

Reigate School

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| Assessment conducted by: | Sue Wardlow Matt Alexander | Job title: | Executive Principal Head of School | Covered by this assessment: | Staff, pupils, contractors, visitors, volunteers, holiday club providers |
| Date of assessment: | Original assessment 16/07/20 Updated 23/10/2020 Updated 05/11/20 | Review interval: | Original review: Nigel Gout Brett Hamblin | Date of next review: | |

Related documents

Trust/Local Authority documents:

[BAMEed-Network- Schools-and-Covid-19 - guidance-for-BAME-staff-and-their-employers-2.pdf](#)
[Guidance-note-on-BAME-08.06.20.pdf](#)

- *Behaviour Policy*
- *Safeguarding & Child Protection Policy*
- *Health and Safety Policy*
- *Infection Control Policy*
- *First Aid Policy*
- *School Emergency Plan*
- *School Business Continuity Plan*
- *Premises Lettings Policy and Contract*
- *Remote learning policy*

Government guidance:

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>
<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>
<https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings>
<https://www.hse.gov.uk/coronavirus/assets/docs/risk-assessment.pdf>

| | Risk rating prior to action H/M/L | Recommended controls/Mitigation and Protective Measures | In place? Yes/No | Mitigation Actions/ Comments | Risk rating following action H/M/L |
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| Awareness of and adherence to policies and procedures | M | <ul style="list-style-type: none"> • Health and Safety Policy has been updated in light of the COVID-19 advice • All staff, pupils and volunteers are aware of all relevant policies and procedures including, but not limited to, the following: <ul style="list-style-type: none"> - Health and Safety Policy - Infection Control Policy - First Aid Policy • All staff have regard to all relevant guidance and legislation including, but not limited to, the following: <ul style="list-style-type: none"> - The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 - The Health Protection (Notification) Regulations 2010 - Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities' - DfE and PHE (2020) 'COVID-19: guidance for educational settings' • The relevant staff receive any necessary training that helps minimise the spread of infection, e.g. infection control training. • The school keeps up-to-date with advice issued by, but not limited to, the following: <ul style="list-style-type: none"> - DfE; NHS; Department of Health and Social Care; PHE • Staff are made aware of the school's infection control procedures in relation to coronavirus. | Yes | | L |

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| | | <ul style="list-style-type: none"> • Parents are made aware of the school’s infection control procedures in relation to coronavirus via letter and social media – they are informed that they must not send their child to school if they have <u>coronavirus (COVID-19) symptoms</u>, or have tested positive in the last 7 days, or if another household member develops coronavirus symptoms. In both these circumstances the parents/carers should call the school to inform the school of this and that they will be following the national Stay at Home guidance. • Pupils are made aware of the school’s infection control procedures in relation to coronavirus and are informed that they must tell a member of staff if they begin to feel unwell. • Staff and pupils are made aware of the process for removing face coverings when pupils and staff who use them arrive at school, and this is communicated clearly to parents and staff. • The Staff and Volunteer Confidentiality Policy and Pupil Confidentiality Policy are followed at all times – this includes withholding the names of staff, volunteers and pupils with either confirmed or suspected cases of coronavirus. • Individual risk assessments in place for vulnerable children and staff. This includes, but is not exclusive to clinically vulnerable, pregnant women, members of the BAME community. Specific needs addressed and measures put in place where required • Risks reviewed in light of the introduction of a three tiered alert national system and updated guidance from the DfE 22/10/2020 • Clinically extremely vulnerable staff and children have been told to work from home from 5th November 2020 | | | |
| <p>Prevention</p> <p>1. Minimise contact with individuals</p> | | <ul style="list-style-type: none"> • Staff and other adults do not come into the school if they have coronavirus (COVID-19) symptoms, or have tested positive in the last 7 days, and anyone developing those symptoms during the school day is sent home. | <p>Yes</p> | <p>All currently in place for this term.</p> | |

