

Risk Assessment – COVID-19 (v2.3)		6 January 2021	Midhurst Rother College
Responsible Person	Stuart Edwards, Principal		
Other Persons Involved	Phillip Lloyd, Katherine Chard, Premises team, Trade Union Representatives		
Guidance Material Considered	<ul style="list-style-type: none"> • DfE – Guidance for Full Opening – Schools (30 December) • DfE - Actions for early years and childcare providers during the coronavirus (COVID-19) outbreak (30 December) • DfE - Protective measures for out-of-school settings during the coronavirus (COVID-19) outbreak (31 December) • DfE – Face coverings in education (27 November) • BEIS - Working safely during coronavirus (COVID-19) Offices and Contact Centres (21 December). • NHS - Test and Trace – How it works (14 December) • PHE - COVID-19: cleaning in non-healthcare settings outside the home (16 October) • CLEAPSS - COVID-19 guidance re science, design and technology • AfPE – Coronavirus guidance and support re school sport • OEAP – Coronavirus guidance re educational visits • Music Mark – Guidance for Schools and Music Providers • DfE Asymptomatic Testing Procedures and Guidance – available through the DfE portal 		

Details	
<p>Covering staff and pupil H&S and completion of key compliance tasks during the Covid-19 pandemic, for the reopening of schools in Autumn 2020 and for those staff who will continue to work from home.</p> <p>To minimise the risk of infection to all persons, the following system of controls has been applied by the school</p> <ol style="list-style-type: none"> 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) Where recommended, the use face coverings in schools 3) Clean hands thoroughly more often than usual 4) Ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach 5) Maintain enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach 6) Minimise contact between groups of children where possible (early years) and minimise contact between individuals and maintain social distancing wherever possible (primary and secondary) 7) Where necessary, wear appropriate personal protective equipment (PPE) 8) Keep occupied spaces well ventilated 9) Engage with the NHS Test and Trace process 10) Manage confirmed cases of coronavirus (COVID-19) amongst the school community notifying government agencies as appropriate 11) Contain any outbreak by following local health protection team advice <ul style="list-style-type: none"> • Numbers 1, 3,4 and 5 and number 8 are in place in all the time. 	<p>Are Control Measures (Y, N, N/A)?</p>

- Numbers 2 and 6 are carefully considered with suitable management strategies deployed that account for the specific operating characteristics of the school. Details of which are included in this risk assessment.
- Number 7 applies only in specific circumstances.
- Numbers 9 to 11 are followed in every case where they are relevant.

Hazard	Who is at Risk	How Can the Hazards Cause Harm	Control Measures Currently in Place	In Place?	Residual Risk Acceptable?
Infection Control (people)	Staff, Pupils, Visitors	Staff contracting COVID-19	<ul style="list-style-type: none"> • An individual RA is available for those who feel they may be at higher risk from infection. Individual risk assessments continue to be carried out by a senior member of staff. • Clinically extremely vulnerable (CEV) staff Staff to inform the Head if this is the case. Letters from Gov issuing this advice have been received by individuals. • Any staff who are not required in school and can continue to work from home will continue to do so. A rota system is in place to allow for vulnerable and critical worker student provision. All other members of staff may come in but have been advised not to. • Health screening of staff carried out weekly (are you unwell, is anyone in your household unwell) with records held on employee file. Microsoft Forms process completed weekly. Reviewed by a senior member of staff, with actions taken as necessary. • Any staff member with symptoms of COVID-19 is sent home to self-isolate for 10 full days and instructed to undertake a COVID-19 test. Their household members are also required to self-isolate for 10 days. Mass testing is in operation for those who give consent. Testing information placed in bulletin as ongoing item. Testing also appears in Systems and Procedures booklet. • To support the testing process, the school have been provided with a supply of home testing kits These will be held centrally and distributed to those who have tested positive as a result of mass testing. They are also given if it significantly increases the likelihood of staff getting tested. • If the test result is positive: <ul style="list-style-type: none"> ○ The staff member remains off for 10 full days from the day after onset of symptoms and after that they can return if they feel well enough. They can return if a cough or anosmia persist beyond this time. ○ The staff member must engage with the NHS Test and Trace programme. ○ The staff member must notify the school immediately. ○ The school contact their local Health Protection Team or DfE helpline for advice on any further action required in school. 	Y	Y

			<ul style="list-style-type: none"> ○ The school will review the case against the Group guidance on <i>COVID-19 and ARMS</i> to establish if it was likely that the infection was contracted as a result of occupational exposure. <p>Mass testing is in operation for those who give consent. Testing information placed in bulletin as ongoing item. Testing also appears in Systems and Procedures booklet.</p> <ul style="list-style-type: none"> ● If the test is returned negative the staff member can return to school when they feel well enough to do so. <p>Mass testing is in operation for those who give consent. Testing information placed in bulletin as ongoing item. Testing also appears in Systems and Procedures booklet.</p> <ul style="list-style-type: none"> ● Where a staff member indicates an individual in their household is unwell with symptoms compatible with COVID-19, they must self-isolate for up to 10 days, (except where the school is involved in the national mass testing programme). Under the Test and Trace programme there is an expectation that the symptomatic household member is tested. If this test result is negative the staff member can return to school if they do not have any COVID-19 related symptoms. <p>Mass testing is in operation for those who give consent. Testing information placed in bulletin as ongoing item. Testing also appears in Systems and Procedures booklet.</p> <p>Local details:</p> <ul style="list-style-type: none"> ● There are a small number of people who have had an individual risk assessment ● There are a small number of staff who are working from home as directed by the government and the Head 		
		Pupils contracting COVID-19	<ul style="list-style-type: none"> ● Any pupil with symptoms of COVID-19 should not attend school for 10 full days from the onset of symptoms and is expected to undertake a test under the NHS Test and Trace programme. The pupil/parents are instructed to notify the school immediately if a positive result is obtained. <p>Testing and Mass Testing information sent to parents as part of returning communications.</p> <ul style="list-style-type: none"> ● To support the testing process, the school have been provided with a supply of home testing kits. <p>These will be held centrally and distributed to those who have tested positive as a result of mass testing. They are also given if it significantly increases the likelihood of staff getting tested.</p> <ul style="list-style-type: none"> ● Where a positive result is obtained, the school will contact the DfE helpline or local Health Protection Team for advice on any further action required. <p>This will be done by the Head.</p> <ul style="list-style-type: none"> ● A negative result means the pupil can return to school. <p>The pastoral and attendances team will liaise with families to ensure that students return as quickly and safely as possible. This is also linked to the concept of serial testing, which allows for negative students to remain onsite.</p>	Y	Y

