

Activity	Covid 19 – managing the risk Separate assessments are in place for: a) Boarding Houses b) Estates & Domestic Services c) First Aid d) Lateral flow testing Sports centre swimming and lettings assessments managed by K.Marsden and M.Spackman		 The Royal School Wolverhampton	
Establishment	The Royal School			
	Name	Position	Signature	Date
Risk Assessor/Principal/Manager	Louise Blewitt Mark Heywood Shifali Saini Mark Mitchell	H&S Consultant Principal Estates & Facilities Lead Primary Head Teacher	<i>L. Blewitt</i> <i>M. Heywood</i> <i>S. Saini</i> <i>M.Mitchell</i>	17/05/21

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>

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/984843/10_May_Schools_Guidance.pdf

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>Clinically Vulnerable & Clinically Extremely Vulnerable (CV & CEV)</p>	Staff, students	Contracting / spreading Covid-19	<p>A small number of pupils will still be unable to attend in line with public health advice to self-isolate because they have symptoms or have had a positive test result live with someone who has symptoms or has tested positive and are a household contact are a close contact of someone who has COVID-19</p> <p>Some groups of people, including children, are at higher risk of severe illness from coronavirus. This group of people have been told directly by their GP or hospital clinician, or have received a letter, confirming that they are 'clinically extremely vulnerable'</p> <p>Since the 1 April, those who are clinically extremely vulnerable (CEV) are no longer advised to shield. See guidance on who is at higher risk from coronavirus, and protecting people who are clinically extremely vulnerable</p> <p>Government guidance followed and individual cases managed appropriately based on their needs</p> <p>Remote learning utilised where necessary. Records are maintained</p> <p>Staff absence managed by HR Officer</p> <p>Social distancing and hygiene measures remain in place within the school</p> <p>CV staff can continue to attend school. While in school they must follow the system of controls to minimise the risks of transmission</p> <p>Staff who live with those who are CV can attend the workplace but should ensure they maintain good prevention practice in the workplace and at home</p> <p>Individual risk assessments carried out</p>	L	11/05/21
Travel and quarantine	Staff, students	Contracting / spreading Covid-19	All pupils travelling to England must adhere to government travel advice and parents should bear in mind the impact on their child's education which may result from any requirement to quarantine or isolate upon return	L	11/05/21

			Separate risk assessment in place within Boarding		
Pregnancy	Staff, students	Contracting / spreading Covid-19	<p>The school follow the specific guidance for pregnant employees because pregnant women are considered CV. In some cases, pregnant women may also have other health conditions that mean they are considered CEV, where the advice for clinically extremely vulnerable staff will apply. COVID-19 vaccination: a guide for women of childbearing age, pregnant or breastfeeding contains vaccination advice</p> <p>A pregnant & nursing mothers risk assessment is in place and is adapted to each pregnant lady, case by case</p> <p>Read more guidance and advice on COVID-19 and pregnancy from the Royal College of Obstetricians and Gynaecologists</p> <p>https://www.rcog.org.uk/en/guidelines-research-services/guidelines/coronavirus-pregnancy/covid-19-virus-infection-and-pregnancy/</p>	L	11/05/21
Face coverings	Staff, students, visitors	Contracting / spreading Covid-19	<p>From 17 May, in line with Step 3 of the roadmap, face coverings will no longer be recommended for pupils in classrooms or communal areas in all schools</p> <p>Email sent to staff 11/05/21</p> <p>We continue to recommend that face coverings should be worn by staff and visitors in situations outside of classrooms where social distancing is not possible (for example, when moving around in corridors and communal areas)</p> <p>Face visors or shields can be worn by those exempt from wearing a face covering but they are not an equivalent alternative in terms of source control of virus transmission. They may protect the wearer against droplet spread in specific circumstances but are unlikely to be effective in preventing the escape of smaller respiratory particles when used without an additional face covering. They should only be used after carrying out a risk assessment for the specific situation and should always be cleaned appropriately</p>	L	11/05/21

