

MAIDSTONE GRAMMAR SCHOOL

RISK ASSESSMENT FOR WHOLE SCHOOL RETURNING TO SCHOOL IN SEPTEMBER 2020



Headmaster: Mark Tomkins
Chair of Governors: Mark Rolfe

RA produced during July and August for a full opening in September 2020.

**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

Reducing the risk of transmission through a preventative system of controls	Students, Staff, Parents and the Wider Community		<p>1) We will minimise contact with individuals who are unwell by ensuring that those who have COVID-19 symptoms, or who have someone in their household who does, do not attend school:</p> <ul style="list-style-type: none"> • Students, staff and other adults must not come into the school (and must inform the school immediately) if they have COVID-19 symptoms (high temperature, a new continuous cough, a loss/change to sense of smell or taste) or have tested positive in at least the 10 days. Staff/students displaying symptoms will be required to book a Covid-19 test via the NHS website and self-isolate for 10 days at home if the test is found to be positive. If the test is found to be negative then parents are required to provide evidence of the test result and then students may return to school straight away. Parents/Carers must keep the school updated at all times throughout this process. Other members of the household must self-isolate for 14 days. • Anyone developing COVID-19 symptoms during the school day will be sent home immediately and instructed to follow the ‘stay at home’ government guidance. • Those students awaiting collection by their parents will wait in the medical room and 2A as an additional holding room with appropriate adult supervision. The toilet allocated for students with symptoms is located next to the school 	SLT/ Student/ staff	Ongoing	
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Reducing the risk of transmission through a preventative system of controls			<p>uniform shop. The toilet will be cleaned and disinfected before being used by anyone else.</p> <ul style="list-style-type: none"> • The medical room/2A will also be thoroughly cleaned after use by anyone with symptoms with a standard detergent after they have left. • 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. • Everyone washes their hands thoroughly for 20 seconds with soap and running water or uses hand sanitiser. • Key members of staff will liaise with the local Health Protection Team as necessary and identify close contacts in the event of confirmed cases. • The school will require that students or staff will not return to school until either the isolation period has passed or a negative test result is provided. • The school will take advice from Public Health England about informing relevant members of the school community at an early stage if someone is sent home with Covid-19 symptoms. • Covid-19 will be an Agenda item during the Headmaster’s meetings with Union representatives during the Pandemic. In addition, as part of the meeting there will be on-going discussions about staff work load and wellbeing. 	SLT	Ongoing	
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			<ul style="list-style-type: none"> The student messengers will be suspended during this period and alternative systems will be put in place. 	SLT	Ongoing	
Reducing the risk of transmission through a preventative system of controls			<p>2) We will implement thorough hand washing routines ensuring that hands are cleaned thoroughly more often than usual:</p> <ul style="list-style-type: none"> Good personal hygiene and regular handwashing will be given high prominence in the school's protective measures and daily routines. This includes: health and safety briefings for all students and parents in written form and video; health and safety notices prominent around the school site; hand sanitiser located throughout the building and site. Students and staff wash their hands - on arrival, before and after removing a face mask, before and after eating, after using the toilet and after sneezing and coughing. Students and staff wash hands frequently with soap and water (for at least 20 seconds) and dry thoroughly or, where this is not possible, use alcohol hand rub or sanitiser ensuring all parts of the hand are covered. Staff wash their hands and surfaces before and after handling students' books/distributing teachers' resources and handouts. Help will be available for students who have trouble cleaning their hands independently. 	SLT/ Students/ Staff	Ongoing	

