


<b>Activity</b>	Covid 19 – managing the risk  Separate assessments are in place for: a) Boarding Houses b) Estates & Domestic Services c) First Aid  These are attached as appendices. Sports centre swimming and lettings assessments managed by K.Marsden and M.Spackman			
<b>Establishment</b>	<b>The Royal School</b>			
	<b>Name</b>	<b>Position</b>	<b>Signature</b>	<b>Date</b>
<b>Risk Assessor/Principal/Manager</b>	Louise Blewitt Jo Phillips Mark Mitchell Mark Heywood	H&S Consultant DFS Headteacher Primary Principal	<i>L. Blewitt</i> <i>J Phillips</i> <i>M. Mitchell</i> <i>M. Heywood</i>	Updated 28/10/2020

The Risk Assessments have been compiled taking into consideration the current national guidance:

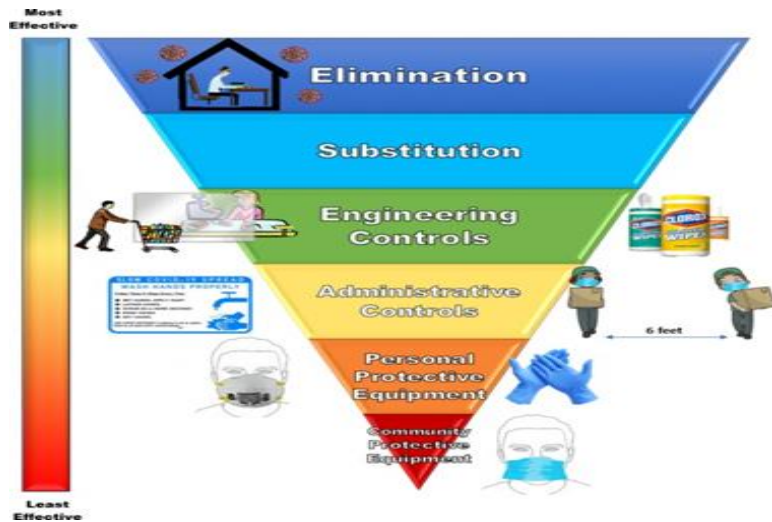
<https://www.gov.uk/coronavirus/education-and-childcare>

<https://www.gov.uk/coronavirus>

<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings>

The cross-infection control measures considered in the risk assessment below is based upon the following hierarchy of control:

- **Elimination** – Completely eliminating exposure to the hazard. The most effective control, e.g. stay home, work remotely, avoid public areas.
- **Substitution** – Replacing the hazard with a non-hazardous object, device or substance (none currently identified).
- **Engineering Controls** – Isolating the person from the hazard through physical or mechanical means e.g. barriers, partitions, ropes, hands-free equipment etc.
- **Administrative Controls** – Changes made to the way that people work e.g. social distancing procedure, floor markings, cough / sneeze etiquette procedure, hand hygiene, cleaning and disinfection etc.
- **Personal Protective Equipment** – Equipment worn by the person to protect themselves from real or potential hazards, e.g. gloves, aprons, safety glasses, masks, etc.
- **Community Protective equipment** – Equipment worn by a person to prevent community spread from an asymptomatic carrier of COVID-19. This is the last line of defence and its effectiveness depends on community use and their ability to adopt disinfection, distancing, and hygiene practices (not considered in school risk assessment as beyond the control of a school).



Please note, The Royal School are working with CREST Education Safety Services and Wolverhampton City Council to align with the following:

**The Local Authority has identified seven principles to guide the development of a common approach.**

1. Safety is first - we will make decisions taking account of the health, safety and wellbeing of adults and students in schools and settings
2. At all times we will provide advice and guidance based on evidence from international, national and local research and information
3. Good communication with families, schools and settings is essential to the success of the arrangements
4. The approach we take will be flexible, incremental and evolving, we do not need to do everything at once
5. We will support leaders to promote a curriculum which balances the academic and wellbeing needs of our students and young people
6. Key actions for schools in preparing their organisational management for re-opening will be simple and supported by LA services wherever possible
7. Vulnerable students remain our priority.

Hazards	Who is at risk?	How can the hazard cause harm?	Existing control measures	Risk Rating	Action Completed update Date
<p>Individuals with pre-existing health conditions</p> <p><b>Shielded and clinically extremely vulnerable students and young people</b></p> <p>- <b>shielding paused as of 1st August 2020 shielding reinstated for 4 week period 5th November - 2nd December 2020 reinstated.</b></p>	Students	Contracting / spreading Covid-19	<p>Students and young people who have been classed as clinically extremely vulnerable due to pre-existing medical conditions must follow government advice and return to school. Maintain good hand hygiene.</p> <p>If rates of the disease rise in local areas, students (or family members) from that area, and that area only, will be advised to shield during the period where rates remain high and therefore they may be temporarily absent.</p> <p>In the event of national lockdown restrictions shielding may be reinstated and students will be advised to shield during the period where rates remain high and therefore they may be temporarily absent.</p> <p>Some students no longer required to shield but who generally remain under the care of a specialist health professional may need to discuss their care with their health professional before returning to school (usually at their next planned clinical appointment). As of 01 August government guidance stated shielding is not required.</p> <p>Regular hand washing and use of hand sanitisers available throughout the school. Follow 'Hands-Face-Space maxim and signage displayed widely across site</p> <p>City of Wolverhampton Staff Work Risk Assessment – for individuals sent out and responses logged and addressed by HR Admin Officer.</p>	L	2.10.2020
Individuals with pre-existing health conditions	Staff, students	Contracting / spreading Covid-19	Clinically vulnerable individuals should continue to avoid close contact and remain socially distant whenever possible.	L	28.9.2020

<p><b>Clinically vulnerable (but not clinically extremely vulnerable)</b></p>	<p>external essential agency/ professional workers</p>		<p>A suitable <b>face covering is to be worn</b> for students above Y7 and staff in corridors, confined indoor spaces and passageways. Primary age students not required to wear face coverings. Face coverings not required to be worn in teaching rooms.</p> <p>Regular hand washing and use of hand sanitisers and outdoor sinks available throughout the school site. Staff to remind students frequently throughout the day and at breaks.</p> <p><a href="https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing">https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing</a></p>		
<p>Individuals with pre-existing health conditions</p> <p><b>Shielded and clinically extremely vulnerable adults</b></p> <ul style="list-style-type: none"> <li>- <b>shielding paused as of 1st August 2020</b></li> <li>- <b>shielding reinstated for 4 week period 5th November - 2nd December 2020</b></li> <li>- <b>December 2020 reinstated.</b></li> </ul>	<p>Staff, students external essential agency/ professional workers</p>	<p>Contracting / spreading Covid-19</p>	<p>It remains the case that wider government policy advises those who can work from home to do so. Where a role may be conducive to home working, for example some administrative roles, they should continue to do so.</p> <p>Clinically extremely vulnerable individuals are advised they can now attend work outside of the home and therefore can attend school; as long as they maintain social distancing. Maintain good hand hygiene.</p> <p>Individual risk assessment carried out if requested. Information for those previously shielding is available here. <a href="#">Guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19</a></p> <p>In the event of national lockdown restrictions shielding may be reinstated and staff will be advised to shield during the period where rates remain high and therefore they may need to work from home or will be required to follow sickness procedures.</p>	<p>L</p>	<p>28.9.2020</p>

			City of Wolverhampton Staff Work Risk Assessment – for individuals sent out and responses logged and addressed by HR Admin Officer.		
Low staff numbers	Staff, students	Inability to implement school opening	<p>School monitors any staff absence daily. Everyone is instructed to monitor themselves and others and look out for similar symptoms if a pupil or staff member has been sent home with suspected Covid-19.</p> <p>Daily report to the Principal on the number of absences and symptoms. Spreadsheet on Teams maintained with updates.</p> <p>Weekly summary data for each class to the Principal. Staff do not return to school before the minimum recommended exclusion period (or the 'self-isolation' period) has passed, in line with national guidance.</p> <p>Where there are any shortages of teachers, teaching assistants will be allocated to lead a group, working under the direction of a teacher.</p> <p><b>New variant of Covid-19- 30 December 2020. Greater risk of transmission and spreading therefore greater potential for staff to be absent. Plans in place for staggered return to school for senior pupils according to government guidance as of 31.12.2020. Combine groups in Covid-19 safe environment and contact governors, PHE and LA when matters appear to reach critical levels. If necessary engage 'remote learning' protocols for day students and manage boarding houses according to current isolation planning.</b></p>	L	<p>26.08.2020</p> <p>28.10.2020</p> <p>30.12.2020</p>
Travelling to and from the school	Staff, students, external essential agency/ professional workers	Contracting / spreading Covid-19	<p>Where possible, avoid public transport, consider walking or cycling. If using public transport, adhere to transport advice, government guidelines and wear a face covering.</p> <p>Parents to be encouraged to walk to school.</p> <p>Temporary signage to be used to remind parents of social distancing measures.</p>	L	26.08.2020