			The school can supply a face covering to staff, students and visitors if necessary. Advice has been provided to staff and students about the safe use and disposal of face coverings Posters are displayed throughout the school		
Personal hygiene	Staff, students, visitors	Contracting / spreading Covid-19	Advice provided to staff, students and visitors regarding keeping hands clean. External sinks are provided along with washrooms. <ul style="list-style-type: none"> • Hands are washed regularly, including: • On arrival • Returning from breaks • Before eating Sanitising stations are located around the school estate. Posters are displayed throughout the school and we continue to promote the 'Catch it, kill it, bin it' campaign	L	11/05/21
Cleaning Contaminated surfaces	Staff, Students, visitors	Contracting / spreading Covid-19	Cleaning team in place and work proactively to keep the school clean Cleaning standards under constant review by Domestic Services Manager Various cleaning Cleaning between lunch sittings	L	11/05/21
Low staff numbers	Staff, students	Inability to implement school opening	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 Daily report to the Principal on the number of absences and symptoms. Spreadsheet on Teams maintained with updates 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	L	11/05/21

			Where there are any shortages of teachers, teaching assistants will be allocated to lead a group, working under the direction of a teacher		
Travelling to and from the school	Staff, Students	Contracting / spreading Covid-19	<p>Public transport capacity continues to be constrained. Its use by pupils, particularly in peak times, should be kept to an absolute minimum. If possible, consider staggered start times to enable more journeys to take place outside of peak hours</p> <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> <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>	L	11/05/21
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>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> <p>Advice to users as follows:</p> <ul style="list-style-type: none"> • Social distancing is maximised within vehicles • pupils either sit with their 'bubble' on school transport, or with the same constant group of children each day • pupils clean their hands before boarding transport and again on disembarking 	L	11/05/21

			<ul style="list-style-type: none"> • additional cleaning of vehicles is put in place • organised queuing and boarding is put in place <p>fresh air (from outside the vehicle) through ventilation, is maximised, particularly through opening windows and ceiling vents</p>		
<p>School entrance Arrival and dismissal</p> <p>Visitors / Contractors attending the school</p>	<p>Staff, Students, Visitors, Contractors</p>	<p>Contracting / spreading Covid-19</p>	<p>Perspex screen at reception desks</p> <p>Signage displayed relating to the number of people allowed into the reception at one time</p> <p>Shared surfaces sanitised after use</p> <p>Sanitiser available at the entrances</p> <p>Covid visitor questionnaire completed by all visitors</p> <p>Visitor lanyards will NOT be given out. Adhesive visitor badges will be used instead</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>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</p> <p>Deliveries are managed by Estates & Facilities staff</p>	L	11/05/21
<p>Communal and shared areas including corridors, toilets, meeting rooms, staff rest rooms, offices, meeting rooms, chapel, Vic Hall dining hall – see section below</p>	<p>Staff, Students, Visitors</p>	<p>Contracting / spreading Covid-19</p>	<p>Where possible, movement around the school to be achieved using external routes</p> <p>One-way systems in place and for situations where this is not feasible, arrows marked on the floor using tape to allow distancing</p> <p>Students walk up the corridor keeping to the left on way round school</p> <p>Bubbles created to isolate year groups in separate teaching classroom bases</p> <p>High level staff supervision at all times</p> <p>All communal spaces are be cleared of any furniture that reduces the width of the space and are cleaned daily</p> <p>Staff meetings 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</p>	L	11/05/21

			<p>Teams Meet used for meetings</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>Desk arrangements provide seating more than 2m apart</p> <p>Reduced number of people allowed in rooms</p> <p>Desks are clutter free so that they can be easily wiped</p> <p>All office staff 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>		
Classrooms, play areas, marking books, outdoor play equipment	Staff, Students	Contracting / spreading Covid-19	<p>Desks spaced as appropriate, including staff desk</p> <p>Staff wash hands before and after handling the books and clean any surfaces where books have been placed</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>Covid-19 inspection carried out in primary school</p> <p>Outdoor equipment is cleaned more frequently and following use by different bubbles</p>	L	11/05/21
PE/sport Swimming	Staff, Students	Contracting / spreading Covid-19	Refer to PE Risk Assessment.	L	11/05/21
Science Use of Bunsen burners having used alcohol-based hand gel Practical's	Staff, Students	Contracting / spreading Covid-19	<p>Refer to Science Risk Assessment</p> <p>All students must wash hands with soap before Bunsen burners are lit</p>	L	11/05/21