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| <p>who are unwell with COVID-19 symptoms</p> | | <ul style="list-style-type: none"> • If anyone in the school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they are sent home and advised to follow ‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’, which sets out that they must self-isolate for at least 7 days and should arrange to have a test to see if they have coronavirus (COVID-19). Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms. • If a child is awaiting collection, they are moved to one of the medical rooms, where they can be isolated • If they need to go to the bathroom while waiting to be collected, they should use Disabled toilet by Gym 3 designated for use. The bathroom will be cleaned and disinfected using standard cleaning products before being used by anyone else. • Everyone will 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 will be cleaned with normal household disinfectant after they have left to reduce the risk of passing the infection on to other people. See the COVID-19: cleaning of non-healthcare settings guidance. • PPE available for First Aid staff in the unlikely event that this is required • 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 a hospital. • Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the | | | |
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| | | <p>symptomatic person subsequently tests positive (see below) or they have been requested to do so by NHS Test & Trace.</p> <ul style="list-style-type: none"> The Infection Control Policy and Cleaning in non-healthcare settings guidance to be followed to clean the area. Any medication given to ease the unwell individual's symptoms, e.g. paracetamol, is administered in accordance with the Administering Medications Policy Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately in line with the Infection Control Policy and Cleaning in non-healthcare settings guidance | | | |
| <p>Prevention</p> <p>2. Where recommended, the use of face coverings</p> | | <ul style="list-style-type: none"> From 2nd November 2020 all staff and pupils will be required to wear face coverings in corridors as Bubble will need to share the gym and science corridors and social distancing cannot easily be maintained. Reminders of how to use face coverings safely has been shared again From 23rd November 2020 children will share corridors throughout the school and cross bubbles, so face coverings will be required. | No | Parents staff and children need to be informed of 23 rd change | |
| <p>Prevention</p> <p>3. Good hand hygiene practice</p> | M | <ul style="list-style-type: none"> Children and staff sanitise their hands on entry to every classroom Additional hand sanitiser dispensers are in corridors around the school (Outside toilets and changing areas) Children have been taught about good hand hygiene and there are posters around school reminding | Yes | | |
| <p>Prevention</p> <p>4. Good respiratory hygiene</p> | M | <ul style="list-style-type: none"> 'Catch it, bin it, kill it' approach continues to be very important, tissues and bins are available in every classroom and in social areas to support pupils and staff to follow this routine. | Yes | | |
| <p>Prevention</p> | M | <ul style="list-style-type: none"> Children and staff wipe down desks and equipment at the end of every lesson, ready for the next class to enter | Yes | | |

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| <p>5. Enhanced cleaning</p> | | <ul style="list-style-type: none"> • Where specialised equipment is used. E.g. DT and PE, it is disinfected at the end of the lesson • Library books are quarantined after use • Each year group have their own toilets • The <u>COVID-19: cleaning of non-healthcare settings guidance</u> is followed. • Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately in line with the Infection Control Policy and <u>Cleaning in non-healthcare settings guidance</u> • Cleaners are employed by the school to carry out daily, thorough cleaning that follows national guidance and is compliant with the COSHH Policy and the Health and Safety Policy. • An additional, 'all day' cleaner has been employed to increase cleaning around the school • Plastic gloves are available for staff in every classroom should they wish to use them. Training has been provided on the safe use of gloves • The SBM arranges enhanced cleaning to be undertaken where required – advice about enhanced cleaning protocols is sought from the local health team. Schools short of cleaning product supplies, should email <u>DfE-CovidEnquiries.COMMERCIAL@education.gov.uk</u> • The Premises Manager monitors the cleaning standards of school cleaning contractors and discusses any additional measures required with regards to managing the spread of coronavirus. | | | |
| <p>Prevention 6. Minimise contact</p> | H | <ul style="list-style-type: none"> • The number of contacts between pupils and staff is reduced. This is achieved through keeping groups separate (in 'Bubbles') From 23rd November 2020, the following measures will be in place: | Yes | Staff, parents and pupils will be briefed on how to safely move | |

- Each Year group maintains separate social areas
- All lessons continue to be taught in individual Year group bubbles, but children will move around the school to subject specific classrooms
- Staff teach from the front of the class
- Pupils are seated side by side and facing forwards, rather than face to face or side on.
- Large gatherings indoors, such as assemblies are avoided, and groups kept apart. Outside assemblies, including fire drills continue.
- 3 different outlets are used to buy food and staggered entrance for shared outlets.
- Children sanitise hands immediately prior to using the cashless catering system
- Different entries and exits are used at the start and end of the day
- The end of the day is staggered
- Children wear PE kit to school on PE days to avoid having to change
- Children all bring their own equipment
- Some one-way systems are in place and the staff within areas manage the stagger of children entering and exiting the classrooms and corridors
- Staff that need to move around the school travel either before or after the children to avoid contact
- For adults to avoid close face to face contact and minimise time spent within 1 metre of anyone, classrooms should be used as additional staff work and break areas
- Where possible rooms are accessed directly from outside

