the school setting	Flexible working arrangements should in the first instance be discussed with line managers	HoD, HoY, Senior Team	Ongoing Monthly review

Supporting morale	Increased risk management transparency	All COVID related RAs to be made available on share point	Any changes in response to ongoing monitoring to be communicated directly to staff, pupils, and parents	HM	Ongoing
	Regular reminders to staff, students, and parents of existing protocols	Increased signage outlining protocols		ISW	Ongoing
	In the absence of an emergency, the school will operate as close to normally as possible	All teaching will resume as normal			
Response to potential and/or confirmed infection	Engage with NHS Test and Trace process	<p>Book test or direct staff member or parent, as appropriate, to obtain a test: https://www.nhs.uk/conditions/coronaviruscovid-19/testing-and-tracing/</p> <p>Or, tests can be booked through dialling NHS 119, Schools have some home testing kits which can be supplied to parents/carers or staff if needed</p> <p>Self-isolation if someone has been in contact with anyone who has tested positive to a PCR Test -not necessary for fully vaccinated people; those under 18y6 months (i.e. of school age); unable to be vaccinated for medical reasons</p>	This will be monitored and tracked internally	Matron	Ongoing
	Parents or staff MUST notify the school immediately of test results	<p>If negative, and if they are feeling well, they can stop self-isolating</p> <p>If positive, they must follow the government guidance for self-isolating.</p> <p>The following guidance should be followed: https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance</p>			

Response to an outbreak	<p>The school will follow the actions as per the action cards for secondary schools: https://coronavirusresources.phe.gov.uk/reporting-an-outbreak/resources/EducationAction-Cards/</p> <p>School will contact the local Health Protection Team and the DfE immediately if they become aware that anyone who has attended the school, has tested positive.</p>	<p>The health protection team/DfE will perform a rapid risk assessment, and provide detailed advice, depending on the circumstances.</p> <p>All close contacts of the person who has tested positive, will be sent home immediately, advising them to self-isolate for 10 days, and to obtain a test immediately should they begin to exhibit symptoms.</p>	<p>If someone who has been a close contact and has been asked to self-isolate, then develops symptoms, they should immediately get a test. If positive, they should immediately inform the school, and isolate for at least 10 days from the onset of symptoms.</p> <p>If negative, they should continue to isolate for the full 14 days.</p> <p>Close contacts of students will be managed and monitored by the school's attendance office using the internal tracking protocols and grouping lists</p>	ISW	Ongoing
	In the event of a confirmed case, areas the individual has come into contact with will be disinfected			Estates	
	Contain any internal outbreak by engaging with and following advice of the Local health protection team.	An outbreak is defined as 2 or more confirmed cases within 14 days	This may result in a particular group being asked to self-isolate, and/or the provision of a mobile testing facility to assist with larger scale testing on site	ISW	
	Adjust activities as per the advice of local authorities in the case of a local outbreak	This may include temporarily reintroducing remote learning, as outlined in the curriculum RA.		ISW	
Contingency Planning for Outbreaks	Update the Business Continuity Plan to respond to a disruptive incident, maintain delivery of critical activities, returning to BAU	<p>This will include that the primary point of contact for an internal or localised outbreak is the local health protection team</p> <p>The overarching objective is to maximise the number of young people in face-to face education and minimise any disruption, in a way that best manages the COVID-19 risk.</p> <p>This may include increased testing to allow students to continue operating onsite</p> <p>Switch to online learning at HM's discretion. Staff to be reminded of ongoing requirement to be prepared "You should maintain your capacity to deliver high-quality remote education for the next academic year,"</p>	<p>The BCP is due to be updated February 2021. The Finance Committee & Finance Director are accountable for the review</p>	HM	Ongoing

System maintenance	RAs and protocols to be reviewed by the Estates Manager and the Headmaster monthly and fed back to Health and Safety Committee			HM/SAO	Monthly
Teaching operational planning	In the case of a staff shortage, an internal review will be taken and operational and teaching adjustments may be made.		Line managers will keep in contact with any staff unable to come into school	HRM	
	In the event that the government increases restrictions and declares full schooling unsafe, a 50/50 rotational learning system will be implemented and supplemented by remote learning	Further details of a rotational system are outlined in the teaching RA		HRM	
	In the case of outbreak and local lockdown, fully remote teaching will be implemented but teachers will be encouraged to come onsite if possible. This is to ensure consistent service delivery and a normalised working environment for teachers			HRM	