

Risk Assessment – COVID-19 (v3.8)		24/01/2022	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"> <li>DfE – <a href="#">Schools coronavirus (COVID-19) operational guidance (19 January)</a></li> <li>DfE - <a href="#">Actions for early years and childcare providers during the coronavirus (COVID-19) outbreak (20 January)</a></li> <li>DfE - <a href="#">Protective measures for holiday and after-school clubs, and other out-of-school settings during the coronavirus (COVID-19) outbreak (19 January)</a></li> <li>DfE - <a href="#">Safe working in education, childcare and children’s social care (20 July)</a></li> <li>PHE - <a href="#">COVID-19: cleaning in non-healthcare settings outside the home (19 July)</a></li> <li>DfE Asymptomatic Testing Procedures and Guidance – available through the <a href="#">DfE portal (secondary)</a> and <a href="#">DfE portal (primary)</a></li> </ul>		

Details	DFE Coronavirus Helpline 0800 046 8687
A risk assessment covering school/setting operation <a href="#">from January 2022</a>	
<p><b>A revised system of control measures is in effect</b></p> <ol style="list-style-type: none"> <li>1. Ensure good hygiene for everyone.</li> <li>2. Maintain appropriate cleaning regimes.</li> <li>3. Keep occupied spaces well ventilated.</li> <li>4. Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19.</li> </ol>	
The symptoms of COVID-19 are a new and continuous cough, or a high temperature, or a loss of or change in a person’s normal sense of taste or smell	

Hazard	Who is at Risk	How Can the Hazards Cause Harm	Control Measures Currently in Place
Infection Control (people)	Staff, Pupils, Visitors	Staff contracting COVID-19	<ul style="list-style-type: none"> <li>Staff who are required to quarantine having recently visited a county outside the <a href="#">common travel area</a> will not come into school <b>Staff to inform the Head if this is the case. Any official documentation relating to this matter may be required.</b></li> <li>Staff are encouraged to take part in asymptomatic testing <b>Participants are issued with home testing kits to be used in line with UKHSA and government guidelines. Any positive test results must be communicated with the College immediately. All staff have the opportunity to discuss concerns with their line manager. Consent has been renewed.</b></li> <li>Any staff member with symptoms of COVID-19 is sent home to self-isolate and follow the latest guidance on taking a PCR test.</li> </ul>

			<p><b>Testing information placed in bulletin as ongoing item. Any positive test results must be communicated with the College immediately. Updated Systems and Procedures gives further advice to cover those who test positive or who are identified as being a contact of someone with COVID-19.</b></p> <ul style="list-style-type: none"> <li>• Where an LFD test returns a positive result the staff member must self-isolate and follow the latest guidance on arranging a PCR test.</li> </ul> <p><b>Testing information placed in bulletin as ongoing item. Participants will be issued with home testing kits to be used in line with UKHSA and government guidelines. Any positive test results must be communicated with the College immediately.</b></p> <ul style="list-style-type: none"> <li>• Anyone having to go home will be encouraged to not use public transport where this is applicable</li> </ul> <p><b>This will be done in line with UKHSA and government guidelines.</b></p> <ul style="list-style-type: none"> <li>• Where a PCR test is required and returns a positive result: <ul style="list-style-type: none"> <li>○ The staff member must notify the school of the test result immediately</li> <li>○ The staff member self-isolates in line with self-isolation guidance</li> <li>○ Where a trigger is hit of 5 or more in a group or 10% of the school population contracts COVID-19, the College will contact the UKHSA helpline for advice on any further action required</li> <li>○ The school will review the case against the Group guidance on <i>COVID-19 and ARMS</i>.</li> </ul> </li> </ul> <p><b>Testing information placed in bulletin as ongoing item. Any positive test results must be communicated with the College immediately. The individual will be contacted by NHS test and trace to gain further guidance. Contacts will also be identified by NHS test and trace.</b></p> <ul style="list-style-type: none"> <li>• If any PCR test result is negative the staff member can return to school when they feel well enough to do so.</li> </ul> <p><b>Testing information placed in bulletin as ongoing item. Systems and Procedures make it clear that those contacts of a positive case will have to take daily lateral flow device tests in line with UKHSA and government guidelines.</b></p> <ul style="list-style-type: none"> <li>• Staff are encouraged to continue twice weekly home testing in line with UKHSA/DfE guidance whenever they are due to come into school.</li> </ul> <p><b>Participants are issued with home testing kits to be used in line with UKHSA and government guidelines. Any positive test results must be communicated with the College immediately. All staff have the opportunity to discuss concerns with their line manager. Consent has been continued. All staff can inform us of a change to their consent levels. Information has been sent to all staff regarding all of the above.</b></p> <ul style="list-style-type: none"> <li>• Any fully vaccinated staff identified as close contacts of a positive case are advised to follow the current guidance around taking a PCR test and are also advised to carry out an LFD test each day prior to attending work.</li> </ul> <p><b>Participants are issued with home testing kits to be used in line with UKHSA and government guidelines. Any positive test results must be communicated with the College immediately. All staff have the opportunity to discuss concerns with their line manager. Consent has been continued. All staff can inform us of a change to their consent levels. Information has been sent to all staff regarding all of the above. Contacts will have to take daily lateral flow device tests in line with UKHSA and government guidelines.</b></p> <p><b>Local details:</b></p> <ul style="list-style-type: none"> <li>• <b>There are a small number of people who may feel that they are at higher risk. The Head is aware of who these people are.</b></li> <li>• <b>Further details can be found in Systems and Procedures.</b></li> </ul>
--	--	--	--

