



## **COVID-19 RISK ASSESSMENT**

**The risk assessment was last reviewed  
on:**

**19<sup>th</sup> September, 2021**

**Person/Body reviewing:**

**EB/COVID-19 sub-  
Committee**

**Date of next review:**

**This policy is dynamic  
and is reviewed  
monthly by the COVID-  
19 Committee**

# COVID-19 – Risk Assessment

## 1 Introduction

1.1 Since 8<sup>th</sup> March 2021, pupils have attended school. Secondary aged pupils were offered rapid testing (three tests) at school around this date, prior to being issued with self-testing kits. The process of self-testing and logging results with both the NHS and the School (via KSR Springboard) continued right up until the summer holiday.

Returning to school after the summer holiday, in line with Government guidance, bubbles were done away with, the wearing of masks at school was no longer expected and pupils under the age of 18 years and six months and “double-jabbed” staff would no longer have to self-isolate if identified as close contacts. The School also followed Government guidelines by offering pupils two tests on site at school, prior to the re-launch of a self-testing at home programme and providing pupils and staff with self-testing kits.

The measures set out in this Risk Assessment provides a framework for the School to put in place proportionate protective measures for children and staff, which also ensure that all pupils receive a high-quality education that enables them to thrive and progress.

## 2 Risk Assessment

2.1 The School has a legal duty to protect people from harm. This includes taking reasonable steps to protect staff, pupils and others from coronavirus (COVID-19) within the school. We will implement sensible and proportionate control measures which follow the health and safety hierarchy of controls to reduce risk to the lowest reasonably practicable level. We regularly review and update our risk assessments - treating it as a ‘living document’ - as the circumstances at our school and public health advice change. This is particularly relevant as we prepare to welcome back more pupils. This includes having active arrangements in place to monitor that the controls are effective and working as planned.

2.2 We will notify our staff and their health and safety representatives of review outcomes.

## Risk Assessment – Reviewed and updated 19<sup>th</sup> September, 2021

What are the hazards?	What might happen?	Control measures What are the expectations to manage the risk?	Sufficient	
			Yes	No
<b>Advanced Planning</b>	Poor planning can lead to unexpected issues that put the school community at risk from Covid-19.	<ul style="list-style-type: none"> <li>• The COVID-19 Committee, comprising Governors and the Executive Board, no longer meets regularly, but the Executive Board meets weekly to discuss and provide guidance on putting in place proportionate protective measures for children and staff, which also ensure that all pupils receive a high-quality education that enables them to thrive and progress.</li> <li>• The School will implement (has implemented) the following set of principles to minimise the risk of transmission of COVID-19:</li> </ul> <p><b>Prevention:</b></p> <ol style="list-style-type: none"> <li>1. Minimise contact with individuals who are unwell by ensuring that those with coronavirus (COVID-19) symptoms, or who have someone in their household who does, are advised to order a Polymerase Chain Reaction (PCR) test and do not attend school until a negative result is produced or, in the case of a positive result, until the legally required self-isolation period has been served.</li> <li>2. Face coverings are to be worn i) on all bus journeys to and from school and to and from games lessons, school matches and all other activities, and ii) in the Cathedral</li> <li>3. Clean hands thoroughly and more often than usual, where soap and water are not available hand sanitiser is to be used, refrain from touching one's face.</li> <li>4. Hands are to be cleaned when entering and exiting buildings.</li> <li>5. Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.</li> <li>6. Maintain an enhanced cleaning regime (particularly in communal areas), including cleaning frequently touched surfaces often, using standard products such as detergents and bleach.</li> <li>7. Minimise contact between individuals and maintain social distancing whenever possible.</li> <li>8. Keep occupied spaces well ventilated.</li> <li>9. Where necessary, wear appropriate personal protective equipment (PPE) – it is to be noted that face coverings are not categorised as PPE and should not replace any PPE which is stated in a specific Risk Assessment.</li> <li>10. The Deputy Head, Pastoral or the School's CCF Contingent Commander will deliver COVID-19 updates to staff at regular intervals and records will be kept.</li> </ol> <p><b>Response to any infection</b></p> <ol style="list-style-type: none"> <li>11. Follow the King's Rochester Response to Infection Flowchart</li> <li>12. Contact Public Health England as soon as a positive case is identified at school.</li> <li>13. Manage confirmed cases of coronavirus (COVID-19) amongst the school community.</li> </ol>	Yes	

		<p>14. Contain any outbreak by following local health protection team advice.</p>	
<p><b>Local COVID alert levels</b></p>	<p>The spread of the pandemic will increase if local Tier Restrictions are not followed</p>	<p>The school routinely monitors the COVID-19 Control Measures in order to reduce the risk of infection to pupils and staff to As Low as Reasonably Practicable (ALARP).</p> <ul style="list-style-type: none"> <li>● Face coverings are to be worn i) on all bus journeys to and from school and to and from games lessons, school matches and all other activities, and ii) in the Cathedral</li> <li>● All staff and pupils are to remain socially distant where possible and fully adhere to the Government guidelines of Hands – Face – Space</li> <li>● Clean hands thoroughly and more often than usual, where soap and water are not available hand sanitiser is to be used, refrain from touching one’s face.</li> <li>● Hands are to be cleaned when entering and exiting buildings</li> <li>● Introduce an enhanced cleaning regime (particularly in communal areas), including cleaning frequently touched surfaces often, using standard products such as detergents and bleach.</li> <li>● King’s will communicate new arrangements quickly and clearly to staff, parents and pupils</li> <li>● Some individuals are exempt from wearing face coverings on buses and in the Cathedral. This applies to those who: <ul style="list-style-type: none"> <li>➤ cannot put on, wear or remove a face covering because of a physical or mental illness or impairment or disability</li> <li>➤ speak to or provide assistance to someone who relies on lip-reading, clear sound or facial expression to communicate.</li> </ul> </li> </ul>	<p>Yes</p>