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Reducing the risk of transmission through a preventative system of controls		<p>other multiple use rooms and refill hand sanitiser dispensers and ensure that there are adequate stocks of wet wipes, paper towels and alcoholic hand sanitiser pumps available.</p> <ul style="list-style-type: none"> There will be an enhanced and more frequent cleaning of rooms by the cleaning contractor at the end of the day. 	<p>system and the Premises Manager will print out the booking list so that he can schedule cleaning of these facilities between use.</p> <ul style="list-style-type: none"> Students will be expected to wipe down their own desks and chairs after break and lunch. Alcohol multi task wipes will be available for this. Heads of Departments responsible for practical subjects using the bookable rooms must ensure that there is sufficient time between lessons for thorough cleaning of the rooms between different groups. Wipes and detergent spray will be provided to staff to wipe down the equipment they use including computer keyboard, visualisers, mice, controllers etc. Heads of Department will have responsibility for ensuring that any resources or equipment that is used between different year group bubbles are cleaned frequently and meticulously and between use by different bubbles. Soap and water are available in every toilet for hand washing. Hand sanitiser is available in all classrooms and other learning environments. Dispensers will be located in entrances and around the site. Disposable tissues are supplied in each classroom and in other learning environments. Bins for tissues are in classrooms and other key locations – these are emptied throughout the day 	<p>Premises staff</p> <p>Students</p> <p>HoDs</p> <p>Premises staff</p> <p>HoDs</p> <p>Premises staff</p>		
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Reducing the risk of transmission through a preventative system of controls			<p>(double bagged if suspected case of COVID). Lidded bins will be in isolation rooms with staff or students with suspected symptoms of COVID. Bins will be emptied daily and put in the relevant wheelie bin unless Covid-19 is suspected where it will be separated for 72 hours.</p> <ul style="list-style-type: none"> 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. All staff will be trained in the school's new routines and controls. The cleaning products and hand sanitisers will be bought from reputable companies. 	<p>Premises staff</p> <p>Staff</p>	<p>Ongoing</p>	
			<p>5) We will minimise contact between individuals and maintain social distancing wherever possible.</p> <p>General principles and controls:</p> <ul style="list-style-type: none"> Staff will move between classes and year groups in order to deliver specialist lessons. The teacher should not circulate around the room. The teacher should stand at the front of the classroom maintaining the 2 metre rule where possible. Tables should be forward facing where possible. Any member of staff may wear PPE if they choose to and the school will supply these. BAME, extremely vulnerable and pregnant colleagues will have individual contact from SLT to establish any further needs or adjustments to their teaching areas. Any staff who feel they have 	<p>Staff</p> <p>SLT</p> <p>Staff</p>	<p>Ongoing</p>	

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Reducing the risk of transmission through a preventative system of controls			<p>any additional requirements in terms of adjustments at work must make themselves known to the Headmaster. Risk assessments will be reviewed as required. Staff will receive their own detergent spray and hand sanitiser for extra protection.</p> <ul style="list-style-type: none"> • BAME students are protected by the whole school measures for all students as described in the Whole School Risk Assessment. In addition, individual students may wear face masks in school, including in class rooms during lessons. If parents / carers contact the school with additional concerns the school will look to make reasonable adjustments <u>where possible</u> ie adjusting the student's position in the class seating plan. • Teaching groups are organised and maintained in year group 'bubbles' in separate zones. Maps will be provided for students and staff; signage around the site; painted markings on the ground; video training for all students on zones, hygiene and expectations. • During this period, statutory registration will take place for all students at the start of the lesson period 1 and the start of the lesson period 4. Year 12 and 13 students MUST also register at these times for the statutory registration, including if they have a free period and when they have a supervised or unsupervised private study period during period 1 or 4. 		Ongoing	
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Reducing the risk of transmission through a preventative system of controls			<p>At other times and to reduce the pressure on the Year 12 Common Room and the Year 13 Common Room, Year 12 and 13 students will be permitted to leave the school site at break, lunch and also in free periods. Parents will be notified of this arrangement in the parental information booklet and advised that if parents of Year 12 and 13 do not give permission for their son / daughter to leave the site at these times they must contact the school in writing.</p> <ul style="list-style-type: none"> As far as possible students have been allocated a toilet facility within their zones to avoid students mixing with other students in other bubbles. Where year groups are required to share the main boys' toilet facilities the toilets have been divided into left hand side and right hand side for different year groups. Zones have been allocated to take into account individual accessibility issues and additional paint marking and signage has been put in place for visually impaired students and others. Desks will be forward facing where possible for the students to maintain a 2 metre gap between students and staff. Screens, visors and masks are available at any time for staff. However, in some areas such as practical rooms there is fixed seating and forward facing tables will not be possible. 		Ongoing	
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Reducing the risk of transmission through a preventative system of controls			<ul style="list-style-type: none"> • Students are to maintain distance within groups during unstructured time (1 metre plus) and not touch each other or staff. During structured time 1 metre distance cannot be maintained in classes between students. However, bubbles mitigate this. • Where staff need to move between classes and year groups, they keep their distance as much as possible from students and other staff and sanitise in between (ideally 2 metres from others). This includes before and after school, break and lunchtime. • Staff maintain the 2 metre rule from students where possible, staying at the front of the class. <p>Elsewhere in the school and curriculum considerations:</p> <ul style="list-style-type: none"> • ‘Bubbles’ are kept apart in zones. Large gatherings will be restricted to students who are in the same year group. Where assemblies take place, the big hall will be thoroughly cleaned between different year group bubbles. • To ensure that the bubbles are effective a number of practical rooms including science labs, are being adapted to be used as general purpose rooms. This includes closing off gas supplies, water supplies and removing lab equipment. • The zone system means that movement around the school is kept to a minimum. 	<p>Students</p> <p>Staff</p> <p>Staff</p>	<p>Ongoing</p>	

