



# THE KING'S SCHOOL

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## GRANTHAM

### Risk assessment using the Health and Safety Executive Template

Parents' Evening Risk Assessment to be read in conjunction with the School's 'day-to-day' risk assessment.

Company name: The King's School

Assessment carried out by Mr Simon Pickett

Date of next review: 01 November 2021

Date assessment was carried out: 27 September 2021

**Note:** A person specific assessment must be carried out for BAME (see paperwork), pregnant women and nursing mothers.

### Introduction

Specific risk assessment to be added to the 'day-to-day' risk assessment for the school. The following has been based on information available at the following locations:

[Schools COVID-19 operational guidance - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/guidance/schools-covid-19-operational-guidance)

### Risk Assessment

There are 3 actions that significantly reduce the risk of the spread of COVID-19, they are:

- a requirement that people who are ill stay at home
- robust hand and respiratory hygiene
- enhanced cleaning arrangements

In addition, the following risk assessment is to reduce contacts.

More information on managing risk: [www.hse.gov.uk/simple-health-safety/risk/](https://www.hse.gov.uk/simple-health-safety/risk/)

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?
Risk of transmission whilst travelling to Parent's Evening	Employees, students, and parents may be exposed to COVID-19.	The movement around the school remains the same as the 'day-today' risk assessment.	See risk assessment on the school's website.
Staff and students over 16	Employees, students, and parents may be exposed to COVID-19.	The NHS and Public Health England have a national vaccination programme. Recommend that all employees are vaccinated.	<a href="https://www.nhs.uk">Coronavirus (COVID-19) vaccines - NHS (www.nhs.uk)</a>
Students or staff transmit COVID-19	Employees, students and parents may be exposed to COVID-19.	<p>Individuals (including staff, students, parents, etc.) MUST not come to Parent's if they have COVID-19 symptoms or have tested positive in the last 10 days.</p> <p>All those within the school, including, teaching staff, support staff, students and parents MUST follow current advice.</p> <p>All staff, students, contractors and parents are reminded to wash their hands at regular intervals throughout the day.</p> <p>Staff to reinforce messages (to students and others) to;</p> <ul style="list-style-type: none"> <li>• Avoid touching eyes, nose and mouth with unwashed hands. Wash hands immediately after doing so.</li> <li>• Catch it, Bin it, Kill it. Cover cough / sneeze with tissue, throwing tissue in the bin and washing hands.</li> </ul> <p>Hand gel (of at least 60% alcohol content) to be available on entry to the building.</p> <p>Use of hand gel and accessibility to students is risk assessed within a COSHH assessment and MSDS sheet is available. Specific consideration to ingestion and fire. Note: hand washing is more effective than the use of hand gel. Hand Gel in classrooms will be in wall mounted holders.</p>	<p>All staff, students and parents will need to wash their hands for 20 seconds with soap and water, remembering the importance of proper drying.</p> <p>All staff, students and parents will need to use hand sanitiser gel on entry to the school building.</p> <p>Staff to report any issues.</p> <p>Share key messages of hand hygiene with parents, students and staff.</p> <p>Social distancing in the Parent's Evenings will include;</p> <ul style="list-style-type: none"> <li>• Limited to specific year groups, 09, 11 and 13.</li> <li>• Using classrooms for subject area to parents' meetings and large spaces for linked departments..</li> </ul>

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?
Contact between individuals increasing the risk of transmission of COVID19	Employees, student, and parents may be exposed to COVID-19.	<p>All staff and students to receive regular rapid asymptomatic testing also known as the Lateral Flow Tests (LFT) to help to identify asymptomatic students.</p> <p>All asymptomatic individuals to follow national guidance on PCR testing.</p> <p>All close contacts of asymptomatic individuals to be identified as part of the national Track and Trace procedure.</p>	<p>All staff and students to have 2 LFT made available per week for testing.</p> <p>All students to test 2 times in school on their return.</p> <p>All staff and students to be asked to complete 2 tests per week.</p>
Increased risk of transmission due to increased students / staff moving in proximity.	Employees, students and parents may be exposed to COVID-19.	<p>Social distancing should be maintained wherever possible and parents, staff and students should follow the one-way system.</p> <p>Parents asked to wear masks.</p>	<p>Staff to avoid close face to face contact and minimise the time spent face to face within 1m of each other, until seated.</p> <p>Additional cleaning staff employed on the day to provided cleaning throughout the day as necessary.</p>
COVID-19 transmission via the physical environment	Employees, students and parents may be exposed to COVID-19.	<p>All high contact surfaces in the school to be sprayed with a nano-technology anti-viral coating.</p> <p>Use well ventilated classrooms or large spaces.</p> <p>Open windows.</p>	<p>Monitor ventilation using CO<sub>2</sub> monitors.</p> <p>Ventilation in the hall – approximate volume 6,500m<sup>3</sup></p> <p>Rooms volume in the tower block order 150m<sup>3</sup>.</p> <p>Adequate volume of air to maintain good circulation.</p>
Student displays symptoms of COVID-19 whilst at school the same day.	Employees, students and parents may be exposed to COVID-19.	<p>Staff able to recognise key COVID-19 symptoms in students.</p> <p>The Government stay at home guidance MUST be followed if students become unwell with;</p> <ul style="list-style-type: none"> <li>• A new continuous cough,</li> <li>• A high temperature, or</li> <li>• A loss or change to your sense of smell or taste (anosmia)</li> </ul> <p>Symptomatic child will be asked to return home and not attend the Parent’s Evening. Staff supervising students who are waiting area MUST maintain a distance of 2m.</p>	<p>NHS guidance relating to coronavirus symptoms is available at: <a href="https://www.nhs.uk/conditions/coronavirus-covid-19/">https://www.nhs.uk/conditions/coronavirus-covid-19/</a></p> <p>Staff to be reminded of the key symptoms of COVID-19 and procedure for dealing with symptomatic students and other individuals via Staff Briefing Sessions.</p> <p>Parents provided with information about key symptoms via letter. Parents to be informed of the requirement to keep students at home if presenting with symptoms of COVID-19 and to contact NHS 111 for advice.</p>