			<ul style="list-style-type: none"> Where a pupil indicates an individual in their household is unwell with symptoms compatible with COVID-19, they must self-isolate for up to 10 days (except where the school is involved in the national mass testing programme). Under the Test and Trace programme there is an expectation that their symptomatic household member is tested. If this test result is negative the pupil can return to school if they do not have any COVID-19 related symptoms. <p>Testing and Mass Testing information sent to parents as part of returning communications. The pastoral and attendances team will liaise with families to ensure that students return as quickly and safely as possible. This is also linked to the concept of serial testing, which allows for negative students to remain onsite.</p> <ul style="list-style-type: none"> Clinically extremely vulnerable students should not attend if the school CWV students can continue to attend as normal except if in receipt of clinical instruction to shield. <p>Parents to communicate their intentions and concerns to pastoral staff. Linked to individual safeguarding concerns.</p> <p>Local details:</p> <ul style="list-style-type: none"> There are students who were known to be shielding previously and therefore maybe at risk. Evidence sought on this basis. The College continues to operates in bubbles to minimise the risk of transmission between CWV groups. 		
		Visitors contracting COVID-19	<ul style="list-style-type: none"> All visitors to site carefully managed and identification details recorded and held for 21 days to support the Test and Trace process if called upon. Schools can use the QR code system to log visitors if they wish. <p>All visitations must be essential to the operation of the College. .Main reception will ensure that all visitors are recorded (in line with normal safeguarding procedures). A visitor’s notice has been placed on the website. All visitors must agree to a visitor’s agreement.</p> <ul style="list-style-type: none"> Details of local procedures communicated to all visitors before they come to site. <p>Information has been placed on website regarding visiting. Site working conditions will be communicated when appointments are made. Clear signage will be in place to direct visitors to the main entrance.</p> <ul style="list-style-type: none"> Parents advised to drop children off alone, i.e. not to come with partners or family <p>As part of information on website and communications. As part of Systems and Procedures booklet.</p> <ul style="list-style-type: none"> Contractors attending while school is operational to be notified that the school is operational and their access requirements reviewed on a case by case basis. <p>All visitations must be essential to the operation of the College. Contractors will observe local procedures as set out in Systems and Procedures booklet as well as their own company policy regarding Covid-19 working</p> <p>Local details:</p>	Y	Y

			<ul style="list-style-type: none"> • All visitations must be essential to the operation of the College • Visitors must read and sign a Visitor’s agreement • Visitors will be allowed on-site by appointment only • Where absolutely necessary, parents will enter and exit the building as per the guidance set out in the Systems and Procedures booklet • Delivery drivers will be directed to either the service area or drop off goods/post to main reception as detailed in the Systems and Procedures booklet • Contractors will observe local procedures as set out in Systems and Procedures booklet as well as their own company policy regarding Covid-19 working 		
Suspected / confirmed case in school	Staff/ pupils	Potential contamination of surfaces and for person to person spread	<ul style="list-style-type: none"> • Pupil/staff member sent home and instructed to order a test under the NHS Test and Trace programme. Individual provided with a test by the school if supplies allow and where the school believe providing a testing kit may increase the likelihood of a test being completed. Notification to SLT via Pastoral Leaders/Student Reception, relevant contacts made for permissions or collection. Home testing kit given to student as necessary. Mass testing will aid in this situation, serial testing to be initiated if necessary. • Pupil isolated in secure area (A003) if awaiting collection in line with government guidelines. A003 to become temporary Covid-19 bay as per Systems and Procedures. This will be used should someone test positive during mass/serial testing and for any community member who begins to show symptoms. • Staff and pupils who were with the affected party should wash their hands thoroughly but do not need to go home unless symptomatic themselves or should they subsequently be identified as a ‘close contact’ where the original suspected is confirmed as positive. Serial testing to be put into place for those giving consent. Close contacts without consent will go home as per Systems and Procedures. • A small quantity of PPE, i.e. disposable face masks, gloves, and apron and suitable waste streams will be required for handling suspected cases where 2m separation cannot be maintained. In place. Covered in Systems and Procedures. • Cleaning and disinfection carried out by cleaning staff in accordance with DfE guidance COVID-19: cleaning of non-healthcare settings Refer to cleaning regime • School to collate in formation on bubbles/groups and other close contacts to inform decision making about who needs to self-isolate should a positive result be obtained. Pro-forma available on United Hub. System set up on Teams which includes seating plans and contact details. <p>Local details:</p>	Y	Y