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Reducing the risk of transmission through a preventative system of controls			<ul style="list-style-type: none"> • Given that it is transitory, in corridors and staircases all staff and students will keep to the left unless there is a one-way system in place. Use of the lifts is by prior arrangement via the front office otherwise these MUST not be used. Students must hand sanitise before they use the lift and these will be cleaned at the end of the day. Signs will be placed by the lift to remind students to do this. • Where possible we will provide food/drink points in zone areas to reduce the pressure on the refectory: Pavilion Year 7 Pod for Year 11 Sixth Form Common Room – Year 13 • Where year groups need to use the refectory there is a staggered break and lunch. • Years 8, 9 will use the refectory for 1st break/lunch and for 2nd break/lunch Years 10 & 12 will use refectory. • For each service in the refectory each year group has a different entry and exit point, separate food servery, pay point and seating area. • Students will remain in their zone areas at unstructured times • The Bursary, Attendance and AEN office and Students Services Offices have all been removed from the main school buildings to the School House which is accessed from the main school 	Staff & students	Ongoing	
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Reducing the risk of transmission through a preventative system of controls			<p>car park. This will mitigate the need to mix bubbles as students from different year groups can queue outside whilst social distancing.</p> <ul style="list-style-type: none"> • The split break and lunch will reduce the pressure on staff areas being utilised at one time. We have arranged furniture in the staff room to enable social distancing. HoDs need to discuss use of shared office space with members of their department to ensure social distancing is adhered to. Office windows should be open to allow ventilation. Stocks of hand sanitiser and wipes will be available in all offices and the staffroom. • The main meeting room will be 2C although parents/visitors will be encouraged to have conference calls and not visit the site. However, if there is no alternative and space allows (i.e. 2 metre rule), meetings can be held in staff offices. 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. • With respect to the peripatetic staff, music lessons will be temporarily on hold whilst the normal workings of the school are established – to be reviewed in 4 - 6 weeks. • The Performing Arts block is not in a bubble so that specialist teaching can take place. However, these rooms must be booked via the School’s booking system to allow for cleaning between 		Ongoing	
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Reducing the risk of transmission through a preventative system of controls			<p>groups. No mixed year music groups e.g. choirs or orchestras will take place. Students must only use their own wind instruments not school owned property eg recorders etc. Keyboards, drums and percussion need to be wiped down after use. If singing is taking place then social distancing must also be present ie 2 metre rule prevails with a maximum of 15 students.</p> <ul style="list-style-type: none"> • All music activities must take place in bubbles. • In PE/Games/Sport lessons/activities will be in bubbles; all equipment will be cleaned between use by using a detergent dip. The School will follow the guidance issued by the affiliated sporting bodies as well as the School's Association for Physical Education. • We have reviewed other subjects in the curriculum and taken action, where needed, to reduce risk. E.g. sets of text books located in each zone and a stock of stationery available for use in their bubble. <p>Arriving and leaving the school premises:</p> <ul style="list-style-type: none"> • As many of the students travel considerable distances it is not possible to have a staggered start. Students arrive at various times in the morning. There are three entrance points to reduce congestion (Gate House, Front Double Gates and Back Gate). • Immediately upon arrival they will be expected to hand sanitise and dispensers will be widely available across the site including entrances. 	<p>Students</p>	<p>Ongoing</p>	

