



THE KING'S SCHOOL

GRANTHAM

Risk assessment using the Health and Safety Executive Template

Speech Night 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

More information on managing risk: www.hse.gov.uk/simple-health-safety/risk/

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

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 St Wolfram's Church	Employees, students, and visitors may be exposed to COVID-19.	The church is in a large open space. Travel to the church is outside. The risk are similar to all other outdoor spaces. Recommend that ell employees and students who wear masks outdoors, continue to do so as they travel.	See risk assessment on the school's website.
Staff and students over 16	Employees, students, and visitors may be exposed to COVID-19.	The NHS and Public Health England have a national vaccination programme. Recommend that all employees are vaccinated.	Coronavirus (COVID-19) vaccines - NHS (www.nhs.uk)
Students or staff transmit COVID-19	Employees, students and visitors may be exposed to COVID-19.	<p>Individuals (including staff, students, visitors, etc.) MUST not come to Speech Night 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 visitors MUST follow current advice.</p> <p>All staff, students, contractors and visitors 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"> • Avoid touching eyes, nose and mouth with unwashed hands. Wash hands immediately after doing so. • Catch it, Bin it, Kill it. Cover cough / sneeze with tissue, throwing tissue in the bin and washing hands. <p>Hand gel (of at least 60% alcohol content) to be available on entry to the church.</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.</p>	<p>All staff, students and visitors 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 visitors will need to use hand sanitiser gel on entry to the church.</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 church will include;</p> <ul style="list-style-type: none"> • Sitting students side by side and facing the same direction in the separate sections of the church.

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?
		Note: hand washing is more effective than the use of hand gel. Hand Gel in classrooms will be in wall mounted holders.	
Contact between individuals increasing the risk of transmission of COVID19	Employees, student, and visitors may be exposed to COVID-19.	All staff and students to receive regular rapid asymptomatic testing also known as the Lateral Flow Tests (LFT) to help to identify asymptomatic students. All asymptomatic individuals to follow national guidance on PCR testing. All close contacts of asymptomatic individuals to be identified as part of the national Track and Trace procedure.	All staff and students to have 2 LFT made available per week for testing. All students to test 2 times in school on their return. All staff and students to be asked to complete 2 tests per week.
Increased risk of transmission due to increased students / staff moving in proximity.	Employees, students and visitors may be exposed to COVID-19.	Social distancing should be maintained wherever possible and parents, staff and students should follow the one-way system at the church. Adults asked to wear masks while moving to their seats in the church	Staff to avoid close face to face contact and minimise the time spent within 1m of each other, until seated. Additional cleaning staff employed on the day to provided cleaning throughout the day as necessary.
COVID-19 transmission via the physical environment	Employees, students and visitors may be exposed to COVID-19.	Organise the church into areas so that staff and parents are not sitting side by side. Students to be sat in Year groups. A one-way system is in place. Avoid shaking hands with colleagues and visitors. Open doors in the church periodically to provide ventilation.	Ventilation in the church – Dimensions length = 60m; Width = 23m; height to parapet = 44.5m. Approximate volume 61,000m ³ Adequate volume of air to maintain good circulation.
Student displays symptoms of COVID-19 whilst at school the same day.	Employees, students and visitors may be exposed to COVID-19.	Staff able to recognise key COVID-19 symptoms in students.	NHS guidance relating to coronavirus symptoms is available at: https://www.nhs.uk/conditions/coronavirus-covid-19/

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>The Government stay at home guidance MUST be followed if students become unwell with;</p> <ul style="list-style-type: none"> • A new continuous cough, • A high temperature, or • A loss or change to your sense of smell or taste (anosmia) <p>Symptomatic child will be asked to return home and not attend the church. Staff supervising students who are waiting area MUST maintain a distance of 2m.</p> <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>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> <p>The government stay at home guidance is available at: https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance</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"> • A face mask
<p>Staff displays symptoms of COVID-19 whilst at work in school the same day.</p>	<p>Employees, students and visitors 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"> • A new continuous cough, or • A high temperature • Anosmia (loss of or change in normal sense of smell or taste) <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>NHS guidance relating to coronavirus symptoms is available at: https://www.nhs.uk/conditions/coronavirus-covid-19/</p> <p>The government stay at home guidance is available at: https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance</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>

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?
		If employees have specific concerns about their or others health, they should be directed to the Public Health England advice or ring NHS 111.	
Management of confirmed cases of COVID-19 amongst the school community.	Employees, students and visitors may be exposed to COVID-19.	Senior Leadership must ensure they understand the NHS Test and Trace process and how to contact the local Public Health England health protection team. Request staff and parents to act accordingly to latest guidance.	Contact information for local Public Health England health protection teams are available via: https://www.gov.uk/guidance/contacts-phe-health-protection-teams . 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 visitors may be exposed to COVID-19.	Students who are extremely clinically vulnerable must take extra care to maintain social distancing and maintain good hand hygiene. SENCo to communicate appropriately with their most vulnerable students and health care plans updated where necessary. Additional arrangements implemented to support medical needs of students who will be attending the service and documented within health care plans. Health care plans and arrangements for supporting medical needs of students to be communicated to relevant persons only. Assess the need for PPE / RPE to facilitate any close contact personal care, or procedures that create airborne risk (e.g. suctioning and physiotherapy).	If the need for PPE/RPE is required, then students must be trained in the safe putting on and removal of items. If RPE is required, training and face-fit testing will be required. Government guidance issued for COVID-19 Personal Protective Equipment is available at: https://www.gov.uk/government/collections/coronavirus-covid-19-personal-protective-equipment-ppe HSE guidance related to COVID-19 and face-fit testing is available at: https://www.hse.gov.uk/news/face-mask-ppe-rpe-coronavirus.htm
Staff identified as at increased risk and exposed to COVID-19.	Employees, students, and visitors may be exposed to COVID-19.	Employees who are extremely clinically vulnerable must take extra care to maintain social distancing and maintain good hand hygiene.	Government guidance on shielding and protecting people defined on medical grounds as extremely vulnerable is available via: https://www.gov.uk/government/publications/guidance-on-

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>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 church must be documented within an individual risk assessment (for example expectant mothers).</p>	<p>shielding-and-protecting-extremely-vulnerable-persons-from-covid-19</p> <p>Government guidance on staying alert and safe (social distancing) is available via: Coronavirus: how to stay safe and help prevent the spread - GOV.UK (www.gov.uk)</p> <p>If an employee is deemed vulnerable and required additional risk controls, then a specific individual risk assessment MUST be completed.</p> <p>Individual vulnerabilities must also be considered and appropriate controls implementing. Such vulnerabilities to COVID-19 may include:</p> <ul style="list-style-type: none"> • Age • Ethnicity • Sex • Underlying health conditions • Pregnancy <p>The Head Master will consider and comply with relevant employment legislation, including the disability requirements within the Equality Act.</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)	
----------------------	---