			<p>Letter of 2.1.2021 to remind parents of start of term arrangements and need for covid-19 safe procedures for dropping off and picking up at end of the day.</p> <p>Where possible only one parent to accompany their child, siblings not in school to remain at their parent's side if not able to stay at home.</p>		2.1.2021
Home/School transport	Staff, students, transport provider	Contracting / spreading Covid-19	<p>Taxi providers are required to follow GOV.UK advice regarding COVID-19 hygiene practices and schools are to request that taxis drive with windows open and with students safely seated in rear passenger seats.</p> <p>Office managers requested to notify taxi drivers of protocols.</p> <p>Principal/SLT to monitor and issue directives to staff.</p> <p>Non-compliance to be highlighted to SLT members and advised to follow revised Code of Conduct on COVID19.</p>	L	26.08.2020
Catching Covid-19 through contaminated surfaces	Students, staff, external essential agency/ professional workers	Contracting / spreading Covid-19	<p>Cleaners are employed by the school to carry out daily thorough cleaning of classrooms and other areas following national guidance (<a href="#">Covid-19; Cleaning of non-healthcare settings</a>) and is compliant with the COSHH policy and the H&amp;S policy.</p> <p>Deep cleans carried out when necessary.</p> <p>Increased focus on cleaning and disinfecting objects and surfaces that are touched regularly (touch points) particularly in areas of high use such as door handles, door panels, bannisters, light switches, reception area / sign in tablets, using appropriate cleaning products and methods.</p> <p>Rigorous checks carried out by line managers to ensure that the necessary procedures are being followed</p> <p>Cleaning rotas arranged so that cleaning staff work in shifts to clean <b>twice daily</b>. Hall table surfaces to be cleaned between lunch sittings.</p>	L	26.08.2020

			<p><b>Cleaning solutions provided around the school</b> to be used at start and end of each lesson under staff supervision.</p> <p>Laundry procedures modified and reinforced with staff and Boarding House Parents including full PPE used.</p> <p>Fabric disinfectants used on soft furnishings in the boarding houses and primary school.</p>		
<p>Catching Covid-19 through contaminated surfaces</p> <p><b>School Entrance</b></p> <p><b>Staff/visitors entering school in a morning</b></p>	<p>Students, staff, external essential agency/ professional workers</p>	<p>Contracting / spreading Covid-19</p>	<p>Letter sent to parents stating how all correspondence with school should be via telephone or school email. If they wish to speak to a teacher, a time can be organised for the teacher to call them back.</p> <p>Relevant signage is displayed in the school main entrance giving advice about the virus.</p> <p><b>Updated through Christmas holidays across the site and letter to remind parents and visitors</b></p> <p>Only one adult/parent and child allowed in the front entrance at one time.</p> <p>Staff to use their own pens to sign in/or electronic means of signage from desktops or using access entry.</p> <p>Staff to wash hands/use sanitiser when entering the building, placed in reception areas and sports centre reception.</p> <p>All students to wash hands in Senior playground and Reception play area external sinks. Soap, warm water and paper towels to be used and closely supervised.</p> <p><b>Staff available at arrival and departure to have hand sanitiser solution for each location and pupil arrival in case sinks out of use for any reason.</b></p> <p>Visitor lanyards will NOT be given out. Adhesive visitor badges will be used instead.</p> <p>External essential agency/ professional workers / visitors will be signed in by office staff on signing in sheets for urgent business. Covid-19 sign in sheets also used to identify any likely close contacts entering site. <b>For pre-planned visitors a Covid-19 questionnaire sent prior to arrival and collected either prior to being on site or on arrival to check no positive tests.</b></p>	M	<p>26.08.2020</p> <p>31.12.2020</p> <p>15.10.2020</p>

			Delivery drivers should be told to apply home delivery guidance with lightweight orders. Leave outside. Regular cleaning of the entrance e.g. handles/keypad/hatch etc. Details of cleaning will be recorded. Updated electronic registration added 4.6.20		
Catching Covid-19 through contaminated surfaces <b>School Corridors</b>	Students, staff, external essential agency/professional workers	Contracting / spreading Covid-19	Where possible, movement around the school to be achieved using external routes. One-way systems in place and for situations where this is not feasible, arrows marked on the floor using tape to allow distancing. Students walk up the corridor keeping to the left on way round school. Bubbles created to isolate year groups in separate teaching classroom bases. Minimise movement between the areas by students not in their bubble. Staff do have to move between bubbles, but do so in Covid-19 safe manner, washing hands, wearing masks and cleaning desks on arrival. Where safe to do so all doors propped open to limit use of door handles and aid ventilation. Lesson change over should be kept to a minimum, but where necessary (collecting lunch, dismissal), remind students expected behaviour when moving around site and in corridors. High level staff supervision at all times. All corridors to be cleared of any furniture that reduces the width of the space. Latest guidance does is not recommending face coverings for students in educational settings. <a href="https://www.gov.uk/government/publications/face-coverings-in-education/face-coverings-in-education">https://www.gov.uk/government/publications/face-coverings-in-education/face-coverings-in-education</a>	M	26.08.2020
Catching Covid-19 through contaminated surfaces <b>Toileting</b>	Students, staff, external essential agency/professional workers	Contracting / spreading Covid-19	Parents/visitors are not allowed to use the toilets except where required on medical grounds. Toilets must be flushed with the lid down. Students must wash their hands/use hand sanitiser on their return to the classroom.	L	26.08.2020



<p>Catching Covid-19 through contaminated surfaces</p> <p><b>Classrooms</b></p> <p><b>Play areas</b></p> <p><b>Marking books</b></p>	<p>Students, staff</p>	<p>Contracting / spreading Covid-19</p>	<p>Desks spaced as appropriate, including staff desk.</p> <p>Marking - live marking is not to be used due to social distancing.</p> <p>Government guidance followed regarding the marking of books and staff taking books home. Books etc. must be kept in the relevant bubble and not mixed with other bubbles. Staff to wash hands before and after handing the books and clean any surfaces within their homes where books have been placed.</p> <p>If work needs to be marked, this is to be completed in school while wearing gloves where possible.</p> <p>All classrooms to be well ventilated with windows open (temperature/weather permitting).</p> <p>Where safe to do so all doors propped open to limit the use of door handles and aid ventilation.</p> <p>Each room is provided with appropriate strength COSHH compliant cleaning products.</p> <p>Cleaning priority of surfaces and areas to clean frequently every day. These include surfaces, door handles, toilets, sinks, desks etc.</p> <p>Covid-19 inspection carried out in primary school.</p>	<p>M</p>	<p>26.08.2020</p>
<p><b>PE/sport</b></p> <p><b>Swimming</b></p>	<p>Students, staff</p>	<p>Contracting / spreading Covid-19</p>	<p>Trained sports staff to deliver appropriate activities and monitor control of surfaces and equipment.</p> <p>Enhanced cleaning in place, any shared equipment is cleaned after use</p> <p>Items not required have been removed</p> <p>Regular hand washing</p> <p>Staff have been provided with visors and face masks to wear particularly when closer contact/help with work may be needed.</p> <p>Students wear school uniforms as normal. A PE kit is to remain in school on the pupil's peg/in the pupil's locker. Students to avoid bringing extra kit/bags into school. Alternatively come into school in PE kit, if doing PE and to avoid additional clothing being handled.</p> <p>Only sports whose national governing bodies have developed guidance under the principles of the government's guidance on team sport and been approved by the government are permitted.</p>	<p>M/L</p>	<p>26.08.2020</p>

			<p>Schools must only provide team sports on the list available at <a href="#">return to recreational team sport framework</a>.</p> <p>Trained sports coaches to deliver appropriate activities. Copies of risk assessments obtained from sports coaches prior to activities taking place.</p> <p>Sports kit – bibs and bands and equipment are shared between year group bubbles including ropes, balls, sticks, bats, rackets, and gym mats etc. Between year groups equipment is appropriately cleaned.</p> <p>Organised contact activities (including team practices or training), high risk activities requiring spotting (gymnastics) and non-contact sports delivered in line with guidance from the relevant sporting body/association.</p> <p>Fixed play equipment used by year group bubbles on a weekly rota basis Monday - Friday, this allows for a 48/72 hour period when the equipment is not used and the prevalence of any virus is diminished.</p> <p>Playing fields, playgrounds, courts and artificial surfaces will be used. Hand hygiene measures implemented.</p> <p>All equipment with a hard surface will be cleaned after use. Soft equipment which cannot be easily cleaned will not be used.</p> <p>Where possible design lessons where sharing is not needed.</p> <p><a href="#">Guidance for school swimming</a> details requirements for the return to school swimming lessons.</p> <p>Students must wash their hands before entering the dance studio and wash hands once they leave. Ensure</p>		
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			<p>doors are propped open to reduce coming into contact with door handles</p> <p>Equipment will need to be cleaned between each use. It should be noted that this a whole school issue and all departments/subjects will be facing the same issues so this should be a whole school solution.</p> <p>Staff to make a decision on which equipment is easier to build into lessons and take into account the Hand washing routines will mean more equipment is available to students, however it is often easier to plan for and discourage the sharing of equipment to mitigate against virus transmission. Cleaning regime at the end of the sessions.</p> <p>Students to maintain a safe distance apart, with keeping a 2 metre distance away from the teacher at all times.</p>		
<p><b>Science</b></p> <p>Use of Bunsen burners having used alcohol-based hand gel</p> <p>Practical's</p>	Students, staff	Contracting / spreading Covid-19	<p>All students must wash hands with soap before Bunsen burners are lit</p> <p>Teacher to explain and reinforce</p> <p>No alcohol based hand gel in labs and students not to use their own in the lab</p> <p>If safe to do so keep lab doors open for a well ventilated environment.</p> <p>Where lab equipment cannot be quarantined before use, teacher to demonstrate</p> <p>Students in 'bubbles' so can watch safely</p> <p>Webcam, web video from YouTube etc. or visualiser to be used by teacher where applicable</p> <p>Health &amp; safety talk by teacher (to include regular risk assessment and Covid-19 measures)</p> <p>Shared equipment to be sanitised before commencement of work</p>	M	16.09.20

