

## The King's School in Macclesfield Health and Safety Risk Assessment – COVID-19

<b>Setting</b>	Years 7-13	<b>Date of Assessment</b>	04/01/2021
<b>Assessment Completed By</b>	JMSP, HLB, PJC, RHR, JN, RJG		

### STAYING COVID SECURE - OUR COMMITMENT

The King's School in Macclesfield takes its commitment to ensuring the safety of all pupils and staff extremely seriously: this is our number one priority. The King's School has been preparing meticulously for site re-opening. At the heart of our planning are:

1. The Government guidelines and the system of controls for school, recognising the importance of updating plans when these guidelines change with communication prioritised to staff and parents;
2. A focus on pupil and staff safety and wellbeing;
3. The ambition to secure the best possible educational outcomes for our pupils;
4. A desire to support our families to the very best of our ability.

**This Risk Assessment will be reviewed at the end of Day 1 and Week 1, with regular reviews made thereafter. This is a live document and it is central to the safe operation of the Senior and Sixth Form Divisions, as all year groups return to school from September 2020.**

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The Government's system of controls (listed below) informs all of our safety measures and planning and is found in the following guidance document which also informs our risk assessment: <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

The system of controls is the set of actions schools must take. They are grouped into 'prevention' and 'response to any infection' and are outlined in more detail in the sections below.

### Prevention:

1. Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school.
2. Clean hands thoroughly, more often than usual.
3. Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.
4. Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach.
5. Minimise contact between individuals and maintain social distancing wherever possible.
6. Where necessary, wear appropriate personal protective equipment (PPE).

**Numbers 1 to 4 must be in place in all schools, all the time.**

Number 5 must be properly considered and schools must put in place measures that suit their particular circumstances. Number 6 applies in specific circumstances.

### Response to any infection:

7. Engage with the NHS Test and Trace process.
8. Manage confirmed cases of coronavirus (COVID-19) amongst the school community.
9. Contain any outbreak by following local health protection team advice.

Numbers 7 to 9 must be followed in every case where they are relevant.

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### Our Employees

Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
01	All <a href="#">Clinically Extremely Vulnerable</a> (formerly shielding) employees are required to complete an individual risk assessment with the school prior to return to site	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	HR and school nurse to contact staff to undertake personalised risk assessments and implement any agreed measures RAs have been updated in light of new guidance for second lockdown and option to work from home <b>Whole staff surveys carried out at intervals to capture up-to-date status of all vulnerable/CEV staff</b>
02	All employees who live with a person who is Clinically Extremely Vulnerable (formerly shielding) must ensure they strictly follow the measures in force on site to keep all employees safe. Individual risk assessments may be requested if desired. Pregnant and clinically vulnerable members of staff can attend the workplace under updated Government guidance and should strictly follow the measures in force on site. They may also request an individual risk assessment. Further information can be found at: <a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</a>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Risk assessments to be circulated to all staff and all staff trained on COVID safety measures on return to site. Designated staff to complete individual risk assessments if requested and to advise accordingly. Senior staff to monitor Government guidance for any updates on vulnerable members of staff.
03	All employees, themselves or persons within their household who have COVID-19 symptoms, should self-isolate, not attend school/setting and should liaise with NHS services to get tested. Staff who become unwell with COVID symptoms during the school day should go home. Staff should also self-isolate if any member of their household develops symptoms.  The school will liaise with the Local Health Protection Team ( <a href="https://www.gov.uk/guidance/contacts-phe-health-">https://www.gov.uk/guidance/contacts-phe-health-</a>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All staff have been advised of proper procedures regarding symptoms or suspected illness. <b>Policy Updates</b> In response to COVID-19, the school has written a specific Medical Guidance and Procedure document. School nurses have been briefed on how to respond to staff taken ill at school. Regular reminders are sent to staff to ensure compliance with guidance and advise of access to priority testing

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	<a href="#">protection-teams#cheshire-and-merseyside-hpt</a> ) and Public Health England ( <a href="https://www.gov.uk/government/organisations/public-health-england">https://www.gov.uk/government/organisations/public-health-england</a> ) in the event of an outbreak.				On-site lateral flow testing provided weekly from 4.1.21 in line with government guidelines and an additional specific RA in place for testing arrangements. Close contacts of a case may remain in school if tested negative daily.
04	Members of staff from Black, Asian and Minority Ethnic communities (BAME) to seek further guidance if required alongside their individual inclusion assessment.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	BAME members of staff should ensure strict compliance to all safety measures and may seek an individual risk assessment in addition to their inclusion assessment
05	Staff wellbeing to continue to be monitored regularly so as to support physical and mental health and wellbeing. Staff will be made aware of Government advice on mental health for teachers: <a href="https://www.gov.uk/government/news/extra-mental-health-support-for-pupils-and-teachers">https://www.gov.uk/government/news/extra-mental-health-support-for-pupils-and-teachers</a>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SMT and other colleagues to continue to check in with staff and to maintain contact with those who are isolating, keeping SMT informed. Senior staff to continue to circulate advice and guidance. School counselling has been offered to staff in need and welfare meetings also take place