			Teacher to explain and reinforce No alcohol based hand gel in labs and students not to use their own in the lab		
Art	Staff, Students	Contracting / spreading Covid-19	Refer to Art Risk Assessment	L	11/05/21
Design and Technology Food Technology	Staff, Students	Contracting / spreading Covid-19	Refer to D&T and Food Technology Risk Assessment	L	11/05/21
Music, Dance and Drama	Students, Staff	Contracting / spreading Covid-19	Refer to individual departmental risk assessments	L	11/05/21
Break time/dining hall	Staff, Students, 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 Separate risk assessment in place for the Catering Team Masks available for staff to wear and gloves Maintain social distancing at all times where possible All Students and Staff to wait outside and have minimum students in Dining Halls Continuous cleaning of till Cutlery to be handed out wearing disposable gloves 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>	L	11/05/21

			<p>Covid inspection completed 22/09/20</p> <p>In the primary school all class groups eat together to avoid cross contamination. Lunch is staggered to keep numbers in the hall at any one time to a safe level</p>		
First aid arrangements	Staff, Student, School Nurse, First Aiders	Contracting / spreading Covid-19	<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>Defibrillator in place – PE Sports centre</p> <p>Face shields and emergency PPE pack in place</p> <p>Separate first aid risk assessment in place and shared with Nurse and first aiders</p>	L	11/05/21
Covid testing	Staff, Students, School Nurse	Contracting / spreading Covid-19	Refer to Lateral Test Centre Risk Assessment Test and Trace promoted within the school	L	11/05/21
<p>Individuals displaying Covid-19 symptoms during the school day</p> <p>Confirmed cases of Covid-19</p>	Staff, Students, 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</p>	L	11/05/21

			The toilet is cleaned and disinfected using standard cleaning products prior to anyone else using it In an emergency, 999 is called if the pupil appears to be seriously ill, injured or their life is at risk The School will contact Public Health England local health protection teams and follow their advice. Government Guidance relating to isolation and test and trace is followed		
Offsite visits	Staff, Students	Contracting / spreading Covid-19	Separate risk assessments in place for visits	L	11/05/21
Home Visits	Pastoral/ Welfare/ DSL/DDSL Staff	Contracting/ spreading Covid-19	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.	L	11/05/21
Low morale	Staff, Students	Poor mental health	School Wellbeing Policy and school procedures in place Promotion of mental health awareness Pupil access to pastoral support Staff access to pastoral support Support provided from Senior Leaders	L	11/05/21
Lack of communication	Staff, Students	Poor reputation of School	Regular updates provided on the internet and via other appropriate media streams and methods Regular communications from SLT and Principal	L	11/05/21
Fire Evacuation	All staff, students and visitors	Contracting / spreading Covid-19	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 Teachers will need to ensure that all the students have been trained and understand the procedure	L	11/05/21

			Students must not touch each other or unnecessary objects during the evacuation Termly testing to continue for each school and boarding houses		
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	11/05/21
Equipment / utilities on site	All staff, students and visitors	Contracting / spreading Covid-19	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 Staff can bring in and keep all their own items in their space. They must not share anything where possible with anyone 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 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	L	11/05/21
Opening / Closing buildings including community lettings and visitors	Staff, visitors	Contracting / spreading Covid-19	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 Estates & Facilities Lead All visitors will be requested to sanitise their hands when entering the building Lettings customers/ visitors will all complete a health questionnaire and given instructions on updating the school/ centre if they become unwell	L	11/05/21

Use of school minibus	Staff, students	Contracting / spreading Covid-19	Reduced capacity. Seating plans in place 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, windows opened during journey 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 Separate risk assessment and guidance developed and shared with staff	L	11/05/21
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Date of review	Comments	Position	Signature
11/05/21	Revised and streamlined risk assessment based on Government Guidance dated May 2021	H&S Consultancy Officer	L. Blewitt

(RESIDUAL) RISK RATING	ACTION REQUIRED
VERY HIGH (VH) Strong likelihood of fatality / serious injury occurring	The activity must not take place at all. You must identify further controls to reduce the risk rating.
HIGH (H) Possibility of fatality/serious injury occurring	You must identify further controls to reduce the risk rating. Seek further advice, e.g. from your H&S Team
MEDIUM (M) Possibility of significant injury or over 3 day absence occurring	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.
LOW (L) Possibility of minor injury only	No further action usually required. Where improvements can be made they should be.