			<p>More delicate and sensitive materials to be sanitised by NC/AD before the lesson</p> <p>Equipment used in lesson to be rinsed, washed and sterilised in Milton. Additional quarantining of apparatus for 72 hours to occur with big apparatus – and smaller equipment where appropriate.</p> <p>Goggles to be placed in tray after use and sanitised before quarantining for 72 hours</p> <p>Lab coats to be worn by colleagues during practical science as PPE</p> <p><b>Inadvisable practical activities.</b></p> <p>Cheek cell sampling</p> <p>Lung volume/ capacity and other breathing based activities.</p> <p>Activities which make saliva</p> <p>Activities which make use of straws or other equipment for blowing through limewater or using a musical instrument.</p>		
<p><b>Art</b> Carrying out a range of art activities including, handling and sharing equipment, social distancing difficulties whilst in the classrooms</p>	<p>Students, staff</p>	<p>Contracting / spreading Covid-19</p>	<p>Teacher carries out dynamic risk assessment of injury / illness to students or staff, or damage to equipment prior to undertaking practical work due to the need to socially distance between staff and students</p> <p>Seating plans will be strictly adhered to allowing any potential occurrences of the virus in school to be tracked</p> <p>Students are expected to work at their allocated workstation and reduce movement as far as possible. Any movement around the room with be strictly supervised</p> <p>Blazers should be encouraged to be worn, however if blazers are removed they are placed on chairs.</p> <p>Practical lessons – shared equipment should be sanitised after use by students using the equipment. Teachers to supervise this process</p>	<p>M</p>	<p>15.09.20</p>

			<p>At the end of lessons, students put their workbooks and practical work in the storage boxes or shelves provided</p> <p>Staggered lesson times, breaks and lunch arrangements helps to minimise numbers moving around a school and limit contact between bubble groups or cohorts</p> <p>Ensure there is agreed and understood hand washing/sanitising procedures between lessons, along with daily and weekly cleaning arrangements for your studios/rooms by cleaning department</p> <p>Ensure you have access to the washing, sanitisation and wiping resources for pupil use and for staff to sanitise equipment/resources between classes</p> <p>GCSE students have been encouraged to buy Art packs.</p> <p>Perspex screen at front of room to enable 1 to 1 demonstrations to continue.</p> <p>Students to line up in their classes outside of the building, enter one class at a time</p> <p>Desk cleaned at the start of each lesson All desks face the front and movement within lessons restricted Use of overflow room for smaller group or demo Use of visualiser when to help with demonstrations.</p> <p>All fabric aprons have been removed from rooms and students will be provided with washable or disposable aprons to use when working with acrylic, clay or ink</p> <p>If necessary, disposable gloves / dust masks should be worn where the teacher deems necessary</p> <p>Visors and masks available and should be worn during lesson/ close contact work</p>		
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<p><b>Design and Technology</b> <b>Food Technology</b></p>	<p>Students, Staff</p>	<p>Contracting / spreading Covid-19</p>	<p>Teachers should assess risk of injury to students or staff, or damage to equipment prior to undertaking practical work and be mindful of the need to maintain social distance</p> <p>The workshop must be locked when not in use and always supervised when in use</p> <p>Teachers will use a visualiser to demonstrate practical tasks so that students can remain seated whilst viewing the demonstrations</p> <p>Workshop and classroom seating plans will be strictly adhered to allowing any potential occurrences of the virus to be tracked. Students are expected to remain at their place of work and reduce movement as far as possible. Any movement around the room will be strictly supervised</p> <p>Students can wear their own PPE if they wish. The dept can also provide PPE when necessary</p> <p>Students enter classrooms and workshops by socially distancing (at least 1m). They are to work in numbered workstations (maximum 22 for the DT workshop)</p> <p>Copies of the seating plan showing the position of the workstations must be available</p> <p>The maximum number of students permitted in the room should be displayed on the door and around the waiting area</p> <p>Under the direction of the teacher, students will enter the room individually and make their way to their workplace</p> <p>As students enter and exit a room, they must sanitise their hands</p> <p>The table or bench must be sanitised by the teacher or users of the area</p> <p>Staff are to maintain a 2m distance from students</p>	<p>M</p>	<p>15.09.20</p>
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			<p>Blazers should be encouraged to be worn, however if blazers are removed and placed on pegs the pegs are to be sanitised by the pupil after use</p> <p>All fabric aprons will be removed from rooms</p> <p>Shared equipment must be cleaned after use by students/teachers using the sanitiser supplied. Teachers to supervise this process. Equipment and text books can be shared by students within the same bubble</p> <p>At the end of lessons, students put their workbooks/booklets and practical work in the storage boxes or shelves provided</p> <p>Keyboards to be wiped down and sanitised by users before use</p> <p>All equipment, shared between bubbles is to be sanitised by students and staff or left in quarantine for 72 hours</p> <p>If necessary, blue disposable gloves should be worn where the teacher deems necessary</p> <p>Refer to CLEAPS GL344 and GL353 for further guidance</p> <p>PPE in place for staff and students</p> <p>Visors and masks available and should be worn by staff during lesson/ close contact work</p>		
<p>Catching Coronavirus through contaminated surfaces or person to person transmission</p> <p><b>Music, Dance and Drama</b></p>	<p>Students, Staff</p>	<p>Contracting / spreading Covid-19</p>	<p>Shared use of woodwind and brass instruments is not permitted.</p> <p>Shared instruments and equipment cleaned between groups.</p> <p>Pupils will work alone.</p> <p>Lesson designed where sharing is not needed.</p> <p>Peripatetic music lessons can go ahead. Risk assessments from the music provider obtained and control measures put in place.</p>	M	19.11.20

			<p>Keep background/accompanying music to levels which do not encourage teachers or other performers to raise their voices unduly. If possible, use microphones to reduce the need for shouting or prolonged periods of loud speaking or singing. If possible, do not share microphones. If they are shared, follow the guidance on <a href="#">handling equipment</a>.</p> <p>Singing, wind and brass playing should not take place in larger groups such as choirs and ensembles, or assemblies unless significant space, natural airflow (at least 10 litres of air per person per second for all present, including audiences) and strict social distancing and mitigation as described can be maintained.</p> <p>Minimise contact and mixing between both pupils and staff. Observe social distancing where possible.</p>		
<p>Catching Covid-19 through contaminated surfaces <b>Arrival/Dismissal</b></p>	Students, staff	Contracting / spreading Covid-19	<p>On arrival senior students are to use their designated entry gate.</p> <p>Primary students will have staggered dismissal times.</p> <p><b>Hand-washing and hand sanitiser solution available and provided for everyone entering the school site</b></p> <p>All available outside space to be used.</p> <p>Letter to parents to remind them of government guidance regarding social distancing rules and face mask wearing and hand washing regime when collecting students.</p> <p>Where possible, only one parent to accompany a child.</p> <p>Walkways clearly marked– no parent is allowed to stop in the marked walkway.</p> <p>Parents encouraged to arrive at school at given arrival/dismissal time.</p> <p>Teachers will collect/dismiss students from the classroom door/playground/front entrance in the order of parents.</p> <p>07.09.20 - amendments to one-way system have been made and new arrangements shared with staff and parents.</p> <p>Senior students on arrival go immediately to their separate and designated collection points spread</p>	L	<p>26.08.2020</p> <p>7.9.2020</p>



			around senior school outdoor areas or nominated classrooms in their 'bubble' areas if wet weather. Staff then blow whistle at 08.25, students line up and are walked quietly in line to classrooms for tutor meeting. At the end of the day senior students dismissed in staggered format prior to Y5 and 6 and observe social distancing on way out of school.		
Catching Covid-19 through contaminated surfaces <b>Breaktime/dinner arrangements</b>	Students, staff  Catering Team	Contracting / spreading Covid-19	<p>All available outside space to be used. Space out grouping whenever possible. Stagger lunch times and break times for all groups including staff admin as appropriate to manage flows of students into dining room. Designated areas of dining for different bubbles throughout lunchtime and supervisors sanitise tables and chairs between each separate dining session. Handles and equipment to be regularly sanitised during service. All students at the end of break and lunch will be encouraged to wash their hands. Sanitiser available and used – regular spot-checks carried out in dining hall Sanitisers sited around Kitchen. Only 2 People in Changing Room at 1 time – staggered start and finish times.</p> <p>Masks available for staff to wear and gloves.</p> <p>Maintain social distancing at all times where possible</p> <p>All Students and Staff to wait outside and have minimum students in Dining Halls.</p> <p>Sanitiser and wipes to be used for fingerprint in Senior School.</p> <p>Continuous cleaning of till. Cutlery to be handed out wearing disposable gloves. Masks to be worn at till if operative not happy with social distancing</p> <p>Social distancing to be adhered to at all times</p>	L/M	26.08.2020