#### Our Pupils

Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
06	<a href="#">Clinically Extremely Vulnerable</a> (formerly shielding) pupils are able to attend school from September unless they are self-isolating because they or a household member has COVID symptoms: <a href="https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19">https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19</a> A few pupils formerly shielding who generally remain under the care of a specialist health professional may need to discuss their care with their health professional before returning to school (usually at their next planned clinical appointment). Families to liaise with school nurse in such cases: <a href="https://www.rcpch.ac.uk/resources/covid-19-shielding-guidance-children-young-people#children-who-should-be-advised-to-shield">https://www.rcpch.ac.uk/resources/covid-19-shielding-guidance-children-young-people#children-who-should-be-advised-to-shield</a>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Parents continue to liaise with school and any pupils who cannot attend because self-isolating (or advised by specialist not to attend) to be supplied with work to complete remotely. Such pupils to be supported by contact with nursing staff and pastoral teams. Pupils attending school to comply with all safety guidance while on site and travelling to and from school. Pupils may choose to wear masks on site if they wish – guidance on safe use of masks to be issued to pupils. <b>All pupils and staff must wear masks in communal areas.</b> School to reassure and encourage parents to send pupils to school in line with second lockdown guidance which allows for these young people to be in school-

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<b>07</b>	All pupils who live with a person who is Clinically Extremely Vulnerable (formerly shielding) should attend school from September and adhere to the safety measures in place in school	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Pupils to comply with all safety guidelines while on site and travelling to and from school. Pupils from Black, Asian and minority ethnicities (BAME) should seek further advice if required. Additional measures will be discussed with families at greater risk and agreed upon before being communicated with staff. Pupils may choose to wear masks in classrooms if they wish – guidance on safe use of masks issued to pupils
<b>08</b>	All pupils or persons within their household that have COVID-19 symptoms should not attend school/setting and must seek testing promptly, communicating results to school. <b>From 4.1.21, lateral flow testing will be undertaken on site for all asymptomatic pupils in line with government guidance.</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	This guidance to be circulated to parents and reiterated in new communications and such communications have made it clear that any persons exhibiting any of the reported symptoms must <b>not</b> attend school. Reminders are regularly circulated to parents via weekly bulletin <b>Pupils invited to take advantage of lateral flow testing in school from 4.1.21 in line with government guidance. See additional testing Risk Assessment. Close contacts of a case who test negative may stay in school if tested negative daily.</b>
<b>09</b>	We provide online/distance learning for pupils who are not in school/setting because they are isolating in line with Government guidance or specialist advice	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	We will make work available to pupils who are unable to attend due to COVID symptoms/self-isolating by continuing to use online systems as appropriate. <b>Pupils can avoid self-isolation if asymptomatic and testing negative each day on site.</b> Daily register of isolating pupils is circulated to ensure rapid response and allow work to be set as appropriate <b>In the event of remote learning/school closure, tutors will monitor attendance carefully and deliver pastoral care/wellbeing materials in form time.</b>
<b>10</b>	Some pupils with SEND (whether with education, health and care plans or on SEN support) may need specific help and preparation for the changes to routine, so our SENCO, TAs and teachers will continue to plan to meet these needs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Continue to monitor ECHP pupils and other SEND pupils (under leadership of SENCO and DSL) and to hold discussions with pupils/parents to address any emerging needs
<b>11</b>	Staff continue to monitor well-being and mental health of all pupils using pastoral structures and CPOMS for safeguarding issues.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Pastoral Teams/designated staff to circulate support materials regularly and DSL to continue regular updates on safeguarding
<b>12</b>	All pupils in school/setting are required to be in a 'bubble' which limits contact numbers. This rule will be applied to all	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Year group 'Bubbles' have been organised to limit contact numbers between year groups and so that pupils work together

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	activities in school including after school activities and clubs. Some activities will take place remotely where a cross-year group format is desirable.				with a single teacher in each lesson. A TA may also be present if allocated to work with a particular child. An additional team of staff will support at break times. In line with Government guidance, bubbles in Years 7-13 consist of year groups in order to allow for setting and subject options for pupils. After school provision will be provided until 6.00 pm in year group bubbles with prior written request from parents and where essential. Staff will supervise each bubble.
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#### Our School

