

MAIDSTONE GRAMMAR SCHOOL

RISK ASSESSMENT FOR WHOLE SCHOOL ARRANGEMENTS FROM January 2022.



Headmaster: Mark Tomkins
Chair of Governors: Mark Rolfe
Produced January 2022

**THIS RISK ASSESSMENT WILL BE REVIEWED ON AN ON-GOING BASIS AS AND
WHEN REQUIRED AND ALL UPDATES WILL BE ADDED TO THE WEBSITE**

Hazard <i>List significant hazards which may result in serious harm or affect several people</i>	Who might be harmed and how? <i>List groups of people who are especially at risk from the significant hazards identified.</i>	What are we already doing? <i>List existing controls or note where the information may be found. (e.g. Information, instruction training, systems or procedures)</i>	What else do we need to do to control the risk? <i>List the risks which are not adequately controlled and the proposed action that is reasonably practicable to carry out.</i>	Action by Who?	Action by when	Done
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Operations Premises, Health and Safety

<p>Reducing the risk of transmission through a preventative system of controls now that students are no longer restricted to bubble areas for lessons and transit around the school.</p>	<p>Students, Staff, Parents and the Wider Community</p>		<p>We will minimise contact with individuals who are unwell by ensuring that those who have COVID-19 symptoms go home to self isolate in line with Public Health Guidelines.</p> <p>1) Students, staff and other adults must not come into the school (and must inform the school immediately) if they have COVID-19 symptoms or have tested positive.</p> <p>From the 11th January 2022 the school will follow the new Government guidance as follows: Confirmatory PCR tests following a positive lateral flow device (LFD) test result are to be temporarily suspended from Tuesday 11 January. This will mean that anyone who receives a positive LFD test result will be required to self-isolate immediately and will not be required to take a confirmatory PCR test. In addition, the school is following the Government guidance that:</p> <p>Individuals may now take LFD tests on day 6 and day 7 of their self-isolation period. Those who receive two negative test results are no longer required to complete 10 full days of self-isolation. The first test must be taken no earlier than day 6 of</p>	<p>SLT/ Students/ staff</p>	<p>Ongoing</p>	
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Reducing the risk of transmission through a preventative system of controls now that students are no longer restricted to bubble areas for lessons and transit around the school.			<p>the self-isolation period and tests must be taken 24 hours apart. If both these test results are negative, and you do not have a high temperature, you may end your self-isolation after the second negative test result and return to your education or childcare setting from day 7.</p> <ul style="list-style-type: none"> • If the test is found to be negative then they may return to school. All contact tracing will now be carried out by NHS Test and Trace who will communicate directly with Staff, Students and Parents. • Anyone developing COVID-19 symptoms during the school day will be sent home immediately and instructed to follow Public Health Guidance. • Those students awaiting collection by their parents will wait in the medical room or other appropriate space. The toilet allocated for students with symptoms is located next to the school uniform shop. The toilet will be cleaned and disinfected before being used by anyone else. • PPE, including a mask, will be worn by staff who are supervising a pupil who is displaying symptoms of coronavirus while the pupil is awaiting collection by their parent. 	SLT	Ongoing	

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			<ul style="list-style-type: none"> Key members of staff will liaise with the DfE and the UK Health Security Agency according to the thresholds in the Contingency Framework. The School will continue to take steps to increase measures where advice is given by the DfE / UK Health Security Agency. This could include moving back to the bubble system previously in place. 			
Reducing the risk of transmission through a preventative system of controls now that students are no longer restricted to bubble areas for lessons and transit around the school.			<p>Hygiene</p> <ul style="list-style-type: none"> -Hand hygiene – frequent and thorough hand cleaning must continue. Hand sanitisers will be available around the site or soap and water may be used in toilet facilities. -Respiratory hygiene- the Catch it, bun it, kill it approach must continue. -Use of PPE equipment. Staff must continue to wear PPE when dealing with suspected cases or cleaning areas where there may have been transmission. <p>Regular reminders are given to students, staff and parents about adhering to these measures..</p>	SLT/ Students/ Staff	Ongoing	
Reducing the risk of transmission through a preventative system of controls now that students are no longer restricted to bubble areas for		<p>The School has allocated additional hours for cleaning high usage areas throughout the school day, in addition to the normal cleaning contracts.</p>	<p>We will continue to implement enhanced cleaning and hygiene routines:</p> <ul style="list-style-type: none"> Classrooms, toilets and all areas used will be cleaned thoroughly at the end of the day. Soap and water are available in every toilet for hand washing. Hand sanitiser is available around the school site. 	<p>Contract staff</p> <p>Premises staff</p>	Ongoing	

