

COVID19: Full Opening Risk Assessment v2.0

SCHOOL NAME: King’s College London Mathematics School

OWNER: Dan Abramson, Head Teacher

DATE UPDATED: 28 August 2020

Purpose of this document:

This COVID19 Risk Assessment sets out the decisions taken and measures put in place to prepare for the full opening of the school 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)	19 August 2020
Ratified	Education Committee (Governors)	27 August 2020
Last update	Dan Abramson (Head Teacher)	28 August 2020

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Theme	Who is at risk?	Hazards	Pre-control risk rating	Control Measures Taken	Post-control risk rating
Preparing Buildings and Facilities	Students, staff, visitors	Non coronavirus-specific hazards to H&S still exist around the building	Low	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).	Low
	Staff	Staff workrooms do not allow for 2m distancing between staff members.	High	Perspex screens placed between desks for adjacent users and around desks for free standing desks if staff do not have individual officeUse of windows encouraged. Meetings moved from the main building staff workroom.	Low
	Staff, students	Student reception desks does not allow for easy social distancing	High	Perspex screen placed as a barrier around the student reception desk (as with the librarian desk and the PDBW team desks)	Low
	Students, staff, visitors	Insufficient sinks to enable students/staff to regularly wash hands (e.g. before eating) without queueing for too long / failing to observe social distancing	High	8 new sink washing stations installed at key locations around the main building: 6 in the circulation space by the pods (1 st floor), and 2 by the hall (ground floor). Soap and paper towel dispensers and bins installed in each of these locations.	Low
	Staff, students	Layout of Physics labs difficult to preserve distancing between students and staff	High	Perspex screens installed between staff and student desks in both labs	Low
	Staff, students	Cafeteria used by different year groups (bubbles) across staggered lunch: potential for cross-contamination.	High	Timetable has only one day when both full year groups will need to share the canteen: Monday is a lunch finish for Y12, Tuesday and Wednesday we have external space (Chandler Hall) for one year group. Friday is a lunch finish for all students except those requiring extra support. The school has secured additional cleaning over lunch every day of the week.	Low
	Staff, students	Some classrooms will be used by different bubbles morning and afternoon; less frequently, some are used by different bubbles either side of break	Mid	Secured additional cleaning over lunch every day of the week. Physics technician and admin staff used to clean rooms over break where required.	Low
	Students	Toilets are shared between different bubbles	High	Regular hand washing is a core part of our training and safety protocol. Cleaning in toilets to be extended from every evening to middle of the day as well. Visible check list that hand wash and paper towel supplies have been checked regularly.	Mid
	Students	Bottlenecks likely at entrance to school. Social distancing may not be maintained.	Mid	Introduced clear signage to enable smooth 1-way flows in the building. SLT duty set for start of each day. Start of days staggered with some students arriving late on as many days as possible. Building open to students 1 hour prior to start of learning to encourage staggered arrivals. 2 meter markers are in place outside the building.	Low
	Staff, students, visitors	Transfers between lessons, break times, start/end of the day make social distancing between different bubbles and between staff and students challenging	Mid	Supervision duties established to stagger motion around the site. Additional space (Chandler Hall) booked over busier lunchtimes to reduce challenges. Policy of “keep moving” put in place: it is safe to pass someone by within 2m, but not to stay within that distance for extended time periods. Rooming of lessons/activities determined to minimise bubble interactions.	Low
	Students, staff, visitors	Rooms can get too busy for social distancing guidelines to be maintained	High	Staggering of lunch. Survey of each room to determine capacity at 2m social distancing. Signage to indicate maximum number permitted in any room. Meetings scheduled in rooms that are within capacity.	Mid
	Students, staff, visitors	Cleaning arrangements need to take account of COVID19 specific guidelines	Mid	School will be deep cleaned before September re-opening. 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.	Low
	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.	High	Provide hand sanitiser at Kennington Road reception. Only one household bubble is allowed into the reception area at any time.	Mid