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Reducing the risk of transmission through a preventative system of controls			<p>front gate and be in by 8.15 and cannot exit or enter the site during any break or lunch time as the front car park is used as a break zone. Staff parking on the court by the back gate will not be able to enter and exit the school site unless it is urgent as the back gate is closed. The back gate will be locked at 8.45 and re-open at 3 pm.</p> <ul style="list-style-type: none"> • Staff not allocated a space on the school site will be offered a place in the Leisure Centre Car Park at the school's cost. • Parents and other visitors may only come onto the school site by prior appointment or an emergency. • Hand sanitiser is widely available in and around the site and staff and students must hand sanitise when they come onto the site. • Hand sanitiser is provided at main entrances/exits. • Public Health (England) does not recommend the use of face covering in schools. However, the School recognises that some individuals will wish to wear masks. Face coverings must be worn on Public Transportation. On entry to the school site or at any point during the school day, if students/staff wish to remove or dispose of a mask they must either place the mask in a bin or place reusable face coverings in a bag which they will take home with them. Hand sanitising must follow and they avoid touching the front of the mask when putting it on and removing it. 	<p>Staff</p> <p>Parents/visitors</p>	<p>Ongoing</p>	
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Reducing the risk of transmission through a preventative system of controls			<p>available within each year group zone if students wish to use these.</p> <ul style="list-style-type: none"> • There will be a year 7 homework club in room 17 to support transition for new students. <p>Other considerations (SEND, Support Staff, visitors, visiting staff, attendance at different settings):</p> <ul style="list-style-type: none"> • The SENCO/AEN Manager will support individual SEND students to minimise risk. • Individual TAs will keep a 2 metre distance from students in class where possible or wear appropriate PPE when working at closer quarters. • The TAs will clean down any equipment used by staff between users to support the students with SEND. • The school, in the first instance, will instruct visitors/parents not to come into the school unless absolutely necessary. In which case they must have a prior appointment. • Consultation has already taken place with some support staff to ensure that there are protective screens in place to protect them in their work areas. Further consultation with support staff about their future roles, which may be changed due to Covid-19, will commence in September where required. • IT staff will be required to wear PPE when called to a classroom to offer support. They must hand sanitise between groups. 	<p>SENCO, AEN Manager,</p> <p>TAs</p> <p>School staff</p>	<p>Ongoing</p>	

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Reducing the risk of transmission through a preventative system of controls			<ul style="list-style-type: none"> • Premises Staff must wear PPE when moving between bubbles when dealing with spillages/damage etc. • Students must not loiter in entrances to the buildings when moving to their classrooms in their bubbles. • Parents/visitors/contractors 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. • Where possible, meetings will be held on line via Teams or telephone conference call. • There are several designated meetings rooms available in the school in the event that meetings must take place on the school site. These are 2C, Science and Computing block meeting room, School House end room by kitchen. However, where possible, staff offices will be used. • Before and after meetings staff must wipe down the tables. • All visitors must hand sanitise on entry/exit. • A record of all visitors etc to the school site will be maintained on the visitors signing in and out system. • A safety information checklist will be displayed on the sign in screen for visitors to sign when they check in. 	Premises staff Students Parents, visitors Staff Visitors Staff	Ongoing	

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			<ul style="list-style-type: none"> • For supply staff a separate safety check list will be supplied to them which covers expectations whilst working on the site. • There will be two allocated parking spaces left on site for supply teachers. • Parking on the site will comprise of: Back drive, back court nearest the back gates by West Park Road. • Staff overflow will be in the Leisure Centre. • There will be no staff parking in the student zones (many of these previously being car parks). • Entry to the school site for those allocated a parking space on the back drive must be by 8.15 via the front gate. If this window is missed access will not be permitted until after 8.40 when the students have moved to lesson 1. • Cars allocated a parking space on the back drive cannot enter/exit via the front gate during break and lunch times (10.40 – 11.00 or from 12.20-1.00) when Year 9 use their break/lunch zone in the front car park. Barriers will be in place to stop access and egress • Parking via the back gate for the back court, access is by 8.15 in order to enable staff to start work promptly at 8.30. The back gate will be locked at 8.45. • The car parking spaces in school will be allocated to those staff members staying regularly beyond 3.30 for their roles. 	SLT/ Staff	Ongoing	

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			<ul style="list-style-type: none"> • Parking spaces will be allocated to other members of staff in the Leisure Centre Car Park at the School's expense. • We have worked collaboratively with other providers e.g. the school meals provider, cleaning and grounds contractor, building contractors to implement a system of controls to minimise risks. 	SLT	Ongoing	
Reducing the risk of transmission through a preventative system of controls			<p>6) We have considered and made arrangements for the provision of personal, protective equipment (PPE):</p> <ul style="list-style-type: none"> • We will allow students and staff to wear PPE if they wish to. • Face Coverings must be worn on Public Transportation. • On entry, or at any point during the school day, if they wish to remove or dispose of a mask they must either place the mask in a bin or place reusable face coverings in a bag which they will take home with them. Afterwards - Hand sanitising must follow. • Students must provide their own masks/gloves if they wish to wear them. • First aid staff who are supervising any student displaying coronavirus symptoms whilst awaiting collection, must wear PPE. First aid staff will double bag any PPE worn when a student or member of staff displays coronavirus symptoms. The bags will be securely tied and set aside in a secure location for 72 hours before disposal. 	<p>Staff & Students</p> <p>Students</p> <p>First Aiders</p>	Ongoing	

