

Risk Assessment – COVID-19	15 November 2021	Guildford High School (Senior School)
Responsible Person	Fiona Boulton (Headmistress)	
Other Persons Involved	Will Saunders, Karen Laurie, Duncan Peel (Deputy Heads); Iain Hazell (Facilities Manager)	
Guidance Material Considered	<ul style="list-style-type: none"> • DfE – Schools coronavirus (COVID-19) operational guidance (17 August) • DfE - Actions for early years and childcare providers during the coronavirus (COVID-19) outbreak (22 February) • DfE - Protective measures for holiday and after-school clubs, and other out-of-school settings during the coronavirus (COVID-19) outbreak (1 July) • PHE - COVID-19: cleaning in non-healthcare settings outside the home (19 July) • 	

Covering staff and pupil H&S for the reopening of Guildford High School from 1 September 2021.

To minimise the risk of infection to all persons, the following system of controls has been applied by the school:

At all times

- 1) Minimise contact with individuals who are required to self-isolate by ensuring they do not attend school
- 2) Ensure everyone is advised to clean their hands thoroughly and more often than usual
- 3) Ensure good respiratory hygiene for everyone by promoting the 'catch it, bin it, kill it' approach
- 4) Promote and engage in asymptomatic testing
- 5) Maintain enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents
- 6) Keep occupied spaces well ventilated

In specific circumstances

- 7) Ensure individuals wear the appropriate personal protective equipment (PPE) where necessary

In response to any infection

- 8) Promote and engage with the NHS Test and Trace process
- 9) Manage and report confirmed cases of coronavirus (COVID-19) amongst the school community
- 10) Contain any outbreak by following local health protection team advice

A close contact is defined as:

- Anyone who lives with someone with COVID-19 symptoms or a positive test result (PCR or LFD)
- Anyone in a support bubble or childcare bubble as if they were part of the same household
- Anyone who has had the following contact with someone who has tested positive for COVID-19 via PCR or LFD test.
 - face-to-face contact including being coughed on or having a face-to-face conversation within 1 metre skin-to-skin physical contact for any length of time
 - been within 1 metre for 1 minute or longer without face-to-face contact
 - been within 2 metres of someone for more than 15 minutes (either as a one-off contact or added up together over 1 day)
 - travelled in the same vehicle or a plane

The symptoms of COVID-19 are: a new and continuous cough, or a high temperature, or a loss of or change in a person's normal sense of taste or smell

Hazard	Who is at Risk	How Can the Hazards Cause Harm	Control Measures Currently in Place
Infection Control (people)	Staff, Pupils, Visitors	Staff contracting COVID-19	<ul style="list-style-type: none"> • An individual RA is available for those who feel they may be at higher risk from infection. Anyone who feels they are in this situation needs to contact Susie Moonie (HR Manager). • Clinically extremely vulnerable staff (CEV) are advised to attend the workplace, unless specifically advised not to by the NHS. • Staff who are required to quarantine having recently visited a county on the government’s amber or red lists will not come into school. • Staff are taking part in asymptomatic testing in line with DfE guidance. • Any staff member with symptoms of COVID-19 is sent home (or does not come into school, as appropriate) to self-isolate for 10 full days and instructed to undertake a PCR COVID-19 test. They must liaise with Susie Mooney and, if cover is required, Sarah Holliday, following the School Absence procedures. • Close contacts no longer have to self-isolate but should book and take a PCR test as soon as possible. • Where the PCR test returns a positive result: <ul style="list-style-type: none"> ○ The staff member self-isolates for 10 full days from the day after onset of symptoms and after that they can return if they feel well enough. They can return if a cough or anosmia persists beyond this time. ○ The staff member must notify the school of the test result immediately. ○ Where five or more cases occur within 10 days the school contacts the DfE helpline for advice on any further action required. ○ The school will carry out close contact tracing to identify any other staff or pupils who will be required to take a PCR test. ○ The school will review the case against the Group guidance on COVID-19 and ARMS to establish if it was likely that the infection was contracted as a result of occupational exposure and record it on ARMS if it was. • If the test result is negative the staff member with symptoms can return to school when they feel well enough to do so. • Where an LFD test returns a positive result: <ul style="list-style-type: none"> ○ The member of staff must self-isolate, arrange a PCR test, and follow the above if positive. If negative, return to work. ○ The school must be notified of a positive LFD test and the subsequent PCR test result.
		Pupils contracting COVID-19	<ul style="list-style-type: none"> • Any pupil with symptoms of COVID-19 should not attend school for 10 full days from day after the onset of symptoms and is expected to book and take a PCR test. The pupil/parents are instructed to notify the school immediately if a positive result is obtained. • Where five or more cases occur within 10 days the school contacts the DfE helpline for advice on any further action required. • A negative result means the pupil can return to school, when they feel well enough. • Where a pupil indicates an individual in their household is unwell with symptoms compatible with COVID-19, they no longer need to self-isolate for up to 10 days but they will be advised to book a PCR test. • Clinically extremely vulnerable pupils are advised to attend school at this time, unless instructed not to by the NHS. • Pupils/children who are required to quarantine having recently visited a county on the government’s amber or red lists must not come into school.