	Students	Unstructured times (e.g. before, after school) may lead to lack of social distancing	Mid	Rooms for each bubble (y12, y13) assigned before and after school with staff on duty during key transfer times.	Low
	Students, staff, visitors	Air flow, or lack of air flow, in different areas of the school	Mid	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.	Low
	Students, staff, visitors	Fire doors may be propped open to encourage air flow	Mid	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.	Low
Classrooms	Students	Classrooms/labs do not permit full social distancing between students	High	Classrooms/labs have been re/arranged to allow as much space between individuals as practical. Formation of bubbles as year groups with smaller groups (classes) generally separated protects everyone within these groups/bubbles. Risk of transmission within these groups is accepted.	Mid
	Staff	Classroom/labs do not always permit social distancing between staff and students	High	Perspex screens placed in labs as a divider between staff and students. In other classrooms, desks situated to give as much distance as possible between teacher and students when teaching from the front. Teachers permitted to move between locations without adhering to 2m distancing, but not to linger without being distant. General principle of working on whiteboards around the walls with teacher in the centre established. Visors are available for staff to use. Their practicality will be reviewed.	Mid
	Students, staff	Paper, calculators, pens, mini-whiteboards etc can be passed from one bubble to another, encouraging transmission	High	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. Cleaning wipes stored in all classrooms/offices to enable cleaning in any ad-hoc situations or e.g. of the projector remote. Protocols to: always clear rooms of paper etc. at the end of each lesson established.	Low
	Students, staff	Lab equipment may become contaminated and enable transmission	High	Increased physics technician hours to ensure all equipment is cleaned before and after use in labs. Where possible, certainly for the most frequently used equipment, separate sets have been bought and will be assigned to Y12 only or Y13 only use (Voltmeters for example). Updated CLEAPS guidelines are expected Sep 2020, which will be adhered to. Equipment in cupboards will be locked so that access is limited to staff.	Mid
	Students, staff	Staff are required to maintain 2m social distance in classrooms. Pre-COVID19 teaching mechanisms involve closer contact on a regular basis.	High	New classroom protocols developed initially by SLT and shared with staff during the August INSET. Key measures are to emphasize 2m distancing and provide suggestions for alternatives to pre-COVID19 mechanisms, e.g. for AfL and individual support. Working groups set up to develop the new mechanisms over time. Safety drop-ins to be arranged by the Deputy Head to ensure all are following protocols.	Mid
Emergency Evacuations	Students, staff, visitors	Evacuation routes may cause multiple groups/bubbles of people to come into contact.	Low	Evacuation routes are confirmed, and signage accurately reflects these. In the event of emergency the priority is getting out of the building calmly regardless of social distancing. Fire training adjusted to note that social distancing is a secondary concern in an evacuation; the risk is already low as all parties are moving, and the assembly points are located outside. Fire training to be covered in student COVID19 safety briefings during staff and student inductions.	Low
Travel	Students, staff	Travel to school exposes students and staff to others and increases the chances of transmission	High	All students and staff encouraged to travel without using public transport wherever possible. Start time shifted back to 09:30 to avoid rush hour journeys. Arrival permitted from 08:30 and staying late at school to 18:45 (except on Fridays when most students will be dismissed early and school will close to students at 16:30) also permitted to avoid afternoon busy periods. SLT are reviewing local station busy times regularly. Hand-washing set as an expectation on arrival.	High (reduced)
Staffing	First aiders, staff, students	The need to administer first aid will increase the risk of infection due to needing to be in close contact	High	PPE (masks, visors, gloves) available in school reception for emergencies, including where first aid is required.	Mid
	Staff, students, visitors	Some staff working from home may reduce the number of First Aid at Work trained people on site	High	Four members of staff are First Aid at Work (FAW) trained, and all staff complete First Aid awareness training every two years. This provides more than enough First Aid trained individuals for what is a low-risk environment with easy access to A&E at St Thomas' Hospital. Two of the FAW trainees are set to work from home on one or more days each week. Although this still leaves a sufficient provision, the	Mid

				school will train at least one member of staff in Emergency First Aid at Work (EFAW) by the start of November to mitigate against the likely increase in staff absence.	
	Staff	Certain staff are in higher risk categories	High	Survey of any underlying health conditions / other factors that may increase risk conducted in summer term and reviewed by HT and SLT. Actions taken to protect all potentially vulnerable individuals in the summer term, with no moderate risk staff coming in to school. From September, high risk staff kept at home wherever possible and kept with strict 2m social distancing when in school (with no direct student contact); moderate risk staff in attendance but kept away from higher risk activity e.g. cafeteria duty.	High (reduced)
	Staff, students	Staff may need to socially isolate for prolonged periods (two weeks)	High	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 yeargroups 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.	Mid
	Staff	Face to face meetings increase risk of transmission	High	Approaches for meetings and staff training in place: meetings are timetables in rooms that can hold that number with safe 2m distancing. Meetings held via Teams where feasible	Mid
	Staff, students, visitors	Staff have new protocols to follow to ensure their own safety and the safety of all others on site	High	<p>A Staff Code of Conduct for COVID19 safe behaviours has been written, with the HT as owner. The Code of Conduct is simple:</p> <ul style="list-style-type: none"> • All staff must maintain 2m distancing from students, staff and visitors wherever possible. Less than 2m is permitted when moving around the school or when moving around a classroom. • All staff must adhere to the maximum number of people in any given room, e.g. three in the staff kitchen (where working/meetings not permitted) • All staff must wash their hands regularly and thoroughly, in particular before and after eating. • All staff have a responsibility to uphold the measures outlined in this risk assessment for the school to operate safely, and are expected to <ul style="list-style-type: none"> ○ Uphold all of the measures set out here ○ Ensure that all students in their charge uphold all of the measures set out here ○ Report to the Deputy Head or other appropriate person any concerns they have about the safe operation of the school <p>Time has been set aside in the staff induction to run through all new protocols.</p>	Mid
	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.	High	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	Mid
Parents, Visitors, Governors, Casual Staff	Parents	Parent meetings increase the risk of transmission	High	Parent/Carer Consultation Evenings will take place online using Teams. Noting that parents are already closely linked to school bubbles, the risk of parental meetings in school is not so great as to work to avoid them all. Other parent/carers meetings may therefore take place either on Teams/by phone or face to face. Where it is determined that a face to face meeting is best, this must be approved by a member of SLT.	Mid
	Staff, students, visitors	Visitors increase the risk of infection.	High	Visitor policy from September is to keep visitors to a bare minimum. All talks will for now take place online using Teams or similar. Any visitors to site must report to reception; only a member of SLT can authorise a visitor to enter the building (beyond reception). Visitors will review the COVID19 staff code of conduct when signing in and will agree to adhere to that code of conduct. Visitors must in addition wear a face mask at all times during their visit; this may be provided by reception.	Mid
	Staff, students, visitors	Visitors' behaviour may increase the risk of infection	Mid	A COVID-19 visitor protocol will be sent to all visitors in advance of their visit (and placed on the website for easy viewing). Agreement to the protocols will be added to the visitor entry process.	Low