			<ul style="list-style-type: none"> • Those with Covid-19 symptoms, or who test positive during mass/serial testing, will be escorted to and held in A003. All other illness will be dealt with at Student Reception • Waste from A003 will be disposed of using PPE as necessary • Waste from mass/serial testing will be disposed of in line with government guidance and training • The on-call SIMS system will be used to alert office staff of any student who is feeling unwell. They in turn will contact on-call who will escort students to student reception for an initial diagnosis • Further details can be found the Systems and Procedures 		
Infection Control (practices)	Staff, Pupils, Visitors	Operational practices in place to minimise the risk of the spread of infection	<p><u>Good Hand and Respiratory Hygiene (key principles to be applied)</u></p> <ul style="list-style-type: none"> • Soap and running water or alcohol based hand sanitiser to be readily available Hand sanitiser located in every classroom, work base, communal area and testing areas. Sanitisation stations within the building and toilet blocks open. Covered in Systems and Procedures. • Hands cleaned by all pupils, staff members and visitors, using soap or sanitiser on arrival, after break, when changing rooms, and before eating (at a minimum) Covered in Systems and Procedures • Skin friendly cleansing wipes used for those who need assistance in cleaning hands These will be available for those who require it and supported by staff. • Practices built into school behaviour culture. Covered in Systems and Procedures. • Catch-it, bin-it, kill-it, promoted throughout school. Tissues and bins in classrooms and active spaces. Covered in Systems and Procedures. • School provides tissues and sufficient bins to support disposal of waste. Tissues and bins in classrooms and active spaces. Covered in Systems and Procedures • School considers support for those who may have difficulty or those who spit or use saliva as a sensory stimulant. Students identified and pastoral/care support in place • Face coverings required by law for those >11yrs using public transport MRC staff on duty support on site and off site transport providers • Face coverings will be worn and promoted in indoor communal parts of the site Covered in Systems and Procedures • The school will hold a small supply of disposable face coverings These are located in key areas such as reception, Pastoral Leader offices, Leadership offices • Students and staff are briefed in the safe use of face coverings Covered in Systems and Procedures. All MRC members and visitors must wear a face covering in communal inside spaces and corridors. Face coverings are not required in classrooms but may be worn. 	Y	Y

		<p>Local details:</p> <ul style="list-style-type: none"> Further details can be found the Systems and Procedures <p><u>Grouping (key principles to be applied)</u></p> <ul style="list-style-type: none"> Schools to do all they can to minimise contacts and mixing while still delivering the curriculum. Students are in bubbles as detailed in the Systems and Procedures booklet. This remain in place during lockdown unless advised otherwise. Aim to reduce contact between staff and pupils Students remain in bubbles as detailed in the Systems and Procedures booklet. Teaching staff will be allocated to a bubbled classroom as per the timetable. Floor tape indicates teacher safe zone. Two sides to this, distancing, and bubbles/groups. Blended approach likely in all settings. Students remain in bubbles as detailed in the Systems and Procedures booklet. Teaching staff will be allocated to a bubbled classroom as per the timetable. Floor tape indicates teacher safe zone. Focus likely to be on groups for younger children, and distancing for older children. Students are in bubbles as detailed in the Systems and Procedures booklet. If possible to make smaller groups within while still delivering the curriculum, this should be done. Bubbled provision to make as small a group as is possible (as staffing will allow). KS3 and below, smaller groups i.e. full class would be beneficial but not mandatory. Students are in bubbles as detailed in the Systems and Procedures booklet. Timetabling allows students to remain in year group-based classes. Early years settings no longer have limits on group size (from 20 July). N/A Keep groups apart as much as possible. Each group will be consistent and remain in bubbled areas throughout the day. In shared environments/equipment increase cleaning frequencies. Covered in Systems and Procedures. Staff will be provided with training should they be required to clean anything. This will be done to minimise transmission. This must not undermine the work of our regular cleaning staff. Older children (KS4 and KS5) encouraged to keep distance in their groups. Covered in Systems and Procedures. Students will be supported to maintain distance and not touch staff and their peers where possible. Staff to remain in safe zones in classrooms as much as possible. Mixing in wider groups for specialist subjects, wraparound care, or on transport is permitted. Duty staff will support the boarding of buses. Other aspects do not apply at this time. The larger the group, the more robust the other controls need to be. 	Y	Y
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		<p>Covered in Systems and Procedures.</p> <ul style="list-style-type: none"> No expectation that young children distance within their groups. Students are in bubbles as detailed in the Systems and Procedures booklet. Partial fulfilment of these aims acknowledged as being of benefit. Students are in bubbles as detailed in the Systems and Procedures booklet. Siblings can be in different groups. Students are in bubbles as detailed in the Systems and Procedures booklet. All staff can operate across multiple classes and year groups but should practise distancing, and 2m where possible. Staff will be allocated to a bubble area to discourage movement. However, they may move bubble if absolutely necessary due to staff shortage or a safety concern. To enable the tracing process to be work effectively, schools will need to keep a comprehensive record of group/bubble composition and records of any close contact that takes place between children and staff in different groups. Close contact is defined as, <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) <ul style="list-style-type: none"> proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual travelling in a small vehicle, like a car, with an infected person <p>Registers act as primary source of information for activities within school. WSCC bus lists will also provide group information. Public transport knowledge will also be available but may vary considerably and rely on public bus company procedures to support this. Parental contact will be made as necessary. All staff submit seating plans to aid locations of students within teaching rooms. SLT have a Teams response channel set up to support this whole process.</p> <ul style="list-style-type: none"> There will need to a reliable way of identifying which group an individual is part of so that breaches of these groups can be identified. <p>Registers act as primary source of information for activities within school. WSCC bus lists will also provide group information. Public transport knowledge will also be available but may vary considerably and rely on public bus company procedures to support this. Parental contact will be made as necessary. All staff submit seating plans to aid locations of students within teaching rooms. SLT have a Teams response channel set up to support this whole process.</p> <p>Local details:</p> <ul style="list-style-type: none"> Specialist teaching will not occur 		
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		<p><u>Measures Elsewhere (key principles applied)</u></p> <ul style="list-style-type: none"> • Groups to be kept apart where possible. Students are in bubbles as detailed in the Systems and Procedures booklet. • Assemblies/worship, one group at a time. All assemblies will run virtually via Teams. • Timetable to keep groups apart and minimise movement around the site as much as possible. The timetable will run as normal, bubbles will be used to minimise crossover. • Passing the odd person remains low risk, but consider pinch-points – one way system likely to be needed. The use of bubbles negates the need for a one-way system. A one-way system is likely to send students through other bubbles. Duty staff will manage bubbles at break and lunch. Year group bubbles have allocated staircases which will be the primary entry and exit points to differing floors. Duty staff will direct students to wait, until it is safe to pass and move. A notable pinch point exists at the mouth of first floor Austen. • Consider impact on fire evacuation (though in a real fire the risk from fire takes precedence). Covered in Systems and Procedures 	Y	Y