			<p>All tables and chairs and high contact areas to be sanitised regularly after each sitting and at the beginning and end of the day</p> <p>Washing hands frequently and sanitising</p> <p>Covid inspection completed 22/09/20.</p>		
<p>Catching Covid-19 through contaminated surfaces</p> <p><b>First aid arrangements</b></p>	<p>Students, staff, School Nurse</p>	<p>Contracting / spreading Covid-19</p>	<p>Any students with suspected Covid symptoms will be taken to the medical centre and be assessed by the school nurse in accordance with guidelines.</p> <p>Appropriate PPE to be worn by staff – disposable gloves, disposable face mask, disposable apron and if necessary eye protection.</p> <p>If more than one member of staff is needed, social distancing measures must be put in place as much as possible.</p> <p>On the rare occasion of a severe first aid incident and there being insufficient time to apply PPE, thorough handwashing must be adhered to. Where possible, staff can return home to change clothing etc.</p> <p>First aid age appropriate arrangements defined within the Health and Safety Policy.</p> <p>Defibrillator in place – PE Sports centre.</p> <p>Face shields and emergency PPE pack in place although the guidance in link should be followed.</p> <p><a href="https://www.gov.uk/government/publications/novel-covid-19-2019-ncov-interim-guidance-for-first-responders">https://www.gov.uk/government/publications/novel-covid-19-2019-ncov-interim-guidance-for-first-responders</a></p> <p>Separate first aid risk assessment in place and shared with Nurse and first aiders.</p>	M	<p>26.08.2020</p> <p>Sept 2020</p>
<p>Catching Covid-19 through contaminated surfaces</p> <p><b>Staff meetings/briefings</b></p> <p><b>Pupil gatherings</b></p>	<p>Staff, students</p>	<p>Contracting / spreading Covid-19</p>	<p>Staff meetings should adhere to social distancing where possible.</p> <p>Staff to wear suitable face masks in confined areas and try wherever possible to minimise meetings that require large number of attendees. Consider Teams/Zoom instead. Variety of meeting spaces have different capacities, but must be adhered to even when wearing PPE/face masks/visors.</p>	M	<p>26.08.2020</p>

			<p>Staff to direct students to wash hands in new sinks/soap/towelling area on playground and offer hand sanitiser solution to use. These are available in each classroom and office space.</p> <p>Pupil assemblies are able to take place only in year group bubbles, widely spaced in chapel if possible where significant space and ventilation is possible with forward facing and social distancing within seating, on managed arrival and departure.</p>		
<p>Catching Covid-19 through contaminated surfaces</p> <p><b>School offices/Reception/Reprographics</b></p>	Staff	Contracting / spreading Covid-19	<p>Desk arrangements must provide seating more than 2m apart, enable social distancing to be strictly applied. Reduce number of people allowed to be in the room together – 3 in Main reception/Accounts/Admissions. Desks should be clutter free - so that they can be easily wiped etc.</p> <p>All office staff must use their own equipment.</p> <p>Windows open when appropriate and door kept open for ventilation if possible.</p> <p>Handwashing/use of hand sanitiser after touching devices / screens.</p> <p>Where possible do not share telephones/computers/laptops. If sharing is unavoidable, ensure cleaning and sanitising takes place before and after.</p> <p>Remote working policy in place.</p>	M	<p>3.4.20</p> <p>Updated 10.9.2020</p>
Contamination through poor personal hygiene	Students, staff, external essential agency/ professional workers/ visitors	Contracting / spreading Covid-19	<p>All staff and students have been reminded about covering their mouth and nose with a tissue or sleeve (not hands) when coughing or sneezing.</p> <p>DFE / Government posters have been placed in all the toilets and across the school sites. Hands, Face, Space and social distancing posters and reminders by staff throughout the building. Face masks compulsory during school day in corridors, confined indoor spaces and congested zones when waiting.</p> <p><a href="https://campaignresources.phe.gov.uk/resources/">https://campaignresources.phe.gov.uk/resources/</a> The information has also been provided through the school's information systems. In addition, the teaching staff have been told to go through the thorough cleaning process with the students.</p>	L/M	26.08.2020

			<p>Regular handwashing (20 seconds) takes place on arrival at school, before and after eating and after sneezing or coughing.. <a href="https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/">https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/</a></p> <p>Any questions and concerns are dealt with and the importance emphasised.</p> <p>Parents have also been reminded to tell the students the importance of washing hands throughout the day. Parents also advised that students should wash hands (20 seconds) before leaving home to attend school and on their immediate return home.</p> <p>Appropriate information related to 'catch it, bin it, kill it' has been sent to all the school staff, parents and students. Pedal bins to be used for disposal in each classroom.</p> <p>Sanitising equipment and cleaning products are available in every classroom throughout school and to be used before and after each teaching session.</p> <p>Advice provided to all staff about putting used tissues in a lidded bin immediately, washing hands with soap and water often – use of hand sanitiser gel if soap and water is not available, trying to avoid close contact with people who are unwell and not to touch eyes, nose or mouth if hands are not clean.</p>		
<p>Contractors and other visiting staff to the school</p> <p><b>Third party users of the school site</b></p>	<p>Students, staff, external essential agency/ professional workers / visitors</p>	<p>Contracting / spreading Covid-19</p>	<p>School sends out regular clear messages that students, parents, carers or any visitors, such as suppliers are not to visit the education or childcare setting if they are displaying any symptoms of Covid-19 (COVID-19).</p> <p>Implementation of social distancing – i.e. reducing the number of persons in any work area to comply with government recommendations.</p> <p>Covid-19 declaration form at Reception for all visitors to read, sign and accept to minimise entry to those who may have had contact off site. Refuse entry if any doubt about person and displaying symptoms or responses on forms poses a risk to community.</p>	L	<p>26.08.2020</p> <p>1.10.2020</p>

			<p>Signage is displayed in the school main entrance giving advice about the virus.</p> <p>Anyone showing symptoms will be asked to go home, this includes staff / students / visitors or parents.</p> <p>For Lettings and Leisure facilities the school will continue to follow government guidance.</p> <p>Visitors questionnaire in place. Covid safe processes</p> <p>Contractors visit only if absolutely necessary. Visits arranged for holiday periods where possible.</p>		Revised 12/11/2020
Individuals displaying Covid-19 symptoms during the school day	Staff, students, external essential agency/ professional workers / visitors	Contracting / spreading Covid-19	<p>If anyone becomes unwell with a new, continuous cough or a high temperature and or a loss of, or change in, your normal sense of taste or smell (anosmia) they are sent home and advised to follow government guidance on COVID-19.</p> <p>If a pupil is awaiting collection, they are moved to an area (Conference Room / Medical Centre) to be isolated behind a closed door (depending on their age) and with appropriate adult supervision; wearing appropriate PPE if a 2m distance cannot be maintained.</p> <p>If they need to go to the toilet while waiting to be collected, they should use a stand-alone unit (or staff ones) if one is available. The toilet is cleaned and disinfected using standard cleaning products prior to anyone else using it.</p> <p>In an emergency, 999 is called if the pupil appears to be seriously ill, injured or their life is at risk.</p>	L	26.08.2020
Confirmed cases of Covid-19	Staff, students, external essential agency/ professional	Contracting / spreading Covid-19	<p>The School will contact Public Health England local health protection teams and follow their advice.</p> <p>If staff or students develop symptoms consistent with coronavirus they are sent home and advised to self-isolate for 10 days. Their whole household is advised to self-isolate for 14 days.</p>	L	26.08.2020

	workers / visitors		<p>All staff and students attending school will have access to a test if they display symptoms of coronavirus and they are encouraged to get tested.</p> <p>Where staff or students receive a negative test result, they can return to school and household members can end their self-isolation.</p> <p>Where staff or students receive a positive test result, the rest of their class or group will be sent home and advised to self-isolate for 14 days. Other wider members of class or group and household members do not need to self-isolate unless the self-isolating staff or students subsequently develop symptoms.</p> <p>If other cases are detected within the school, PHE's local health protection teams will advise the school appropriately.</p> <p>Alert SLT Team.</p>		
Offsite visits	Staff, students,	Contracting / spreading Covid-19	<p>Off-site visits are now permitted to take place and a risk assessment will be completed and agreed in advance.</p> <p>No residential trips may currently take place.</p>	L	26.08.2020
Home Visits	Pastoral/ Welfare/ DSL/DDSL Staff	Contracting/ spreading Covid-19	<p>Reception class home visits will be completed under the individual RA and as agreed with Mr M Mitchell which involves meeting outside of the home in open air and at social distancing.</p>	L	26.08.2020
Vulnerable Individuals	Staff, students, external essential agency/ professional workers / visitors	Contracting / spreading Covid-19	<p>Individuals from more vulnerable backgrounds are at greater risk of contracting Covid-19.</p> <p>Show proper consideration of Equality Impact Assessment (EIA) to give due diligence and consideration of staff, students, any visitors. Areas to cover include:</p> <p><b>Age:</b> Staff over the age of 70 are identified as being clinically vulnerable, therefore, with a higher risk</p>	M	26.08.2020

			<p><b><u>Race:</u></b> There is currently anecdotal evidence published in the national press that the BAME community are at higher risk</p> <p><b><u>Disability:</u></b> Individuals identified as clinically vulnerable or extremely clinically vulnerable are at higher risk of serious illness. The amended arrangements in the schools, including one way systems, location of handwashing/sanitisation products may present a disadvantage to individuals with mobility difficulties. Students with mobility difficulties and other disabilities may require personal or other care that cannot be provided whilst maintaining 2m social distancing, therefore, placing them at higher risk from COVID-19.</p> <p><b><u>Pregnancy and maternity:</u></b> Individuals who are pregnant have been identified as being clinically vulnerable, therefore, a higher Individual risk assessments have been carried out and are retained by HR.</p>		
Low morale	Staff, students	Poor mental health	<p>Opportunities to discuss current situation and living during Covid-19.</p> <p>School Wellbeing Policy and school procedures in place.</p> <p>Promotion of mental health awareness.</p> <p>Covid-19 eLearning module completed by staff.</p> <p>Pupil access to pastoral support.</p> <p>Staff access to pastoral support.</p> <p>Support provided from Senior Leaders.</p>	M	26.08.2020
Lack of communication	Staff, students,	Poor reputation of School	<p>Regular updates provided on the internet and via other appropriate media streams and methods.</p> <p>Regular communications from SLT and Principal.</p>	L	26.08.2020