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<p>lessons and transit around the school.</p> <p>Reducing the risk of transmission through a preventative system of controls now that students are no longer restricted to bubble areas for lessons and transit around the school.</p>			<ul style="list-style-type: none"> • Disposable tissues are supplied in learning environments. • Bins for tissues are in classrooms and other key locations – these are emptied throughout the day. • We have adequate supplies of tissues, cleaning products, plastic bags, disposable cloths, soap and hand sanitiser. • Caretaking/cleaning staff keep supplies topped up during the day. • Cleaning products and hand sanitisers will be bought from reputable companies. • Alcohol wipes will be supplied in practical rooms. <p><u>Home Testing for COVID-19</u> Students and staff must inform the school immediately where there is a positive test result and all results positive and negative must be uploaded to NHS test and trace. Any students needing to replenish their kits can pick up new kits at Reception.</p>	<p>Students</p> <p>HoDs</p> <p>Premises staff</p> <p>HoDs</p> <p>Premises staff</p> <p>Staff and students</p>	<p>Ongoing</p>	
<p>Reducing the risk of transmission through a preventative system of controls</p>			<p>Social distancing is no longer required and there are currently no social distancing rules imposed by the Government. Students and staff are no longer required to wear face coverings in classrooms, corridors or any other areas</p>		<p>Ongoing</p>	

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whilst staff and students are moving around the site between lessons.			<p>of the school but they may continue to do so if they wish.</p> <p>There is no longer a requirement to keep children in consistent groups ('bubbles'). This means that 'bubbles' will not need to be used in schools. As well as enabling flexibility in curriculum delivery, this means that mixed year group assemblies can resume and we no longer need to make alternative arrangements to avoid mixing at lunch. House and year group assemblies and other mixed age gatherings will now resume. Staff and students are welcome to wear face masks when attending these and doors / windows will be kept open/ ajar to allow ventilation.</p> <p>We continue to use:</p> <ul style="list-style-type: none"> • The KEEP LEFT rule will continue as before in all corridors. Students will move between classes around all parts of the school, keeping to the left at all times. • Students needs to keep moving in all transit areas. • Everybody should continue to take personal responsibility to minimise risk. • It is essential that staff arrive on time for all their lessons for safety reasons. <p>Students should not line up in the corridor outside the classroom but go directly into the room, if it is a non specialist room.</p>		<p>Ongoing</p>	

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<p>Reducing the risk of transmission through a preventative system of controls now that students are no longer restricted to bubble areas for lessons and transit around the school.</p>			<p>Risk assessments will be reviewed as required.</p> <ul style="list-style-type: none"> We ask all students and staff to ensure that they are carrying out lateral flow testing at least twice weekly on a Sunday and Wednesday. Staff must familiarise themselves with the daily blended learning list so that these students are supported according to our procedures for blended learning. It is vitally important than any member of staff who is not double vaccinated should notify MHC/REJ immediately if they believe that they have been a close contact of a student on the daily blended learning list because additional measures may be required to be put in place. Any staff member who is pregnant should also please make contact with MHC so that consideration can be given to additional measures which may be required. <p><u>Toilet Provision</u> Students are no longer required to use zone toilets and may use any appropriate facilities around the site.</p> <p><u>Break and lunch time and food service.</u> There are no longer any requirements for zones, nor staggered breaks.</p>		<p>Ongoing</p>	