		Visitors contracting COVID-19	<ul style="list-style-type: none"> All visitors to site carefully managed and identification details recorded and held for 21 days to support the Test and Trace process. Details of any specific local procedures are communicated to all visitors before they come to site. Parents are advised to drop children off alone, i.e. not to come with partners or family and not to congregate at the school entrance. Contractors attending while school is operational are notified that the school is operational and their access requirements reviewed on a case by case basis. Central office staff visiting schools are eligible for inclusion in asymptomatic testing but this is not a condition of entry and all normal infection control practices will still be followed.
Asymptomatic Testing Programme	Staff; Pupils	Additional measures required to support testing that is carried out in a school that is an asymptomatic testing site (ATS), i.e. not tests that are carried out at home by either staff or pupils	<ul style="list-style-type: none"> All testing is carried out in strict adherence to the procedures contained in the “<i>NHS How to Guide: Rapid Testing in Schools and Colleges</i>” (the ‘How to Guide’) Premises – Pupils are being tested in the main hall, the 2016 Hall and the Marquee on the first day of term and again 3-5 days later. Testing areas are cleaned down before being returned to normal use. General safety of the premises, e.g. condition, slips and trips, is already managed covered in other existing school risk assessments. PPE – PPE requirements vary by role but will be provided in line with the DfE/PHE guidance. All testing staff are trained in correct donning and doffing procedures. PPE will be changed in line with the frequencies detailed in the ‘<i>How to guide</i>’ Storage of materials – testing kits are stored securely at a temperature between 2C and 30C. Prior to use all reagents will be brought up to 15C if necessary. Deliveries will be handled in accordance with the school’s existing manual handling procedures. Waste – COVID waste can be disposed in the normal waste. Cleaning – Cleaning is carried out in line with the requirements and frequencies detailed in the ‘<i>How to guide</i>’ and the linked training modules. First Aid – the school will ensure that access to first aid provision is possible whenever asymptomatic testing is being carried out. Monitoring – the school’s Team Leader verifies the school is ready to start testing and carry out periodic monitoring to verify that the requirement standards are being maintained. Testing – tests are self-administered under direction of the testing team. Where additional assistance is required home tests will be distributed for parents to test their children at home. <p><u>Results</u></p> <ul style="list-style-type: none"> Pupils may attend their first class after the first test has been completed. Anyone in receipt of a positive LFD test result will be collected by parents. Those undertaking home tests must report their results to Test and Trace and the school and in the case of a positive result, self-isolate and arrange a PCR confirmation test.
Suspected / confirmed case in school	Staff/ pupils	Potential contamination of surfaces and for person to person spread	<ul style="list-style-type: none"> Pupil/staff member sent home and instructed to arrange a COVID-19 test. The school may provide a PCR test kit where doing so may increase the likelihood of a test being completed. Pupils with symptoms are isolated in the Medical Room with an open window. Where this is not possible, they are kept at least 2m away from all other people. If a bathroom is required while awaiting collection this will be cleaned and disinfected immediately after use using normal cleaning products.

