COVID19: Risk Assessment and Action Plan for 2021-22 v2.1

SCHOOL NAME: King's College London Mathematics School

OWNER: Tom Collins, Deputy Head Teacher

DATE UPDATED: 31 January 2022

Purpose of this document:

This COVID19: Risk Assessment and Action Plan document sets out the decisions taken and measures put in place to prepare for the academic year 2021-22 and ensure the school continues to operate in a safe way.

Existing policies and guidance continue to apply alongside the actions within this document, including but not limited to:

- KCLMS Health and Safety Policy
- KCLMS First Aid Policy
- KCLMS Safeguarding Policy
- DFE Guidance relating to COVID19
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- The Health Protection (Notification) Regulations 2010
- Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities'

Monitoring and Review

What?	Who?	When?
Written	Dan Abramson (Head Teacher)	01 September 2020
Ratified	Education Committee (Governors)	14 September 2020
Revised	Tom Collins (Deputy Head Teacher)	18 October 2021
Reviewed	Dan Abramson (Head Teacher)	15 November 2021
Revised	Dan Abramson (Head Teacher)	31 January 2022

Risk Assessment Sections:

Who is at risk?	Hazards	Pre-control level of harm	Pre-control likelihood	Pre-control risk rating	Control Measures Taken	Post-control level of harm	Post-control likelihood	Post-control risk rating
Preparing Buildings and Facilities								
Students, staff, visitors	Non coronavirus-specific hazards to H&S still exist around the building	2	1	2	Premises and utilities have been health and safety checked and building is compliant: all standard buildings checks are up to date (fire extinguishers, fire alarms, PAT testing, CMS servicing).	2	1	2
Staff	Staff workrooms do not allow for 2m distancing between staff members.	2	3	6	Use of windows for ventilation encouraged. Meetings moved from the main building staff workroom.	2	1	2
Students, staff, visitors	Students/staff not able or remember to regularly wash hands (e.g. before eating)	3	2	6	8 new sink washing stations installed in 2020 at key locations around the main building: 6 in the circulation space by the pods (1st floor), and 2 by the hall (ground floor). Soap and paper towel dispensers and bins installed in each of these locations. Staff duties in the morning before school and at lunch remind students to wash hands.	1	1	1
Students	Bottlenecks likely at entrance to school. Social distancing may not be maintained.	2	2	4	Introduced clear signage to enable smooth 1-way flows in the building. SLT duty set for start of each day.	2	1	1
Staff, students, visitors	Transfers between lessons, break times, start/end of the day make social distancing between staff and students challenging.	2	2	4	Supervision duties established to manage movement around the site.	2	1	2
Students, staff, visitors	Cleaning arrangements need to take account of COVID19 specific guidelines	2	2	4	Cleaning staff (KCL employees) are working to new COVID19 safe guidance [COVID19: Cleaning in non healthcare settings guidance], including daily cleaning of work surfaces, door handles, taps, toilets. Cleaning provision increased by an additional 1.5 hours over lunch every day. Signage posted to encourage social distancing, regularly and effective handwashing.	1	1	1
Visitors	Access to hand-washing facilities for visitors reporting to our Kennington Road reception is more challenging, and visitors are required to use a touch screen to sign in.	3	2	6	Provide hand sanitiser at Kennington Road reception. Only one household bubble is allowed into the reception area at any time.	3	1	3
Students, staff, visitors	Air flow, or lack of air flow, in different areas of the school	2	2	4	Building management air-flow systems (BMS and air flow systems in hall, room 2, staff kitchen) all reviewed by BMS provider for COVID19 security and all deemed safe to use. Windows encouraged to be open to increase natural air flow.	1	1	1
Students, staff, visitors	Fire doors may be propped open to encourage air flow	2	2	4	Fire risk assessment adjusted to permit propping open of fire doors only when: an event requires continuous flow through the building (e.g. enrolment) and all doors are monitored continuously; a teacher is teaching and wishes to prop open the door, taking responsibility for closing it when exiting the room.	1	1	1
Students, staff	Paper, calculators, pens, mini-whiteboards etc can be passed from one bubble to another, encouraging transmission	3	3	9	Classrooms (including drawers, unless locked) removed of all such materials. Students issued with their own whiteboard pens and mini-whiteboards to carry around with them. Other items no longer permitted to be shared without first being cleaned.	1	1	1

| | | | | | Cleaning wipes stored in all classrooms/offices to enable cleaning in any ad-hoc situations. | | | |

Travel

| Students, staff | Travel to school exposes students and staff to others and increases the chances of transmission | 3 | 3 | 9 | Start time for school is 09:15 which avoids the worst part of rush hour. Arrival permitted from 08:00 and staying late at school to 18:45 to give optionality. Hand-washing set as an expectation on arrival. | 3 | 2 | 6 |