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			<p>Students may use food servery points around the site. The Pavilion is no longer used as a food servery point. Year 7 upwards may purchase food in the Refectory or at the Pod. The Sixth Form has sole use of the Sixth Form Common Room servery but can also purchase food at other serveries.</p> <ul style="list-style-type: none"> • Parents/visitors must sign in at reception and agree that they accept the risk to themselves of coming on to the site and that they do not display any of the Government’s listed covid-19 symptoms. • Students will be required to bring PE / Games kit to school to change on site before and after lessons. <p><u>Staff Parking</u></p> <ul style="list-style-type: none"> • This will resume in full on site. There are no allocated spaces. • Parents and other visitors may only come onto the school site by prior appointment or in an emergency. 			
Responding to infection			<p><u>Contact Tracing</u></p> <ul style="list-style-type: none"> • We understand the NHS Test and Trace process and how to contact the local public health protection team / DfE if required. • We have informed staff, parents and carers that they must abide by procedures and be ready and willing to book a test, provide details of anyone 	SLT	Ongoing	

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			<p>they or their child have been in close contact with if they test positive and self-isolate as per the ‘stay at home’ guidance.</p> <ul style="list-style-type: none"> • We have informed parents, carers and staff of the importance of them informing the school immediately of the results of any test • In relation to contact tracing / close contacts, the updated guidance (27th August) states: • <p>Settings only needed to do contact tracing up to and including 18 July 2021. Close contacts will now be identified via NHS Test and Trace and education settings will no longer be expected to undertake contact tracing.</p> <p>As with positive cases in any other setting, NHS Test and Trace will work with the positive case and/or their parent to identify close contacts. Contacts from a school setting will only be traced by NHS Test and Trace where the positive case and/or their parent 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. You may be contacted in exceptional cases to help with identifying close contacts, as currently happens in managing other infectious diseases.</p>			

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			<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 <p>Instead, they will be contacted by NHS Test and Trace, informed they have been in close contact with a positive case and advised of action to take.</p> <p>Staff who do not need to isolate, and children and young people aged under 18 years 6 months who usually attend school, and have been identified as a close contact, should continue to attend school as normal.</p> <p>18-year-olds will be treated in the same way as children until 6 months after their 18th birthday, to allow them the opportunity to get fully vaccinated. At which point, they will be subject to the same rules as adults and so if they choose not to get vaccinated, they will need to self-isolate if identified as a close</p>			

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			<ul style="list-style-type: none"> All classes in Year 7-11 will have seating plans to support contact tracing if required. 			
Conducting site safety checks prior to wider opening Conducting site safety checks prior to wider opening			<ul style="list-style-type: none"> The school will continue to be thoroughly cleaned. Water systems are fully operational and appropriate Legionella checks and procedures have been followed. Water Fountains are used for filling water bottles only. Our fire evacuation procedures have been updated to reflect the end of the bubble system and outdoor muster stations are in place for mixed age vertical tutor groups by House on the back field. <p>If there is a fire alarm during lesson then the class teacher escorts the group to the muster zone on the back field.</p> <p>If there is a fire alarm in unstructured time then students line up in the muster zone in tutor groups.</p> <p>All staff should support supervision of students in the muster zone until HOH/ SLT arrive.</p> <ul style="list-style-type: none"> There will be a planned practice soon after the start of term. <p><u>Ventilation</u></p>	<p>School</p> <p>Premises Staff</p> <p>Staff & students</p> <p>Premises staff</p>	<p>Ongoing</p> <p>Ongoing</p>	