			<ul style="list-style-type: none"> • Cleaning and disinfection of the area is carried out in accordance with DfE guidance COVID-19: cleaning of non-healthcare settings • Symptomatic pupils should either be collected by a family member or walk home. Where transport is required the school will have regard to the principles contained in Safe Working in Education Childcare and Children's Social Care Settings (5 July) • Any staff member who provided close-contact care (with or without PPE) is only required to self-isolate if their subsequent PCR test result is positive. • PPE, i.e. disposable face masks (type IIR), disposable gloves, disposable aprons and eye protection is supplied for providing care to suspected cases but is only required where 2m separation cannot be maintained.
Infection Control (practices)	Staff, Pupils, Visitors	Operational practices in place to minimise the risk of the spread of infection	<p><u>Face Coverings</u></p> <ul style="list-style-type: none"> • <u>Secondary</u> <ul style="list-style-type: none"> ○ Adults and pupils will be encouraged to wear face coverings when moving around the premises, in corridors and communal areas. ○ When cases numbers rise, face masks may be re-introduced into classrooms, during lessons (DfE advice, Nov 21). • <u>All</u> <ul style="list-style-type: none"> ○ Face coverings are encouraged for those >11yrs using public transport. The school supports safe disposal and hand hygiene practices for those arriving with face masks. ○ The school holds a small supply of disposable face coverings. ○ Pupils, staff, and visitors are briefed in the safe wearing, removal and storage of face coverings including hand hygiene. <p><u>Good Hand and Respiratory Hygiene</u></p> <ul style="list-style-type: none"> • Soap and running water or hand sanitiser is readily available. • Hands are cleaned by all pupils, staff members and visitors, using soap or sanitiser on arrival, after break, when changing rooms, before and after eating, and after using the bathroom. • Skin friendly cleansing wipes used for those who need assistance in cleaning hands and sanitiser use supervised where necessary. • 'Catch-it, bin-it, kill-it', promoted throughout school. • The school provides tissues and sufficient bins to support disposal of waste. • The school considers support for those who may have difficulty or those who spit or use saliva as a sensory stimulant. <p><u>Cleaning</u></p> <ul style="list-style-type: none"> • A cleaning schedule is in place showing increased frequency with a focus on areas used by multiple groups and frequently touched surfaces in line with normal procedures and cleaning risk assessment. No requirement for additional PPE to be worn for routine cleaning. • Cleaning following confirmed/suspected case carried out in accordance with PHE guidance COVID-19: cleaning of non-healthcare settings. • Where cleaning is contracted out the school maintains a record of what enhanced processes have been implemented.

Grouping and Measures Within GHS Senior School

- In line with DfE guidelines (17 August) pupil bubbles are no longer required.
- Staff should maintain records of seating plans within their classes, in case close contacts need to be traced.
- Pupils will have a locker. Pupils are not using exercise books but are given a Pukka pad on which to do written work for all subjects; this is then be photographed and uploaded to their iPad for marking and storage on Showbie, OneNote or OneDrive. For many tasks, pupils work directly on their iPad, using their Apple Pencil. Most resources are distributed electronically; most work is marked electronically.
- Main school assemblies will be divided, with Years 7-9 and Years 10-13 having separate assemblies.
- Lunchtimes will be staggered, with Years 7-8 lunchbreak taking place at 12:45 to 13:40; Years 9 to 13 will be at 13:25 to 14:30.
- All staff can operate across multiple classes and year groups but will practise social distancing where possible.
- Pupils sit side by side and facing forwards where possible.
- Education and care support for those with complex needs is provided as normal.
- Extra-curricular activities can run as normal (pre-COVID 19) but staff must maintain a register of attendees, using the SOCs system, in case close contacts need to be traced. Where activities allow it, a seating plan should be recorded.

Other Considerations

- Specific assessments are carried out for those with SEND needs to help with adjustments as necessary.
- Supply/peripatetic teachers can move between schools but will minimise contact and socially distance as much as possible.
- Specialist staff e.g. therapists work as normal.
- Parents are informed of the processes in place for drop-off and collection, including discouraging gathering at the school gates.