Capacity, Access and Egress					
Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
13	Designated Entrance and Exit Points to the Building (for each cohort of pupils).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Detailed instructions will be shared with staff, pupils and parents. The new site allows for individual entrances for each cohort. Staff rota has been established to supervise pupils. Pupils told they will not be allowed into buildings before 8.30 am and only when given permission by staff (e.g. if wet weather arrangements apply)
14	Increased number of Entrance and Exit Points to the Building (external teaching room doors should be used where possible). Biometric (thumbprint) finger pads will not be used. Doors will be open to allow access when needed.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Adjustments have been made. Detailed instructions will be provided to pupils and parents. Staff will be trained prior to September opening.
15	Develop, share and display drop off/collection protocols	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All information to be clearly explained to staff, pupils and parents. Pupils will enter the building according to a rota and supervised by staff.

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					<p>Marked areas to go to immediately on arrival have been designated for each year group with poor weather indoor alternatives identified.</p> <p>A plan for staggered departure from school has been made and will be shared with staff, pupils and parents.</p> <p>Enhanced duty by SMT and staff is in place.</p> <p>After school care will only be available where its use is strictly necessary. Specific zones have been allocated for each bubble and parents asked to notify school if they need to use this provision.</p> <p><b>Specific drop-off and collection arrangements made for pupil testing from 4.1.21 and communicated to parents</b></p>
<b>16</b>	<p>Restrictions on access to school/setting by third parties (parents, members of the public, visitors, etc).</p> <p>Large public events such as Prize Giving and Information Evenings will take place remotely. Parents' Evenings will also take place remotely.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Collection/drop off protocols to be shared with parents.</p> <p>Communication with parents will only be by telephone/email – no parents will be allowed face-to-face contact other than by prior agreement. Visitors to site will be minimised and will follow a specific protocol, managed by SMT and PBJ.</p> <p>Regular reminders issued to staff and parents.</p>
<b>17</b>	<p>Manage break and lunchtime to avoid contact between year group bubbles; pupils to keep bags with them during the school day rather than go out of zone to use lockers</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>A revised arrival, break and lunchtime plan has been put in place and will be communicated to staff, pupils and parents.</p> <p>Pupils will have supervised, designated spaces for each bubble at break and lunch. Poor weather spaces have been identified.</p> <p>Pupils will bring in own snack for break if they wish – food and drink will not be served at break.</p> <p>The school kitchen will provide hot and cold lunches which will be eaten in a range of spaces to allow for use by bubbles.</p> <p>Pupils will bring in filled bottles of water. Drinking fountains may be used in the canteen to refill bottles and will be cleaned between use by different bubbles. Any water fountains which cannot be operated safely will be taken out of use around the site. Water will also be available for each bubble on dining tables.</p> <p>Enhanced cleaning is in place.</p> <p>Arrangements are in place for wet weather and bubbles are maintained.</p>
<b>18</b>	<p>Behaviour expectations and consequences have been reviewed and the school rules are on display in each</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>All pupils to be made aware of rules during transition training before term begins.</p>

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	classroom. Our sanctions policy will be applied to any breach in COVID security measures.				Detentions to be run in year group bubbles in specific base rooms weekly as identified by HoY and at lunchtime only. No mixed year group sanctions to take place.
	Pupils will be offered two Lateral Flow tests before returning to school in January. Pupils who are identified as close contacts of a positive case will be able to be tested for 7 days and remain in school. If they do not provide consent for this, they will be asked to isolate for 10 days as was previously the case.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A separate Risk Assessment has been produced for the testing area and shared with relevant staff by PJC.
<b>Physical/Social Distancing in the Building</b>					
Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
19	Teaching rooms organised to maximise space between seats/desks where possible and all desks to face forwards	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Teaching rooms will be set up in order to maximise space and ensure forward facing desks. 2m distance from teaching desk will be marked with tape. All teaching rooms to be thoroughly and regularly cleaned.
20	Social distancing message is reinforced to pupils at regular intervals.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All teachers will remind pupils regularly of the importance of a sensible approach with particular attention to promoting social distancing between the different bubbles
21	Enhanced cleaning of teaching rooms/stations and removal of lesson specific resources after each lesson. Where a room is shared by more than one bubble (e.g. for setting or specialist teaching), pupils wipe down desks and chairs before leaving	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Every teaching room will have laminated checklists for teachers including instructions to sanitise whiteboard, keyboard every lesson and pupils and staff to sanitise hands on entering and leaving each teaching room. A pack of PPE will be provided in each classroom and SRR notified if stocks are low. Additional cleaners have also been employed.
22	Reduced movement around school - ensure group/cohort move around school together and limit contact with other groups/cohorts within the school/setting. Senior school pupils to wear face covering in corridors and other communal areas inside, including the lunch queue.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Pupils in Years 7-11 allocated a 'zone' for their lessons to reduce movement around the site except where needed for specialist lessons. Sixth Formers will move around the site to access lessons as needed but are in small class sizes and have a designated zone to return to when not in lessons. Staff will ensure that pupils are monitored throughout the day and supervised so that social distancing is maintained where possible. Toilets are being cleaned at midday and the end of the day. Additional cleaning will be organised if this is deemed necessary.

