



Risk Assessment

Location / Site	Reigate St Marys Prep and Choir School
Activity / Procedure	School re-opening for All year groups
Assessment date	04/09/2020 – to be updated regularly.

Identify people at risk	
Employees	YES
Children	YES
Visitors	YES
Contractors	YES

It follows the publication of updated UK Government advice for schools published on 2 July 2020 and updated on 7 August 2020.

The Government's full guidance for education and childcare can be found here:

- <https://www.gov.uk/coronavirus/education-and-childcare>
- <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirusoutbreak/guidance-for-full-opening-schools>

This guidance provides details on the measures we need to put in place to be confident of a safe return in September. These measures emphasise 'Prevention' and 'Response to any Infection'

PREVENTION

1. Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school.
2. Clean hands thoroughly more often than usual.
3. Ensure good respiratory hygiene by promoting the '**catch it, bin it, kill it**' approach.
4. Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach.
5. Minimise contact between individuals and maintain social distancing wherever possible.
6. Where necessary, wear appropriate personal protective equipment (PPE).

RESPONSE TO ANY INFECTION

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



REIGATE ST MARY'S
PREPARATORY AND CHOIR SCHOOL

Identified hazard	Misunderstanding of or non-adherence to policies and procedures			
Existing level of risk	HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures			Responsibility	Completion date
<ul style="list-style-type: none"> The school keeps up-to-date with advice issued by, but not limited to, the following: DfE; NHS; Department of Health and Social Care; PHE; The Health and Safety Executive; Staff are made aware of the school's infection control procedures in relation to coronavirus via email and Teams staff meetings. Parents are made aware of the school's infection control procedures in relation to coronavirus via letter/email – they are informed that they must not send their child to school if the child develops coronavirus symptoms or if another household member develops coronavirus symptoms. In both these circumstances the parents/carers should call the school to inform the school of this and that they will be following the national Stay at Home guidance. Pupils are made aware of the school's infection control procedures in relation to coronavirus and are informed that they must tell a member of staff if they begin to feel unwell – see <i>child friendly communication 'Safe at school'</i>. Staff continue to be subject to their confidentiality agreements. 			MBC, AHW, SAS, RMG	Ongoing
			MBC, SAS, AHW, RMG	02.09.20
			SLT	By end of day 28.08.20
			Form Teacher	03.09.20 and Ongoing
			All staff	Ongoing
Remaining Level of risk	HIGH	MEDIUM	LOW	NEGLIGIBLE



REIGATE ST MARY'S
PREPARATORY AND CHOIR SCHOOL

Identified hazard	Lack of social distancing in the classroom resulting in direct transmission of the virus.			
Existing level of risk	HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures	Responsibility	Completion date		
1. Children will spend the majority of their time with their form and in their form room.	Form Teacher	Ongoing		
2. Year groups will be able to create a 'bubble' and as such will be able spend time together during break times outdoors, and during Games Sessions.	Teachers on break duty & Games Staff.	Ongoing		
3. Excess furniture will be removed to increase space within the classrooms.	Maintenance	Completed.		
4. Children keep to their designated tables when in classroom.	Form Teacher	Ongoing		
5. The children will resume specialist subject lessons. Maths, MFL and some ICT will take place in the form classroom. Music and some ICT will take place in their Subject rooms which will be thoroughly cleaned before another bubble enters the room. The Specialist teacher will be responsible for ensuring that children sanitise their hands before and after the lesson and resources will be cleaned and then left untouched for the recommended 48/72 hrs before being used by another bubble.	Specialist teachers – SWI, SHW, MIC, AHW, ROF, AJG, SAD, TGJ	Ongoing		
6. Specialist teachers will maintain at least a 2m distance when giving a lesson input. Whilst the children are working independently, the specialist teacher must wear PPE to be able to support them safely.	SWI, SHW, MIC, AHW, ROF, AJG, SAD, TGJ	Ongoing		
7. Bags and coats kept under children's' tables or the backs of chairs.	Form Teacher	Ongoing		
8. Social distancing protocols created for and with the children – (Include instructions how to line up, use of toilet, moving around the classroom etc)	Form Teacher	Ongoing		
9. Protocols re-visited and modelled many times a day and linked to school behaviour system – lots of praise for adherence and sanctions for non-compliance	Form Teacher	Ongoing		
10. The timetable is revised to implement where possible: <ul style="list-style-type: none"> a. Lesson plans or activities which limit movement between areas; b. Maximise number of lessons or classroom activities which could take place outdoors; c. No assemblies; d. Break times are staggered to minimise contact between moving groups. Each year group has been allocated its own outdoor space; 	KAG, PIM, SLT & all Teaching Staff	31.08.20		
11. All spaces are well ventilated using natural ventilation (opening windows);	All staff	Ongoing		
12. All staff have been issued with 4 washable, reusable face masks. Disposable face masks are available from the Operations Manager along with disposable gloves and aprons. Face masks must be worn by all staff moving outside of their bubbles.	RMG	Ongoing		
Remaining Level of risk	HIGH	MEDIUM	LOW	NEGLIGIBLE