<p><b>Contact with symptomatic individuals</b></p> <p>Contact with individuals who are unwell and have COVID19 symptoms</p>	<p>Potential for infected people to spread coronavirus</p>	<p>Pupils, staff and other adults must not come into school if:</p> <ul style="list-style-type: none"> <li>• they have one or more coronavirus (COVID-19) symptoms and have ordered a PCR test</li> <li>• a member of their household has coronavirus (COVID-19) symptoms and has ordered a PCR test</li> <li>• they are required to quarantine having recently entered the UK from abroad</li> <li>• they have had a positive test</li> </ul> <p>They must immediately cease to attend and not attend for at least 10 days from the day after:</p> <ul style="list-style-type: none"> <li>• the start of their symptoms</li> <li>• the test date, if they did not have any symptoms but have had a positive test with a Lateral Flow Device (LFD) <u>and</u> a PCR test at home.</li> </ul> <p>Anyone told to isolate by NHS Test and Trace or by their public health protection team has a legal obligation to self-isolate, but they may leave home to avoid injury or illness or to escape the risk of harm. If anyone at school develops a new and continuous cough or a high temperature or has a loss of, or change in, their normal sense of taste or smell (anosmia), the School will:</p> <ul style="list-style-type: none"> <li>• send them home</li> <li>• advise them to order a PCR test as soon as possible to see if they have coronavirus (COVID-19)</li> <li>• advise them to follow the guidance for households with possible or confirmed coronavirus (COVID-19) infection and, moreover, advise that siblings who are pupils at King’s should also order a PCR test and not attend school until a negative PCR test result is produced or, in the case of a positive result, until the legally required self-isolation period has been served.</li> </ul> <p>If a member of the household starts to display symptoms, they will need to start the 10-day isolation period and book a test.</p> <p>If anyone tests positive whilst not experiencing symptoms but develops symptoms during the isolation period, they must restart the 10-day isolation period from the day they developed symptoms.</p> <p>If a pupil displays coronavirus (COVID-19) symptoms or has a positive test while at school they should avoid using public transport and, wherever possible, be collected by a member of their family or household.</p> <p>In exceptional circumstances, if parents or carers cannot arrange to have their child collected, if age-appropriate and safe to do so, the child should walk, cycle or scoot home following a positive test result. If this is not possible, alternative arrangements may need to be organised by the school.</p> <p>If a member of staff leaves to go home, they should inform their Headmaster/mistress.</p> <p>If a child is awaiting collection, they should be moved, if possible, to the Medical Centre (or other designated isolation area) where they</p>	<p>Yes</p>
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		<p>can be isolated behind a closed door, depending on the age and needs of the child, with appropriate adult supervision if required.</p> <ul style="list-style-type: none"> <li>• A window should be opened for fresh air ventilation, if it is safe to do so.</li> <li>• If the child needs to go to the bathroom while waiting to be collected, the child should use a separate bathroom in the Medical Centre (or other designated isolation area). The bathroom must be cleaned and disinfected using standard cleaning products before being used by anyone else.</li> </ul>	
<p>Contact with individuals who are unwell and have COVID19 symptoms (continued)</p>	<p>Potential for infected people to spread coronavirus</p>	<ul style="list-style-type: none"> <li>• PPE must be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs). PPE boxes are located in each Boarding House and each School Reception. If the PPE boxes require restocking, staff should contact the Deputy Head, Pastoral or the School's CCF Contingent Commander.</li> <li>• If a boarding pupil shows symptoms, they should initially self-isolate in their room in their Boarding House. Most children will benefit from self-isolating in their boarding house so that their usual support can continue, others will benefit more from self-isolating in their family/guardian home.</li> <li>• In an emergency, call 999 if someone is seriously ill or injured or their life is at risk. Anyone with coronavirus (COVID-19) symptoms should not visit the GP, pharmacy, urgent care centre or hospital.</li> <li>• Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them will be advised to order a PCR test and not to attend school until a negative PCR test result is produced or, in the case of a positive result, until the legally required self-isolation period has been served.</li> <li>• COVID -19 is a viral lipid and is washed off skin with soap and water. Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. The area around the person with symptoms must be cleaned with normal household bleach after they have left to reduce the risk of passing the infection on to other people.</li> </ul>	<p>Yes</p>

<p><b>Personal hygiene</b></p>	<p>Potential for infected people to spread coronavirus</p>	<ul style="list-style-type: none"> <li>• Clean hands thoroughly more often than usual using soap and running water or hand sanitiser, refrain from touching one's face.</li> <li>• Ensure that pupils clean their hands regularly, including when they arrive at school, when they return from breaks, when they change rooms and before and after eating.</li> <li>• Establish hand sanitiser 'stations' available at the entrances to all buildings</li> <li>• Small children and pupils with complex needs should continue to be helped to clean their hands properly. Skin-friendly cleaning wipes can be used as an alternative.</li> <li>• Build these routines into school culture, supported by safety behaviour expectations and help ensure younger children and those with complex needs understand the need to follow them.</li> <li>• Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.</li> <li>• Ensure that classrooms have enough tissues and bins available to support pupils and staff to follow this routine.</li> <li>• As with hand cleaning, ensure younger children and those with complex needs are helped to get this right, and all pupils understand that this is now part of how the school operates.</li> <li>• Face coverings are to be worn i) on all bus journeys to and from school and to and from games lessons, school matches and all other activities, and ii) in the Cathedral</li> <li>• Pupils and staff should: <ul style="list-style-type: none"> <li>• endeavour to clean their hands before and after touching face coverings – including to remove or put them on</li> <li>• Store them in individual, sealable plastic bags between uses</li> </ul> </li> <li>• Where a face-covering becomes damp, it should not be worn, and the face-covering should be replaced carefully.</li> <li>• Staff and pupils should consider bringing a spare face covering to wear if their face covering becomes damp during the day.</li> <li>• Face coverings are required in certain settings, e.g. when attending a hospital as a visitor or outpatient.</li> <li>• Hand washing and social distancing remain the primary preventative measures against the transmission of COVID-19.</li> </ul>	<p>Yes</p>
<p><b>Infection control &amp; cleaning (general)</b></p>	<p>Potential for infected people to spread coronavirus</p>	<ul style="list-style-type: none"> <li>• Maintain enhanced cleaning, including cleaning frequently touched surfaces often using standard products, such as detergents and bleach.</li> <li>• Toilets to be cleaned regularly and pupils must be encouraged to clean their hands thoroughly after using the toilet.</li> <li>• When cleaning surfaces, it is not necessary to wear personal protective equipment (PPE) or clothing over and above what would usually be used.</li> <li>• Items should be washed in accordance with the manufacturer's instructions. There is no additional washing requirement above what would normally be carried out.</li> <li>• Crockery and eating utensils should not be shared.</li> <li>• Catering staff are to wear disposable gloves when handling crockery etc.</li> <li>• Waste does not need to be segregated unless an individual in the setting shows symptoms of or tests positive for COVID-19. Waste in this setting is to be double bagged, left for 72 hours before being disposed of in the normal manner.</li> </ul>	<p>Yes</p>