		<ul style="list-style-type: none"> Consider staggered break and lunch, to minimise mixing of groups with cleaning of dining hall surfaces between groups. Each group has their own dry and wet areas with access to food as detailed in Systems and Procedures Consider staff spaces. Staff room use may be impractical. Refer to BEIS guidance on Office and Contact Centres for guidance on staff only areas Guidance on large and small rooms are covered in Systems and Procedures. The BEIS guidance has been followed and addressed. Regular and thorough handwashing or use of alcohol based sanitiser to be carried out by all pupils and staff members including: <ul style="list-style-type: none"> On arrival and before departure Before break When groups change areas After using the bathroom Hand sanitiser located in every classroom, work base, communal area and testing area. Sanitisation stations within the building and toilet blocks open. Covered in Systems and Procedures. <p>Local details:</p> <ul style="list-style-type: none"> Further details can be found in Systems and Procedures 		
		<p><u>Measures for Arrival and Departure (key principles applied)</u></p> <ul style="list-style-type: none"> Stagger start and finish times to prevent groups mixing where possible, but without reducing the amount of teaching time. Not possible due to location and WSCC bus arrangements. Bubble locations and allocated spaces will aid this. Further details in Systems and Procedures. Communicate arrangements to parents and agree a process for drop off and collection to prevent gathering at the school gates. This is included in communications. Process required for those arriving wearing face coverings, including safe disposal (covered bin) and wash hands before going to class (note point 2 on the system of control 'Clean hands more often than usual' which accepts alcohol based hand sanitiser as a suitable substitute for soap and water. This may be more practical for schools that have large numbers of pupils arriving by public transport. Covered in Systems and Procedures. Also, part of the Visitor's agreement. <p>Local details:</p>	Y	Y

			<ul style="list-style-type: none"> • Further details can be found in Systems and Procedures regarding those arriving by car, bicycle and on foot • Students will make their way directly to their areas and sanitise and remove PPE, supervised by duty staff • Year 7 and 8 students are lined up for ease of entry into the College building to prevent crushing 		
			<p><u>Other Considerations (key principles applied)</u></p> <ul style="list-style-type: none"> • Specific assessment for those with SEND needs to help with adjustments. Students needs considered by the SEND department to cater for specific cases. • Supply/peripatetic teachers can move between schools but minimise contact and distance as much as possible. Specialist staff e.g. therapists work as normal. Visitors will observe local procedures as set out in Systems and Procedures booklet as well as their own company policy regarding Covid-19 working. The Visitor’s agreement also covers this. • Consider contractors and other visitors to site so that they can distance as much as possible. Explain local processes to them before arrival. Keep a record of all visitors (sign-in books fine so long as entries as legible as schools may be required to trace persons if required to by PHE). Contractors will observe local procedures as set out in Systems and Procedures booklet as well as their own company policy regarding Covid-19 working. The Visitor’s agreement also covers this. • Dual registered children can attend, but the two settings should liaise to agree controls. Senior leader oversees this process. • Equipment – <ul style="list-style-type: none"> ○ Personal items, e.g. pens and pencils recommended to remain individual ○ Classroom resources – can be used freely within the bubble/group, but subject to regular cleaning ○ Resources shared between groups will require frequent meticulous cleaning, i.e. always before being used by another group, or quarantined for 48 hours between use (72 hours for plastic items). ○ Outdoor play equipment cleaned more regularly (refer to the previous point) ○ Pupils should limit the amount of equipment they bring to school ○ Resources can be taken home where it contributes to education and development and subject to the same rules re cleaning and rotation as above. 	Y	Y

			<p>Staff and subject specialists to be given basic training to support cleaning routines and sanitisation processes. Staff to follow UL guidelines for cleaning IT equipment. Regular bulletin items feature in the bulletin regarding equipment and home use – recorded by the Business Manager.</p> <p>Local details:</p> <ul style="list-style-type: none"> • Visitation will be allowed if it is deemed essential to the operation of the College • General visitors will not be allowed on-site without appointment and must read and sign the Visitor’s agreement • Visitors will enter and exit the building as per the guidance set out in the Systems and Procedures booklet • Delivery drivers will be directed to either the service area or main reception as detailed in the Systems and Procedures booklet • Contractors will observe local procedures as set out in Systems and Procedures booklet as well as their own company policy regarding Covid-19 working. The Visitor’s agreement also applies here 		
			<p><u>Dedicated school transport (key principles applied)</u></p> <ul style="list-style-type: none"> • Is not public transport and groupings tend to be consistent therefore reducing the risks MRC is heavily reliant on public transport and so will work with WSCC to ensure students arrive on site safely and exit the site safely. • No one with symptoms to travel, or if they live with someone with symptoms Part of communications. MRC is heavily reliant on public transport and so will work with WSCC to ensure students arrive on site safely and exit the site safely. • Social distancing should be practised as far as possible. Part of communications. MRC is heavily reliant on public transport and so will work with WSCC to ensure students arrive on site safely and exit the site safely. • Children should sit within their groups/bubbles as far as possible. Part of communications. MRC is heavily reliant on public transport and so will work with WSCC to ensure students arrive on site safely and exit the site safely. • Ventilation of fresh air maximised Part of communications. MRC is heavily reliant on public transport and so will work with WSCC to ensure students arrive on site safely and exit the site safely. • Hands cleaned before boarding and again on disembarking Part of communications. MRC is heavily reliant on public transport and so will work with WSCC to ensure students arrive on site safely and exit the site safely. • School vehicles cleaned more regularly Part of communications. MRC is heavily reliant on public transport and so will work with WSCC to ensure students arrive on site safely and exit the site safely. 	Y	Y