REIGATE ST MARY'S
PREPARATORY AND CHOIR SCHOOL

Identified hazard	Lack of social distancing waiting to enter school in morning resulting in direct transmission of the virus			
Existing level of risk	HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures			Responsibility	Completion date
<ol style="list-style-type: none"> 1. Staggered drop off and pick up times for different year groups <ul style="list-style-type: none"> - Each year group has an allocated drop of time and drop off zone. See <i>appendix 1</i> 2. Communicate with parents - one parent to drop off, instructions shared re: social distancing between families in the morning 3. Clear signage for entering/2m markers for children queuing to enter. 4. Children's temperature to be taken by a member of staff 5. Children will self-administer hand sanitiser using the stand alone pump. Early Years parents to help Early Years children with their designated hand sanitiser pump. 6. Children to line up and wait until form tutor/TA is ready to lead them up to their classroom 			<p style="text-align: center;">RMG</p> <p style="text-align: center;">RMG, Office Staff</p> <p style="text-align: center;">RMG, Maintenance team Staff</p> <p style="text-align: center;">Form Tutor/TA</p>	<p style="text-align: center;">26.08.20</p> <p style="text-align: center;">02.09.20</p> <p style="text-align: center;">02.09.20 Ongoing</p> <p style="text-align: center;">Ongoing</p>
Remaining Level of risk	HIGH	MEDIUM	LOW	NEGLIGIBLE

Identified hazard	Lack of Social distancing during playtimes and lunchtimes resulting in direct transmission of the virus			
Existing level of risk	HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures			Responsibility	Completion date
<ol style="list-style-type: none"> 1. Staggered playtimes and allocated play area See <i>appendix 2</i> 2. Reduced playtime equipment – hard surfaces that can be easily cleaned <ul style="list-style-type: none"> - Each class bubble will have their own ball which will be kept in the classroom and returned after playtime. 3. Games discussed which encourage social distancing – football no passing with hands or catching (goalkeeper to wear gloves). 4. Staff supervision throughout – actively encouraging and insisting on social distancing 5. Children practise talking 2 metres apart – modelled by staff 			<p style="text-align: center;">KAG, PIM Form Teacher</p> <p style="text-align: center;">All staff</p>	<p style="text-align: center;">Completed Ongoing</p> <p style="text-align: center;">Ongoing</p>
Remaining Level of risk	HIGH	MEDIUM	LOW	NEGLIGIBLE



REIGATE ST MARY'S
PREPARATORY AND CHOIR SCHOOL

Identified hazard	Lack of Social distancing when eating lunch resulting in direct transmission of the virus			
Existing level of risk	HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures			Responsibility	Completion date
<ol style="list-style-type: none"> 1. Stagger lunch sittings. See <i>appendix 3</i> 2. Stagger lunch break and hand washing See <i>appendix 3</i> 3. Use of Sports Hall – tables set up in rows according to Year Groups. Each row is 2 metres apart from each other and children are sitting back to back to eradicate interaction with other Year Group bubbles. 4. Tables to be cleaned in between each sitting – Timetabled in. 5. Hot lunches will be served to children by queuing in their year groups with a 1 meter distance between form classes – staggering of lunch time will ensure no cross over of groups. 			KAG, PIM	Completed
			Maintenance team	Completed
			Cleaners Kitchen Staff	Ongoing Ongoing
Remaining Level of risk	HIGH	MEDIUM	LOW	NEGLIGIBLE