		<ul style="list-style-type: none"> <li>• Dispose of routine waste as normal, placing any used cloths or wipes in 'black bag' waste bins. You do not need to put them in an extra bag or store them for a time before throwing them away.</li> <li>• The main defence against the spread of the virus and the key message is Hands – Face – Space; by doing this we are effectively “breaking the chain” of virus transmission.</li> </ul>	
<p><b>Infection control – Cleaning post COVID</b></p> <p>Infection control &amp; cleaning after an individual with symptoms of, or confirmed COVID-19 has left the school</p>	<p>Potential for infected people to spread coronavirus</p>	<ul style="list-style-type: none"> <li>• The minimum PPE to be worn for cleaning an area after a person with symptoms of, or confirmed, COVID-19 has left the setting is: disposable gloves, face mask (FFP2 or greater), visor and an apron. The correct doffing and donning of PPE is to be undertaken at all times to reduce the risk of virus transmission.</li> <li>• Wash hands with soap and water for 20 seconds after all PPE has been removed.</li> <li>• If a further risk assessment indicates that a higher level of virus may be present (for example, where someone unwell has spent the night in a boarding school dormitory) then additional PPE to protect the cleaner’s eyes, mouth and nose may be necessary. The local Public Health Protection Team can provide advice on this.</li> <li>• Areas where a symptomatic person has passed through and spent minimal time but which are not visibly contaminated with body fluids, such as corridors, can be cleaned thoroughly as normal.</li> <li>• All surfaces that the symptomatic person has come into contact with should be cleaned and disinfected, including all potentially contaminated and frequently touched areas such as bathrooms, door handles, telephones, grab rails in corridors and stairwells.</li> <li>• Use disposable cloths or paper rolls and disposable mop heads, to clean all hard surfaces, floors, chairs, door handles and sanitary fittings.</li> <li>• Any cloths and mop heads used must be disposed of and should be put into waste bags. Waste in this setting is to be double bagged, left for 72 hours before being disposed of in the normal manner.</li> <li>• When items cannot be cleaned using detergents or laundered, for example, upholstered furniture and mattresses, steam cleaning should be used.</li> <li>• Wash items in accordance with the manufacturer’s instructions. Use the warmest water setting and dry items completely. Dirty laundry that has been in contact with an unwell person can be washed with other people’s items. To minimise the possibility of dispersing viral particles through the air, do not shake dirty laundry prior to washing.</li> </ul>	<p>Yes</p>



Infection control & cleaning after an individual with symptoms of, or confirmed COVID-19 has left the school (continued)	Potential for infected people to spread coronavirus	<ul style="list-style-type: none"> <li>• Clean and disinfect anything used for transporting laundry with your usual products, in line with the cleaning guidance above.</li> <li>• Personal waste from individuals with symptoms of COVID-19 and waste from cleaning of areas where they have been (including PPE, disposable cloths and used tissues):             <ol style="list-style-type: none"> <li>1. Should be put in a plastic rubbish bag and tied when full</li> <li>2. The plastic bag should then be placed in a second bin bag and tied</li> <li>3. This should be put in a suitable and secure place and marked for storage until the individual's test results are known</li> </ol> </li> <li>• This waste should be stored safely and kept away from children. It should not be placed in communal waste areas until negative test results are known. Waste in this setting is to be double bagged, left for 72 hours before being disposed of in the normal manner.</li> <li>• If the individual tests negative, this can be disposed of immediately with the normal waste.</li> </ul>	Yes
Boarding  Arrival in the UK	Potential for infected people to spread coronavirus	<p>Prior to arrival</p> <ul style="list-style-type: none"> <li>• A letter to be sent to pupils to keep with them on their journeys. This letter will be on headed School paper and will confirm travel, transfer and destination arrangements in line with sponsor requirements. Pupils may need to show this at immigration so please ensure that your children understand that they should keep it safe and accessible with their travel documents. The letter will include emergency 24-hour contact numbers of King's staff in case pupils need to call school at any point during their journey.</li> <li>• Those arriving from abroad must adhere to Government guidelines regarding quarantine and self-isolation.</li> </ul>	

<b>Boarders' arrival at school</b>	Potential for infected people to spread coronavirus	<p>Boarders should have had a negative Covid test result no more than 72 hours prior to arrival at the boarding house; if not, a test will be administered at school before entry to the boarding house is allowed.</p> <p>On arrival:</p> <ul style="list-style-type: none"> <li>• Welcomed by Tutor and shown to room.</li> <li>• Check temperature, pupil to confirm they feel well</li> <li>• Tutor to explain House rules (and possibly quarantine rules) and to make sure that boarders know what to do if they need help with anything or feel unwell at any time.</li> </ul>	Yes
<b>Boarding Cleaning</b>	Potential for infected people to spread coronavirus	<ul style="list-style-type: none"> <li>• Rooms will be cleaned every day by the same cleaners during any quarantine period.</li> <li>• Dirty clothes should be put into the laundry bag provided and left in your room. They will be taken, washed and returned to your room within 48 hours.</li> <li>• There will be plentiful supplies of hand sanitiser, soap and hot water, skin friendly wipes and tissues (with additional lidded bins around school)</li> <li>• Wear PPE in accordance with previous direction.</li> </ul>	Yes
<b>Boarding Meals</b>	Potential for infected people to spread coronavirus	<ul style="list-style-type: none"> <li>• All meals during any quarantine period will be taken together in the Conference Centre refectory – whilst observing safe, social-distancing. Care will be taken to ensure that seating arrangements allow a family feel at meal times, even during quarantine.</li> </ul>	Yes
<b>If a boarder becomes ill</b>	Potential for infected people to spread coronavirus	<ul style="list-style-type: none"> <li>• The boarder would self-isolate in his/her room (using their own, private bathroom) and be tested for COVID-19. If the test were POSITIVE, but the symptoms only mild, then he/she would remain in his/her room and would be able to use a school mobile phone/laptop to communicate with boarding staff.</li> <li>• The child would be cared for according to the UK's National Health Service (NHS) guidelines.</li> <li>• Meals, medication and pastoral care would be provided to the room during the 10 days isolation period and staff would ensure the child's safety, well-being and comfort.</li> <li>• If well enough, the sick pupil would be allowed to leave their room to go into the garden for fresh air at a time when no other pupils are present</li> <li>• Ongoing care and advice would be provided by the House and medical staff.</li> <li>• If the child were to be well enough not to need medical treatment, he/she could join in with online activities from his/her room.</li> <li>• Other pupils and staff who had been in contact with the sick child will take a PCR test</li> <li>• In the case of severe illness, the child would be taken into one of the several hospitals in the area.</li> </ul>	Yes