		<ul style="list-style-type: none"> Those over 11yrs to be encouraged to wear face coverings <p>Part of communications. MRC is heavily reliant on public transport and so will work with WSCC to ensure students arrive on site safely and exit the site safely.</p> <p>Local details:</p> <ul style="list-style-type: none"> The senior member of staff in charge of Transport will liaise with WSCC to ensure, as far as possible, the safe passage of students to and from the Midhurst site. 		
		<p><u>Public Transport (key principles applied)</u></p> <ul style="list-style-type: none"> Take steps to depress demand at peak times (Stagger start/finish times) <p>Due to large square mileage of catchment, this is not possible.</p> <ul style="list-style-type: none"> Promote walking/cycling to school if possible <p>Covered in Systems and Procedures. Promoted in returning communications.</p> <ul style="list-style-type: none"> Face coverings are required on public transport for all over 11 years old. Schools need to plan for how to manage safe arrival of these students (See above) <p>MRC work with all transport guidance as necessary and provide support for the doffing and donning of PPE as covered in Systems and Procedures.</p> <p>Local details:</p> <ul style="list-style-type: none"> The senior member of staff in charge of Transport will liaise with WSCC to ensure, as far as possible, the safe passage of students to and from the Midhurst site. 	Y	Y
		<p><u>Boarding Schools</u></p> <ul style="list-style-type: none"> The School has signed up to the BSA COVID-SAFE Charter <p>N/A</p> <ul style="list-style-type: none"> The school has completed the BSA Boarding House reopening checklist and implemented all actions arising from it. <p>N/A</p> <ul style="list-style-type: none"> Guardians and Parents have been informed about the schools arrangements <p>N/A</p> <ul style="list-style-type: none"> Arrangements are in place for the management of suspected and confirmed cases in boarding accommodation. <p>N/A</p> <p>Local details:</p>	Y	Y

			<ul style="list-style-type: none"> N/A 		
Infection Control (premises)	Staff, Pupils, Visitors	Changes to or introduction of physical control measure to minimise the risk of the spread of infection	<ul style="list-style-type: none"> Any unnecessary furniture removed to aid distancing between groups Covered in Systems and Procedures. One-way system implemented in corridors and on stairwells The use of bubbles negates the need for a one-way system. A one-way system is likely to send students through other bubbles. Duty staff will manage bubbled breaks and lunches. Year group bubbles have allocated staircases which will be the primary entry and exit points to differing floors. Duty staff will direct students to wait, until it is safe to pass and move. A notable pinch point exists at the mouth of first floor Austen. Demarcating playground space to help with group management? Each group have allocated dry and wet spaces as covered in Systems and Procedures. Demarcating staff rooms or other areas where adult may congregate Covered in Systems and Procedures. Review access to print rooms/photocopiers ideally limiting to one person. Covered in Systems and Procedures. Occupied spaces are kept well ventilated insofar as ventilation systems allow and whilst maintaining a suitable teaching and working environment. Covered in Systems and Procedures. Reduce occupancy for lifts Covered in Systems and Procedures. Windows opened where possible, where temperature allows it, and without creating undue risks. Covered in Systems and Procedures. Non-fire doors propped open to remove need for hand contact Covered in Systems and Procedures. Outdoor play equipment thoroughly cleaned between groups Covered in Systems and Procedures. BEIS guidance for Offices and Contact Centres referred to in reviewing non-student areas, e.g. school office, staff room etc. 	Y	Y

			<p>This has been done.</p> <ul style="list-style-type: none"> Complete and display the <i>Covid-19 Secure in 2020</i> poster <p>This is displayed in reception.</p> <p>Local details:</p> <ul style="list-style-type: none"> Prohibit hotdesking Individuals to work in work bases where possible and timetabled Use the LRC as an overspill working area Further details can be found the Systems and Procedures 		
Asymptomatic Testing Programme	Staff, Pupils	Additional measures required to support the routine weekly and daily contacts testing programme from January 2021.	<ul style="list-style-type: none"> All testing to be carried out in strict adherence to the procedures contained in the “NHS How to Guide: Rapid Testing in Schools and Colleges”. <p>Trained members of staff and volunteers have completed training to do this. Work is also quality assured.</p> <ul style="list-style-type: none"> Training – The school have followed the “NHS Training Guide for Rapid Testing in Schools and Colleges”. All staff involved in the mass testing programme have completed the online training programme relevant to their assigned role(s) and have been signed off as competent by the using the competency assessment templates provided by DfE/PHE. <p>Trained members of staff and volunteers have completed training to do this. Work is also quality assured.</p> <ul style="list-style-type: none"> Premises – The testing has been set up in compliance with the “NHS How to Guide Rapid Testing in Schools and Colleges”. The school have made provision for all materials required as detailed in the same. Testing areas will be cleaned down before being returned to normal use. General safety of the premises, e.g. condition, slips and trips, is already managed covered in other existing school risk assessments. <p>The premises team have ensured that the testing site is set up in relation to the How to Guide</p> <ul style="list-style-type: none"> Signage – the testing area has been clearly demarcated to support flow and to prevent unauthorised entry. <p>Gov signage has been printed and put up to support flow.</p> <ul style="list-style-type: none"> Logistics <p>A one-way system has been devised to allow participants to register, wait (distanced), attend the testing area, self-swab, return to a waiting area and then leave after a result has been gathered after 30 minutes. A diagram is located in the Action Overview document.</p> <ul style="list-style-type: none"> PPE – PPE requirements vary by role but will be provided in line with the DfE/PHE guidance. All testing staff will be training in correct donning and doffing procedures. PPE will be changed in line with the frequencies detailed in the “NHS How to Guide: Rapid Testing in Schools and Colleges” <p>Trained members of staff and volunteers have completed training to do this. Work is also quality assured.</p>	Y	Y