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Section B				RAG		
Responding to infection			7) We have engaged with the NHS Test and Trace process: <ul style="list-style-type: none"> • We understand the NHS Test and Trace process and how to contact the local public health protection team • 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 they have been in close contact with if they test positive and self-isolate as per the ‘stay at home’ guidance (see above). • We have informed parents, carers and staff of the importance of them informing the school immediately of the results of any test 	SLT	Ongoing	
			8) We have implemented a procedure to manage any confirmed cases of COVID-19: <ul style="list-style-type: none"> • We will inform the local health protection team and Area Education Officers of any confirmed cases. • Work with the health protection team and follow their guidance and instructions. Kent Health Protection Team 0344 225 3861 • We will support this process by keeping careful records of attendance so that we understand ‘contacts’ between staff and students and between students eg keeping students in their 	SLT	Ongoing	

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
Responding to infection			<ul style="list-style-type: none"> year group bubbles and lesson by lesson registration for all year groups. Work with the health protection team and follow any guidance regarding household members and other contacts. 	SLT	Ongoing	
			9) Have procedures in place to enable us to take appropriate action in the event of an outbreak: <ul style="list-style-type: none"> In the event of any outbreak we will work in close partnership with the local authority and the local health protection team. 		Ongoing	
Section C				RAG		
Helping students, parents and staff to understand the importance of good hygiene and how infection is transmitted			<ul style="list-style-type: none"> We will engage with and inform the school community of our enhanced prevention, control measures, our procedures for responding to any infection and hygiene routines. (Including NHS Track and Trace) Posters and reminders about good hygiene are displayed prominently around the school, in toilets and classrooms and at each point of entry to the school. 	Staff	Ongoing	
Section D						
Conducting site safety checks prior to wider opening			<ul style="list-style-type: none"> The school will be thoroughly cleaned prior to the full opening of the school. The Cleaning Contractor will have a crew of cleaners in to deep clean all rooms prior to opening. 	School	Ongoing	

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
Vulnerable and Clinically vulnerable people and transmission of the virus.			<p>making adjustments to rooming to maximise space between staff and students where possible; to meet with members of the BAME community in advance of school opening if they are available.</p> <ul style="list-style-type: none"> • Providing every member of staff with a covid detergent spray, tissues, multi task wipes and hand sanitiser. 		Ongoing	
Section F						
Communication of plans, training and well-being to avoid failure to understand/follow procedures by members of the school community.			<ul style="list-style-type: none"> • We have considered any additional training/support for staff and students in order that they can return to the school setting. This includes training for all staff on Inset days/video/written updates prior to the start of term. • Reintegration sessions with health and safety briefings for all students upon their return, including assembly briefings about their zones. Maps for all staff and students on the bubble approach taken by the school. • Meetings about updates to procedures will have taken place with catering, cleaning, grounds staff and other groups using the school. • The Pastoral Team has gathered and reviewed all information relating to student concerns raised during the lockdown at the end of term six. • The school is aware of any students who may need additional support. • The well-being group will reconvene early in the term to help support with staff wellbeing. • We will meet all BAME staff to discuss their needs. 	SLT	Ongoing	

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
			<ul style="list-style-type: none"> Regular updates have and will continue to be sent to parents, staff and governors. We will consult with the Staff Union Representatives. Points raised will be mitigated against and communicated back to the staff body when necessary. The risk assessment will be published on the School website and a link sent to parents. 		Ongoing	
Future lockdown procedures - the school will be prepared to deliver remote education if there is a full or partial lockdown.			<ul style="list-style-type: none"> The government guidance advises that for individuals or groups of self-isolating students, remote education plans should be in place. In the event of further national or local lock-down schools are expected to have a contingency plan for remote education provision which meets the expectations set out in the guidance. The government guidance advises that for individuals or groups of self-isolating students remote education plans should be in place. 	School	Ongoing	
Spreading the virus if students come to school for example self-isolating students	Students, staff and community		<ul style="list-style-type: none"> If Public Health England instructs the school to have a full or partial closure of a year group or the whole school, then the school will provide access to remote education to those students who are required to stay at home. This will be similar to the provision via 'Teams' which was delivered during the full lockdown. Where individual students are unable to attend due to self-isolating the class teacher will be responsible for providing appropriate work. 	School	Ongoing	

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
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 approach or full lockdown	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. • For students where there is a legitimate and agreed reason for non-attendance, the school will provide information about work on a case by case basis. 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. • In the first full week of the academic year in September staff and new students (years 7 and 12) will be trained on Microsoft Teams and there will be on-going staff training on Teams starting in September. • There will be greater integration of Teams in teaching practice across the school. • In all circumstances where the school has agreed that students need to be at home the school will provide assessments and updates according to the school calendar and feedback on student work. 	School	Ongoing	