		<ul style="list-style-type: none"> <li>• In all cases, parents would be kept informed and be contacted regularly with detailed updates.</li> <li>• If the test proved NEGATIVE, the child would be treated by the school doctor/medical staff and would re-join activities once better.</li> </ul>	
<b>Visitors</b>	Potential for infected people to spread coronavirus	<p><b><u>Pupil recruitment:</u></b></p> <p>Prospective pupils and their families may now visit the school. The following protocols should be followed:</p> <ul style="list-style-type: none"> <li>• Visitors will be encouraged to wear face coverings when inside school buildings</li> <li>• Visitors and tour guides, who can now be pupils, should try to maintain a 2m distance from each other at all times</li> <li>• Use hand steriliser before/after opening doors</li> </ul> <p><b><u>Professional visitors:</u></b></p> <ul style="list-style-type: none"> <li>• Contractors coming onto the site will be advised that they must maintain 2m physical distancing at all times and clean their hands thoroughly using soap and running water or hand sanitiser on arrival.</li> <li>• A record will be kept of all visitors including contact telephone number.</li> <li>• Track and trace procedures will be followed.</li> </ul>	Yes
<b>Classroom &amp; shared resources</b>	Potential for infected people to spread coronavirus	<ul style="list-style-type: none"> <li>• It is recognised that a well-ventilated area significantly reduces the transmission of COVID-19. Classrooms should be naturally ventilated; windows should be left open.</li> <li>• Staff and pupils will have their own items and very frequently used equipment, such as pencils and pens.</li> <li>• Classroom based resources, such as books and games, can be used; these should be cleaned regularly, along with all frequently touched surfaces.</li> <li>• Outdoor playground equipment should be more frequently cleaned.</li> <li>• Pupils are limited to the amount of equipment they bring into school each day, to essentials such as lunch boxes, hats, coats, books, stationary and mobile phones.</li> <li>• Pupils and teachers can take books and other shared resources home, although unnecessary sharing should be avoided, especially where this does not contribute to pupil education and development.</li> <li>• Rules on hand cleaning, cleaning of the resources and rotation should apply to these resources.</li> </ul>	

		<ul style="list-style-type: none"> <li>When the school is in operation, it is important to ensure it is well ventilated and a comfortable teaching environment is maintained. These can be achieved by natural ventilation – opening windows (in cooler weather windows should be opened just enough to provide constant background ventilation and opened more fully during breaks to purge the air in the space). Opening internal doors can also assist with creating a throughput of air. If necessary, external opening doors may also be used (as long as they are not fire doors and where safe to do so)</li> </ul>	
<b>PPE</b>	Potential for infected people to spread coronavirus	<ul style="list-style-type: none"> <li>The majority of staff will not require PPE. PPE is only needed in a very small number of cases, including:</li> <li>Where an individual child or young person becomes ill with coronavirus (COVID-19) symptoms while at school, and only then if a distance of 2 metres cannot be maintained.</li> <li>Where a child or young person already has routine intimate care needs that involves the use of PPE, in which case the same PPE should continue to be used.</li> </ul> <p>PPE is located in each Boarding House, School Receptions, Conference Centre and Estates Department.</p>	Yes
<b>Response to any infection</b>	Potential for infected people to spread coronavirus	<ul style="list-style-type: none"> <li>Staff members, parents and carers will need to: <ul style="list-style-type: none"> <li>book a test if they or their child has symptoms - the main symptoms are: <ol style="list-style-type: none"> <li>a high temperature</li> <li>a new continuous cough</li> <li>a loss or change to your sense of smell or taste</li> </ol> </li> <li>order a PCR test immediately and not come to school if: <ol style="list-style-type: none"> <li>they develop symptoms</li> <li>they have been in close contact with someone who tests positive for coronavirus (COVID-19)</li> <li>anyone in their household develops symptoms of coronavirus (COVID-19)</li> <li>they are required to do so having recently travelled from certain other countries</li> <li>they have been advised to isolate by NHS test and trace or the PHE local health protection team, which is a legal obligation</li> </ol> </li> <li>provide details of anyone they have been in close contact with, if they test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace</li> </ul> </li> <li>Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. Tests for symptomatic illness can be booked online through the NHS testing and tracing for coronavirus (COVID-19) website, or ordered by telephone via NHS 119 for those without access to the internet.</li> <li>Essential workers, which includes anyone involved in education or childcare, have priority access to testing.</li> <li>All children and young people can be tested if they have symptoms. This includes children under 5, but children aged 11 and under will need to be helped by their parents or carers if using a home testing kit.</li> </ul> <p>For full details on Covid-19 symptoms, see: <a href="https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/">https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/</a></p>	Yes