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			<ul style="list-style-type: none"> Classrooms and other spaces are well ventilated. Doors are propped open to increase ventilation and limit the use of door handles. Top windows should be opened by preference and others may also be opened where required to aid ventilation while also ensuring that adjustments are made so that the room remains at a comfortable temperature. The main classroom door must be open and corridor windows and outside doors will remain open for ventilation purposes. Staff are regularly reminded about the importance of good ventilation in rooms. 			
The risk/ perceived risk of viral transmission due to non-attendance at school and the risk of learning not taking place when students are absent from school. There is a risk that staff and students may not be able to access on-line learning if the school moves to a blended	Staff, students and members of the community		<ul style="list-style-type: none"> The DfE guidance makes it clear that students of statutory school age must attend school unless a statutory reason for a child not to attend is given and agreed by the School. Guidance of the 27th August 2021 states: School attendance is mandatory for all pupils of compulsory school age and it is a priority to ensure that as many children as possible regularly attend school. Where a child is required to self-isolate or quarantine because of COVID-19 in accordance with relevant legislation or guidance published by PHE or the DHSC they should be recorded as code X (not attending in circumstances related to coronavirus). 	Staff	Ongoing	

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approach or full lockdown			<p>Where they are unable to attend because they have a confirmed case of COVID-19 they should be recorded as code I (illness).</p> <p>For pupils abroad who are unable to return, code X is unlikely to apply. In some specific cases, code Y (unable to attend due to exceptional circumstances) will apply. Further guidance about the use of codes is provided in the school attendance guidance. https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-covid-19-operational-guidance#attendance</p> <ul style="list-style-type: none"> • For students who are absent from school, the usual arrangements will remain in place that where a child is absent due to non Covid 19 related illness for a number of days, work is not provided by the school and the pupil is required to catch up upon their return. • If parents choose to keep their child at home against Government guidance and without the School’s agreement, then the school is unable to provide work. 			
Provision of work where there is an individual approach required for a	Staff and students		<ul style="list-style-type: none"> • Attendance will provide a daily confidential update to staff listing students who are absent for legitimate and agreed covid related reasons across the year groups who require educational input from their teachers. 	School staff	Ongoing	

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legitimate Covid related reason to be absent and that staff will be unaware of students who require remote education.						
Staff required to self-isolate due to covid related matters (including quarantine restrictions) and impact on educational provision for staff and students			<ul style="list-style-type: none"> If the member of staff is not unwell, that teacher will be required to provide work and this may be delivered remotely by Teams where possible. The group of students will also be covered by a member of staff. If a staff member is unwell and unable to provide work then the classes will be covered by cover supervisors/teaching staff or supply staff as appropriate. 	Staff Cover staff	Ongoing	
Evening events			<ul style="list-style-type: none"> Evening events such as the Year 12 UCAS evening in January where students and parents attend will resume. Attendees are welcome to wear masks and doors / windows will be opened as far as reasonable to enable ventilation. 			
Students will not make expected progress due to gaps in learning.	Students		<ul style="list-style-type: none"> The school is aware of the national shortfall in pupil progress due to the lockdown and the school is using its best endeavours to address this at individual, departmental and whole school levels. 	School	Ongoing	

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student body as a result of COVID.			<ul style="list-style-type: none"> • The Old Bursary will continue to be available to SSD for investigating issues and speaking to students and the SSD office is now located opposite. • There has been full safeguarding training for all staff during the Inset day in Sept and full online safety training for all staff on the Inset day in October delivered by Kent's safeguarding service. • We will look at PPG funding to help financially support counselling/MIND where possible to increase the capacity. 	SLT	Ongoing	
Educational Visits and the risk of viral transfer	Staff, Students and Members of the Community	<ul style="list-style-type: none"> • The School has suspended all trips and visits until further notice. 	Trips are currently considered on a case by case basis.	SLT	ongoing	
Extra-Curricular Activities	School Community		<ul style="list-style-type: none"> • The extra-curricular will resume this academic year. • Where students are participating in indoor mixed age activities all students must wear masks unless exempt. 	School	Ongoing	