- Storage of materials – testing kits are stored securely at a temperature between 2C and 30C. Prior to use all reagents will be brought up to 15C if necessary. Deliveries will be handled in accordance with the school’s existing manual handling procedures.
This has been done and the materials are secure.
- Waste – Clinical waste contracts have been established and the Business Manager will ensure that waste streams are not contaminated.
This has been done.
- Cleaning – Cleaning is carried out in line with the requirements and frequencies detailed in the How to Guide and the linked training modules.
Trained members of staff and volunteers have completed training to do this. Work is also quality assured.
- First Aid – the school will ensure that access to first aid provision is possible at all times that asymptomatic testing is being carried out.
First aid will still operate from student reception whilst testing is taking place.
- Monitoring – the school’s Quality Lead/Team Leader will verify the school is ready to start testing and carry out periodic monitoring to verify that the requirement standards are being maintained.
Trained members of staff and volunteers have completed training to do this. Work is also quality assured.
- Testing – tests will be self-administered under direction of the testing team. Where additional assistance is required medically trained members of staff will assist.
Trained members of staff and volunteers have completed training to do this. Work is also quality assured.

Results

- For routine weekly testing, participants may return to work or class while awaiting their result.
This is in line with testing advice and will occur after the first set of tests to limit initial transmission
- For daily contact testing, participants will need to be held in a holding space, with a separate space for each group of close contacts that is cleaned once each group leaves.
This has been factored in to the space. A diagram is located in the Action Overview document.
- Anyone in receipt of a positive result needs to self-isolate and take a confirmatory PCR test. Schools will be supplied with PCR kits for participants to use at home.
These will be distributed as necessary. Measures will take place to isolate the individual until collection can be arranged. Contact procedures will then occur from the senior team.

Local details:

- Further planning documents and training documentation is held centrally by the Covid-19 Coordinators

<p>Anxiety, stress and worry</p>	<p>Staff, pupils (parents indirectly)</p>	<p>Those coming back to work or school may be anxious, worried our stressed</p>	<ul style="list-style-type: none"> Involve the workforce in the development of this risk assessment and control measures (refer to Group Consultation (HS) Policy for guidance). Staff have received RA documentation and updates, re-opening documentation, Systems and Procedures documentation and updates, , Staff attended INSET reorientation – 3rd September 2020, feedback and policy informs changes as necessary. Staff consulted prior to full reopening through conversations with individuals. Head meets with union rep (NEU) and consulted with staff. Head also has contact with union. Spreadsheet created to track RA issues relating to Systems and Procedures and Personnel. Head also gives updates via briefings twice a week. Communicate this risk assessment and its findings to staff and potentially pupils/parents. Head to inform staff of RA. Systems and procedures shared with all staff. A student guide has been created for each year group. RA in bulletin. RA on website. Feed the determined approach into the communication strategy. Communication lead (Head) to do this. Staff have access to Group’s occupational health and counselling service Regular entries in bulletin highlighting CIC availability and assistance/ Councillor on site/ PLs available for students. Staff voice group introduced to allow staff to highlight concerns. Publish the findings of this risk assessment on the school website. Published as part of this document. <ul style="list-style-type: none"> The RA has been robust Changes have been made in line with policy and in the best interests of public health Govt. updates have been responded to Further clarification has been put in place for visitors Individualised RA for subjects have provided further details to be considered A review of office spacing has been undertaken <p>Local details:</p> <ul style="list-style-type: none"> Further details can be found the Systems and Procedures 	<p>Y</p>	<p>Y</p>
<p>Cleaning</p>	<p>Staff, Pupils, Visitors</p>	<p>General hygiene to interrupt transmission from contact surfaces</p>	<ul style="list-style-type: none"> Frequency to be increased with focus on areas used my multiple groups and hand-contact surfaces in line with normal procedures and cleaning risk assessment. No requirement for additional PPE to be worn. Regular sanitation taking place. Cleaning schedules have been updated. Cleaning staff reminded to be mindful to minimise face contact and the need for regular handwashing. Business Manager has done this. Cleaning following confirmed/suspected case in accordance with DfE guidance COVID-19: cleaning of non-healthcare settings 	<p>Y</p>	<p>Y</p>

			<p>Contractors Covid-19 information covers this.</p> <ul style="list-style-type: none"> Where cleaning is contracted out the school still a record of what enhanced processes have been implemented and should check/evidence that the contractor is operating in line with Govt guidance and not just carrying out business as usual. <p>Cleaning records and Contractors Covid-19 information.</p> <ul style="list-style-type: none"> If the school is looking to teaching/support staff to provide an element of cleaning, then training will be required. <p>Staff to be given basic training to support cleaning routines and sanitisation processes. Staff to follow UL guidelines for cleaning IT equipment.</p> <p>Local details:</p> <ul style="list-style-type: none"> All cleaning routines and guidelines have been collated centrally should further detail be needed One member of the cleaning staff will be on duty during the day to help with mass testing and then the upkeep of multiuse areas such as toilets Premises staff will clean multiuse areas as necessary in the absence of cleaning staff 		
Delivery of 'higher risk' subjects	Staff, Pupils	<p>Delivery of lessons such as science, D&T, Drama and PE require pupils and staff to work in close proximity thereby increasing the risk of infection</p> <p>Educational visits</p>	<ul style="list-style-type: none"> Subject leads to review their risk assessments for the planned activities and update accordingly. <p>Risk assessments sent and have been returned. Further RAs are reviewed as the need arises or requests are made.</p> <ul style="list-style-type: none"> Reference to specialist advisory bodies for latest guidance on required controls. (CLEAPSS, AfPE). <p>CLEAPSS and AfPE received and adhered to.</p> <ul style="list-style-type: none"> Consideration required for availability of support staff e.g. technicians and the capability of practical lessons to be delivered while maintaining social distancing. <p>Practical sessions will not run under the current restrictions, unless a full risk assessment has been passed.</p> <ul style="list-style-type: none"> Domestic, non-residential educational visits are permitted. Schools to refer to OEAP National Guidance when planning. <p>This will not occur under the current restrictions. In the future, full and thorough risk assessments in relation to all educational visits will occur to ensure they can be done safely. As part of this risk assessment, the College will consider what control measures need to be used and ensure that wider advice on visiting indoor and outdoor venues is adhered to.</p> <p>Local details:</p> <ul style="list-style-type: none"> Practical subjects are not running (see above) Further details can be found in Systems and Procedures 	Y	Y