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
			<ul style="list-style-type: none"> Staff will be expected to provide the students with sufficient information so that students at home can follow a coherent and sequenced programme of work in line with their schemes of work. There should be a range of assessment practice used across all departments. 	Staff	Ongoing	
Provision of work for students where blended learning is required for whole class/whole year group to avoid students falling behind academically and failing to make suitable progress.	Staff and students		<ul style="list-style-type: none"> In these circumstances the teacher will be required to deliver the lesson via Teams and record it for students in the class/group. 	Staff	Ongoing	
Provision of work where there is an individual approach required for a legitimate Covid related reason to be absent and that staff will be unaware of students who	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. This could include a Teams live recording of the lesson delivered to the main class or information sent via one to one Teams chat to the student by the teacher or an email. 	School staff	Ongoing	

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
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. Advice from Public Health England would be sought if the numbers of staff unable to attend school meant that the efficient delivery of an education for a group was not possible, consideration would be given to a blended approach to learning. 	Staff Cover staff	Ongoing	
SECTION 3- PART 1 - OPERATIONS						
Open Evenings and Parent Evenings						
Risk of viral transmission to/from parents visiting the school			<ul style="list-style-type: none"> • The school has a planned programme of consultation evenings but awaits further guidance from the DfE on whether these need to take place remotely. • The School plans to deliver its programme of Information Evenings by pre-recorded video in terms one and two and to be reviewed after that. 	School	Ongoing	

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
			<ul style="list-style-type: none"> • OPEN EVENING – adjustments will be made to Year 6 and Sixth Form Open Evenings so that they can be held remotely unless the Government guidance states otherwise. 	School	Autumn term	
Teaching and Learning and Delivery of the Curriculum						
Arrangements for marking of work and use of resources to reduce the risk of the virus being transferred on physical resources.			<ul style="list-style-type: none"> • Staff may use physical resources/handouts but must hand sanitise before handing them out to the group and after collecting them in. • Staff copying materials should hand sanitise before and after copying resources on the photocopier including the reprographics assistant in the front office. • Student exercise books – staff should minimise collecting in exercise books where possible but regular hand sanitising must be used where this is required. Students must be reminded to hand sanitise before they come into the classroom. • Key Assessments (blue/yellow sticker tasks) must be conducted on separate paper handouts in class and collected in by the teacher and marked and then returned to students to be stuck in their book by the student during the lesson time. Other homework/ quick multiple choice tasks may be completed on Microsoft Teams. • Staff must continue to use the blue and yellow assessment stickers on work. 	Staff	Ongoing	

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
Students will not make expected progress due to gaps in learning.	Students		<ul style="list-style-type: none"> • Please ensure that hand sanitising takes place. • Review of the curriculum and delivery of content is on-going within departments. • There is a programme of formative assessments taking place across all departments • There are regular assessment updates to parents and students regarding progress. • 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. • Heads of Department and SLT will oversee quality assurance across the curriculum. 	School	Ongoing	
Students with SEN will not make appropriate academic progress	Students	<ul style="list-style-type: none"> • There has been close communication between the school and parents of students with an EHC plan. 	<ul style="list-style-type: none"> • This will be on-going. • Individual subject teachers are responsible for the progress of students with SEND in their classes and will be supported by the SENCO and the AEN Manager. • Where required Kent specialist teachers supporting students with specific SEND issues will be required to visit the school to undertake observations etc within year group bubbles. 	School	Ongoing	
Parents will feel that they cannot communicate concerns to the school and are	Parents and Students	<ul style="list-style-type: none"> • On-going regular communications with parents throughout lockdown to keep them updated on the 	<ul style="list-style-type: none"> • Continue to regularly update parents by video and parentmail. • Send parents links to updated policies and the school's risk assessment. 	School	Ongoing	

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
unfamiliar with school's procedures and expectations and that they are unfamiliar with changed practices		<p>workings of the school and its response to Covid.</p> <ul style="list-style-type: none"> • Assessment updates and engagement grade updates • Safeguarding information shared regularly with parents. • Parents invited to share welfare concerns. • There have been transition videos shared with new year 6 students/parents. • Information has gone to parents of students in exam years about results days arrangements. • Proactive work by the pastoral and SEND staff to support specific student/family issues during lockdown. 	<ul style="list-style-type: none"> • Video to brief them on new arrangements from September prior to the start of term and information booklet via Parentmail. 	SLT	August 2020	
Remote and Video Learning		<ul style="list-style-type: none"> • We have established the use of Microsoft 	<ul style="list-style-type: none"> • The School's CPD programme will continue to develop a high quality remote learning experience with an emphasis on live stream 	School	Ongoing	