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?
		<p>Parent / Carer of symptomatic child to be contacted and be collected.</p> <p>999 will be called in an emergency, if anyone is seriously ill, injured or their life is at risk.</p> <p>If employees have specific concerns about their or others health, they should be directed to the Public Health England advice or ring NHS 111.</p>	<p>The government stay at home guidance is available at: <a href="https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance">https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance</a></p> <p>If it is not possible to isolate individuals, they MUST be moved to an area which is at least 2m away from other people.</p> <p>When a child becomes unwell and a supervising a distance of 2m can't be maintained within the isolation area, the following PPE MUST be worn:</p> <ul style="list-style-type: none"> <li>• A face mask</li> </ul>
<p>Staff displays symptoms of COVID-19 whilst at work in school the same day.</p>	<p>Employees, students and parents may be exposed to COVID-19.</p>	<p>Staff able to recognise key COVID-19 symptoms in themselves and colleagues.</p> <p>The Government stay at home guidance MUST be followed if staff become unwell with;</p> <ul style="list-style-type: none"> <li>• A new continuous cough, or</li> <li>• A high temperature</li> <li>• Anosmia (loss of or change in normal sense of smell or taste)</li> </ul> <p>If staff feel unwell with the above symptoms during the school day they MUST go home.</p> <p>999 will be called in an emergency, if anyone is seriously ill, injured or their life is at risk.</p> <p>If employees have specific concerns about their or others health, they should be directed to the Public Health England advice or ring NHS 111.</p>	<p>NHS guidance relating to coronavirus symptoms is available at: <a href="https://www.nhs.uk/conditions/coronavirus-covid-19/">https://www.nhs.uk/conditions/coronavirus-covid-19/</a></p> <p>The government stay at home guidance is available at: <a href="https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance">https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance</a></p> <p>Staff who have supported unwell colleagues do not need to go home unless they develop symptoms (in which case they should arrange a test), or the individual subsequently tests positive or they have been requested to by the NHS Test and Trace.</p>
<p>Management of confirmed cases of COVID-19 amongst the school community.</p>	<p>Employees, students and parents may be exposed to COVID-19.</p>	<p>Senior Leadership must ensure they understand the NHS Test and Trace process and how to contact the local Public Health England health protection team.</p>	<p>Contact information for local Public Health England health protection teams are available via: <a href="https://www.gov.uk/guidance/contacts-phe-health-protection-teams">https://www.gov.uk/guidance/contacts-phe-health-protection-teams</a>.</p>

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?
		Request staff and parents to act accordingly to latest guidance.	Regional Health Protection team contacted for advice on cases. Staff to be informed of the NHS Test and Trace process and their responsibilities to follow requirements via staff briefings.
Students identified as at increased risk and exposed to COVID-19.	Employees, students and parents may be exposed to COVID-19.	Students who are extremely clinically vulnerable should not attend Parents' evening.	Students who are extremely clinically vulnerable should not attend Parents' evening.
Staff identified as at increased risk and exposed to COVID-19.	Employees, students, and parents may be exposed to COVID-19.	<p>Employees who are extremely clinically vulnerable must not attend the classrooms or hall for Parent's Evening.</p> <p>Remote support to be provided.</p> <p>Staff to work with the school to identify themselves as clinically extremely vulnerable.</p> <p>Line Managers to discuss medical needs disclosed by staff and support mechanisms implemented.</p> <p>Arrangements implemented to support additional needs of staff attending the Parents' Evening must be documented within an individual risk assessment (for example expectant mothers).</p>	<p>Government guidance on shielding and protecting people defined on medical grounds as extremely vulnerable is available via: <a href="https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19">https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19</a></p> <p>Member of staff to join the Parents' Evening from a designated room. The use of AV1 as their 'avatar' or Teams.</p> <p>Consider and where appropriate make reasonable adjustments to reduce the risk of exposure to the virus, which may in some cases, depending on medical advice, include not attending the evening.</p>

Signed: * (Employer)	
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