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					Pupils will have training on safe wearing and removing of masks including hand sanitising before and after use of face covering. Pupils unable to wear masks have opportunity to state this to school nurse and allowance to be made.
23	Communal spaces such as dining room, assembly hall to be used at lower capacity and no lunchtime activities to take place in order to ensure all pupils have time to eat lunch without missing year group bubbles.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Arrangements are in place to rotate use of these spaces which will be cleaned regularly and used at reduced capacity. No singing will take place at assemblies and any assemblies will be in year group bubbles with social distancing measures in place. Whole school assemblies will be live streamed or pre-recorded and only take place remotely. Pupils and staff wear masks in communal spaces and when moving around school
24	Restrict the use and limit the occupancy of staff room and offices and other shared spaces by employees to COVID secure levels. Large staff briefings will be delivered via Teams. Smaller group meetings may take place via Teams or in a large, well-ventilated room where social distancing can be observed. Staff to wear face coverings in corridors and other communal areas.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Social distancing between adults maintained in school offices and staff rooms and capacity limited. Staff will be reminded of the importance of social distancing at a staff training session. Additional work spaces and coffee stations have been identified for staff to facilitate social distancing. Training on safe use of face coverings delivered at Inset. Staff do not have to wear face coverings when working in offices where social distancing is maintained. Any staff unable to wear a face covering to liaise with school nurse.
25	Kitchen staff maintain social distancing of 2 metres in the kitchen where possible and comply with guidance for food businesses	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Holroyd Howe to train staff and complete own risk assessment referring to the Government guidance issued: <a href="https://www.gov.uk/government/publications/covid-19-guidance-for-food-businesses/guidance-for-food-businesses-on-coronavirus-covid-19">https://www.gov.uk/government/publications/covid-19-guidance-for-food-businesses/guidance-for-food-businesses-on-coronavirus-covid-19</a> .
26	Use of Small Meeting Rooms and Confined Areas (including Photocopier/Printer/Storage areas) by more than one person prohibited.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Photocopier will be accessible for staff. Staff will clean it down after each use. PPE will be supplied in the area for staff use.
27	Non Essential repair/contracted works in buildings to be carried outside school hours	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	PBJ to minimise all non-essential contractors onsite. PBJ will issue specific protocol for visitors. All visitors will wear masks in corridors and shared spaces inside. The NHS covid App digital sign in is displayed in reception areas and visitors invited to use it.

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<b>28</b>	Reduction in lift use with priority given to employees with disabilities, relevant existing health conditions or those who are pregnant. Staff encouraged to use stairs. Lift buttons to be cleaned regularly if lift in use.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Lifts only to be used by pupils with express prior consent from appropriate staff.
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### Additional Physical/Social Distancing Measures applied (Please detail below)

A close contact tracing form is completed by each pupil within the Senior Division and Sixth Form each day and monitored by PJC. This can be used to identify close contacts when liaising with the DfE in the event of a positive case within the school community. Such data is used alongside classroom and bus seating plans.

Close contacts will be required to be tested daily in school for a period of 7 days, provided they have given consent. If consent has not been given, they will isolate for 10 days as was previously the case.

Senior pupils and staff wear masks in corridors and communal areas

Pupils reminded to put on masks before leaving the classrooms

Pupils and staff aged 16 and over encouraged to use NHS track and trace App. Training for pupils provided and guidance while doing sport included.

Additional measures put in place for Entrance Examinations in light of government guidance that pupils may attend site as needed:

- Exam period expanded over 3 days to achieve smaller pupil numbers
- Where possible, candidates will sit exam in their own school, taking on-line tests
- Pupils attending school for the entrance exam will be in groups of no more than 30
- No pupil with covid symptoms may attend (protocol circulated to parents)
- All pupils attending will have temperature checked by nurse outside building using infrared forehead scanner then use hand sanitiser at entrance
- Specific entrance points allocated and briefing document circulated
- All desks in Jackson hall will be 3m+ apart with wipes on desks
- Pupils to wipe desks and computers at start and end of test. Cleaners to clean too between sessions. Waste bagged and disposed of in line with RA
- Seating plans in place to enable contact tracing should it be needed
- Only designated toilets to be used by candidates
- Candidates bring own refreshments for break
- Candidates to be accompanied by staff at all times on site and escorted out via designated doors (briefing document circulated) to ensure social distance maintained at all times
- Parents/guardians briefed re drop off and collection arrangements, wearing masks and waiting at car in designated car park. Only one parent/guardian to accompany
- Appropriate PPE made available for pupils and staff
- Pupils unable/unwilling to attend to sit exam at home under remote supervision via Teams (session to be recorded)