<p><b>Management of confirmed cases of COVID-19</b></p> <p>Manage confirmed cases of coronavirus (COVID-19) amongst the school community</p>	<p>Potential for infected people to spread coronavirus</p>	<ul style="list-style-type: none"> <li>• The School will take swift action, in line with the check list issued to all staff, when it becomes aware that someone who has attended has tested positive for coronavirus (COVID-19) having developed symptoms and taken a PCR test outside of school. The School may contact the dedicated NHS/PHE advice service Helpline on 0800 046 8687 and selecting option 1 for advice on the action to take in response to a positive case.</li> <li>• Based on their advice, the School may send home those people who have been in close contact with the person who has tested positive, advising them to order a PCR test, not to attend school (until a negative test result is produced) and then, if they test positive, to notify the School and to self-isolate for the next 10 full days counting from the day after taking their PCR test.</li> <li>• Close contact means: <ul style="list-style-type: none"> <li>• anyone who lives in the same household as someone with coronavirus (COVID-19) symptoms or who has tested positive for coronavirus (COVID-19)</li> <li>• anyone who has had any of the following types of contact with someone who has tested positive for coronavirus (COVID-19) with an LFD test and a PCR test at home: <ol style="list-style-type: none"> <li>1. face-to-face contact including being coughed on or having a face-to-face conversation within 1 metre</li> <li>2. been within 1 metre for 1 minute or longer without face-to-face contact or sexual contacts</li> <li>3. been within 2 metres of someone for more than 15 minutes (either as a one-off contact, or added up together over one day)</li> <li>4. travelled in the same vehicle or a plane</li> </ol> </li> </ul> </li> <li>• The advice service will provide advice on who must be sent home. The School will keep a record of pupils and staff in each group, and any close contact that takes places between pupils and staff in different groups.</li> <li>• Where individuals are self-isolating, the School will keep in contact with them, offer pastoral support, and check they are able to access education support.</li> <li>• Initially, the School will use its new facility of sending an SMS (text message) to all appropriate parties to alert them of a confirmed case in the School and what this means for them.</li> <li>• Thereafter, a more formal letter will be sent to parents and staff as required. Template letters are kept by the Principal's PA. The School must not share the names or details of people with coronavirus (COVID-19) unless essential to protect others. Household members of close contacts who are sent home do not need to self-isolate themselves unless the pupil or staff member who is self-isolating subsequently develops symptoms, unless they have been told to self-isolate by NHS Test and Trace or their public health protection team, in which case they must self-isolate.</li> </ul>	<p>Yes</p>
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		<ul style="list-style-type: none"> <li>• The School will not request evidence of negative test results or other medical evidence before admitting children or welcoming them back after a period of self-isolation.</li> <li>• The School will resume completing an educational setting status form. The form has been amended to reflect wider opening.</li> <li>•</li> </ul>	
<p><b>Contain any outbreak</b></p> <p>Contain any outbreak by following local health protection team advice</p>	<p>Potential for infected people to spread coronavirus</p>	<ul style="list-style-type: none"> <li>• If the School has two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, it may have an outbreak and must continue to work with their local health protection team who will be able to advise if additional action is required.</li> <li>• In some cases, health protection teams may recommend that a larger number of other pupils self-isolate at home as a precautionary measure.</li> <li>• In consultation with the local Director of Public Health, if an outbreak is confirmed, a mobile testing unit may be dispatched to test others who may have been in contact with the person who has tested positive.</li> </ul>	<p>Yes</p>
<p>Asymptomatic Testing</p>	<p>Potential for infected people to spread coronavirus</p>	<ul style="list-style-type: none"> <li>• Upon returning from the summer holiday, the School will offer testing to pupils in Year 7 and above around in the first week back at school. The School will offer 2 tests, 3 to 5 days apart.</li> <li>• The School will prioritise children in the new Year 7, who have no experience of the process</li> <li>• Pupils not undergoing testing should attend school in line with the School's phased return arrangements. The School will have discretion on how to test students over that week as they return to the classroom.</li> </ul>	<p>Yes</p>

		<ul style="list-style-type: none"> <li>• Testing is voluntary. If consent is provided, pupils will be asked to self-swab at the on-site ATS and after 30 minutes they should be informed of their results.</li> <li>• Individuals with a positive LFD test result will need to self-isolate in line with the guidance for households with possible coronavirus infection and take a PCR test. Those with a negative LFD test result can continue to attend school unless they have individually been advised otherwise by NHS Test and Trace or Public Health professionals (for example as a close contact). They should continue to apply the measures in the system of controls to themselves and the wider school setting.</li> <li>• The School will retain a small on-site ATS on site so they can offer testing to pupils who are unable or unwilling to test themselves at home.</li> <li>• After initial testing on site, both pupils in Year 7 and above and all staff will be supplied with LFD test kits to self-swab and test themselves twice a week at home. Staff and pupils must report their result to NHS Test and Trace as soon as the test is completed either online or by telephone as per the instructions in the home test kit. Staff and pupils should also share their result, whether void, positive or negative, with the School to help with contact tracing.</li> <li>• Pupils aged 18 and over should self-test and report the result, with assistance if needed. Adolescents aged 12 to 17 should self-test and report with adult supervision. The adult may conduct the test if necessary. Children aged 11 should be tested by an adult. Staff or pupils with a positive LFD test result at home will need to self-isolate in line with the stay-at-home guidance. They will also need to arrange a lab-based polymerase chain reaction (PCR) test to confirm the result if the test was done at home. Those with a negative LFD test result can continue to attend school and use protective measures.</li> <li>• Primary age pupils will not be tested with LFDs.</li> <li>• The asymptomatic testing programme does not replace the current testing policy for those with symptoms. Anyone with symptoms (even if they recently had a negative LFD test result), should still self-isolate immediately according to government guidelines. Those with symptoms are also expected to order a test online or visit a test site to take a lab-based polymerase chain reaction (PCR) test to check if they have the virus.</li> </ul>	
<p><b>School transport</b></p> <p>Dedicated School Transport</p>	<p>Potential for infected people to spread coronavirus</p>	<ul style="list-style-type: none"> <li>• Drivers are to comply with the King's Rochester COVID-19 Operating Procedure which will be clearly displayed on the dashboard of each vehicle in the fleet.</li> <li>• The approach to dedicated transport aligns AFARP with the principles underpinning the system of controls set out in this Risk Assessment</li> <li>• Hand sanitiser is used on boarding and/or disembarking.</li> <li>• Cleaning of the touch points in the vehicles is to be carried out at the beginning and end of each journey.</li> <li>• Thorough ventilation of vehicles maintained <b>AT ALL TIMES</b></li> </ul>	<p>Yes</p>