Fire Evacuation	All staff, students and visitors	Contracting / spreading Covid-19	<p>Fire risk assessment in place. Fire evacuation procedure in place and this will be followed for any evacuation. Where possible social distancing will need to be maintained but it is understood that this may not be possible in an emergency evacuation. Movement to the evacuation should be in silence as usual.</p> <p>Teachers will need to ensure that all the students have been trained and understand the procedure. Students must not touch each other or unnecessary objects during the evacuation.</p> <p>Termly testing to continue for each school and boarding houses.</p>	L	26.08.2020
Intruder Lockdown	All staff, students and visitors	Contracting / spreading Covid-19	Lockdown procedure is in place. This will not change and social distancing will need to be followed were possible. System to be tested termly.	L	
Equipment / utilities on site	All staff, students and visitors	Contracting / spreading Covid-19	<p>Students need to bring in their own water bottles and can also have water at break and lunch with their meal. Students in senior school also instructed to bring their own stationery in clear bag to avoid sharing.</p> <p>Staff can bring in and keep all their own items in their space. They must not share anything where possible with anyone.</p> <p>This includes bringing own cups, containers of food and keeping these with them. Shared areas must have minimum use. Hot water point in the main staff room can be used but will require individuals to wash hands before and after use.</p> <p>Once in school staff must use their own laptops, computers, pens, pencils etc. Where possible equipment should not be shared. IT rooms – teachers will provide students with wipe on entering rooms to clean their keyboard and mouse.</p>	L	02.09.20



All locations throughout the school	All staff, students and visitors	Contracting / spreading Covid-19	<p>Classrooms are planned as per current government guidance. Where this cannot be met secondary measures are put in place to protect staff and students. Social distancing and a one-way system will remain operational for staff and students. Year group bubbles maintained in separate parts of the building to avoid crossing of students between areas and minimising cross contamination opportunities. Separate areas to collect after arrival, break and lunch also maintained. Desks are separated where possible to accommodate 30 + students in classrooms. Timetable adapted where this is not possible to relocate groups to appropriate sized rooms/spaces.</p> <p>Clear signage in place. <b>And updated 30.12.2020</b></p> <p>One-way system in some locations.</p> <p>Staff rooms need to be used by minimum number of staff. Staff should not leave personal items in staff rooms and must clean up after themselves.</p> <p>Shared phones and photocopiers have signage to alert staff to wipe before use, using the antiseptic wipes next to them. Staff are asked not to move signs or wipes so that others can follow the instructions and keep safe. Staff are requested to advise cleaning manager when supplies are low in any of these areas – staff must not use the last item and not replenish.</p>	L	02.09.20
<p>Movement around school</p> <p>Social-distancing</p>	All staff, students and visitors	Contracting / spreading Covid-19	<p>A one-way system is in place where possible. This includes clear signage and guidance on the floor pointing to the direction of flow. Guidance through newsletters for students and staff including marking a plan of the site and direction of the flow has been issued to staff and students for guidance.</p> <p>Year group bubbles maintained in separate parts of the building to avoid crossing of students between areas and minimising cross contamination opportunities. Separate areas to collect after arrival, break and lunch also maintained</p>	L	26.08.2020

			<p>Social distancing and regular 2m markings are in place on the floor to help students and staff maintain their distance.</p> <p>Staff may wear visors provided to protect themselves during the day especially in circulation and communal spaces.</p> <p>Visitors are not allowed into the building without an appointment including parents. Exception to this rule is the emergency services.</p> <p>Contractors carrying out testing in the building will be kept to minimal movement when students are moving, however it is recognised that this may not always be possible.</p> <p>Contractors are clearly advised to wash hands regularly including on arrival, and keep contact with unnecessary surfaces to a minimum.</p> <p>PPE will be available to staff when social distancing is not possible and to those that prefer to wear it</p> <p>Extra PPE will be available for staff if they require it due to personal anxiety or for other reasons that staff feel they need to wear PPE; this is in support of their wellbeing.</p> <p><b>With effect from Monday, 21 September, all students in Years 7 – 13 and staff must wear suitable face coverings</b> when moving around the School site, particularly in <b>corridors and communal areas where social distancing cannot be maintained easily</b> in line with Government guidance.</p> <p>Students in the primary years, as per government guidance share a lower risk and will not be required to wear face coverings, but may do so if they wish in communal areas.</p>		21.09.20
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			<p>Although this guidance indicates that the risk is currently relatively low in School, especially with our one-way systems, handwashing and sanitising facilities, silence in corridors, classroom table organisation and extra staffing in place, we do feel that due to our relatively narrow corridors the wearing of face coverings in transit is a sensible addition to systems. This will mean that we can better ensure the continued running of education and wider experiences at The Royal. We are aware that some students and staff are exempt from wearing face coverings for medical conditions and these cases will be recognised. They must maintain social distancing if not wearing a face covering. We would expect/allow students to remove their face coverings within their lessons for effective communication.</p>		
Opening / Closing buildings including community lettings and visitors	Staff, visitors	Contracting / spreading Covid-19	<p>All areas of site will be checked by the school caretaker when opening and closing the buildings each day. Any areas which require action will be dealt with by the caretaker and if further assistance is required this will be immediately raised with the Acting Estates Manager and Domestic Supervisor and senior management.</p> <p>All visitors will be requested to sanitise their hands when entering the building and before they are granted access around the school site they will be asked if they have displayed any Covid-19 symptoms during the past 14 days.</p> <p>Lettings customers/ visitors will all complete a health questionnaire and given instructions on updating the school/ centre if they become unwell.</p>	L	26.08.2020
Test and trace	Staff, students, external essential agency/ professional workers / visitors	Contracting / spreading Covid-19	<p>If anyone becomes unwell with coronavirus symptoms they must be willing to take a test. All students and adults can be tested.</p> <p>They should provide details of close contacts if they test positive or if asked by NHS Test and Trace.</p>	L/M	Ongoing

			Those who have been in close contact with someone testing positive must self-isolate.		
Use of school minibus	Staff, students	Contracting / spreading Covid-19	Reduced capacity Seating plans developed prior to use PPE, hand sanitisers and bin/bin bag available. All rubbish disposed of at end of minibus use Face masks must be worn by all staff and students at all times. Social distancing maintained Students remain in bubbles No person with symptoms is permitted to travel Guidance document available on Sharepoint Staff and students to wash their hands before entering the minibus Signage displayed Minibus is cleaned between uses Windows opened during journey Separate risk assessment and guidance developed and shared with staff	L	Sept 2020
Mass asymptomatic testing within school	Staff Students	Contracting / spreading Covid-19	Test centre set up in theatre C.Howell's lead officer Test team established and training provided Government guidance being adhered to PPE in place Cleaning officer and schedule determined Social distancing measures in place Layout requirements as detailed in the testing handbook adhered to Webinars issued to relevant staff.	L	Ongoing

Additional control required	Action by	Date for completion	Action Completed	Residual Risk
City of Wolverhampton Staff Work Risk Assessment – for individuals is to be sent out and responses logged and addressed by HR Admin Officer.  January 2021 LC to resend staff work risk assessment and collate responses.	L.Callaway	September 2020  End Jan 2021	ongoing	L

To continue supporting our employees' wellbeing both inside and outside of the workplace	All staff	Prior to their return to work following the lockdown period.	ongoing	L
To prepare buildings for the phased return mains feed water systems must be flushed and legionella samples taken by our water system management provider.  Cold water storage tanks should be dosed and pulled through outlets and water samples taken.	Estates Team	Prior to school reopening following lockdown	Complete.  Logs held by Estates.	L
Emergency evacuation procedures, General Emergency Evacuation Plans and Personal Emergency Evacuation plans must be reviewed and updated in line with adapted operational building use.  Fire drills must continue to take place ensuring social distancing between groups is maintained.	Principal / K.Marsden  A.Dent assigned this task Sept 2020 following evacuation	Prior to school reopening following lockdown	Information updated and drill to take place at the start of term.	
Restraint/Positive handling and behaviour policies must be reviewed to consider social distancing in light of government guidance especially where younger students are concerned.	Principal/SLT	Prior to school reopening following lockdown	ongoing	
In line with government guidance, wearing a face covering or face mask in schools is not recommended for staff or students except where a pupil becomes unwell with symptoms of Covid-19 when a face mask should be worn by the supervising adult.  <a href="https://www.gov.uk/government/publications/face-coverings-in-education/face-coverings-in-education">https://www.gov.uk/government/publications/face-coverings-in-education/face-coverings-in-education</a>	Principal  Head primary			L
Vulnerable students and students of critical workers in other year groups split into small groups of no more than 10. The number of students in a group is determined by the available space in a classroom. Numbers of less than 10 students may be considered.  Guidance on staff to child ratios from the government for pre-school students in early years settings within Early Years Foundation Stage (EYFS) continue to apply as set out here, and we recommend using these to group students. ( <a href="#">Covid-19 (COVID-19): implementing protective measures in education and childcare settings</a> ) Where the physical layout of a setting does not allow small groups of students to be kept at a	Head of Primary			L

safe distance apart, we expect practitioners to exercise judgement in ensuring the highest standards of safety are maintained.				
During the lockdown period both statutory and in-house health and safety inspections have been maintained and recorded. This is to be monitored by the Estates Team and overseen by DFS.	Principal Head of Primary	Sept 2020	Sept 2020	L
All other health, safety and wellbeing management procedures remain in place and continue to be adhered to.	Principal Head of Primary	Sept 2020	Sept 2020	L