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Additional measures put in place in response to new guidance issued for return to school on 8 March

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/964351/Schools\\_coronavirus\\_operational\\_guidance.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/964351/Schools_coronavirus_operational_guidance.pdf)

- Pupils and teachers from Years 7-13 to wear face coverings in classrooms unless social distancing can be maintained or an exemption has been agreed with a member of SMT. Face coverings should not be worn during PE lessons
- Advice issued that visors not be used without the addition of a face covering
- Members of staff who are pregnant are advised of updated guidance relating to pregnancy and covid and an individual risk assessment is completed with all such colleagues. Where appropriate, working from home is facilitated, particularly where underlying medical conditions alongside pregnancy indicate this.
- Daily system in place to monitor attendance and engagement in online lessons

Additional measures put in place in response to new guidance issued on 10 May 2021

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/985138/10\\_May\\_Schools\\_Guidance.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/985138/10_May_Schools_Guidance.pdf)

- Face coverings no longer recommended for pupils in classrooms or communal areas
- Pupils must continue to wear face coverings on school buses and public transport
- Members of staff and visiting adults must wear face coverings in corridors and in communal areas where social distancing cannot be maintained
- Highly vulnerable members of staff (including pregnant staff) given individual risk assessment and appropriate measures put in place
- Invitations to any face-to-face interviews to be preceded by information on covid protocols
- Any pupils and staff returning from abroad to follow any covid protocols in force
- Provide appropriate activities to Yr 11 after examinations (opt-in programme)
- Encourage families not to take pupils out of school for holidays unless exceptional circumstances apply
- Where possible, provide remote education to any pupils who have to remain abroad during term time e.g. because of altered travel restrictions
- Ensure that any redeployment of staff is not at the expense of SEND pupils
- Ensure any volunteers in school are appropriately briefed of covid safety measures
- Domestic school day and residential trips possible in bubbles while observing additional covid guidance:  
[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/985138/10\\_May\\_Schools\\_Guidance.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/985138/10_May_Schools_Guidance.pdf)
- Indoor and outdoor performances to be approved by DH Operations, to have individual RA and to follow covid guidance found here  
<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/performing-arts>
- Risk assessed indoor and outdoor fixtures between schools possible (of approved sports) in line with this guidance and following approval from DH Operations: <https://www.gov.uk/guidance/coronavirus-covid-19-grassroots-sports-guidance-for-safe-provision-including-team-sport-contact-combat-sport-and-organised-sport-events>
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**Infection Control, Cleaning and Hygiene Arrangements**

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### Health and Safety Risk Assessment – COVID-19

Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
29	Staff and/or pupils who are experiencing symptoms associated with COVID-19 are instructed not to attend the school/setting and to refer to current advice and guidance	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Staff training from the School Nurse will cover current advice and guidance in order that the procedure for staff and/or pupils is clear. All staff will be provided with a link to our COVID-19 Medical Guidance and Procedure.
30	Staff who experience symptoms as above whilst at work should immediately notify a senior colleague/nurse and go home and follow the guidance set out above.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Staff training from the School Nurse will cover current advice and guidance in order that the procedure for staff and/or pupils is clear. Copies of guidance and RA will be available for staff.
31	Pupils who experience COVID-19 symptoms should be collected from school/setting as soon as possible. Pupils should be directed to a designated isolation room where they can await collection. The pupil will be supervised by a school nurse who will use PPE. If the pupil needs the bathroom whilst awaiting collection, they should use a separate bathroom to pupils and staff. They should be kept 2m apart from all other pupils and staff whilst on site. Staff should notify the school nurse of such case by phone or email. If pupil needs direct personal care until they can return home, staff should wear gloves, an apron and a face mask. Eye protection should also be worn if deemed risk from coughing/spitting/vomiting.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Covered in the Return to School document for parents. Clinical style PPE is available for staff to wear providing adequate protection for pupils who are taken ill. The school nurse will supervise a pupil in the isolated area. The isolation area and any bathroom used should be thoroughly cleaned with detergent or bleach. Parents will be required to collect immediately. Pupil will be escorted to the car by member of staff. A test for COVID-19 will be recommended if signs of the virus are present. Further information is available at: <a href="https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care">https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care</a> <b>Track and Trace</b> - In the event of contact tracing being sought, the school will be able to confidently provide the people in contact with a specific pupil/staff member. The local health protection team will be informed of any positive COVID-19 cases. <b>Close contacts will undergo 7 days of testing in order to be in school provided consent has been given.</b>
32	Provision of hand-washing/hand-hygiene facilities at entrances and throughout school/setting (regularly monitored & maintained).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	PPE levels will be monitored by REEM/PBJ/SRR to ensure that supply is more than sufficient. Hand sanitiser will be available at entry, exit and in teaching room spaces. Regular handwashing and sanitising times are timetabled into the daily routine for all pupils. All staff, parents, pupils and visitors arriving on site will sanitise their hands. Toilets will be cleaned more regularly and limits in place for numbers using toilets. Use of toilets will be permitted during lessons but only one pupil at a time to be allowed to leave a