		<ul style="list-style-type: none"> <li>• Pupils are supervised and organised queuing and boarding is adopted whilst waiting for the minibus to depart.</li> <li>• Vehicles are distanced within MSY wherever possible.</li> <li>• Face coverings for children over the age of 11 must be worn. (This includes the driver of the vehicle)</li> </ul>	
<b>Attendance</b>	Potential for infected people to spread coronavirus	<ul style="list-style-type: none"> <li>• The School should use the new, latest code variations of I and X if a child is self-isolating or quarantining because of coronavirus (COVID-19) in accordance with relevant legislation or guidance published by PHE or the DHSC.</li> <li>• From that point, the usual rules on school attendance will apply, including:</li> <li>• Parents' duty to ensure that their child attends regularly at school where the child is a registered pupil at school and they are of compulsory school age.</li> <li>• Schools' responsibilities to record attendance and follow up absence.</li> <li>• The availability to issue sanctions, including fixed penalty notices in line with local authorities' codes of conduct.</li> </ul>	Yes
<b>Catering</b>	Potential for infected people to spread coronavirus	<ul style="list-style-type: none"> <li>• As a matter of good hygiene practice catering staff should wash their hands frequently with soap and water for at least 20 seconds (where soap and water is not available hand sanitiser is to be used):</li> <li>• Before and after handling food.</li> <li>• Before handling clean cutlery, dishes, glasses, or other items to be used by the customer, when handling cutlery etc gloves are to be worn.</li> <li>• After handling dirty or used items, such as collecting used dishes from customer tables.</li> <li>• After handling money.</li> <li>• After touching high-contact surfaces, such as door handles.</li> <li>• When moving between different areas of the workplace.</li> <li>• After being in a public place.</li> <li>• After blowing their nose, coughing or sneezing. Coughs and sneezes should be caught in a tissue or the crook of your elbow.</li> <li>• Food packaging should be handled in line with usual food safety practices and staff should continue to follow existing risk assessments and safe systems of working.</li> <li>• The Catering Department should continue to follow the Food Standard Agency's (FSA) guidance on personal hygiene and hygienic practices in food preparation, Hazard Analysis and Critical Control Point (HACCP) processes and guidance on risk assessment from the Health and Safety Executive (HSE).</li> </ul>	



<b>Catering (continued)</b>	Potential for infected people to spread coronavirus	<ul style="list-style-type: none"> <li>• Hand washing facilities or hand sanitiser will be available at the entrance to all refectories and their use will be supervised.</li> <li>• There should not be any sharing of food and drink by pupils or staff who do not share a household.</li> <li>• Increase the frequency of cleaning, especially hand touch surfaces, such as table tops, drinks levers, keypads, grab-rails, elevator buttons, light switches, door handles, and any surface or item which is designed to be, or has a high likelihood of being touched.</li> <li>• Plates, cutlery and glasses should be hand washed in hot soapy water or washed with detergent in a dishwasher rated for disinfection.</li> <li>• Refectories should be thoroughly cleaned after each group uses them.</li> <li>• All doors and windows should remain open wherever possible to allow greater ventilation and prevent touching of window handles (subject to appropriate fly screening).</li> <li>• A system to reduce the use of cash for food or to facilitate the exclusive use of debit cards and contactless payment has been introduced.</li> </ul>	Yes
<b>Offices</b>	Potential for infected people to spread coronavirus	<ul style="list-style-type: none"> <li>• Hand sanitiser and cleaning wipes are to be available in each office and meeting space.</li> <li>• Rooms are to be well ventilated during use.</li> </ul>	Yes

<p><b>Safeguarding</b></p>	<p>Safeguarding concerns may have been exacerbated during the lockdown</p>	<ul style="list-style-type: none"> <li>Designated safeguarding leads (and deputies) should be provided with more time, especially in the first few weeks of term, to help them provide support to staff and children regarding any new safeguarding and welfare concerns and the handling of referrals to children’s social care and other agencies where these are appropriate, and agencies and services should prepare to work together to actively look for signs of harm.</li> </ul>	<p>Yes</p>
<p><b>School workforce</b></p>	<p>Staff with significant risk factors will be concerned about returning to work</p>	<ul style="list-style-type: none"> <li>The risk of transmission can be substantially reduced if COVID-secure guidelines are followed closely (as detailed in this Risk Assessment). Extra consideration should be given to those people at higher risk. Where a role may be conducive to home working, for example some administrative roles, the School will consider what is feasible and appropriate and staff may work from home following agreement with their line manager.</li> <li>The risks to all staff will be mitigated significantly, including those who are extremely clinically vulnerable and clinically vulnerable. We expect this will allow most staff to return to the workplace, although we advise those in the most at-risk categories to take particular care while community transmission rates continue to fall. To demonstrate Duty of Care, Vulnerable Employee Risk Assessment (VERA) is to be completed for each member of staff categorised as “vulnerable”</li> <li>The higher-risk groups include those who: <ul style="list-style-type: none"> <li>are older males</li> <li>have a high body mass index (BMI)</li> <li>have health conditions such as diabetes</li> <li>are from some Black, Asian or minority ethnicity (BAME) backgrounds</li> </ul> </li> </ul>	<p>Yes</p>
<p><b>School workforce</b></p>	<p>Staff with significant risk factors will be concerned about returning to work (continued)</p>	<ul style="list-style-type: none"> <li>King’s Rochester has implemented Control Measures As Far as Reasonably Practicable (AFARP) to reduce the risk of COVID-19 transmission to ALARP.</li> <li>Some people with particular characteristics may be at comparatively increased risk from coronavirus (COVID-19). If people with significant risk factors are concerned, HR will discuss</li> </ul>	<p>Yes</p>

