

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

Setting	Whole Foundation	Date of Assessment	Updated 12.1.22 and 17.1.22 Previous version 29.11.21
Assessment Completed By	JMSP, PJC, RHR, RHC		

STAYING COVID SECURE - OUR COMMITMENT

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

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

This is a new Risk Assessment in preparation for the new school year 2021 in the light of changed operational guidance and removing of many restrictions. It will be reviewed at the end of Day 1 and Week 1, with regular reviews made thereafter. This is a live document and it is central to the safe operation of the Senior, I&J and Sixth Form Divisions.

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This risk assessment has been revised to update the key areas to consider in the coronavirus (COVID-19) risk assessment following the operational guidance issued in July 2021 to take effect in Step 4 of the Roadmap as described in the document [Operational guidance at Step 4](#)

This assessment follows the **4 control measures** set out in the above guidance and shows how these are linked to specific actions and measures. There are 3 further areas listed in the control measures included for which schools should ensure they have robust planning in place. These are **travel** and **quarantine/isolation** and **safeguarding** arrangements. This risk assessment sits alongside the school's other Risk Assessments.

The control measures specified in the guidance are:

1. Ensure good hygiene for everyone.
2. Maintain appropriate cleaning regimes.
3. Keep occupied spaces well ventilated.
4. Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19.

Our Employees

Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
01	All Clinically Extremely Vulnerable (formerly shielding) employees are required to complete an individual risk assessment with the school	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	HR and school nurse to contact staff to undertake personalised risk assessments and implement any agreed measures
03	All employees, themselves or persons within their household who have COVID-19 symptoms, should self-isolate, not attend school/setting and should liaise with NHS services to get tested.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Close contacts will now be identified via NHS Test and Trace and education settings will no longer be expected to undertake contact tracing.

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	<p>Staff who become unwell with COVID symptoms during the school day should go home and take a PCR test. Staff should follow advice from NHS track and trace if any member of their household develops symptoms.</p> <p>The school will liaise with the Local Health Protection Team (https://www.gov.uk/guidance/contacts-phe-health-protection-teams#cheshire-and-merseyside-hpt)</p>				<p>As with positive cases in any other setting, NHS Test and Trace will work with the positive case to identify close contacts. Contacts from a school setting will only be traced by NHS Test and Trace where the positive case specifically identifies the individual as being a close contact. This is likely to be a small number of individuals who would be most at risk of contracting COVID-19 due to the nature of the close contact.</p> <p>Individuals are not required to self-isolate if they live in the same household as someone with COVID-19, or are a close contact of someone with COVID-19, and any of the following apply:</p> <ul style="list-style-type: none"> they are fully vaccinated they are below the age of 18 years and 6 months they have taken part in or are currently part of an approved COVID-19 vaccine trial they are not able to get vaccinated for medical reasons
04	Members of staff from Black, Asian and Minority Ethnic communities (BAME) to seek further guidance if required alongside their individual inclusion assessment.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	BAME members of staff should ensure strict compliance to all safety measures and may seek an individual risk assessment in addition to their inclusion assessment
05	Staff wellbeing to continue to be monitored regularly so as to support physical and mental health and wellbeing. Staff will be made aware of Government advice on mental health for teachers: https://www.gov.uk/government/news/extra-mental-health-support-for-pupils-and-teachers	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>SMT and other colleagues to continue to check in with staff and to maintain contact with those who are isolating, keeping SMT informed.</p> <p>Senior staff to continue to circulate advice and guidance. School counselling has been offered to staff in need and welfare meetings also take place</p>

Our Pupils

Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
06	<p>Clinically Extremely Vulnerable (formerly shielding) pupils are able to attend school</p> <p>A small number of pupils formerly shielding who generally remain under the care of a specialist health professional may need to discuss their care with their health professional before attending school (usually at their next planned</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Parents to liaise with school and any pupils who cannot attend because self-isolating (or advised by specialist not to attend) to be supplied with work to complete remotely. Any such pupils to be supported by contact with nursing staff and pastoral teams.</p>