<b>Date of review</b>	<b>Comments</b>	<b>Position</b>	<b>Signature</b>
26.6.20	After Y10/12 wellbeing interviews	Principal Head of Primary	Mark Heywood Mark Mitchell
19.6.20	CWC Staff risk assessments started and will be monitored by LC & LB	H&S Consultant	Louise Blewitt
26.08.20	SLT reviewed and added to assessment. Previous hazards e.g. relating to shielding have been removed.	SLT/H&S	Louise Blewitt
07.09.20	Reviewed following confirmed case in Primary School.	H&S	Louise Blewitt
14.09.20	Minibus information added	H&S	Louise Blewitt
20.09.20	Minor amendments to some sections. Additional information added relating to social-distancing and the wearing of face-coverings	H&S	Louise Blewitt
28.10.20	Review of current procedures and additional safeguards in place for social distancing and routes around school. Year 7 separated to sports centre, other year groups into separate collection areas.	SLT	Mark Heywood
19.11.20	Review of assessment. Merger of curriculum and catering assessments.	H&S	Louise Blewitt
31.12.2020	Review of assessment in light of new variant covid-19.	Principal	Mark Heywood
05.01.21	Review following Government announcement of Lockdown.	H&S, Principal, E&F	Louise Blewitt, Mark Heywood and Shifali Sani

<b>(RESIDUAL) RISK RATING</b>	<b>ACTION REQUIRED</b>
<b>VERY HIGH (VH) Strong likelihood of fatality / serious injury occurring</b>	<b>The activity must not take place at all.</b> You must identify further controls to reduce the risk rating.
<b>HIGH (H) Possibility of fatality/serious injury occurring</b>	You must identify further controls to reduce the risk rating. Seek further advice, e.g. from your H&S Team
<b>MEDIUM (M) Possibility of significant injury or over 3 day absence occurring</b>	If it is not possible to lower risk further, you will need to consider the risk against the benefit. Monitor risk assessments at this rating more regularly and closely.
<b>LOW (L) Possibility of minor injury only</b>	No further action usually required. Where improvements can be made they should be.

# Appendices

**Boarding Risk Assessment  
Estates & Domestic Services  
First Aid**



<b>Activity</b>	Boarding during COVID-19 (November Lockdown)			
<b>Establishment</b>	The Royal School			
	<b>Name</b>	<b>Position</b>	<b>Signature</b>	<b>Date</b>
<b>Risk Assessor</b>	Alex Large	Head of Boarding	A Large	02/11/20
<b>Manager approval</b>	Mark Heywood			

<b>Hazards</b>	<b>Who is at risk?</b>	<b>How can the hazard cause harm?</b>	<b>Existing control measures</b>	<b>Risk Rating</b>
<p>Students arriving/returning to the house/site</p> <p>Staff / students living in the boarding house</p> <p>Students classed as extremely clinically vulnerable/clinically vulnerable or that have been shielding.</p>	Existing boarders, new boarders and boarding staff	Students returning could be carrying the virus	<p>If travelling from a country that requires self-isolation, those boarders must quarantine for 14 full days. They will not be able to mix with other boarders and will have access to their own designated bathrooms during this time.</p> <p>All isolated persons are to remain isolated in the house apart from set times for exercise, where the rest of the community on site will not come into contact with them.</p> <p>All boarders will have their temperatures checked in the morning when they check out. Any high temperatures will be recorded and further monitoring will take place (see Medical Monitoring section).</p> <p>Staff and students encouraged to frequently wash hands and sanitise surfaces and equipment.</p> <p>Estates and housekeeping staff will be made aware of timings they are permitted to enter each building so contact is kept to a minimum.</p> <p>External sink enables people to wash their hands before entering the house. There are also hand sanitisers by both main exits/entrances.</p> <p>Signage displayed reminding people to wash hands and socially distance.</p>	M

Hazards	Who is at risk?	How can the hazard cause harm?	Existing control measures	Risk Rating
Students and staff leaving the house/site	Existing boarders, boarding staff, returning students, other staff on site.	Anyone who leaves the site and returns could be carrying the virus	<p>Staff should stay on site at all times unless for the purpose of the activities below:</p> <ul style="list-style-type: none"> <li>- Shopping</li> <li>- Exercise/walk</li> <li>- Visiting family/staying at another home</li> <li>- Medical appointments/ to pick up medication</li> <li>- There may be other reasons for staff to leave site (to be agreed with the Head of Boarding).</li> </ul> <p>Boarders will not be allowed offsite during the lockdown period until December 2<sup>nd</sup>.</p> <p>Masks must be worn in public buildings (see the latest government guidance where applicable).</p> <p>On return to site staff may be required shower and wash the clothes they have worn depending on the activity.</p> <p>Additional boarding staff are allowed into the house so long as they following hand washing and social distancing guidelines. Housekeeping and estates will be made aware of hours they are permitted into buildings where staff and students remaining on site are living and working.</p> <p>Students will have access to washing machines in the boarding houses to wash clothes in between usual laundry collection.</p>	M
Social distancing measures	Students, boarding staff and all support staff	Those who are not socially distancing increase the likelihood of the virus spreading.	<p>Staff must follow social distancing guidelines at all times.</p> <p>As a general rule, at all times students should try to maintain social distancing measures. Where this is</p>	L

Hazards	Who is at risk?	How can the hazard cause harm?	Existing control measures	Risk Rating
			<p>not possible masks can be worn. This will be relaxed when it comes to those within their corridor bubble or year group bubble which are to be kept separate.</p> <p>Support staff who may leave site such as catering, housekeeping and estates directed not to come into contact with students or staff where possible.</p> <p>Staff and students still encouraged to frequently wash hands and follow sensible measures for protection.</p> <p>Where possible boarders are asked to minimise contact with others.</p> <p>Students will only be permitted to enter another students room so long as they are part of the same corridor bubble and no more than one visitor at any time. If a student has a visitor, they must keep their door open.</p> <p>Students must walk in single file along corridors and in stairwells in the boarding houses and not use these areas to stop or gather to meet.</p> <p>All communal areas will be managed to abide by a maximum occupancy and ensure social distancing is adhered to. Where possible windows and doors can be opened to allow for the flow of fresh air.</p> <p>The kitchens in both houses will be subject to an occupancy limit of 2 people at a time and have signs up to let students know.</p>	
Medical monitoring	Students, boarding staff and all support staff	<ul style="list-style-type: none"> <li>• Students and staff becoming unwell and potentially contracting Covid-19 virus.</li> <li>• Staff or students becoming unwell with other illness with</li> </ul>	<p>Staff and students encouraged to frequently wash hands and sanitise surfaces and equipment during basic medical treatment.</p> <p>Students temperatures' will be taken every morning. Any temperatures above 37.6 are then retaken every</p>	M

Hazards	Who is at risk?	How can the hazard cause harm?	Existing control measures	Risk Rating
		reduced access to usual medical provisions.	<p>30 minutes and students put into isolation where necessary.</p> <p>Students and staff health monitored and any symptoms of Covid-19 are closely watched for. Students and staff usual health and wellbeing monitored and cared for where appropriate. Staff to be aware of usual information and any additional medical needs.</p> <p>Availability and provision of PPE for all students and staff where required.</p> <p>Separate bedrooms and washrooms are available in order to isolate those with symptoms.</p>	
Cleanliness and hygiene	Students, boarding staff and all support staff	<p>Students and staff passing on illness and disease including Covid 19 virus.</p> <p>General hygiene standards slipping.</p>	<p>Staff and students encouraged to frequently wash hands and sanitise surfaces and equipment.</p> <p>Staff serving food provided with gloves.</p> <p>Staff to have access to PPE where appropriate and required.</p> <p>Staff to have access to sufficient cleaning materials to ensure that all areas are frequently cleaned and disinfected. Including but not limited to dining facilities, boarding houses, common spaces and study spaces.</p> <p>Housekeeping staff given access to areas separate from students and staff isolated on site to ensure areas are clean to professional standards.</p> <p>Students educated and encouraged to follow good hygiene practice.</p> <p>All students will be shown how to use cleaning products to disinfect areas or objects they wish to use.</p> <p>On arrival all boarders will be given a small portable hand sanitiser bottle that they can fill and carry with them.</p>	L
In house activities	Boarders and duty staff	Accident or misuse of equipment.	Staff and Students encouraged to frequently wash hands and sanitise surfaces and equipment.	L

Hazards	Who is at risk?	How can the hazard cause harm?	Existing control measures	Risk Rating
		Rough play accidental injury.	<p>The activity leader ensures that activities are suitable for the ages and experience of students under his/her care.</p> <p>All activities are the responsibility of the supervising staff. It is their responsibility to ensure the equipment is suitable and safe to use.</p> <p>The staff member must remain accessible to students throughout the activity</p> <p>Staff to ensure students are engaging in activities which are suitable for their age and ability</p> <p>Staff to ensure supervision levels are appropriate for the age and activity of each student</p> <p>Reduce/remove items which may not be easily to clean/sanitise.</p> <p>The gym in Dartmouth also has a maximum occupancy of 2 people, additional cleaning products will be made available.</p>	
Outdoor activities	Boarders and duty staff	<p>Accident or misuse of equipment.</p> <p>Rough play accidental injury.</p>	<p>Staff and Students encouraged to frequently wash hands and sanitise surfaces and equipment.</p> <p><b>Sports equipment</b></p> <p>Specific equipment kept in the boarding houses only to be used by boarders and boarding staff.</p> <p>Regular checks for defects and reporting of these. Inspections of play and sports equipment. Sanitising spray or cloths available to use.</p> <p><b>Security</b></p> <p>Points of access onto the site for visitors minimised with clearly signed routes to the reception</p>	L