		<p>their concerns and explain the measures the school is putting in place to reduce risks.</p> <ul style="list-style-type: none"> <li>• EB will AFARP accommodate additional measures where appropriate.</li> <li>• The School has a legal obligation to protect its employees, and others, from harm and should continue to assess health and safety risks and consider how to meet equalities duties in the usual way.</li> <li>• Governing boards and the EB should have regard to staff (including the headteacher) work-life balance and well-being.</li> <li>• All employers have a duty of care to their employees, and this extends to their mental health. The School already has mechanisms to support staff wellbeing and these will be particularly important, as some staff may be particularly anxious about returning to school.</li> <li>• The Education Support Partnership provides a free helpline for school staff and targeted support for mental health and wellbeing.</li> <li>• This risk assessment is available in each School reception area and on the School's website.</li> </ul>	
<b>Educational visits</b>	Potential for infected people to spread coronavirus	<ul style="list-style-type: none"> <li>• The School will undertake full and thorough risk assessments in relation to all educational visits to ensure they can be done safely.</li> </ul>	
<b>School uniform</b>	Uniform plays a valuable role in contributing to the ethos of the school and setting an appropriate tone	<ul style="list-style-type: none"> <li>• School uniform will be worn by all pupils.</li> <li>• Uniforms do not need to be cleaned any more often than usual, nor do they need to be cleaned using methods which are different from normal.</li> </ul>	Yes
<b>Physical Education</b>	Potential for infected people to spread coronavirus	<ul style="list-style-type: none"> <li>• Physical activity will be subject to a specific Risk Assessment and conducted in accordance with the current Government guidelines.</li> <li>• The School will hold PE lessons indoors, including those that involve activities related to team sports, for example practising specific techniques, within the School's system of controls.</li> <li>• For sport provision, outdoor sports should be prioritised where possible, and large indoor spaces used where it is not, maximising natural ventilation flows (through opening windows and doors or using air conditioning systems wherever possible) and paying scrupulous attention to cleaning and hygiene. This is particularly important in a sport setting because of the way in which people breathe during exercise. External facilities can also be used in line with government guidance for the use of, and travel to and from, those facilities.</li> <li>• Team sports will only be played where those sports whose national governing bodies have developed guidance under the principles of the government's guidance on team sport and been approved by the government. Competition between different schools. may now take place; good communication between schools is essential prior to matches taking place.</li> <li>• Refer to: <ul style="list-style-type: none"> <li>• guidance on grassroots sports for public and sport providers, safe provision and facilities, and guidance from Sport England</li> </ul> </li> </ul>	Yes

		<ul style="list-style-type: none"> <li>• advice from organisations such as the Association for Physical Education and the Youth Sport Trust</li> <li>• guidance from Swim England on school swimming and water safety lessons available at returning to pools guidance documents</li> <li>• using changing rooms safely</li> </ul> <ul style="list-style-type: none"> <li>• The School will, on occasion, work with external coaches, clubs and organisations for curricular and co-curricular activities as long as it is satisfied that it is safe to do.</li> </ul>	
<p><b>Music &amp; Drama</b></p>	<p>Potential for infected people to spread coronavirus</p>	<ul style="list-style-type: none"> <li>• The School will continue teaching music, dance and drama as part of the school curriculum, especially as this builds pupils' confidence and supports their well-being. There are, however, additional risks of infection in environments where singing, chanting, playing wind or brass instruments, dance or drama takes place. Singing, wind and brass instrument playing can be undertaken in line with this and other guidance, including guidance provided by the DCMS for professionals and non-professionals.</li> <li>• The School will continue to engage peripatetic teachers during this period,</li> <li>• King's offers specialist provision in music, dance and drama and will apply the DCMS guidance on the performing arts.</li> <li>• Microphones will be used to reduce the need for shouting or prolonged periods of loud speaking or singing. If possible, microphones will not be shared. If they are shared, the School will follow the guidance on handling equipment and instruments.</li> </ul> <p>Performances (including events with singing)</p> <ul style="list-style-type: none"> <li>• The School will risk assess all performances and events which involve singing, taking appropriate steps to create a safe environment</li> </ul> <p>Microphones</p> <ul style="list-style-type: none"> <li>• Use microphones where possible or encourage singing quietly.</li> </ul> <p>Handling equipment and instruments</p> <ul style="list-style-type: none"> <li>• Measures to take when handling equipment, including instruments, include the following.</li> <li>• Require increased handwashing before and after handling equipment, especially if being used by more than one person.</li> <li>• Avoid sharing equipment wherever possible. Place name labels on equipment to help identify the designated user, for example, percussionists' own sticks and mallets. If instruments and equipment have to be shared, disinfect regularly (including any packing cases, handles, props, chairs, microphones and music stands) and always between users, following government guidance on cleaning and handling equipment.</li> <li>• Instruments should be cleaned by the pupils playing them, where possible.</li> <li>• Limit handling of music scores, parts and scripts to the individual using them.</li> <li>• limit the number of suppliers when hiring instruments and equipment.</li> <li>• Agree whose responsibility cleaning hired instruments is with the suppliers.</li> </ul>	<p>Yes</p>

		<ul style="list-style-type: none"> <li>• Clean hire equipment, tools or other equipment on arrival and before first use. Equipment and instruments should be stored in a clean location if you take delivery of them before they are needed, and they should be cleaned before first use and before returning the instrument. Pick up and drop off points Pick up and drop off collection points should be created where possible, rather than passing equipment such as props, scripts, scores and microphones hand-to-hand.</li> </ul> <p>Individual lessons</p> <ul style="list-style-type: none"> <li>• Individual lessons in music, dance and drama will continue. The School will take particular care, in line with the measures on peripatetic teachers. In individual lessons for music, dance and drama, social distancing should be maintained wherever possible, meaning teachers should not provide physical correction.</li> </ul>	
<b>Clubs and activities</b>	Potential for infected people to spread coronavirus	<ul style="list-style-type: none"> <li>• Clubs and teacher-led activities will take place in accordance with the Government guidelines.</li> <li>• A separate risk assessment for specific activities will be distributed where this is deemed necessary.</li> <li>• Out of school clubs are only to be conducted in accordance with the Government guidelines.</li> </ul>	Yes
<b>Estates</b>	Potential reduction in the use of the built environment	<p>Ventilation systems</p> <ul style="list-style-type: none"> <li>• Where mechanical ventilation systems exist, the School will ensure they are maintained in accordance with the manufacturers recommendations. Good ventilation with fresh air is essential at all times in classrooms and particularly during this period.</li> </ul> <p>Fire safety</p> <ul style="list-style-type: none"> <li>• Fire safety management plans will be reviewed and checked in line with operational changes. Maintenance staff will check: <ul style="list-style-type: none"> <li>• all fire doors are operational at all times</li> <li>• fire alarm system and emergency lights must be tested and must be fully operational</li> <li>• emergency drills will be carried out as normal (following social distancing as appropriate). The School will make adjustments to fire drills to allow for social distancing as appropriate.</li> </ul> </li> </ul> <p>Opening after reduced occupancy</p> <ul style="list-style-type: none"> <li>• The School will undertake all the usual building checks to make the school is safe.</li> </ul>	Yes
<b>Fire safety</b>	Unusual working conditions may raise fire risks	<ul style="list-style-type: none"> <li>• Alarm/emergency lighting testing and monthly fire escape checks will continue.</li> <li>• Planned termly fire drills will continue, those in the assembly areas will remain socially distant and wear face coverings.</li> <li>• All extinguishers, fire panels, sensors and 3-hour drop test of emergency lights scheduled for non-term time.</li> <li>• All staff will be advised on any changes to fire evacuation procedures. Teachers are to remind pupils of nearest and secondary fire exits on a regular basis particularly if students are taught in unfamiliar buildings.</li> <li>• The fire risk assessment will remain extant and remains subject to review.</li> </ul>	Yes