First Aid

| First aiders, staff, students | The need to administer first aid will increase the risk of infection due to needing to be in close contact | 3 | 2 | 6 | PPE (masks, visors, gloves) available in school reception for emergencies, including where first aid is required. | 3 | 1 | 3 |
| Staff, students, visitors | Some staff working from home may reduce the number of First Aid at Work trained people on site | 3 | 2 | 6 | The timetable has been constructed for 2021-22 such that a sufficient number of FAW trained staff will always be on site. | 3 | 1 | 3 |

Staffing

| Staff, students | Staff may need to socially isolate for prolonged periods (10 days) | 3 | 2 | 6 | Small numbers of staff not in school can be managed through internal cover teaching, in line with the school's normal policy. The Head Teacher, or Deputy Head in his absence, may decide to run the school with some classes or year groups learning from home via remote school should too many teachers be off-site. The school is ready to go with remote teaching should it need to move into a remote phase for any reason. See also, KCLMS Covid 19 Response Levels. | 2 | 2 | 4 |
| Staff | New, more restrictive systems and the potential of further lockdown may be challenging for staff to manage in terms of their physical/mental health. Staff may have friends or family impacted by the virus. | 3 | 2 | 6 | Careful consideration of teaching and duty loads has been given in the construction of the new school curriculum and timetable. Staff to be encouraged in the induction training to report any concerns to their line manager or to the AH PDBW, in line with the KCLMS Positive Mental Health Policy. This policy sets out the various ways we can support staff. Support for staff also available from Education Support Partnership | 3 | 1 | 3 |

School Response Levels

| Staff, students, parents, governors, visitors | Unclear decision structure for the management of remote school, curriculum offer and protection measures. | 1 | 4 | 4 | Level response system introduced, see appendix 1. This is communicated to all staff, students and parents via briefings, assemblies and emails. The clear set of actions which result from each level being enacted will enable clarity on expectations for school operation. The level of review will be considered every Monday and Thursday morning during term time by the Operational Leadership Team to give a structure to the review process. There may be OLT meetings at other times in addition to this if circumstances require. | 1 | 2 | 2 |

Parents, Visitors, Governors, Casual Staff

| Staff, students, visitors | Visitors increase the risk of infection. | 3 | 2 | 6 | Visitor policy from September 2021 is to keep visitor numbers manageable. | 3 | 1 | 3 |

School Operations

Staff, students	Transfers between different activities present risk of transmission	2	3	6	Additional staff duties at key transfer times are a part of the new timetable. Instructions for each duty will be prepared before the start of term.	1	2	2
Staff, students	School usually involves passing significant quantity of paper between students and teachers	2	3	6	Regular handwashing is essential. In addition, new systems will reduce the exchange of paper to a minimum: where possible, teachers will now collect work electronically (as during remote school) and will also primarily mark and return it electronically. Distribution of freshly printed work is permitted via student picking up sheets or passing sheets around to avoid teachers touching each sheet. Electronic worksheets to be encouraged.	1	2	2
Staff, Students	SEN students may need additional training to understand and adhere to social distancing and other COVID-19 safety guidelines	2	2	4	The SENCO, under the guidance of the AH (PDBW), works with individual students to ensure they understand and apply all relevant protocols.	2	1	2

Response to suspected/ confirmed case of COVID19 in school

Students	Situation: a student develops one or more coronavirus symptoms at home	-	-	-	The student should stay at home and inform school of their symptoms. The school will ask them to arrange a COVID19 test as soon as possible. If the test is negative, they should return to school as soon as possible. If the test is positive, they should self-isolate for 10 days. This will be reviewed and updated in line with PHE guidance.	1	3	3
Students, staff	Situation: a student develops one or more coronavirus symptoms at school	-	-	-	The student should inform a member of staff, who will in turn inform the AH (PDBW). The AH (PDBW) will assess and manage this situation. If the symptoms are confirmed by the AH (PDBW) they will send the student home to self-isolate and to arrange a COVID19 test. Parent/carers will be contacted and invited to collect their child. If a student is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door. This is likely to be group room 3 or the counselling room. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people. If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else. If necessary the bathroom will be taped off until it is cleaned. In an emergency, staff should call 999 if they are seriously ill or injured or their life is at risk. Do not visit the GP, pharmacy, urgent care centre or a hospital.	2	2	4
Students, staff	Situation: a COVID19 case is confirmed outside of school hours.	-	-	-	• The case must be reported to mathsschool@kcl.ac.uk as soon as possible and reported to the school via the Microsoft Form which has been made available to all students and staff for reporting cases. • The situation will then be handled by the Operational Leadership Team.	2	2	4