Hazards	Who is at risk?	How can the hazard cause harm?	Existing control measures	Risk Rating
			<p>Where possible, avoid boarders playing in areas out of sight of supervisors</p> <p>Areas of site deemed high risk identified as out of bounds, this to be identified on site plan. Both staff and students to be made aware of these areas</p> <p>Supervision levels appropriate for the layout of the site and the play areas</p>	
Low staff numbers	Staff, boarders, all support staff	Inability to care for the boarders	<p>School monitors any staff absence daily.</p> <p>Everyone is instructed to monitor themselves and others and look out for similar symptoms if a pupil or staff member has been sent home with suspected coronavirus.</p> <p>Staff do not return to school before the minimum recommended exclusion period (or the 'self-isolation' period) has passed, in line with national guidance.</p> <p>Where there are any shortages of boarding staff. Additional staff with ample boarding experience will be called upon.</p>	L
Catching Coronavirus through contaminated surfaces	Staff, boarders, all support staff	Contracting / spreading Coronavirus	<p>Cleaners are employed by the school to carry out daily thorough cleaning of boarding houses following national guidance (<u>Covid-19; Cleaning of non-healthcare settings</u>) and is compliant with the COSHH policy and the H&amp;S policy.</p> <p>Meeting with cleaning contractors to review cleaning arrangements and make any necessary changes.</p> <p>Increased focus on cleaning and disinfecting objects and surfaces that are touched regularly (touch points) particularly in areas of high use such as door handles, door panels, bannisters, light switches,</p>	L

Hazards	Who is at risk?	How can the hazard cause harm?	Existing control measures	Risk Rating
			<p>reception area / sign in tablets, using appropriate cleaning products and methods.</p> <p>Rigorous checks carried out by line managers to ensure that the necessary procedures are being followed</p> <p>Cleaning rotas arranged so that cleaning staff work in shifts to clean twice daily. Hall table surfaces to be cleaned between lunch sittings when this becomes necessary.</p> <p>Spray and wipes located throughout the boarding houses for boarders to decontaminate objects after use. Boarders will be taught how to do this properly.</p>	
Bathrooms	Staff, boarders, and support staff	Contracting / spreading Coronavirus	<p>Toilets should be allocated appropriately for staff and boarding corridor 'bubbles'.</p> <p>Students must only use the bathroom that is linked to their corridor and hence form a corridor bubble with all other users.</p> <p>When dropping off students, parents are not allowed to use the toilets in the boarding houses.</p> <p>Toilets must be flushed with the lid down. Boarders must wash their hands/use hand sanitiser.</p> <p>Staff to be allocated toilets in the boarding houses.</p> <p>Bathrooms are cleaned daily.</p> <p>Sanitising wipes provided.</p>	L
Confirmed cases of coronavirus	Staff, boarders, and support staff	Contracting / spreading Coronavirus	If boarders develop symptoms consistent with coronavirus they, and the rest of their bubble(s) will isolate in their rooms. The boarder with symptoms will be taken by the Head of Boarding to a drive through testing centre and then remain in their room until the	


Hazards	Who is at risk?	How can the hazard cause harm?	Existing control measures	Risk Rating
			<p>result of the test. If there is no option for a drive-through test a test will be ordered/delivered/picked up.</p> <p>If negative they will be free to continue as usual.</p> <p>If positive, that boarder will need to self-isolate in their room or medical centre for 10 days. All other boarders from the corridor/year bubble will need to self-isolate for 14 days. All staff have access to PPE and can help deliver meals/drinks, go shopping, sort academic work (all lessons will be made available online) and ensure they remain well cared for in terms of their wellbeing. Parents will be contacted on a regular basis and kept updated throughout.</p>	
Individuals from BAME backgrounds	Staff, boarders, and support staff	Increased risk of contracting / spreading Coronavirus	<p>There is evidence that individuals from BAME backgrounds are of greater risk of contracting coronavirus. BAME staff and boarders should observe social distancing and should avoid contact with others outside of their social group.</p> <p>Individual risk assessments will be carried out for anyone at higher risk.</p>	L

Additional control required	Action by	Date for completion	Action Completed	Residual Risk
Fire drills must continue to take place with consideration that boarders/staff may be isolating with positive symptoms.	Head of Boarding	w/c 24th August 2020 and repeated w/c 7 <sup>th</sup> September 2020	10 <sup>th</sup> September 2020.	



Additional control required	Action by	Date for completion	Action Completed	Residual Risk
Students classed as extremely clinically vulnerable/clinically vulnerable or that have been shielding – separate personal risk assessment to be carried if required.	Head of Boarding	To be completed as required.	September 2020.	

Date of review	Comments	Position	Signature
2.11.2020	Updated on changing govt advice	Principal	M. Heywood

<b>Activity</b>	Estates and Domestic Services – Covid-19			
<b>Establishment</b>	The Royal School			
	<b>Name</b>	<b>Position</b>	<b>Signature</b>	<b>Date</b>
<b>Risk Assessor</b>	Miss. L. Blewitt	H&S Consultancy Officer		07/09/2020
<b>Manager approval</b>	Mr. M. Fay Mrs. L. Southall			07/09/2020

<b>Hazards</b>	<b>Who is at risk?</b>	<b>How can the hazard cause harm?</b>	<b>Existing control measures</b>	<b>Risk Rating</b>
Carrying out maintenance and inspection tasks	Staff, students	Contracting / spreading Covid-19	<p>Wash hands on a regular basis with warm soapy water or if not readily available use hand sanitiser</p> <p>Wear gloves if possible and when removing take off by removing inside out. Dispose in a bin (with a bin liner inside) wash hands</p> <p>Hard surfaces to be cleaned with a mild disinfectant</p> <p>Where possible try not to share tools and equipment. Where shared are shared they must be sanitised before and after use</p> <p>Wear face mask / visor in communal areas or throughout the working day if you prefer (ensure Covid PPE does not interfere with safety PPE)</p> <p>Where possible carry out maintenance/inspection work when there are fewer people in the building</p>	L
Cleaning tasks	Staff, students	Contracting / spreading Covid-19	<p>Cleaning staff deployed during various times of the day</p> <p>All touchpoints and hard surfaces are cleaned on a regular basis throughout the day, this will include, all</p>	L

Hazards	Who is at risk?	How can the hazard cause harm?	Existing control measures	Risk Rating
			<p>door handles, handrails, light switches, tables and chairs used by staff and students, toilet flushes and regular cleaning of toilets</p> <p>All classrooms have spray disinfectant and disposable cloths to clear any spillage during occupation</p> <p>Regular cleaning of surfaces will reduce the risk of spreading the virus</p> <p>All used cloths thrown away to be double bagged and then placed in a secure area/closed lid bin</p> <p>Staff trained</p>	
<p>Receiving laundry</p> <p>Washing</p> <p>Handling dirty laundry</p>	Staff, students	Contracting / spreading Covid-19	<p>Wash items in accordance with the manufacturer's instructions</p> <p>Use the warmest water setting and dry items completely</p> <p>Dirty laundry that has been in contact with an unwell person should be washed separately (disposable laundry bags are in use)</p> <p>Do not shake dirty laundry</p> <p>Clean and disinfect anything used for transporting laundry with your usual products after use</p>	L
Contractors coming into school e.g. for statutory testing or repairs	Staff, students contractors	Contracting / spreading Covid-19	<p>Where possible carry out maintenance/inspection work when there are fewer people in the building</p> <p>Where contractors are coming into school they must have up to date Risk Assessments and Method Statements</p>	L


Hazards	Who is at risk?	How can the hazard cause harm?	Existing control measures	Risk Rating
			<p>Control measures regarding Covid-19 must be included within their Assessment</p> <p>Estates Team to ensure no students or staff are in the area where contractors are working</p> <p>Contractors will be designated a sink and toilet they can use whilst on site</p> <p>Contractors will be responsible for removing all rubbish they have created and to clean their area of work prior to leaving</p> <p>Upon arrival at the school, Estates Team to check there are no workers are displaying any signs or symptoms of Covid-19 prior to entering the school site</p> <p>If they become aware of a contractor is displaying symptoms they must leave the premises</p> <p>All locations where contractors have work should be thoroughly cleaned</p> <p>Social distancing guidelines must be adhered to.</p>	
Cleaning up bodily fluids, spread of infection	Staff, students	Contracting / spreading Covid-19	<p>Spillages of bodily fluids are cleaned up promptly using the approved cleaning products provided within class space in line with guidance, using PPE at all times</p> <p>Cleaning / Estates staff on site during opening hours to meet hygiene standards</p> <p>Parents are informed not to bring their students to the school if they show signs of being unwell and believe they have been exposed to Covid-19.</p>	L
Poor hygiene practice	Staff, students	Contracting / spreading Covid-19	Posters are displayed throughout the school reminding staff to wash their hands	L