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	clinical appointment). Families to liaise with school nurse in such cases: https://www.rcpch.ac.uk/resources/covid-19-shielding-guidance-children-young-people#children-who-should-be-advised-to-shield				School to reassure and encourage parents to send pupils to school in line with guidance which allows for these young people to be in school
08	All pupils or persons within their household that have COVID-19 symptoms must seek PCR testing promptly, communicating results to school.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	This guidance to be circulated to parents and reiterated in new communications and such communications have made it clear that any persons exhibiting any of the reported symptoms must seek a PCR test . If the test result is positive, they must stay off school and isolate in line with NHS advice. Reminders are regularly circulated to parents via weekly bulletin.
09	We provide online/distance learning for pupils who are not in school/setting because they are isolating in line with Government guidance or specialist advice	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	We will make work available to pupils who are unable to attend due to COVID symptoms/self-isolating by continuing to use online systems as appropriate. Daily register of isolating pupils is circulated to ensure rapid response and allow work to be set as appropriate In the event of remote learning/school closure, form tutors will monitor attendance carefully and deliver pastoral care/wellbeing materials in form time.
10	Some pupils with SEND (whether with education, health and care plans or on SEN support) may need specific help, so our SENCO, TAs and teachers will continue to plan to meet these needs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Continue to monitor ECHP pupils and other SEND pupils (under leadership of SENCO and DSL) and to hold discussions with pupils/parents to address any emerging needs
11	Staff continue to monitor well-being and mental health of all pupils using pastoral structures and CPOMS for safeguarding issues.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Pastoral Teams/designated staff to circulate support materials regularly and DSL to continue regular updates on safeguarding

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Our School

Capacity, Access and Egress					
Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
16	Meeting with parents to take place in well-ventilated rooms with as much space as possible.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Physical/Social Distancing in the Building					
Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
21	Enhanced cleaning of teaching rooms/stations	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Every teaching room across the Foundation will have laminated checklists for teachers including instructions to sanitise whiteboard, keyboard every lesson and pupils and staff to sanitise hands on entering and leaving each teaching room. A pack of PPE will be provided in each classroom and SRR notified if stocks are low. Additional cleaners have also been employed.
24	Group meetings may take place via Teams or in a large, well-ventilated room where social distancing can be observed.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Additional Measures applied (Please detail below)

Update for omichron measures 29.11.21 in line with Government Guidance

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1036663/Schools_guidance_update_for Omnicron - 29 Nov.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1036663/Schools_guidance_update_for_Omicron_-_29_Nov.pdf)

- Face masks to be worn by senior school pupils in communal areas unless exempt
- Face masks to be worn by all staff in communal areas unless exempt

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- Face masks to be worn by all visitors in communal areas unless exempt (signage displayed on entrance doors)
- 10 day isolation for anyone testing positive for omichron or identified by track and trace as close contact of a positive om case regardless of vaccination status
- Guidance on correct usage of masks to be repeated to pupils and staff
- Advice on hand-washing/sanitising repeated for pupils and staff

Update in line with government guidance to take effect from 5 January 2022 <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak>

- Face masks to be worn by pupils in Yr 7 and above in classrooms during lessons unless pupils are exempt. This does not apply in situations where wearing a face covering would impact on the ability to take part in exercise or strenuous activity, for example in PE lessons.
- Pupils must also wear a face covering when travelling on public transport and should wear it on dedicated transport to and from school.
- We would not ordinarily expect teachers to wear a face covering in the classroom if they are at the front of the class, to support education delivery, although settings should be sensitive to the needs of individual teachers
- Additional guidance has been circulated to all staff about regulations in relation to a positive case in a member of staff's household where the member of staff has not tested positive. In such cases, a fully vaccinated member of staff must take daily lateral flow tests to continue attending work if they feel well and continue to test negative. Social distancing, mask-wearing, hand-hygiene and making colleagues aware also covered in briefing notes. Where close contact with a pupil cannot be avoided, colleagues will discuss with line-manager and take suitable agreed steps. Non-vaccinated colleagues are required by law to take a PCR and isolate for 10 days in such cases
- Members of staff who are household contacts of a positive case must inform the school using staffabsence@kingsmac.co.uk email which will prompt named members of SMT to reissue the relevant guidance and liaise with that colleague.

Updated local authority guidance on 13.1.22 removed requirement for pupils who are household contacts of positive cases to isolate at home for 5 days from 17. 1.22. Instead, they may now attend school if well and testing negative on LFD. Letter sent to all parents 14.1.22 with full details of rules.