Parents/carers	Challenge: how will parents know about adjusted arrangements?	-	-	-	A welcome back email will be sent explaining changes to the school day / timetables with parents/carers. This will cover: • Start and end times • Curriculum offering • Social distancing plan • Wellbeing/ pastoral support/ support and remote learning arrangements • Attendance • Transport What happens if a student develops symptoms or has a positive test	-	-	-
Students	Challenge: how will students know about adjusted arrangements?	-	-	-	A COVID19 safety briefing will be completed with all students during student induction. This will cover: • Travelling to and from school safely • Lunch arrangements • Where students can be and at what times • What to do at break / lunch • What to bring to school (including a water bottle, a board pen, a mini whiteboard, pen/pencil, paper, calculator, laptop) • Fire and critical incident arrangements • How and with whom to be socially distant • How to report concerns • What happens if you develop symptoms of coronavirus • What happens if someone at home develops symptoms of coronavirus All year 12 students will also be trained during induction on how to use our remote learning systems so that they are ready to move into remote school if necessary. Laptops will be issued on the first day of school so that all students have the necessary tools to access remote school. All students will also meet the AH (PDBW) during induction to discuss mental health, wellbeing and resilience during this challenging time. Create signage for all classrooms with simple COVID19 protocols, including: to socially distance from those not in your year group; to wash hands regularly (essential times are on arrival and before/after eating); to only be in rooms and locations in the school that are permitted at any given time.	-	-	-
Students	Students may not adhere to Covid-19 protocols	2	2	4	Review the Behaviour Policy and use it to allocate sanctions for behaviour that breaks the new protocols. Level 1 sanction for low level issues (e.g. being in a non-permitted location); Level 2 for behaviour that shows blatant disregard for the protocols (e.g. eating lunch at a table with someone from a different year group); Level 3 for malicious disregard or behaviour that purposefully places others at risk.	2	1	2

Remote Education Contingency Plan

Students, staff	Situation: a teaching group needs to self-isolate because of positive cases of COVID19.	-	-	-	All students have access to technology and remote learning offer is available to be switched on as a contingency when needed. Remote learning contingency available and ready to be 'switched-on' when needed.	3	1	3
Students, staff	Situation: an individual needs to self-isolate because of symptoms (theirs or a family members)	-	-	-	Students will be able to access learning materials from home and will receive 1-1 support from their teachers to ensure they keep up with the curriculum.	2	2	4
Evolving Nature of Risk								
All	The COVID19 situation is evolving, so control measures must evolve too	3	3	9	The COVID19 Risk Assessment needs regular updating. A formal update will be completed before the start of each term and reviewed by governors. Risk protocols will be added to the weekly Operational Leadership Team agenda as a standing item. The Health and Safety agenda item that is a standing item on all formal meetings will be used to encourage staff to report issues upwards regularly, and these will then be considered in the Operational Leadership Team meeting.	2	2	4

Appendix 1: Covid Level Response System for 2021-22

KCLMS Covid-19 Response Level

Protocol	Guide trigger	Actions
Level 0	N/A	- Air circulation measures - Hand cleaning + reminders - Standard timetable rooming - Full curriculum - No social distancing - No masks
Level 0+	Less than 8 current isolation periods from positive tests	- Level 0 with the addition of face coverings - OLT will determine and communicate the extent of face coverings e.g. at all times except when eating vs outside of lessons
Level 1	N/A *Level 1 has been suspended as of 17 January 2022*	- Air circulation measures - Hand cleaning + reminders - Mask wearing outside of lessons (except if eating/drinking or if medical exception) - Covid-rooming enacted - Break taken in period 2 classrooms (11:15-11:25), eating permitted except in labs (students may step out) - Study periods in allocated locations - Avoid using the cafeteria and kitchen facilities where possible - All other curriculum activity (e.g. assemblies, clubs, sport) to continue - Visitor restriction: request to line managers, HT sign off - Inform peripatetic staff (counsellor, cleaners, CX externals, club leaders) - Outreach sessions continue
Level 2	8 current isolation periods from positive tests	- Air circulation measures - Hand cleaning + reminders - Mask wearing outside of lessons (except if eating/drinking or if medical exception) - Mask wearing recommended in lessons, teachers requested to wear masks when circulating - Covid-rooming enacted - Check-in and house time: x = 12, y = 13 - Break taken in period 2 classrooms (11:15-11:25) - Study periods in allocated locations - Cafeteria microwaves and hot drink facilities out of use, trust shop to remain open - Staff kitchen: request to limit to essential use only - Clubs frozen or restricted to individual year groups - Assemblies run remotely in classes (y12 challenge rooming; y13 roomed to 1,2,3,4,9) - Challenge, CX to continue in non-standard groups - Sport moved to every other week: 12/13 - Visitor restriction: request to LMs, HT sign off - Inform peripatetic staff (counsellor, cleaners, CX externals, club leaders) - Outreach sessions continue; suspend outreach assistance from current students
Level 3	5 current isolation periods from positive	- Class moved to remote learning - Teaching from in-school using assigned remote-teaching locations