	Students	Counsellors may increase the risk of infection and transmission.	High	Counsellors will have appointments in the counselling room but maintaining 2m distance during those appointments and keeping a window open. The school will only permit face to face counselling where a counsellor is not themselves in a moderate or severe category of risk according to the NHS. Where students or the counsellor are not happy to work face to face, e-meetings will be used. During a face to face meeting, the counsellor will wear a face mask.	Mid
	Staff, students	Peripatetic teachers / casual staff (e.g. PhD students teaching 12PS) will be less familiar with our protocols	High	All such teachers must report to reception on arrival. They will have a specific COVID19 safety briefing with the AH (PDBW), usually alongside any Safeguarding training, before being permitted to lead sessions independently.	Mid
	Staff, students	Contractors increase the risk of infection and transmission.	High	Contractors will enter the school during core hours as little as possible. Only a member of SLT can authorise a contractor to enter the building (beyond reception). Where they need to be in school during core hours, they will adhere to the COVID19 staff code of conduct. Contractors must in addition wear a face mask at all times during their visit (unless outside core hours or when working in unoccupied parts of the school site); this may be provided by reception.	Mid
	Governors, staff	Governors visiting the school may increase the risk of transmission.	Mid	Governor visits to the school to be kept to an absolute minimum. Any such visit must be agreed by the Chair / Vice-Chair of Governors. Governor meetings to continue for now to take place using Zoom. Where visits do take place Governors will adhere to the COVID19 staff code of conduct and wear a face mask during the visit.	Low
	Staff, students	Events involving externals (e.g. parents, alumni) may increase risk of transmission	Mid	Any such events will for the moment take place online. If the situation progresses and it is deemed safe to have such events at school after hours, a COVID-19 risk assessment will be taken to inform decisions about cleaning and about COVID-19 safe protocols during the event.	Low
	Business operations	Events where the school lends or leases its facilities to others increase risk of transmission	Mid	The school will for the moment not permit other organisations to use its facilities.	Low
Curriculum, Timetable and Groupings	Staff, students	Pre-COVID19 school operation would mean all parties were part of a single bubble	High	DfE guidance is that the bubble size is recommended in secondary schools / FE to be the year group. Where possible smaller divisions should be adhered to, even if not consistently. Year 12 and year 13 will be considered as separate bubbles. Within these bubbles, as much as possible of the curriculum will be delivered in a consistent class, so that the sub-bubble size is less than 20. For this reason, maths and physics sets in year 13 (and all A Level subjects in year 12) will be aligned.	Low
	Staff, students	Assemblies present a risk to transmission	Mid	At least initially, year group assemblies will not go ahead with all students in a single location. Instead, the assembly leader will present electronically to students in their bubbles.	Low
	Staff, students	Some curriculum activities present higher risk eg. Sport	High	The DH chaired the curriculum review which determined that sport could not go ahead in Autumn 2020. All other curriculum areas can go ahead with adapted policies, e.g. societies at specific times and usually involving only one year group, speakers giving talks using Teams or similar.	Low
	Staff, students	Curriculum implications: a complete rebuild of our processes is likely to require some iterations in the first phases to ensure efficacy	High	The Lead Teacher (Operations) is a new post that provides the Deputy Head more capacity to ensure the timetable and protocols are appropriate and can be treated quickly if necessary.	Mid
	Staff, students	Transfers between different activities present risk of transmission / bubbles interacting	High	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.	Low
	Staff, students	School usually involves passing significant quantity of paper between students and teachers	High	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 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.	Low
	Staff, Students	SEN students may need additional training to understand and adhere to social distancing and other COVID-19 safety guidelines	Mid	The SENCO, under the guidance of the AH (PDBW), works with individual students to ensure they understand and apply all relevant protocols.	Low
Catering	Students	The student kitchen would present a notable risk to transmission	High	The student kitchen has been closed. The fridges, microwaves and hot drink facilities will be taped off until further notice.	Low