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					lesson. Toilet areas will be monitored at break and lunchtime by duty staff.
33	All staff and pupils are encouraged to regularly clean their hands with soap and water or sanitiser, especially upon arrival at school/setting, prior to eating, following break/lunch time and any other time deemed necessary (after coughs/sneezes).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Staff training will be provided. Hot air dryers have been taken out of use and replaced with paper towels with designated bins for the disposal. Pupils will be reminded regularly about the importance of regular hand washing.
34	Different hand wash facilities/sanitising stations should be available for each cohort/group within school/setting where possible.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Pupils to use sanitising stations in their designated areas/entry points to school and when entering and leaving classrooms
35	Sharing of pencils/pens and other items is to be avoided where possible. Books and other resources may be handed out within year group bubbles and cleaned between use by different individual groups. Science and other practicals may take place if equipment can be thoroughly cleaned before being re-used. Science staff will wear face shields when approaching pupils conducting practical work. Art staff will use perspex screening when viewing pupil work in the classroom.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A supply of antibacterial wipes is available in each teaching room. Reduced distribution of materials to be encouraged and regular hand sanitising in place. Pupils to bring own equipment to school. Textbooks and other materials not to be shared between different year group bubbles unless rotated or thoroughly cleaned between use, e.g. sports equipment and science practical equipment.
36	Outdoor sport to be prioritised, where possible. Large indoor spaces (with appropriate distancing) and equipment thoroughly cleaned between uses. Year group bubbles to be maintained at all times. Contact in sports will be avoided (e.g. non-contact rugby) and monitored by PJC (Deputy Head) working with DoS (Chris Thomson). Year group specific team training to take place on an allocated day for that year group. Pupils should use changing facilities at school for these after school sessions. Swimming is allowed under the guidance but with specific criteria. No extra curricular clubs or activities will take at weekends from 6.11.20 in line with updated government advice. The school continues to provide after care arrangements where parents require this to support parents to work.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Sports staff and pupils to be fully briefed prior to lessons. Pupils to wear school PE kit on day of sports lessons to avoid use of changing rooms. Additional sport-specific risk assessments to be completed by Director of Sport referring to the following guidance: <a href="https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation">https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation</a> <a href="https://www.sportengland.org/how-we-can-help/coronavirus">https://www.sportengland.org/how-we-can-help/coronavirus</a> <a href="https://www.afpe.org.uk/physical-education/wp-content/uploads/COVID-19-Interpreting-the-Government-Guidance-in-a-PESSPA-Context-FINAL.pdf">https://www.afpe.org.uk/physical-education/wp-content/uploads/COVID-19-Interpreting-the-Government-Guidance-in-a-PESSPA-Context-FINAL.pdf</a> <a href="https://www.youthsporttrust.org/coronavirus-support-schools">https://www.youthsporttrust.org/coronavirus-support-schools</a>
37	Practical elements of music lessons to be redesigned to avoid playing instruments (especially wind and brass) or singing in small groups or spaces.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Director of Music redesigning lessons to avoid higher risk activities and/or to move to larger spaces or outdoors as

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	No musical activities are allowed to break the year group bubbles (e.g. Foundation Choir or orchestra/ensemble work)				required. Any shared instruments (e.g. percussions) to be thoroughly cleaned between uses.
38	Peripatetic music lessons can take place in line with separate RA in ventilated, socially distanced spaces.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	When such lessons do take place, all peri staff and pupils to be fully briefed in advance of these lessons re-starting with particular measures in place for wind, brass and singing and in relation to sanitising any shared instruments.
39	The Government continues to advise against domestic (UK) overnight and overseas educational visits at this stage see <a href="#">coronavirus: travel guidance for educational settings</a> . Non-overnight domestic trips are theoretically possible for educational purposes if approved by relevant staff and fully risk assessed and provided bubbles are observed	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No overnight domestic or overseas educational trips to take place. Caution to be exercised with proposed domestic day trips and all trips to be discussed with RJG and JAF in advance of planning. It is likely that few if any trips will be authorised. Should any trip be sanctioned by the school, these must comply with guidance in force about visiting other venues and locations. A full risk assessment must be completed and agreed. Staff must consult the following guidance if proposing a trip: <a href="#">coronavirus: travel guidance for educational settings</a>