		Pupils contracting COVID-19	<ul style="list-style-type: none"> <li>Any pupil with symptoms of COVID-19 is told to self-isolate and follow the current guidance relating to PCR testing. The pupil/parents are instructed to notify the school of any PCR test result that may take place. A negative PCR test result means the pupil can return to school. A contact of a positive case will have to take daily lateral flow device tests in line with UKHSA and government guidelines. <b>Parents/Carers must inform the College if a positive case occurs. The College advises families to follow government and UKHSA guidance. Home test kits are supplied to participants.</b></li> <li>Anyone having to go home will be encouraged to not use public transport where this is applicable. <b>Pastoral and administrative staff will make contact with home to ensure that this happens swiftly.</b></li> <li>Clinically extremely vulnerable pupils can attend unless under specific medical advice not to do so <b>Parents/Carers to communicate their intentions and concerns to pastoral staff. Evidence will be required for a judgement to be made.</b></li> <li>Pupils/children who are required to quarantine having recently visited a county outside the <a href="#">common travel area</a> must not come into school. <b>Parents/Carers to communicate this information to Pastoral and Attendance staff. Evidence will be required for a judgement to be made.</b></li> <li>Secondary pupils will be invited to take one asymptomatic test at the school's on-site testing centre prior to the start of the new term. After this, Secondary pupils are encouraged to continue twice weekly testing in line with UKHSA/DfE guidance. <b>Participants are issued with home testing kits to be used in line with UKHSA and government guidelines. Any positive test results must be communicated to the College immediately. Consent has been renewed and parents/carers have the ability to change this in Arbor. Information has been sent regarding all of the above. There is a programme in place to test all students.</b></li> <li>Where an LFD test returns a positive result, the pupil will self-isolate and be advised to follow the current guidance around taking a PCR test, continuing to self-isolate if the result is positive. <b>Parents/Carers must inform the College of any positive test result. Contacts will have to take daily lateral flow device tests in line with UKHSA and government guidelines. The College advises families to follow government and UKHSA guidance.</b></li> </ul> <p><b>Local details:</b></p> <ul style="list-style-type: none"> <li><b>There are small number of students who have medical exemptions.</b></li> <li><b>Further details can be found in Systems and Procedures.</b></li> </ul>
<b>Suspected / confirmed case in school</b>	Staff/ pupils	Potential contamination of surfaces and for person to person spread	<ul style="list-style-type: none"> <li>Pupil/staff member sent home and instructed to follow the current guidance around taking a PCR test. <b>SLT, pastoral and administrative staff make contact with home to ensure that this happens swiftly.</b></li> <li>Pupils with symptoms are isolated in a dedicated room with an open window if possible. Any rooms used will be cleaned once they have left. <b>A003 is used for this purpose and will be cleaned as necessary.</b></li> <li>Cleaning and disinfection of the area is carried out in accordance with DfE guidance <a href="#">COVID-19: cleaning of non-healthcare settings</a> <b>Refer to cleaning regime.</b></li> </ul>