	Students	Use of the school cafeteria for eating presents a risk of transmission including between bubbles	High	Arrangements for when and where each group will take lunch (and break) are in place so that students do not mix with students from other groups. An additional cleaning service has been introduced during lunchtime to clean surfaces between groups using the cafeteria and after both are finished. Chandler Hall has been secured for use for lunch two days per week, with cleaning arranged by the Hall's management team. Students will be encouraged to leave the school and eat their lunch in the park whenever the weather permits, as this is a safer practice.	Mid
	Staff	Use of the staff kitchen presents a challenge for social distancing and increased transmission risk	High	Strict rules are in place: no working in the staff kitchen; no more than three staff in the room at any one time; washing hands before preparing or eating food and after eating is required.	Mid
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	Mid
	Students	Situation: a member of a student's household develops one or more coronavirus symptoms, or tests positive for coronavirus	-	The student should self-isolate and inform the school of the situation. The school will determine with the family concerned the appropriate length of self-isolation, which is most likely to be 14 days. Further information is available from the NHS.	Mid
	Students, staff	Situation: a students 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.	Mid
	Students, staff	Situation: a COVID19 case is confirmed during the school day	-	<ul style="list-style-type: none"> The situation will be managed using the KCLMS Critical Incident Policy, which includes the formation of a Critical Incident Leadership Team (CILT) A member of the CILT will be assigned (the assumed person is the Head Teacher) to liaise with Public Health England / Test and Trace. If the COVID19 case is confirmed for a student, the school will move to remote learning for the relevant year group; the CILT will determine at what point to inform the students/parents and whether to send students home early. If the COVID19 case is confirmed for a household member of a student, the school will continue to remain open; the CILT will determine what processes to put in place to ensure the school is ready to move to remote learning if needs be. If the COVID19 case is confirmed for a teacher, the CILT will determine whether to move any or all of the school into remote learning. The principal form of communication to parents will be via email. The principal form of communication to students will be via their learning groups and face-to-face whilst they are at school, and by email using their KCL email addresses if they are not on site. 	Mid
	Students, staff	Situation: a COVID19 case is confirmed outside of school hours.	-	<ul style="list-style-type: none"> The case must be reported to the school emergency phone 07902 911 144 and to mathsschool@kcl.ac.uk as soon as possible The situation will then be handled by the CILT as above. 	Mid
	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: <ul style="list-style-type: none"> Start and end times 	-

Student Orientation / Re-orientation				<ul style="list-style-type: none"> Curriculum offering Social distancing plan Wellbeing/ pastoral support/ support and remote learning arrangements Attendance Transport What happens if a student / family member develops symptoms or has a positive test 	
	Students	Challenge: how will students know about adjusted arrangements?	-	<p>A COVID19 safety briefing will be completed with all students during student induction. This will cover:</p> <ul style="list-style-type: none"> Travelling to and from school safely Lunch arrangements Bubble definitions 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 <p>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.</p> <p>Laptops will be issued on the first day of school so that all students have the necessary tools to access remote school.</p> <p>All students will also meet the AH (PDBW) during induction to discuss mental health, wellbeing and resilience during this challenging time.</p> <p>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.</p>	-
	Students	Students may not adhere to the new protocols	Mid	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.	Low
	Students	Students classified as being at High Risk (clinically extremely vulnerable) are being asked to attend school	High	Individual risk assessments to be conducted for all such students by AH (PDBW). Control measures will mainly be a mixture of adjusting the travel to and from school mechanism/route/timing, and where possible adjusting the in-school protocols e.g. providing a more private place to eat lunch.	High (reduced)
Remote Education Contingency Plan	Students, staff	Situation: a bubble needs to self-isolate because of a positive case of COVID19.	-	<p>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.</p> <p>All departments have considered a two-week curriculum to launch at any point when moving into remote provision.</p>	Mid
	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.	Mid
Evolving Nature of the Risk	All	The COVID19 situation is evolving, so control measures must evolve too	High	The COVID19 Full Opening 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 Senior Leadership Team agenda as a standing item in the weekly operational meeting. 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 SLT operational meeting.	Mid