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Potential safeguarding risk through the use of on-line platforms Diminished educational experience and students unable to make good progress Students may not be able to access on line learning if they do not have the resources		<p>Teams during the first lockdown period.</p> <ul style="list-style-type: none"> • The school has a Covid-19 addendum to the School’s safeguarding policy which covers on-line learning practices. • CPD has focused on improving educational provision on-line. • We have worked with identified families where there are significant issues accessing on-line learning. • The School has an agreed policy for remote learning under the Covid-19 child protection addendum. • Existing staff have had GDPR training and on-going updates about GDPR related issues. • The DSL has updated a Safeguarding Toolkit provided by the DfE. 	<p>lessons where possible, if there is a full or partial lockdown.</p> <ul style="list-style-type: none"> • We are mindful that there may still be students who will find it difficult to access on-line learning due to a lack of resources at home. • The school has invested in additional on-line resources to support on-line learning eg on line text books. • New staff will undergo GDPR training. • Staff will be reminded that if they wish to use on-line resources to support learning these need to be approved by the school first from a GDPR and a licencing perspective. 	School	Ongoing	

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On-line Safety when the School fully reopens including the use of Students' Devices – risk of misuse and safeguarding issues, damage, loss, theft of personal devices.		<ul style="list-style-type: none"> • There is an existing Safeguarding and On-Line Safety Policy in place. • Filtering and Monitoring is already in place. 	<ul style="list-style-type: none"> • A new Acceptable Use Policy will be produced for the start of the new academic year. • There is a change in the school's policy from September that Mobile Phones can be used in lessons by all year groups only where specifically permitted by a member of staff. They are never to be used in unstructured time in years 7 – 11. • Years 11 -13 may also bring in mobile devices eg laptops, tablets, at their own risk. • It will not be a requirement that students have a phone/device to access learning. 	SLT Staff & students	Sept 2020	
IT Technical issues – system failure or Teams, Pars or Sims etc not working – students will not be able to learn and the school will not be able to access any data or essential systems.	Students, Staff and Parents	<ul style="list-style-type: none"> • Well trained IT team in place. • There is one broadband connection coming in to the school and supplied and supported through EIS. • Filtering is also through EIS. • Monitoring system in place via SENSO. • Advice from Consultants is on hand. 	<ul style="list-style-type: none"> • Investigating a second broadband connection so that all the systems are not through the existing broadband line. • New wifi being installed in the summer. • Contingency for remote learning in the event of a Microsoft Teams failure - class teachers email work to their groups and information to parents on Insight. 	School	Ongoing	
Manageability of workload and wellbeing for staff – risk is that staff	Students, Staff and Parents	<ul style="list-style-type: none"> • We have purchased wheelie baskets to help staff move resources around the site between lessons. 	<ul style="list-style-type: none"> • The Staff Wellbeing Group will meet to discuss issues to do with staff welfare and staff workload. • The ICT Steering Focus Group will meet to discuss ways of using technology in the classroom. 	Staff	Ongoing	

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<p>will be absent because of Covid or work related stress due to the new working arrangements associated with the ‘Bubble’ approach. There is also the risk of increased workload for pastoral staff due to increases in mental health and well-being issues amongst students.</p>		<ul style="list-style-type: none"> • Where possible we have gone for electronic resources for • year groups and textbooks allocated to year group bubbles. • We have purchased year group stationery supplies for year group bubbles. • We have ensured that there is a bookable computer room in each bubble. 	<ul style="list-style-type: none"> • We will ensure that staff feel confident and competent about using the equipment in rooms they are unfamiliar with through training at the start of term. • SLT will carefully review any non -essential initiatives to assess the impact on workload for all staff. • Training will be undertaken at the start of the academic year (two inset days instead of one) • Staggered start to year groups returning in September. • On-going discussions with union representatives in regular meetings with the Headmaster regarding workload. • The new staff and newly qualified staff induction programme will also help new staff to understand the workings of the school and the new arrangements. • There will be on-going CPD sessions to support staff. • There will be on-going reviews of staff workload and if it is required measures will be put in place to increase capacity eg intermittent shortening of the school day for additional preparation and planning if required. • PPE is available for staff if they wish to wear it including perspex visors. • Departments must discuss the use of shared office spaces for break and lunch times. 	SLT	Ongoing	
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			<ul style="list-style-type: none"> • Staffroom will have socially distanced seating arrangements. Upper staffroom will be used for additional seating capacity. • Remind staff that they must ideally stay 2 metres away from each other and from students. • In classrooms where it is not possible to stay at a distance of 2 metres the use of perspex screens may be required. • Ventilation of rooms is essential. • Covid cleaning products, tissues, hand sanitiser and wipes will be given to every member of staff. • Staff remain at the front of the classroom in all lessons. • Clear expectations to parents, students and staff about social distancing measures. • Walking on the left hand side – far fewer students will be walking around the school site due to the bubbles. • The school will provide counselling or coaching to support staff who require it. 	Staff	Ongoing	
Protecting BAME staff – risk is putting them in danger of contracting Covid-19.	Staff		<p>In addition to the whole staff measures listed above:</p> <ul style="list-style-type: none"> • Individual meetings will be held preferably before the start of the academic year with BAME staff using the BAMEed Network Risk Assessment. • On-going review meetings will take place • We will review timetables to ensure that the size of the rooms are appropriate for the number of 	School	Ongoing	