around the school and provided with new timetables

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| | | <ul style="list-style-type: none"> • Visitors to the site, such as contractors, local authority employees and health employees are fully briefed on the school's arrangements and follow site guidance on physical distancing and hygiene on or before arrival. Where visits can happen outside of school hours, they should. A record will be kept of all visitors. • Classroom based resources, such as text books, are used and shared within the Bubble; these are cleaned regularly, along with all frequently touched surfaces. Resources that are shared between classes or Bubbles, such as sports, art and science equipment are cleaned frequently and meticulously and always between Bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different Bubbles; • Physical Education classes are kept in consistent groups and sports equipment thoroughly cleaned between use by different groups. Contact sport to be avoided. Outdoor sports to be prioritised and large indoor spaces used where not to ensure maximising distance between pupils and high levels of cleaning and hygiene. <u>COVID-19: Guidance on phased return of sport and recreations.</u> • Practical lessons follow the subject specific guidance | | | |
| <p>Prevention</p> <p>7. Where necessary, wear PPE</p> | | <ul style="list-style-type: none"> • The majority of staff will not require PPE beyond what they would normally need for their work. PPE is only needed in a very small number of cases, including: <ul style="list-style-type: none"> ○ where an individual child or young person becomes ill with coronavirus (COVID-19) symptoms while at schools, and only then if a distance of 2 metres cannot be maintained | Yes | | |
| <p>Prevention</p> | | <ul style="list-style-type: none"> • Windows are kept open in all rooms • Internal doors are kept open | Yes | Need to ensure staff understand requirement as the temperature drops during the winter | |

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| <p>8. Keeping occupied spaces well ventilated</p> | | <ul style="list-style-type: none"> Where air conditioning units are used for both cooling and heating the room, windows will be opened a small amount to allow ventilation | | | |
| <p>Response to infection 9. Test and trace</p> | | <ul style="list-style-type: none"> NHS Test and Trace process to be followed and understand how to contact their local <u>Public Health England health protection team</u>. Staff members and parents/carers understand that they will need to be ready and willing to: <ul style="list-style-type: none"> <u>book a test</u> if they are displaying symptoms. Staff and pupils must not come into the school if they have symptoms, and must be sent home to self-isolate if they develop them in school. All pupils can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test & Trace <u>self-isolate</u> if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19) Home testing kits are given directly to parents/carers collecting a child who has developed symptoms at school or staff who have developed symptoms at schools, where providing a test will increase the likelihood of them getting tested. Home testing kits given to staff who have difficulty accessing testing The school will ask parents and staff to inform them immediately of the result of the test: <ul style="list-style-type: none"> If someone tests negative, if they feel well and no longer have symptoms similar to COVID-19 they can stop self-isolating. | <p>Yes</p> | | |

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| | | <ul style="list-style-type: none"> ○ If someone test positive they should follow the '<u>stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection</u>' and must continue to self-isolate for at least 7 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. Other members of their household should continue self-isolating for the full 14 days. <p>NHS COVID-19 app Staff and children in Year 11 are eligible to use the app</p> | | | |
| <p>Response to infection</p> <p>10. Managing confirmed COVID-19 cases</p> | <p>H</p> | <ul style="list-style-type: none"> ● <u>Flowchart school response to suspected or confirmed COVID-19 cases</u> to be followed for suspected or confirmed cases. ● If someone has attended the site tests positive for COVID-19, the local health protection team will be contacted by the <u>school</u>^[KRP1]. ● The health protection team will provide guidance to support a rapid risk assessment to confirm who has been in close contact with the person during the period they were infectious and ensure they are asked to self-isolate. ● Based on the advice from the health protection team, schools must send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious. Close contact means: <ul style="list-style-type: none"> ○ Direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin) ○ Proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual | <p>Yes</p> | | |

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| | | <ul style="list-style-type: none"> ○ Travelling in a small vehicle, like a car, with an infected person • Records of pupils and staff in each group and any close contact that takes place between pupils and staff in different groups to be kept. This does not need to include every interaction a member of staff or pupil has. | | | |
| <p>Response to infection</p> <p>11. Contain any outbreaks</p> | H | <ul style="list-style-type: none"> • If two or more cases are confirmed within 14 days or an overall rise in sickness absence where COVID-19 is suspected, there may be an outbreak and the local health protection will advise on any additional action required. • Follow local health protection advice, this may include a larger number of other pupils self-isolate at home as a precaution. • In consultations with the local Director of Public Health, where an outbreak in a school is confirmed, a mobile testing unit may be dispatched to test others who may have been in contact with the person who tested positive. • Remote education plan in place by the end of September 2020 for individual pupils or groups of pupils self-isolating. | Yes | | |
| Emergencies | L | <ul style="list-style-type: none"> • All pupil emergency contact details are up-to-date, including alternative emergency contact details, where required. • Parents are contacted as soon as practicable in the event of an emergency. • Pupil alternative contacts are called where their primary emergency contact cannot be contacted. • The school has an up-to-date First Aid Policy in place which outlines the management of medical emergencies – medical emergencies are managed in line with this policy. | Yes | | |
| Managing School Transport | M | <ul style="list-style-type: none"> • Parents and pupils are encouraged to walk or cycle to their education setting where possible; | Yes | | |