<p>Intimate Care/Higher Dependency Pupils</p>	<p>Staff, Pupils</p>	<p>Intimate care brings people within close proximity of each other thereby increasing the risk of infection</p>	<ul style="list-style-type: none"> Staff providing intimate care to use PPE as they would do normally for providing care in line with children's needs PPE available (masks, gloves) as required. No specific PPE required unless the child in question is symptomatic (see <i>Suspected/confirmed case in school</i> section). PPE available (masks, gloves) as required. <p>Local details:</p> <ul style="list-style-type: none"> PPE will also be appropriately used for searches should this need to take place 	<p>Y</p>	<p>Y</p>
<p>Failure to follow local rules</p>	<p>Staff, Pupil, Visitors</p>	<p>Persons fail to follow local rules due to lack of awareness. Persons violate local rules</p>	<ul style="list-style-type: none"> details of communications strategy and engagement with worker representatives and LGB Communications led and shared by Head with stakeholders as appropriate details of how staff/pupils will be trained in the new arrangements INSET sessions for staff. The weekly address to staff and students from the Head. The daily bulletin. Students have been sent a key document for systems and procedures within their bubble. Communications sent to parents and students make expectations clear. details of how compliance with this risk assessment and associated procedures will be monitored e.g. checklists, observations, interviews, audits etc. Business Manager checks all local risk assessments. Line Managers make expectations clear and follow up. Further details covered in Systems and Procedures. Details of how transgressions of this nature will be handled. May require disciplinary/exclusion. Behaviour policy likely to require review/ update. Behaviour policy clearly communicated with all staff. Students have been informed in their first lesson. Staff to make appropriate choices to keep themselves safe Staff must follow guidance given to them as part of Systems and Procedures and the training given on INSET days. Staff will place themselves at risk if they do not adhere to this. Line Managers to follow up should a breach occur. <p>Local details:</p> <ul style="list-style-type: none"> Modifications to behaviour routines and sanctions Head gives updates and reminders to staff through wider communications such as the bulletin 	<p>Y</p>	<p>Y</p>
<p>Maintaining a compliant premises</p>	<p>Pupils, Staff</p>	<p>Loss of site staff and access to contractors resulting in PPM and</p>	<ul style="list-style-type: none"> Premises compliance status to be reviewed by Site/Facilities/Estates Manager to be reviewed prior to reopening and briefing provided to the school's Head Daily updates being given. Business Manager and Vice Principal liaise with Head and Senior Team. 	<p>Y</p>	<p>Y</p>

		<p>other compliance checks lapsing.</p> <ul style="list-style-type: none"> Contractor access to site for PPM/compliance inspections to be continued wherever possible. Legible record of all contractor details to be held for 21 days (to support Test and Trace process if necessary) <p>Contractor work in operation as necessary for inspections providing all follow guidance set out in Systems and Procedures and own company policy. All key compliance tasks have been completed. Further details in Systems and Procedures.</p> <p>Local details:</p> <ul style="list-style-type: none"> All key compliance tasks have been completed 			
<p>The school lapses in following national/group guidelines and advice</p>	<p>Staff, Pupil, Visitors</p>	<p>Lack of awareness leads to potential contamination of the premises or an outbreak spreads rapidly through the school and wider community</p>	<ul style="list-style-type: none"> Central office to ensure that Coronavirus pages on the Hub are kept updated <p>Central office to lead.</p> <ul style="list-style-type: none"> Important updates/changes to be included in Jon Cole's Heads Bulletins. <p>Jon Coles to lead.</p> <ul style="list-style-type: none"> Headteacher to ensure that all relevant guidance is followed and communicated <p>This is done via staff meetings, bulletins, key reading and quality assured through LM.</p> <ul style="list-style-type: none"> Senior Leaders to keep up-to-date with advice issued by, but not limited to, DfE, NHS, Department of Health and Social Care and PHE, and review this risk assessment accordingly <p>Leaders take time to review guidance each day and implement/discuss as necessary in daily briefings.</p> <ul style="list-style-type: none"> Information on the school website is updated. Parent tab has dedicated menu item for information relevant to parents. <p>MRC website gives updates and information quickly and is constantly updated to reflect the changing picture</p> <ul style="list-style-type: none"> Parents/Pupils updated via classrooms/email/parent text as necessary. <p>Regular letters are sent by the Head and other senior leaders. Pastoral Leaders communicate weekly with overviews. Virtual mentors make weekly contact with families.</p> <ul style="list-style-type: none"> Any change in information to be shared with Chair of Governors and passed on to parents by Parentmail and staff by email <p>This is carried out by the Head on a regular basis and as necessary.</p> <p>Local details:</p> <p>N/A</p>	<p>Y</p>	<p>Y</p>
<p>Other Risk Assessments</p>	<p>Staff, Pupils</p>	<p>Other risk assessment that aren't updated and therefore become invalid</p>	<ul style="list-style-type: none"> Extra-curricular provision subject to specific risk assessment developed with reference to DFE Guidance on Protective measures for out-of-school settings during the coronavirus (COVID-19) outbreak <p>Enrichment does not run under the current restrictions.</p> <ul style="list-style-type: none"> Fire risk assessment reviewed 	<p>Y</p>	<p>Y</p>