			<ul style="list-style-type: none"> <li>Boarding pupils will self-isolate in their boarding household in the first instance. If it is necessary for them to relocate to their parental or guardian home this will be carried out with regard to the transport principles contained in <a href="#">Safe Working in Education Childcare and Children's Social Care Settings</a></li> </ul> <p><b>N/A</b></p> <p><b>Local details:</b></p> <ul style="list-style-type: none"> <li>Those with Covid-19 symptoms will be escorted to and remain in A003. All other illness will be dealt with at Student Reception.</li> <li>Waste from A003 will be disposed of using PPE as necessary.</li> <li>Waste from mass/serial testing will be disposed of in line with government guidance and training.</li> <li>The Patrol system will be used to alert office staff of any student who is feeling unwell. They in turn will contact Patrol who will escort students to student reception for an initial diagnosis.</li> <li>Further details can be found in Systems and Procedures.</li> </ul>
<p><b>Infection Control (practices)</b></p>	<p>Staff, Pupils, Visitors</p>	<p>Operational practices in place to minimise the risk of the spread of infection</p>	<p><u>Good Hand and Respiratory Hygiene</u></p> <ul style="list-style-type: none"> <li>Hands are cleaned regularly by all pupils, staff members and visitors and soap and running water or hand sanitiser is readily available for this purpose.</li> </ul> <p><b>Hand sanitiser located in every classroom, work base, communal area and testing areas. Sanitisation stations within the building and toilet blocks open. Students have been reminded that hand sanitiser should be used before taking off and putting on a mask.</b></p> <ul style="list-style-type: none"> <li>'Catch-it, bin-it, kill-it', promoted throughout school.</li> </ul> <p><b>Tissues and bins in classrooms and active spaces.</b></p> <p><b>Local details:</b></p> <ul style="list-style-type: none"> <li>Windows should be opened regularly to improve ventilation.</li> <li>Further details can be found in Systems and Procedures.</li> </ul> <p><u>Face Coverings</u></p> <ul style="list-style-type: none"> <li>Face coverings are no longer mandatory in both classrooms and in communal areas.</li> </ul> <p><b>All members of the College have been reminded of this via bulletins and assembly messages. The College has a small supply of masks for those who wish to wear a mask and forget to bring their mask, or their mask is damaged during the day.</b></p> <ul style="list-style-type: none"> <li>Face coverings are no longer mandatory on buses.</li> </ul> <p><b>MRC staff will work with WSCC transport providers to support conditions of carriage.</b></p> <p><b>Local details:</b></p> <ul style="list-style-type: none"> <li>Further details can be found in Systems and Procedures.</li> </ul> <p><u>Distancing</u></p> <ul style="list-style-type: none"> <li>All College members will observe the partial one-way system around the central hub area at changeover times.</li> </ul>

**This has been communicated in briefings and assemblies. Anyone not observing this will be spoken to and reminded as to why this is essential. Clear signage is in place.**

- All College members will observe the partial one-way systems on staircases.

**This has been communicated in briefings and assemblies. Anyone not observing this will be spoken to and reminded as to why this is essential. Clear signage is in place.**

- Staff may teach from the front of the classroom.

**Floor tape will be used to demarcate a 'safe zone' for adults to operate in during lesson times.**

- Staff should not exceed the specified numbers for work bases or offices.

**Maximum numbers have been allocated to spaces.**

### Local details:

- Further details can be found in Systems and Procedures.

#### Visitors

- All visitors who attend the site must produce evidence of a negative Lateral Flow Device (LFD) test.

**All visitors will be informed of this. All those who make appointments will communicate this before any appointment is due to take place. Main reception will ensure that all visitors have met this requirement.**

- Details of local procedures communicated to all visitors before they come to site.

**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.**

- All visitors are advised to wear a face covering.

**All visitors will be informed of this. All those who make appointments will communicate this before any appointment is due to take place. Main reception will ensure that all visitors have met this requirement.**

- Contractors attending the school will have their access requirements reviewed on a case-by-case basis.

**Contractors will observe local procedures as set out in Systems and Procedures booklet as well as their own company policy regarding Covid-19 working.**

### Local details:

- Delivery drivers will be directed to either the service area or drop off goods/post to main reception.
- Contractors will observe local procedures as set out in Systems and Procedures booklet as well as their own company policy regarding Covid-19 working.
- Further details can be found in Systems and Procedures.