Updated government guidance on 17.1.22 reduced the isolation period for positive cases to five full days where the person is well and tests negative on LFD on days 5 and 6, 24 hours apart. Full information circulated to parents and staff 14.1.22

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Infection Control, Cleaning and Hygiene Arrangements					
Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
29	Staff and/or pupils who are experiencing symptoms associated with COVID-19 are instructed not to attend the school/setting and to refer to <u>current advice and guidance</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Staff training from the School Nurse will cover current advice and guidance in order that the procedure for staff and/or pupils is clear. All staff will be provided with a link to our COVID-19 Medical Guidance and Procedure.
30	Staff who experience symptoms as above whilst at work should immediately notify a senior colleague/nurse and go home and follow the guidance set out above.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Staff training from the School Nurse will cover current advice and guidance in order that the procedure for staff and/or pupils is clear. Copies of guidance and RA will be available for staff.
31	Pupils who experience COVID-19 symptoms should be collected from school/setting as soon as possible. Pupils should be directed to a designated isolation room where they can await collection. The pupil will be supervised by a school nurse who will use PPE. If the pupil needs the bathroom whilst awaiting collection, they should use a separate bathroom to pupils and staff.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Clinical PPE is available for staff to wear providing adequate protection for pupils who are taken ill. The school nurse will supervise a pupil in the isolated area. The isolation area and any bathroom used should be thoroughly cleaned with detergent or bleach. Parents will be required to collect immediately. Pupil will be escorted to the car by member of staff. A test for COVID-19 will be recommended if signs of the virus are present. Further information is available at:

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	They should be kept 2m apart from all other pupils and staff whilst on site. Staff should notify the school nurse of such case by phone or email. If pupil needs direct personal care until they can return home, staff should wear gloves, an apron and a face mask. Eye protection should also be worn if deemed risk from coughing/spitting/vomiting.				https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care
32	Provision of hand-washing/hand-hygiene facilities at entrances and throughout school/setting (regularly monitored & maintained).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	PPE levels will be monitored by REEM/RS/SRR to ensure that supply is more than sufficient. Hand sanitiser will be available at entry, exit and in teaching room spaces. Regular handwashing and sanitising times are timetabled into the daily routine for all pupils. All staff, parents, pupils and visitors arriving on site will sanitise their hands. Toilets will be cleaned more regularly and limits in place for numbers using toilets.
33	All staff and pupils are encouraged to regularly clean their hands with soap and water or sanitiser, especially upon arrival at school/setting, prior to eating, following break/lunch time and any other time deemed necessary (after coughs/sneezes).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Staff training has been provided. Pupils will be reminded regularly about the importance of regular hand washing.
35	Sharing of pencils/pens and other equipment is to be avoided where possible. However, books and other resources (e.g. practical equipment) may be handed out to different groups.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A supply of antibacterial wipes is available in each teaching room. Reduced distribution of materials to be encouraged and regular hand sanitising in place. Senior pupils to bring own equipment to school; junior and infant pupils will use equipment supplied by the school.

Ref	Control Measure	Yes	No	N/a	Actions Taken Details / Further Information
40	Equipment that may need to be shared (laminators, guillotines, etc.) should be cleaned and sanitised before and after use.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Signage is located to remind staff to clean and sanitise equipment after each use. Individual staff will be responsible. PPE and cleaning equipment will be available for staff to use.

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41	All staff and pupils are encouraged to cough/sneeze into tissues and dispose of these in appropriate waste disposal bins. (Catch it, Kill it, Bin it)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Staff training provided. Pupils to be trained and reminded regularly. Lidded bins will be located in every teaching room and staff area. Waste will be doubled bagged and incinerated.
42	Additional lidded bins and increased emptying/replacement are provided/in place.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Additional lidded bins are in situ; cleaning staff will empty twice a day. Waste is doubled bagged and will be incinerated.
43	All working areas within the building should be well-ventilated (Windows open and doors open if not fire doors. Rooms with no windows have ventilation system and doors should be closed in these rooms as ventilation works more effectively). Ventilation system is covid-safe and draws in air from outside.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SMT daily walk round. All classrooms selected for use are well ventilated. Ventilation of office and other shared spaces encouraged.
44	Increased frequency of cleaning of communal areas and locations/high contact points (using detergent and hot water followed by a chlorine based disinfectant solution) including: <ul style="list-style-type: none"> • Toilets • Door Handles/Access Buttons • Kitchen areas and associated equipment • Water dispensers/coolers • Printers/Photocopiers • White Boards • Lifts 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Cleaning of communal areas on rotation is organised twice a day: midday and end of the day. Signage to reinforce cleaning needs will be displayed by RS/SRR.

Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
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47	Staff and pupils are provided with instructions on how to achieve effective hand-washing; for example in the form of posters, written guidance and videos clips, etc.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All staff will remind pupils of the importance of this routine. Hand-washing posters to be displayed alongside hand-washing guidance. Soap and hot water will be available in all of the toilets and in areas used for personal care.
49	Colleagues using individual workstations/office desks are asked to sanitise this work area before leaving at the end of the day	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Cleaning staff will also undertake enhanced cleaning of work stations
50	Office staff who receive deliveries, post, etc. are encouraged to wash their hands more frequently and are provided with sanitiser.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
51	Increased frequency of toilet inspections and checks to ensure sufficient supplies of liquid soap and paper towels are maintained. Staff to report shortages to site staff.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	This will be completed by rota – midday and end of the day. RS and site team will monitor.
52	Suppliers and Contractors advised if attending premises are advised of expectations around personal hygiene.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Signage is displayed in reception area.

Key Roles and Responsibilities

Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
53	Sufficient staffing/resources are in place to maintain the security of the building and its occupants.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	To be reviewed daily with PBJ/SMT/SRR.
54	Sufficient staffing/resources are in place to maintain the cleanliness of the building and to carry out necessary inspections of consumables needed to maintain hygiene (including their replenishment).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	To be reviewed daily with PBJ/SMT/SRR PBJ/SRR will be onsite to observe practice and record observations. Cleaning checklists, pupil organisation and circulation will be monitored by SMT.
55	Sufficient numbers of trained staff are in place to provide Emergency First Aid.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	School Nurse will be on site at all times, supported by a large team of Staff First Aiders.

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

School Specific Transport

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

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					Pupils will spread out as much as is possible within the confines of the bus.
61	Buses are subject to regular cleaning to limit any potential spread of virus	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Buses are cleaned down and sanitised after each journey.

Open Events

Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
61	To control the flow of visitors, they will be asked to book a time slot/session. This will help avoid all visitors arriving at the same time.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Pre-booking of sessions and capacity limited for each session.
62	Staff advised to maintain social distancing where possible, that face coverings may be worn (personal preference) and that windows should be open throughout the event.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Windows and doors to be opened and kept open throughout to maintain good ventilation.
63	Pupils will be asked to not shake hands with visitors.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Stated in pupil briefing notes.
64	Hand sanitiser will be available on corridors (wall dispensers) and in bottles in all classrooms.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Estates staff will ensure all dispensers are filled prior to Open day.
65	Any year groups that are experiencing a spike in Covid cases will be asked to avoid mixing with members by not attending on open day.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Year 10 has not to attend (7/10/21)
66	Cleaning: thorough cleaning of the buildings prior to the start of Open Day, and at the end. Cleaning staff will work throughout the event to maintain cleanliness of shared areas such as toilets.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Cleaners rota's to attend on Open Day 9- 3pm.
67	Main entrance doors will be kept open, so visitors, staff and pupils do not need to touch handles. Non-fire doors will also be propped open.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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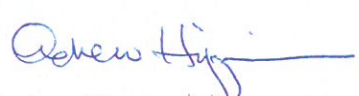
Additional Statutory Compliance and Maintenance issues

- SMT will monitor compliance with the Risk Assessment on a daily basis.
- Subsequent updates will then be provided, should practice need to be amended. Governors will receive the same updates at the same time via the Headmaster/JMSP.

Any Additional Information and Control Measures (Detail Below)

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

School Leadership Use Only

Approved by (Head Teacher/ Chair of Governors)	 Andrew Higginson, Chair of Governors	Date of Approval	17/1/2022
Date Provided to Staff	18/1/2022	Date of Review	