Ref	Control Measure	Yes	No	N/a	Actions Taken Details / Further Information
40	Equipment that may need to be shared (laminators, guillotines, etc.) should be cleaned and sanitised before and after use.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Signage is located to remind staff to clean and sanitise equipment after each use. Individual staff will be responsible. PPE and cleaning equipment will be available for staff to use.
41	All staff and pupils are encouraged to cough/sneeze into tissues and dispose of these in appropriate waste disposal bins. (Catch it, Kill it, Bin it)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Staff training provided. Pupils to be trained and reminded regularly. Lidded bins will be located in every teaching room and staff area. Waste will be doubled bagged and incinerated.

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42	Additional lidded bins and increased emptying/replacement are provided/in place.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Additional lidded bins are in situ; cleaning staff will empty twice a day. Waste is doubled bagged and will be incinerated.
43	All working areas within the building should be well-ventilated (Windows open and doors open if not fire doors. Windows with no rooms have ventilation system and doors should be closed in these rooms as ventilation works more effectively). Ventilation system is covid-safe and draws in air from outside.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SMT daily walk round. All classrooms selected for use are well ventilated. Ventilation of office and other shared spaces encouraged.
44	Increased frequency of cleaning of communal areas and locations/high contact points (using detergent and hot water followed by a chlorine based disinfectant solution) including: <ul style="list-style-type: none"> <li>• Toilets</li> <li>• Door Handles/Access Buttons</li> <li>• Kitchen areas and associated equipment</li> <li>• Water dispensers/coolers</li> <li>• Printers/Photocopiers</li> <li>• White Boards</li> <li>• Lifts</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Cleaning of communal areas on rotation is organised twice a day: midday and end of the day. Signage to reinforce cleaning needs will be displayed by PBJ/SRR.
45	If staff bring in their own food, this should be food which does not require heating or additional preparation in kitchen /canteen/staff room areas.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
46	Use of kitchen areas to be limited to preparation of hot drinks, cleaning of cups/mugs, etc. Employees to use own/designated cup or mug.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Signage stating that no personal items will be kept in communal areas will be in place. One person to be in the kitchen at any time. Signs to remind staff to clean down items used such as taps/kettle are on display. Additional locations for serving staff coffee have been identified.

Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
47	Staff and pupils are provided with instructions on how to achieve effective hand-washing; for example in the form of posters, written guidance and videos clips, etc.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All staff will remind pupils of the importance of this routine. Hand-washing posters to be displayed alongside hand-washing guidance. Soap and hot water will be available in all of the toilets and in areas used for personal care.

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48	Pupils to use the same desk and chair in their designated teaching rooms and not to swap places. Seating plans are centrally recorded.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Staff to allocate a work desk and chair to each pupil
49	Colleagues using individual workstations/office desks are asked to sanitise this work area before leaving at the end of the day	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Cleaning staff will also undertake enhanced cleaning of work stations
50	Office staff who receive deliveries, post, etc. are encouraged to wash their hands more frequently and are provided with sanitiser.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Parcels will be wiped with disinfectant. Staff will wear PPE to receive any delivery. Office staff will have their own PPE to use.
51	Increased frequency of toilet inspections and checks to ensure sufficient supplies of liquid soap and paper towels are maintained. Staff to report shortages to site staff.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	This will be completed by rota – midday and end of the day. PBJ and site team will monitor.
52	Suppliers and Contractors advised if attending premises of infection control arrangements, no-access areas and expectations around personal hygiene.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Signage is displayed in reception area.

Key Roles and Responsibilities					
Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
53	Sufficient staffing/resources are in place to maintain the security of the building and its occupants.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	To be reviewed daily with PBJ/SMT/SRR.
54	Sufficient staffing/resources are in place to maintain the cleanliness of the building and to carry out necessary inspections of consumables needed to maintain hygiene (including their replenishment).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	To be reviewed daily with PBJ/SMT/SRR PBJ/SRR will be onsite to observe practice and record observations. Cleaning checklists, pupil organisation and circulation will be monitored by SMT.
55	Sufficient numbers of trained staff are in place to provide Emergency First Aid.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	School Nurse will be on site at all times, supported by a large team of Staff First Aiders.
56	Sufficient numbers of staff are in place to enable safe evacuation of the building in the event of an emergency.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	New procedures and muster points have been allocated if evacuation is required; the member of staff teaching the pupils at the time will guide pupils to their muster point.