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			<p>students being taught in the room and that 2 metre distance can be maintained.</p> <ul style="list-style-type: none"> • Additional Perspex screens/visors will be provided where required. • We will look to making other adjustments in consultation with individual colleagues. • Consideration of duties and zones. • BAME staff must discuss with other members of their departments the use of shared office space to ensure that social distancing can take place. 	School	Ongoing	
The risk of increase of social, emotional and mental health issues amongst the student body after a prolonged period of lockdown.	Student welfare and staff capacity to support increased number of concerns	<ul style="list-style-type: none"> • During Lockdown we had MIND training for nine additional members of staff and staff/student training on KOOTH. • All safeguarding staff have up to date Kent safeguarding training certificates. • The Student Services Department (including attendance and additional needs) has been moved to the School House which is outside the bubble system and centrally located in the school. 	<ul style="list-style-type: none"> • On-going review of student pastoral welfare issues including termly cause for concern meetings, fortnightly Head of House meetings with the Pastoral Deputy Head. • There is a student support room in each zone so that SSD staff can meet with students in that bubble. • The counselling room has been moved close to the main reception and counselling will take place by telephone initially. • Parents/Carers will be required to complete an on line consent form for all students in years 7-13 prior to counselling/MIND support. • There will be Safeguarding training for all staff during the Inset day at the start of the academic year. • We will look at PPG funding to help financially support counselling/MIND where possible to increase the capacity. 	SLT	Ongoing	

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			<ul style="list-style-type: none"> Investigate constructing a purpose built cabin for welfare support/counselling by the school house. In the reorganised timings of the school day the school has retained a 20 minute form time for each child through which additional information and support will be delivered to students. 	SLT	Ongoing	
Behaviour						
Behaviour – risk is students will have forgotten behaviour expectations during lockdown and need to adjust to new practices in the school.	Students		<ul style="list-style-type: none"> A new Covid-19 period Behaviour Policy to be agreed by Governors and shared with students, staff and parents. Removal of a physical conduct card to an on-line system using PARS. All rewards and congratulations are via ParentMail rather than stickers and postcard system. Detentions will be in year group bubbles and held in a designated room in each year group as follows: Monday- Yr7; Tuesday-Yr 8; Wednesday – Yr 9; Thursday- Yr 10; Friday- Yr11. There will be a behaviour expectations given to all students at the start of term including sharing the new Covid-19 Code of Conduct and updates on the Mobile Device Policy. Students that need to be removed from class will be accommodated in one of the following areas as appropriate: Student Support Rooms in each year zone; Student Services Room in the School House; 	SLT & gvs	Ongoing	

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			Student Services corridor in School House; Back of the Hall. <ul style="list-style-type: none"> There will be a revised duty rota in place to ensure that there is supervision of zones and key areas during the school day between 8.30 and 3.20. 	SLT & gobs	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. 		SLT	Sept 2020	
School Uniform and risk of viral transfer via clothes	Staff, Students and Members of the Community	<ul style="list-style-type: none"> Adjustments have been made to uniform to allow students to wear games/PE kit on the days they have games/PE because the school has not got the capacity nor the time to clean the changing rooms between lessons. 		School	Sept 2020	
Extra-Curricular Activities	School Community		<ul style="list-style-type: none"> The extra-curricular coordinator will consult staff about which extra-curricular activities they wish to offer at the start of term. Where activities are agreed a risk assessment will be put in place and parents must be informed of the arrangements. Extracurricular activities will be reviewed on a case by case basis at the start of term so that 	School	Ongoing	

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
			<p>appropriate procedures can be put in place which includes risk assessments.</p> <ul style="list-style-type: none"> • Where possible activities will take place via Teams. • If groups are taking place in person year group bubbles must be kept separate. 	School	Ongoing	
Prefects - transmission of the virus between students in different bubbles			<ul style="list-style-type: none"> • There will be an on-going review of the role of the prefects throughout the year. 	School	Ongoing	