		<ul style="list-style-type: none"> <li>• Building Incident Controller provision will be reviewed. If additional BICs are required, newly appointed fire marshals will be asked to undertake e-learning.</li> </ul>	
<b>First aid</b>	Lack of first aid cover due to low staff levels	<ul style="list-style-type: none"> <li>• A first aid needs assessment will be undertaken to determine the specific needs of the school during this period of reduced hours and reduced staff.</li> <li>• Quantities of PPE for first aiders will be reviewed (including gloves and disposable aprons, masks as required).</li> <li>• Treating any casualty properly should be the first concern. Where it is necessary for first aid provision to be administered in close proximity, those administering it should pay particular attention to sanitation measures immediately afterwards including washing hands.</li> </ul>	Yes
			Yes
			Yes

## APPENDIX A

### COVID-19 LIST OF SYMPTOMS AND ADVICE

The advice for everyone is to follow this guidance:

- The most common symptoms of COVID-19 are recent onset of a new continuous cough or a high temperature or a loss of, or change in, normal sense of taste or smell (anosmia). However, experience has shown that a large number of people who test positive for COVID-19 display cold and flu type symptoms. If staff and pupils feel unwell, they must not return to school until they have received a negative test result.
- If you develop these symptoms, however mild, you should order a PCR test. If you have received a positive coronavirus (COVID-19) test result, then you should immediately self-isolate (stay at home) for at least 10 days from when your symptoms started. (If you have no symptoms, self-isolation for 10 days begins on the day after taking a PCR test.) If you live with others, all other household members who attend or work at King's should take an LFD test or order and take a PCR test; if this is negative, they do not have to self-isolate.
- You do not need to call NHS 111 to go into self-isolation. If you feel you cannot cope with your symptoms at home, or your condition gets worse, or your symptoms do not get better after 10 days, then use the NHS 111 online service. If you do not have internet access, you should call NHS 111. For a medical emergency dial 999 .
- If you have any symptoms of COVID-19, you should arrange a test by visiting NHS.UK, or contact 119 via telephone if you do not have internet access.
- Wash your hands more often than usual, for 20 seconds using soap and water or hand sanitiser, particularly after coughing, sneezing and blowing your nose, before you eat or handle food, or when you get to work or arrive home.
- Cover your mouth and nose with disposable tissues when you cough or sneeze. If you do not have a tissue, sneeze into the crook of your elbow, not into your hand. Dispose of tissues into a disposable rubbish bag and immediately wash your hands with soap and water for 20 seconds or use hand sanitiser.
- Social distancing, hand washing and covering coughs and sneezes, remain the most important measures to prevent the spread of COVID-19.
- Clean and disinfect regularly touched objects and surfaces using your regular cleaning products to reduce the risk of passing the infection on to other people.
- For full details on Covid-19 symptoms, see: <https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/>

## **APPENDIX B**

### **RAPID TESTING PROGRAMME (RTP)**

- On 21st December 2020, the Government outlined that a phased approach to mass COVID-19 testing would be implemented at the beginning of the Lent Term on 4th January 2021. This would involve routine testing once a week for both pupils and staff. The programme supports the rapid testing and identifies those who display no symptoms (asymptomatic). The programme would be a phased approach and would start with the secondary age settings with plans to include primary schools at a later date.
- The area that was identified and set up as the King's Rochester Rapid Testing Programme was School Hall and it became known as the King's Rochester Testing Facility (KRTF).
- Up to a third of people who test positive for COVID-19 display no symptoms and therefore spread the virus unknowingly. By testing a large number of people these "asymptomatic" carriers could be identified and isolated, therefore "breaking the chain" of infection and therefore lessening the impact of the virus (Mass testing). To achieve this King's Rochester would implement a mass Rapid Testing Programme (RTP) that would see both pupils and staff tested once per week. It was intended that those who were deemed as Close Contacts of a person who has tested positive for COVID-19 could return to school if they agreed to be tested once per day in the morning (Serial Testing).
- However, Serial Testing never got off the ground, the Government abandoning it in response to doubts raised about the wisdom of not self-isolating.
- Instead, during the period of lockdown, in a revised RTP, staff on site underwent twice weekly Lateral Flow Testing, (LFT), with results provided within around 30 minutes. Lateral flow tests have a lower sensitivity, but are an excellent method of identifying those with a high viral load (hence the need for regular testing). When used in conjunction with other measures such as PPE, hand washing etc the tests will allow pupils and staff to live their lives in as normal a way as possible. The testing is not mandatory, however it very much helps to keep the community safe, and all pupils and staff are encouraged to take part in the RTP. Medway Council have stated that there should be a two-day gap between tests, however, it is recommended to allow 3 days wherever possible.
- The Government's announcement that all pupils would return to schools in England on Monday 8th March brought about a further change to the RTP. Staff would be able to self-test at home. Pupils in Years 7 and above would have to take three tests at school, with supervision and, if necessary, assistance, in order to gain confidence and competence in self-swabbing, before being allowed to self-test at home. Self-testing is to happen twice weekly, with results reported to the NHS app and to the School.
- Returning to school after the 2021 summer holiday, in line with Government guidance, bubbles were done away with, the wearing of masks at school was no longer expected and pupils under the age of 18 years and six months and "double-jabbed" staff would no longer have to self-isolate if identified as close contacts. The School also followed Government guidelines by offering pupils two tests on site at school, prior to the re-launch of a self-testing at home programme and providing pupils and staff with self-testing kits.