#### Cleaning

- A cleaning schedule is in place with an emphasis on frequently touched surfaces

**Regular sanitation taking place. Cleaning schedules have been updated.**

- Cleaning following confirmed/suspected case carried out in accordance with UKHSA guidance [COVID-19: cleaning of non-healthcare settings](#)

			<p style="text-align: center;"><b>Contractors Covid-19 information covers this.</b></p> <p><b>Local details:</b></p> <ul style="list-style-type: none"> <li>All cleaning routines and guidelines have been collated centrally should further detail be needed.</li> <li>One member of the cleaning staff will be on duty during the day to help with testing and then the upkeep of multiuse areas such as toilets.</li> <li>Premises staff will clean multiuse areas as necessary in the absence of cleaning staff.</li> <li>Further details can be found in Systems and Procedures.</li> </ul> <hr/> <p><u>Boarding Schools</u></p> <ul style="list-style-type: none"> <li>Arrangements are in place for the management of suspected and confirmed cases in boarding accommodation.</li> </ul> <p><b>N/A</b></p> <ul style="list-style-type: none"> <li>Travel plans for international students are reviewed to identify students travelling from or through <a href="#">red-list</a> countries and they are advised not to travel.</li> </ul> <p><b>N/A</b></p> <ul style="list-style-type: none"> <li>Anyone who does travel from or through a red-list country will be required to self-isolate in a quarantine hotel, with a parent or guardian, and is liable for the costs associated with this.</li> </ul> <p><b>N/A</b></p> <ul style="list-style-type: none"> <li>Students travelling from countries where travel is permitted will be allowed to quarantine in their own accommodation.</li> </ul> <p><b>N/A</b></p> <p><b>Local details:</b></p> <ul style="list-style-type: none"> <li>N/A</li> </ul> <hr/> <p><u>Outbreak Management Plans</u></p> <ul style="list-style-type: none"> <li>Mechanisms are in place for the rapid deployment of enhanced control measures, e.g., face coverings, bubbles, should the school be advised to do so by a relevant body (central government, Local Director of Public Health)</li> </ul> <p><b>MRC has contingency planning documentation and previous versions of its Systems and Procedure documentation that cover these aspects and can be put in place swiftly, as necessary.</b></p> <p><b>Local details:</b></p> <ul style="list-style-type: none"> <li>Further details can be found in Systems and Procedures.</li> </ul>
<p><b>Infection Control (premises)</b></p>	<p>Staff, Pupils, Visitors</p>	<p>Changes to or introduction of physical control measure to minimise the risk of the spread of infection</p>	<ul style="list-style-type: none"> <li>The whole school is kept well ventilated insofar as the ventilation systems allow and whilst maintaining a suitable teaching and working environment.</li> </ul> <p><b>Systems and Procedures cover this. CO2 monitors have been deployed in areas which are likely to suffer from poor ventilation. Referred to in the bulletin and as part of the revised system of control measures.</b></p> <ul style="list-style-type: none"> <li>Mechanical ventilation systems are set to ‘fresh air’ mode where possible.</li> </ul>