Hazards	Who is at risk?	How can the hazard cause harm?	Existing control measures	Risk Rating
			<p>Sufficient amounts of soap (or hand sanitiser where applicable), clean water and paper towels/hand dryers are supplied in all toilets and kitchen areas</p> <p>Staff and students reminded of hygiene expectations</p>	
Lack of social distancing	Staff, students	Contracting / spreading Covid-19	<p>Staff are not to work in close proximity to each other Where 2m distance cannot be applied, PPE must be worn</p> <p>Adhere to social distancing at all times (at least 2 metres) when walking around the school site</p>	L
Cleaning and Disinfection of areas where there has been a suspected or confirmed case of COVID -19	Staff, students	Contracting / spreading Covid-19	<p>The minimum PPE to be worn if there is a known case or someone with symptoms is disposable gloves, mask/visor and an apron</p> <p>Public areas where a symptomatic individual has passed through and spent minimal time, such as corridors, but which are not visibly contaminated with body fluids can be cleaned thoroughly as normal.</p> <p>All surfaces that the symptomatic person has come into contact with must be cleaned and disinfected, including.</p> <p>Domestic Services Manager regularly checks for improved cleaning products and implements following agreement with H&amp;S Officer. Procedures reviewed with staff.</p>	L
Waste	Staff, students, contractors	Contracting / spreading Covid-19	Waste from possible cases and cleaning of areas where possible cases have been (including disposable cloths and tissues) should be put in a plastic rubbish bag and tied when full. The plastic bag should then be placed in a second bin bag and tied. It	L

Hazards	Who is at risk?	How can the hazard cause harm?	Existing control measures	Risk Rating
			<p>should be put in a suitable and secure place and marked for storage until the individual's test results are known.</p> <p>Waste should be stored safely and kept away from staff and students</p> <p>You should not put your waste in communal waste areas until negative test results are known or the waste has been stored for at least 72 hours</p> <p>If storage for at least 72 hours is not appropriate, arrange for collection as a Category B infectious waste either by your local waste collection authority if they currently collect your waste or otherwise by a specialist clinical waste contractor. They will supply you with orange clinical waste bags for you to place your bags into so the waste can be sent for appropriate treatment.</p>	

Additional control required	Action by	Date for completion	Action Completed	Residual Risk

Date of review	Comments	Position	Signature

<b>Activity</b>	First Aid - Covid			
<b>Establishment</b>	The Royal School			
	<b>Name</b>	<b>Position</b>	<b>Signature</b>	<b>Date</b>
<b>Risk Assessor</b>	Miss. L. Blewitt	H&S Consultancy Officer	<i>L. Blewitt</i>	10/09/2020
<b>Manager approval</b>	Mrs. E. Barton Mrs. K. Marsden	Nursing Sister Community Facilities Manager	<i>E. Barton</i>	10/09/2020

<b>Number of staff</b>	295	<b>Number of Students</b>	1412	<b>Total</b>	
<b>Number of lettings and shared users</b>	TBC	<b>Do all those that hire or share the facilities have their own first aid provision?</b>	TBC	If no, go to 'Additional control required'.	
<b>Building opening times</b>	0700	<b>Building closing times</b>	1900	Boarding Houses – 24 Hour	
<b>Name and distance to nearest Emergency Department</b>	New Cross Hospital, Wolverhampton Road, Heath Town, Wolverhampton. WV10 OQP 3 miles				
<b>Accident statistics for year</b> <b>Staff</b>	0	<b>Accident statistics for year</b> <b>Students/others</b>	Senior school – 0 Primary – 0	<b>Total</b>	0

<b>Hazards</b>	<b>Who is at risk?</b>	<b>How can the hazard cause harm?</b>	<b>Existing control measures</b>	<b>Risk Rating</b>
Delivering first aid	Staff, students, visitors	Contracting Covid-19	<b>Guidance for first aiders:</b>	L/M

Hazards	Who is at risk?	How can the hazard cause harm?	Existing control measures	Risk Rating
Delayed response in delivering first aid due to fear/anxiety about Covid-19			<p>Try to assist at a safe distance from the casualty as much as you can and minimise the time you share a breathing zone.</p> <p>If they are capable, tell them to do things for you, but treating the casualty properly should be your first concern. Remember the 3P model – preserve life, prevent worsening, promote recovery.</p> <p><b>Preserve life: CPR</b></p> <ul style="list-style-type: none"> <li>• Call 999 immediately – tell the call handler if the patient has any COVID-19 symptoms</li> <li>• Ask for help. If a portable defibrillator is available, ask for it</li> <li>• Before starting CPR, to minimise transmission risk, use a cloth or towel to cover the patient’s mouth and nose, while still permitting breathing to restart following successful resuscitation</li> <li>• If available, use: <ul style="list-style-type: none"> <li>○ a fluid-repellent surgical mask</li> <li>○ disposable gloves</li> <li>○ eye protection</li> <li>○ apron or other suitable covering</li> </ul> </li> </ul> <p><b>PPE is contained in the ‘Emergency First Aid’ kit bag.</b></p> <ul style="list-style-type: none"> <li>• Only deliver CPR by chest compressions and use a defibrillator (if available) – <b>don’t</b> do rescue breaths</li> </ul> <p><b>Prevent worsening, promote recovery: all other injuries or illnesses</b></p> <ul style="list-style-type: none"> <li>• If you suspect a serious illness or injury, call 999 immediately – tell the call handler if the patient has any COVID-19 symptoms</li> <li>• If giving first aid to someone, you should use the recommended equipment listed above if it is available</li> </ul>	



Hazards	Who is at risk?	How can the hazard cause harm?	Existing control measures	Risk Rating
			<ul style="list-style-type: none"> <li>• You should minimise the time you share a breathing zone with the casualty and direct them to do things for you where possible</li> </ul> <p><b>After delivering any first aid</b></p> <ul style="list-style-type: none"> <li>• Ensure you safely discard disposable items and clean reusable ones thoroughly</li> <li>• Wash your hands thoroughly with soap and water or an alcohol-based hand sanitiser as soon as possible</li> </ul> <p>All first aiders have been reminded about safe practices when delivering first aid. All kits have PPE and mouth guards</p> <p>Defibrillator in place – pool complex.</p>	
Separate or remote buildings, upper floors or below ground level floors (basements, lofts)	Staff, contractors	<p>Longer response time to receive first aid</p> <p>Minor through to major injury</p>	<p>Permits to work in boiler rooms</p> <p>No lone working where possible</p> <p>First aiders located throughout the school estate</p>	L
Areas within the premises with significantly higher risk e.g. kitchen, design and technology, food technology, swimming pool, plant rooms, roof etc.	Staff, contractors, shared users, students, visitors	Minor through to major injury	<p>Permits to work in boiler rooms</p> <p>No lone working where possible</p> <p>First aiders located throughout the school estate</p>	L
Use of and storage of substances hazardous to health e.g. chemicals, vapours, fumes, dusts etc.	Staff, contractors, shared users, students, visitors	<p>Inhalation</p> <p>Ingestion</p> <p>Skin, eye contact</p> <p>Burns</p>	<p>Chemical usage keep to a minimum</p> <p>COSHH assessments in place</p> <p>PPE in place</p> <p>LEV in place</p>	L

Hazards	Who is at risk?	How can the hazard cause harm?	Existing control measures	Risk Rating
Use of dangerous tools, machinery, loads, lone working, processes	Staff, contractors, shared users, students, visitors	Minor through to major injury  Longer response time or no response if lone working	Trained and experienced staff and supervision where necessary  Risk assessments and procedures in place	L
Inexperienced workers on site or people with disabilities or special health problems e.g. diabetes, epilepsy, asthma	Staff, contractors, shared users, students, visitors	Minor through to major injury  Fatality  Access to required medicines etc. not readily available	Inductions take place and records maintained by HR Officer  Managers responsible for carrying out specific assessments relating to their staff and student needs  Nursing Sister on site for advice and assistance	L
Staff working at sites occupied by other employers - lack of first aid provision	Staff	Minor through to major injury	Staff are to make themselves aware of procedures at other locations  Staff should not attend other sites if they are feeling unwell	L
Insufficient trained first aiders in school  No one responsible within the school for ensuring refresher training is carried out	Staff, students, visitors	Injuries/illness that are not treated in a timely manner and lead to infections, more serious injuries and potential fatality	There is a sufficient number of first aiders / paediatric first aiders to provide first aid treatment for the number of staff and students in the school  Paediatric first aiders are available when children are on the school premises  There is sufficient first aider cover during holidays, illness etc.  Regular refresher training is undertaken by the nominated first aid trainer to ensure competence/ knowledge is up to date	L

Insufficient trained first aiders attending educational school visits	Staff, students, volunteers	Injuries/illness that are not treated in a timely manner and lead to infections, more serious injuries and potential fatality	Sufficient cover to provide first aid on school trips is based on a separate risk assessment relating to the school trip and the persons attending.	L
Lack of or inappropriate first aid supplies	Staff, contractors, shared users, students, visitors	Injuries to persons not treated correctly – broken bones not supported correctly etc.  Infections from non-sterile/out of date supplies	First aid provision is checked on a regular basis and any used stock is replenished  All staff to be aware of location of the first aid kits  Any non-approved items are immediately removed from the first aid kit e.g. Aspirin, Paracetamol, creams etc.	L
Lack of communication, not knowing who first aider are or how to contact them	Staff, contractors, shared users, students, visitors	Injuries/illness that are not treated in a timely manner	First aid notices displayed  Information provided to staff in meetings and during staff inset days	L

Additional control required	Action by	Date for completion	Action Completed	Residual Risk
Extra PPE to be ordered and 'grab bags' circulated	E. Barton/L.Southall	End Sept 2020	Sept 2020	L

Date of review	Comments	Position	Signature