Identified hazard	Lack of Social distancing in the corridors resulting in direct transmission of the virus			
Existing level of risk	HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures			Responsibility	Completion date
<ol style="list-style-type: none"> 1. Children to remain in own their form room for most lessons 2. Designated areas on the playground, multi and bund with different access points for different Year Group bubbles. 3. One child going to toilet at a time <ul style="list-style-type: none"> ▪ Designated Break time toilet in the boys changing room of Beech House, one for girls and one for boys to be manned by a member of staff. 4. Messages to office via class telephones 5. Agree instructions with children concerning going and returning to toilet 			Form and specialist teachers	Ongoing
			Maintenance Team	02.09.20
			Form Tutor/TA's/Break Duty Staff	Ongoing
			Form Teacher	Ongoing
Remaining Level of risk	HIGH	MEDIUM	LOW	NEGLIGIBLE



REIGATE ST MARY'S
PREPARATORY AND CHOIR SCHOOL

Identified hazard	Contact of shared resources resulting in direct transmission of the virus			
Existing level of risk	HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures	Responsibility		Completion date	
<ol style="list-style-type: none"> 1. Children asked to bring in own stationary 2. Resources to remain in Year groups – maths, cubes etc. 3. Tables, door handles and other surfaces cleaned with anti-bacterial cleaner at regular intervals throughout the day. 4. Children encouraged to wash hands / use hand gel before lessons and after each lesson 5. Sports activities will be on a rota basis to allow for sterilising of equipment between each group 6. Sport equipment will be placed in a bin of Milton at the end of each group session 7. The amount of resources that are taken and brought in from home are limited – pencil case and water bottle only 8. Scheme reading books and class library book CAN be sent home. When completed, they should be left in a quarantine box for 2 days before being returned into class circulation 	Office-email parents Form Teachers Cleaners All staff ROF/LKR/AST Office to email parents Form Tutors		27.08.20 Ongoing Ongoing Ongoing Daily 28.08.20 Ongoing	
Remaining Level of risk	HIGH	MEDIUM	LOW	NEGLIGIBLE



REIGATE ST MARY'S
PREPARATORY AND CHOIR SCHOOL

Identified hazard	Ill health resulting in direct transmission of the virus			
Existing level of risk	HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures	Responsibility		Completion date	
<ol style="list-style-type: none"> 1. Staff are informed of the symptoms of possible coronavirus infection, e.g. a cough, difficulty in breathing and high temperature, loss of or change to sense of smell or taste and are kept up-to-date with national guidance about the signs, symptoms and transmission of coronavirus. 2. Any pupil who displays signs of being unwell is immediately referred to KUP, no more than one child will be in the medical room at one time. 3. First aid trained staff/KUP will ensure that any unwell pupils are moved to the medical room whilst they wait for their parent to collect them. Staff supervising unwell pupils will be wearing full PPE. 4. Pupils displaying symptoms of coronavirus do not come into contact with other pupils and as few staff as possible, whilst still ensuring the pupil is safe. 5. The relevant member of staff calls for emergency assistance immediately if the pupil's symptoms worsen. 6. The parents of an unwell pupil are informed as soon as possible of the situation by a relevant member of staff. 7. Where contact with a pupil's parents cannot be made, appropriate procedures are followed in accordance with those outlined in governmental guidance. 8. Unwell pupils who are waiting to go home are kept in the medical room with the door closed. There is a window in the door which will allow for staff to supervise from a distance. 9. Areas used by unwell pupils who need to go home are thoroughly cleaned once vacated. 10. If unwell pupils are waiting to go home, they are instructed to use the 'Visitor's Toilet' which is only being used by those with COVID symptoms to minimise the spread of infection. 11. Parents are advised to contact 999 if their child becomes seriously ill or their life is at risk. 12. We will strongly advise families of a child with symptoms to be tested for COVID-19 and ask them to let the school know the result as soon as possible, ahead of returning to school. 13. Engage with NHS track and trace process. 	SLT and All staff should keep up with government guidelines		Ongoing	
	All staff and KUP		Ongoing	
	Office team/KUP		Ongoing	
	Cleaners		Immediately	
	Office team/KUP		Ongoing	
Remaining Level of risk	HIGH	MEDIUM	LOW	NEGLIGIBLE