Dedicated school transport (school minibuses)

- Multiple year groups can use the minibuses but staff must record names, in case close contacts need to be traced. Face masks should be encouraged.
- No one with symptoms or a close contact is to travel
- Social distancing practised as far as possible
- Ventilation of fresh air maximised
- Hands cleaned before boarding and again on disembarking
- School vehicles cleaned more frequently.

Public Transport

- Walking, cycling, scooting to and from school are all promoted
- Face coverings are required by law on public transport for all over 11 years old.

			<p><u>Office areas</u></p> <ul style="list-style-type: none"> Teams (on-line) meetings/ email exchanges will continue to be encouraged, rather than personal meetings in small/communal offices. Ventilation will be maximised in communal offices
Infection Control (premises)	Staff, Pupils, Visitors	Changes to or introduction of physical control measure to minimise the risk of the spread of infection	<ul style="list-style-type: none"> Classrooms will be kept tidy and clear of clutter to aid cleaning. The whole school is kept well ventilated insofar as the ventilation systems allow and whilst maintaining a suitable teaching and working environment. Mechanical ventilation systems are set to 'fresh air' mode where possible. Single room systems continue to operate as normal. Windows are opened where possible, and where temperature allows it, and where doing so does not create undue risks. Where no mechanical ventilation is provided, windows are fully opened at least at every break time to vent the room. Non-fire doors are propped open to support ventilation and to remove need for hand contact.
Anxiety, stress and worry	Staff, pupils (parents indirectly)	Those coming to work or school may be anxious, worried or stressed	<ul style="list-style-type: none"> This risk assessment and its findings have been shared with staff and published on the school website. Staff have access to Group's occupational health and counselling service
Intimate Care/Higher Dependency Pupils	Staff, Pupils	Intimate care brings people within close proximity of each other thereby increasing the risk of infection	<ul style="list-style-type: none"> Staff providing intimate care to use PPE as they would do normally for providing care in line with children's needs No specific PPE is required unless the child in question is symptomatic (see <i>Suspected/confirmed case in school</i> section).
Failure to follow local rules	Staff, Pupil, Visitors	Persons fail to follow local rules due to lack of awareness or persons who violate local rules	<ul style="list-style-type: none"> All staff reminded of their duty to follow these control measures and to support staff or pupils who may fail to follow these in a constructive manner. Transgressions will be escalated through existing behaviour/disciplinary arrangements.
The school lapses in following national/ group guidelines and advice	Staff, Pupil, Visitors	Lack of awareness leads to failure to follow required controls	<ul style="list-style-type: none"> Central office to ensure that Coronavirus pages on the Hub are kept updated. Important updates/changes included in CEO's Heads Bulletins. Regular key guidance updates issued by Group H&S Manager. Headteacher to ensure that all relevant guidance is followed and communicated to staff. Senior Leaders keep themselves up-to-date with advice issued by, but not limited to, DfE, NHS, Department of Health and Social Care and PHE, and review this risk assessment accordingly.

			<ul style="list-style-type: none"> The LGB is kept informed on changes in guidance and school approach.
Other Risk Assessments	Staff, Pupils	Other risk assessment that aren't updated and therefore become invalid	<ul style="list-style-type: none"> Extra-curricular provision/wraparound care is carried out line with the principles outlined in this risk assessment. Events/activities that generate large gatherings will be cancelled if cases rise. Educational visits will be risk assessed and COVID measures/regulations will form part of the risk assessment. No foreign visits will take place unless government guidelines allow it and insurance is in place. Fire safety procedures have been amended to support COVID-19 infection control arrangements but fire alarm procedures take precedence over this risk assessment. Staff training schedule monitored and any slippage identified and managed.

Details of any additional control measures for consideration	Target for completion	Date of completion	Completed By

Assessment completed by:	Will Saunders (Deputy Head)	Date:	16 November 2021	Date of next review:	1 December 2021
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