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					A full practice evacuation will be undertaken in the first week of term.
Statutory Premises Compliance and Maintenance					
Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
57	PPM (Planned Preventative Maintenance) work continues to be delivered for critical building systems (Life-Safety) including: <ul style="list-style-type: none"> <li>• Fire Alarm and Detection</li> <li>• Powered Doors/Gates</li> <li>• Legionella and Water Testing</li> <li>• Electrical Safety</li> <li>• Gas Safety</li> <li>• PAT Testing</li> <li>• Asbestos Management</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Routine maintenance to be completed out of hours and/or away from pupils and staff  Prior to opening, all systems to be checked in sections of school that have been closed (This is on the union checklist)
58	Defect Reporting arrangements are in place.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All defects to be reported to <a href="mailto:sally.rawrees@kingsmac.co.uk">sally.rawrees@kingsmac.co.uk</a> as per usual systems

### School Specific Transport

Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
59	Extra measures taken on school specific transport as 2m social distancing is not always possible. Bus seating plans are centrally located on Office 365 SMT area.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Pupils in Year 3 and above, and driver will wear face masks in line with government guidance. Pupils will hand sanitise on entry on to the bus and when leaving the bus. Pupils will spread out as much as is possible within the confines of the bus.

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<b>60</b>	The same groupings will be used for school transport each day to limit mixing between pupils to limit the potential spread of the virus.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Pupils will be part of the same daily groups using the bus and not mix between buses.
<b>61</b>	Buses are subject to regular cleaning to limit any potential spread of virus	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Buses are cleaned down and sanitised after each journey.

### Additional Statutory Compliance and Maintenance issues

- SMT will monitor compliance with the Risk Assessment on a daily basis.
- Subsequent updates will then be provided, should practice need to be amended. Governors will receive the same updates at the same time via the Headmaster/JMSP.
- An additional Risk Assessment has been produced for the Testing Area and is shared with staff by PJC.

#### Additional measures put in place in response to guidance issued for return to school on 8 March:

- Pupils will be tested on-site with lateral flow tests prior to return to school and during w/c 8.3.21 in line with government guidance. Pupils will then move to regular home testing with lateral flow tests in line with guidance. On-site testing will be compliant with social distancing measures
- Staff will be tested with on-site lateral flow tests in line with guidance before moving to home testing
- Pupils, staff and parents fully briefed by school on how to undertake tests and report results. Named member of SMT designated to oversee and run testing (Paul Coop, Deputy Head Operations) and engagement with testing is actively promoted by the school
- Sports provision will continue to comply with guidance, prioritising use of large and outdoor spaces and complying with specific guidance from specialist bodies. Extra-curricular sport will resume with continued application of covid safety measures, including on Saturdays under leadership of DoS and DH Operations who consult updated guidance here: <https://www.gov.uk/guidance/coronavirus-covid-19-grassroots-sports-guidance-for-safe-provision-including-team-sport-contact-combat-sport-and-organised-sport-events>

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- Music provision will resume under guidance including peri lessons for which a separate RA has been completed. Safer working guidance for music and performing arts is reviewed and followed by Director of Music working alongside DH Operations <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/performing-arts>
- Director of Finance has ensured compliance with regulations around re-opening of premises including legionella testing and held a H&S meeting to ensure regulations found here are in place in line with government guidance: <https://www.cibse.org/coronavirus-covid-19/emerging-from-lockdown>
- Parents and staff reminded of rules governing return from foreign travel and that quarantining rules must be obeyed if returning from red list countries before attending school
- Staff appraisal and PRP processes have been paused and are under review.
- Wearing of school uniform is required but we are mindful of issues around supply of uniform items and a degree of flexibility is given
- Deputy Head Academic is leading a review of curriculum deficit in individual pupils and steps in hand to address this
- An online information and consultation evening was held with parents to consult on the new RSE policy in line with updated guidance
- Information has been shared with all stakeholders about keeping safe online and supporting mental health
- Deputy Head Academic (Richard Griffiths) is the named person with responsibility for online learning provision in the senior school and a statement of our remote learning has been placed on the school website in line with legal duty
- Guidance on managing behaviour of pupils on return to school taken into account and staff training delivered

### Any Additional Information and Control Measures (Detail Below)

Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

### School Leadership Use Only

<b>Approved by (Head Teacher/ Chair of Governors)</b>	John Kennerley, Chair of Governors	<b>Date of Approval</b>	
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**The King's School in Macclesfield**  
**Health and Safety Risk Assessment – COVID-19**

<b>Date Provided to Staff</b>		<b>Date of Review</b>	<a href="#">Click here to enter a date.</a>
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