REIGATE ST MARY'S
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Identified hazard	Emotional distress of Children			
Existing level of risk	HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures			Responsibility	Completion date
<ol style="list-style-type: none"> 1. Normal pastoral care protocols and procedures will be in place. 2. Additional circle time and PSHE lessons planned to support the children in their return to school 3. A particular focus will be placed on children who have not returned to school since March as their levels of anxiety may be high. 			AJG and All staff	31.08.20
			Form Tutors	Ongoing
			Form tutors	
Remaining Level of risk	HIGH	MEDIUM	LOW	NEGLIGIBLE

Identified hazard	Emotional distress of adults – including anxiety			
Existing level of risk	HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures			Responsibility	Completion date
<ol style="list-style-type: none"> 1. Inclusion in risk assessment process – input into hazard identification and control measures put in place to limit spread of virus. 2. Opportunity for staff to ask questions/voice concerns about returning to work. Teams Meetings to take place on both Inset Days for Q/A session with the Headmaster. 3. Risk assessments reviewed after day one, week one and fortnightly after that – this is flexible and will be reviewed should any matter deem a review is necessary. 4. Limited staff cross over will occur due to the staggered nature of the curriculum 5. Planned time for planning and preparation within the week 6. Particular focus placed upon staff who have not returned to work since March due to furlough or shielding 			SLT	18.08.20
			MBC	02.09.20
			SLT	Ongoing
			Teachers	Weekly
			SLT	On going
Remaining Level of risk	HIGH	MEDIUM	LOW	NEGLIGIBLE



REIGATE ST MARY'S
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Identified hazard	Risk of spreading virus due to poor hygiene resulting in indirect transmission of the virus			
Existing level of risk	HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures			Responsibility	Completion date
1. Hand gel dispenser in all classrooms			RMG/Maintenance	Completed
2. Hand gel order in large quantities			RMG	Ongoing
3. Children hand wash or hand gel on entry to school, before break, after break, before lunch, after lunch, leaving school, using the toilet and any time they cough or sneeze			All teachers	Ongoing
4. Washing hands posters placed in all washing areas			Maintenance team	Completed
5. Reminders on how to wash hands properly – videos and posters			Form Tutor	03.09.20
6. Procedure agreed for children on thorough hand washing				
7. Lidded bins in all classrooms and office areas.			RMG	Completed
Remaining Level of risk	HIGH	MEDIUM	LOW	NEGLIGIBLE

Identified hazard	Risk of spreading virus due to lack of cleaning resulting in indirect transmission of the virus			
Existing level of risk	HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures			Responsibility	Completion date
1. 2/3 cleaners will be on site from 7:00am – 6:00pm			RMG	Daily and ongoing
2. All surfaces, handles, toilets and shared equipment will be cleaned throughout the day using anti-bacterial cleaning products			Cleaners	
-Ops manager to create a route around school to be repeated throughout the day			RMG	01.09.20
3. PPE will be worn by all cleaning staff (facemask, gloves and aprons (visor if desired)).			RMG	Ongoing
4. Some resources will be rotated and left to de-contaminate for 2 days after cleaning to reduce the risk of indirect transmission			Form Tutors	
5. Soft furnishings and soft / cloth toys will be removed from use in classrooms			Teachers and maintenance team	Completed
6. Cleaners to return to work before the school re-opens			Cleaners	Completed
Remaining Level of risk	HIGH	MEDIUM	LOW	NEGLIGIBLE