			<p><b>Systems and Procedures cover this. CO2 monitors have been deployed in areas which are likely to suffer from poor ventilation. Referred to in the bulletin and as part of the revised system of control measures.</b></p> <ul style="list-style-type: none"> <li>• Single room ventilation systems continue to operate as normal</li> </ul> <p><b>Systems and Procedures cover this. CO2 monitors have been deployed in areas which are likely to suffer from poor ventilation. Referred to in the bulletin and as part of the revised system of control measures.</b></p> <ul style="list-style-type: none"> <li>• Windows are opened where possible, where temperature allows it, and where doing so does not create undue risks.</li> </ul> <p><b>Systems and Procedures cover this. CO2 monitors have been deployed in areas which are likely to suffer from poor ventilation. Referred to in the bulletin and as part of the revised system of control measures. Where windows are open to improve ventilation, students may request that they wear their coats during lessons to maintain warmth.</b></p> <ul style="list-style-type: none"> <li>• Where no mechanical ventilation is provided, windows are fully opened at least at every break time to vent the room</li> </ul> <p><b>Systems and Procedures cover this. CO2 monitors have been deployed in areas which are likely to suffer from poor ventilation. Referred to in the bulletin and as part of the revised system of control measures. Where windows are open to improve ventilation, students may request that they wear their coats during lessons to maintain warmth.</b></p> <ul style="list-style-type: none"> <li>• Non-fire doors are propped open to support ventilation and to remove the need for hand contact</li> </ul> <p><b>Systems and Procedures cover this. CO2 monitors have been deployed in areas which are likely to suffer from poor ventilation. Referred to in the bulletin and as part of the revised system of control measures.</b></p> <p><b>Local details:</b></p> <ul style="list-style-type: none"> <li>• <b>Further details can be found in Systems and Procedures.</b></li> </ul>
<b>Anxiety, stress and worry</b>	Staff, pupils (parents indirectly)	Those coming to work or school may be anxious, worried or stressed	<ul style="list-style-type: none"> <li>• The workforce and Union reps have been consulted in the development of this risk assessment and associated control measures</li> </ul> <p><b>Communications led and shared by Head with stakeholders as appropriate.</b></p> <ul style="list-style-type: none"> <li>• This risk assessment and its findings have been shared with staff and published on the school website.</li> </ul> <p><b>This has been done.</b></p> <ul style="list-style-type: none"> <li>• Staff have access to Group's <a href="#">occupational health and counselling service</a></li> </ul> <p><b>As part of the bulletin.</b></p> <p><b>Local details:</b></p> <ul style="list-style-type: none"> <li>• <b>Further details can be found in Systems and Procedures.</b></li> </ul>
<b>Failure to follow local rules</b>	Staff, Pupil, Visitors	Persons fail to follow local rules due to lack of awareness or persons who violate local rules	<ul style="list-style-type: none"> <li>• All staff reminded of their duty to follow these control measures and to support staff or pupils who may fail to follow these in a constructive manner</li> </ul> <p><b>Behaviour policy clearly communicated with all staff via briefings and the bulletin.</b></p> <ul style="list-style-type: none"> <li>• Transgressions will be escalated through existing behaviour/disciplinary arrangements</li> </ul> <p><b>Staff must follow guidance given to them as part of Systems and Procedures and through general communication. Staff will potentially place themselves, and others, at risk if they do not adhere to this. Line Managers to follow up should a breach occur.</b></p> <p><b>Local details:</b></p>

			<ul style="list-style-type: none"> <li>• <b>Head gives updates and reminders to staff through wider communications such as the bulletin.</b></li> <li>• <b>Further details can be found in Systems and Procedures.</b></li> </ul>
<b>The school lapses in following national/ group guidelines and advice</b>	Staff, Pupil, Visitors	Lack of awareness leads to failure to follow required controls	<ul style="list-style-type: none"> <li>• Important updates/changes included in CEO's Heads Bulletins <b>Jon Coles to lead.</b></li> <li>• Regular key guidance updates issued by Group H&amp;S Manager <b>Central office to lead.</b></li> <li>• Headteacher to ensure that all relevant guidance is followed and communicated to staff <b>This is done via staff meetings, bulletins, key reading, and quality assured through LM.</b></li> <li>• Senior Leaders keep themselves up to date with advice issued by, but not limited to, DfE, NHS, Department of Health and Social Care and UKHSA, and review this risk assessment accordingly <b>Leaders take time to review guidance each day and implement/discuss as necessary in daily briefings.</b></li> <li>• The LGB is kept informed on changes in guidance and school approach <b>This is carried out by the Head on a regular basis and as necessary.</b></li> </ul> <p><b>Local details:</b></p> <ul style="list-style-type: none"> <li>• <b>Further details can be found in Systems and Procedures.</b></li> </ul>

Details of any additional control measures for consideration	Target for completion	Date of completion	Completed By
The use of CO2 detectors for identifying poorly ventilated spaces will be kept under review pending further information from DFE.	27 January 2022	27 January 2022	Phillip Lloyd, Katherine Chard, Stuart Edwards

<b>Assessment completed by:</b>	Phillip Lloyd, Katherine Chard, Stuart Edwards	<b>Date:</b>	24 January 2022	<b>Date of next review:</b>	28 February 2022
---------------------------------	--	--------------	-----------------	-----------------------------	------------------