	tests within a single class	• CX to mixed interface (remote with some in school) • Y13 challenge re-grouping to enable remote stream • Rest of school moved to Level 2
Level 4	15 current isolation periods from positive tests, *or* Too many staff self-isolating to manage in-school provision	• All classes moved to remote learning • Individual students may be invited / asked to work in school (e.g. facilities, SEND) • Teachers working from home, or at school by request to NC • Outreach to continue, those teachers to work from school on outreach teaching days

Guidance and expectation for self-isolating students and teachers

- Self-isolating teachers:
  - if unwell, cover provided
  - if sufficiently well, remote teaching with students in school
- Self-isolating students:
  - if unwell, no expectations on learning
  - if well, use OneNote landing pages to keep up with material
  - students should instigate communication with teachers using email/Teams for ongoing support
  - weekly check-in with tutor (e.g. in 1-1 slot or Friday 4pm)
  - 30-minute weekly Teams meeting with a core teacher (y12, y13), can be 1-many
  - 20-minute weekly Teams meeting with an x-physics teacher (y13), can be 1-many

Level 3 / Level 4 guidance for remote learning

Remote lessons will start and finish at the same time as the current timetable, i.e. period 1 begins promptly at 09:25 and period 6 ends at 16:00 every day.

If a shift to remote learning has been announced, you should take the following preparatory steps as soon as possible:

- Prepare your home-learning workstation:
  - choose a good working location, idea featuring a desk, a chair, good wifi, privacy for voice interaction
  - set up your computer and Wacom slate comfortably; if you have a separate keyboard and mouse (wireless sets are available online for approx. £15), use a shoebox or pile of books to raise your laptop so that the screen is close to eye level
- Ensure you have access to each Notebook in Microsoft OneNote for each of your teachers
- Check you have access to Teams for each of your lessons in Microsoft Teams.

At the start of each remote lesson:

- Complete the register in the Collaboration Space of your Notebooks: your teachers will ensure a registration template is ready for this to happen.
- Review the instructions available on the class OneNote Landing Page. You will likely be asked to log on to a MS Teams meeting at the start of the lesson.
- During MS Teams meetings, you must:
  - keep your microphone muted except when speaking
  - keep your camera on
  - use a blurred or false background

For all other activity, such as assemblies/clubs/speakers:

- It is important that you check email frequently during a phase of remote learning. You should do so at least three times: every morning before the start of school, once during lunch and once at the end of the day.
- Emails will clarify how to access other activities.
- Assemblies and Speakers will be run as Teams meetings.
- Those clubs that do continue during any remote phase will also run as Teams meetings.
- Friday afternoon sport will take a different format during any phase of remote school.

You may wish to re-familiarise yourself with our remote learning systems by reviewing this presentation.

Level 3 / Level 4 guidance for remote teaching

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If a shift to remote learning has been announced, you should take the following preparatory steps as soon as possible:

- Prepare your home-learning workstation:
    - Choose a good working location, idea featuring a desk, a chair, good wifi, privacy for voice interaction.
    - For new staff, a budget of up to £250 is available for purchasing furniture/equipment for improved working from home. We request that you purchase items up front and claim funds using an expense claim form.
    - Set up your computer and Wacom slate for ergonomic use. You may ask Noel to provide you with a mouse, keyboard, headset and monitor.
- Ensure you have access to each Notebook in MS OneNote for each of your classes.
- Check you have access to the relevant MS Team for each of your classes.

For each remote lesson:

- Set up a register in the Collaboration Space of your Notebooks ready for students to fill in. The register is a table containing their names with a column for student entry. You are encouraged to use this as an engagement activity as well as a register – feel free to ask something that invites student to contribute individually, e.g. favourite morning beverage.
- Prepare instructions for the lesson on the class OneNote Landing Page. You should keep these as simple as possible. It is very effective to consistently provide a link to an MS Teams meeting (or channel in which you'll host a meeting), and then provide further instructions in that meeting.
- During MS Teams meetings, you should:
    - keep your camera on
    - use a blurred or false background
- Online whiteboards are highly effective for seeing what students are writing and providing feedback. KCLMS favourites are: whiteboard.fi / whiteboard.chat / MS Whiteboard