REIGATE ST MARY'S
PREPARATORY AND CHOIR SCHOOL

Identified hazard	Risk of illness of vulnerable staff and family members through direct indirect transmission of the virus			
Existing level of risk	HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures			Responsibility	Completion date
<ol style="list-style-type: none"> 1. Identify Vulnerable Staff All staff will be asked by RGS Head of HR Dawn Holmes to declare if they have an underlying medical condition, the school will then arrange for them to undertake an individual Occupational Health Risk Assessment with The Medwyn Centre. 2. Those who are clinically extremely vulnerable are able to return to work but must adhere to the 2m social distancing where practicable. 3. PPE available to all staff – Face Masks, Gloves, Aprons and Visors are available. Gloves, aprons and disposable face masks should be disposed of at the end of the day in the lidded pedal bins in the classrooms. These will be emptied by cleaners. Additional PPE can be obtained from RMG. 			All staff and DH in HR	Immediately
			RMG	Ongoing
Remaining Level of risk	HIGH	MEDIUM	LOW	NEGLIGIBLE



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Appendix I

Morning Drop off

Year Group	When	Where
Green Shoots	8:00 – 8.40	Church and Front School Car Park
Kindergarten	8:00 – 8.40	Church and Front School Car Park
Reception	8:35 – 8.45	Main Site – between multi's
Year 1	8.20 – 8.35	Main Site – between multi's
Year 2	8.20 – 8.35	Main Site – between multi's
Year 3	8:10 – 08:20	Main Site – between multi's
Year 4	8:00 – 08:10	Main Site – between multi's
Year 5	8:15 – 8:25	Orchard Car Park
Year 6	8:00 – 8:15	Orchard Car Park
Early drop off Y1-5	8:00	Main Site – between multi's

After School Collection

Who	When	Where
Green Shoots	12:00, 1:00 & 15:30	Church and Front School Car Park
Kindergarten	12:00, 1:00 & 15:30	Church and Front School Car Park
Reception	15:10 – 15:20	Main Site – between multi's
Year 1	15:20 – 15:30	Main Site – between multi's
Year 2	15:30 – 15:40	Main Site – between multi's
Year 3	15:40 – 15:50	Main Site – between multi's
Year 4	15:50 – 16:00	Main Site – between multi's
Year 5	15:50 – 16:00	Orchard Car Park
Year 6	16:00 – 16:15	Orchard Car Park
Late Care – all year groups	17:00	Main Site – between multi's



Appendix 2

Break Times

Morning Break:

Year Group	Where
Green Shoots	Designated Space within own play area
Kindergarten	Designated Space within own play area
Reception	Own play area
Year 1	Playground 1
Year 2	Playground 2
Year 3	Bottom Multi
Year 4	Top Multi
Year 5	Bund 1
Year 6	Bund 2

Lunch Break:

- *GS-KG to remain in classroom area and Gardens*
- **Reception:** 11:20 R to Lunch Hall then exit through fire door when whole class has finished eating and return to R Garden with their adult. 12:05 new staff members will be on duty until 12:35. Children to remain in R garden.
- **Yr 1:** 11:30 to Bottom Multi, then 11:35 – Year 1 to Lunch Hall then exit through fire door when finished eating and return to Multi. 12:05 – staff member on duty to take children down to the bund.
- **Yr 2:** 11:30 to Top Multi. 11:45 Year 2 to Lunch Hall then exit through fire door when finished eating and return to Multi. 12:05 – staff member on duty to take children down to the bund.
- **Yr 3:** 12:05 Go to the Bottom Multi - Teacher on duty in Lunch Hall to collect children when Lunch Staff are ready for them to go in. Children eat and exit through fire door back onto Multi. 12:35 Year 3 to the bund.
- **Yr 4:** 12:05 Go to the Top Multi - Teacher on duty in Lunch Hall to collect children once Year 3 are through. Children eat and exit through fire door back onto Multi. 12:35 Year 4 to the bund.
- **Yr 5:** 12:05 Go to the Playground 1 – 12:35 Children go to Lunch Hall, eat and exit through fire door back onto Top Multi.
- **Yr 6:** 12:05 Go to the Playground 2 – 12:45 Children go to Lunch Hall, eat and exit through fire door back onto Bottom Multi.

Afternoon Break:

Year Group	Where
Green Shoots & Kindergarten	Designated Space within own play area
Reception	Own play area
Year 1	Playground 1
Year 2	Playground 2
Year 3	Bottom Multi & Bund 2 on a daily rotation
Year 4	Top Multi and Bund 1 on a daily rotation
Year 5	Bund 1 and Top Multi on a daily rotation
Year 6	Bund 2 and Bottom Multi on a daily rotation



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