			<p>This has been completed. Any changes to the building do not impede the ability to leave the building if necessary, as covered in Systems and Procedures.</p> <ul style="list-style-type: none"> • Fire safety procedures amended to support COVID-19 arrangements <p>This has been done. Any changes to the building do not impede the ability to leave the building if necessary, as covered in Systems and Procedures.</p> <ul style="list-style-type: none"> • Staff training scheduled monitored and any slippage identified <p>This will be led by the CPD lead for all staff, working alongside the Business Manager for essential training.</p> <ul style="list-style-type: none"> • Key premises risk assessments reviewed to ensure they remain valid, e.g. fire risk assessment, manual handling, COSHH if new chemicals are brought in. <p>Referred to in Systems and Procedures booklet</p> <p>Local details:</p> <ul style="list-style-type: none"> • All lettings are cancelled. However, when they are re-instated, all lettings are booked through the on line system which enables track and trace procedures to take place should they be needed. This safeguards the wider community as well as the MRC community 		
Display Screen Equipment (temporary home workers)	Staff	Staff working from home not having access to a workstation fully compliant DSE workstations giving rise to musculoskeletal issues.	<ul style="list-style-type: none"> • Staff allowed to take home peripherals and chairs from office <p>Information placed in bulletin in the guidance for homeworking</p> <ul style="list-style-type: none"> • Guidance on setting up a suitable workstation provided on Hub coronavirus pages <p>Information placed in bulletin in the guidance for homeworking</p> <ul style="list-style-type: none"> • Additional equipment needs to be reviewed on a case-by-case basis <p>Information placed in bulletin in the guidance for homeworking</p> <p>Local details:</p> <ul style="list-style-type: none"> • N/A 	Y	Y
First Aid (temporary home workers)	Staff	Staff suffering injury at home	<ul style="list-style-type: none"> • Low-risk, office-style work. No specific controls required. <p>Information placed in bulletin in the guidance for homeworking</p> <ul style="list-style-type: none"> • Any accidents to be logged onto ARMS. <p>Information placed in bulletin in the guidance for homeworking</p> <p>Local details:</p> <ul style="list-style-type: none"> • N/A 	Y	Y

Wellbeing/ Stress (temporary home workers)	Staff	Social isolation leading to issues with wellbeing Unusual working environment arrangements contributing to stress	<ul style="list-style-type: none"> Guidance on wellbeing provided on Hub coronavirus pages – dedicated wellbeing section Controlled centrally. Guidance provided to managers on supporting their teams and reasonable expectations during this period. Regular CIC updates placed in bulletin. Staff able to raise concerns and seek pastoral support through line managers Managers to maintain regular contact with their employees, preferably by video link. Regular CIC updates placed in bulletin. Staff able to raise concerns and seek pastoral support through line managers Furloughed staff to have keep in touch days with their line manager N/A Local details 	Y	Y
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Details of any additional control measures for consideration	Target for completion	Date of completion	Completed By
Risk Assessment to be reviewed at the end of day 1, then to be reviewed at the end of week 1, then to be reviewed bi-weekly until further notice or new legislation comes into force.	11 January 2021	11 January 2021	Phillip Lloyd, Katherine Chard, Stuart Edwards

Assessment completed by:	Phillip Lloyd, Katherine Chard, Stuart Edwards	Date:	11 January 2021	Date of next review:	25 January 2021
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Guidance on completing the form

This form may be used to record the risk assessment for any activity. Only complete a risk assessment if you have a good understanding of the activity being assessed and the principles of carrying out a risk assessment.

Risk Assessment Title and Responsible Person

Give the risk assessment a logical and clear title and date. The manager who is responsible for the activity being undertaken should carry out the risk assessment detailing the hazard and controls and any additional action required. Those employees to whom the risk assessment relates should be consulted in its development. It should then be signed and dated and stored securely in department and made available to employees, e.g. through communication on induction and following review.

Details

Provide a brief description of the activities to which the risk assessment relates. The short title detailed above may not make it clear what is in and/or out of scope of the assessment.

What are the hazards and Who is at Risk?

In the Hazards column, list the hazards (something with the potential to cause harm) which could reasonably be expected to result in significant harm.

Identify individuals or groups of people who might be affected by the Hazard. Besides staff and pupils consider visitors, members of the public, volunteers and others who could be affected.

What harm is associated with the hazard?

For each hazard, there may be one or more types of harm that could occur and each is likely to require different control measures to be implemented. It is recommended each is given a separate line on the form.

What control measures are, or will be put, in place?

List what is, or will be put in place to reduce the likelihood of harm or make any harm less serious. These precautions should meet legal standards, represent good practice and reduce risk as far as reasonably practicable. A hierarchy of control such as below may help in determining suitable controls, preference should be given to controls higher up the hierarchy where possible.

- Eliminate or avoid the risk at its source
- Reduce the risk at its source
- Contain the risk
- Remove employees/pupils (as applicable)
- Reduce exposure to the risk
- Utilise personnel protective equipment

Evaluation of Adequacy

The application of and consideration of the adequacy of the controls in place needs to be determined. This is a subjective judgement to be made by the responsible person. Where the response to the question of adequacy is 'no' this indicates an area requiring additional control (see below). An alternative way to think of this question would be 'is the residual risk acceptable'?

Areas of additional control for consideration

Areas for additional control can include items where the judgement in the evaluation of adequacy section was negative. It can also relate to developmental or goal-setting objectives in support of the journey of continuous improvement.

Review Period

United Learning's Risk Management (HS) Policy requires that all risk assessments are reviewed every two years to ensure validity. For activities undergoing regular change, consider a shorter timeframe for review.