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| | | <ul style="list-style-type: none"> For more information on home to school transport, please refer to SCC guidance in safer working for home to school transport. Where possible, transport arrangements are organised to cater for any changes to start and finish times; Transport providers are advised that they do not work if they or a member of their household are displaying any symptoms of coronavirus; Transport providers, as far as possible, are advised of the need to follow hygiene rules and try to keep distance from their passengers; Taxi companies have been liaised with | | | |
| Attendance | | <ul style="list-style-type: none"> Attendance is encouraged and monitored as usual. The DfE reporting and recording guidance is followed. Where children are unable to attend school due to self-isolation the remote learning policy will apply. Children well enough to complete work will live-stream into their school lessons. Where a member of staff is unable to attend school due to self-isolation the remote learning policy will apply. Staff well enough to work will teach their lessons remotely. <p>(the plan and policy details how access and use of technology is managed and the safeguarding measures)</p> | Yes | | |
| School workforce | | <ul style="list-style-type: none"> The vast majority of staff need to be in school all of the time to perform their roles. Where roles allow, members of staff may work from home for some of the time following agreement with the Head of School or Business Director Staff can continue to attend school at all local alert levels, unless instructed not to by PHE Risk assessments are in place for vulnerable staff | Yes | Need to write an overarching Equalities Impact Statement for the Trust in connection to the COVID set up | |

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| | | <ul style="list-style-type: none"> From 5th November Clinically Extremely Vulnerable staff have been told to work from home Additional information is provided to staff to support their wellbeing and this is monitored by line-manages Recruitment will take place remotely where possible. Face to face meetings are possible providing the system of controls in place for visitors is followed Staff have been reminded that they should not book foreign travel to places where quarantine restrictions are in place Staff have been given information about the local level alerts and the guidance that should be followed if travelling to areas at differing levels | | | |
| Safeguarding | | <ul style="list-style-type: none"> Addendum to safeguarding policy in place from the original lockdown in March 2020 | Yes | | |
| Catering | | <ul style="list-style-type: none"> Kitchens are fully open but with a reduced menu to comply with the guidance for food businesses on coronavirus | Yes | | |
| Estates | | <ul style="list-style-type: none"> All available space is being fully utilised Rooms are ventilated by opening windows and keeping internal door open | Yes | | |
| Educational visits | | <ul style="list-style-type: none"> Where appropriate overnight trips have been postponed for the foreseeable future. The situation is being monitored for pre-existing bookings. Any day visits are individually risk assessed following both coronavirus guidance and the trips and visits policy | Yes | | |
| School Uniform | | <ul style="list-style-type: none"> Children currently wear PE kit on the days they have PE to avoid using changing rooms. Alternative options are being explored for the winter months. Children can wear the Reigate School hoodies indoors as additional clothing during cold weather to compensate for the additional ventilation required | Partially | | |

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| Extra-curricular activity | | <ul style="list-style-type: none"> All extra-curricular activities are within Year group bubbles (cancelled from 5th November to 2nd December 2020) | Yes | | |
| Holiday Clubs | | <ul style="list-style-type: none"> Companies using school facilities for holiday clubs have completed their own risk assessment following specific government guidance (cancelled from 5th November to 2nd December 2020) | Yes | Risk assessments have been checked by WHI and discussed | |
| Section 4 Curriculum, Behaviour and pastoral support | | <ul style="list-style-type: none"> The full, broad curriculum is being taught. Adjustments outlined in section one, to use subject specific rooms for all lessons, will be introduced in November. This will allow practical activities to take place Remote learning policy is in place to enable the full curriculum to be taught. DfE coronavirus guidance for specific subjects has been followed Peripatetic music teaching is taking place in adapted spaces and following guidance Catch-up plan is in progress, include use of NTP Behaviour policy has been appropriately adapted and staff have had training. Expectations have been made clear to children. Designated Mental Health and well-being lead is providing staff with training to support pupil wellbeing and support | Partially | Catch-up plan needs finalising | |
| Section 5 Contingency planning | | <ul style="list-style-type: none"> Local outbreaks will be managed according with annex 3 of the DfE guidance Remote education plan is in place | Yes | | |