

Activity	Return to school Sept 2021		Updated Risk assessment	
Establishment	The Royal School		Previous for Vulnerable/key worker provision / remote working	
	Name	Position	Signature	Date
Risk Assessor/Principal/Manager	Chris Howells Jo Phillips Mark Mitchell Mark Heywood	Assitant Principal DFS Headteacher Primary Sch Principal	C.Howells J Phillips M. Mitchell M. Heywood	Updated 1.9.21

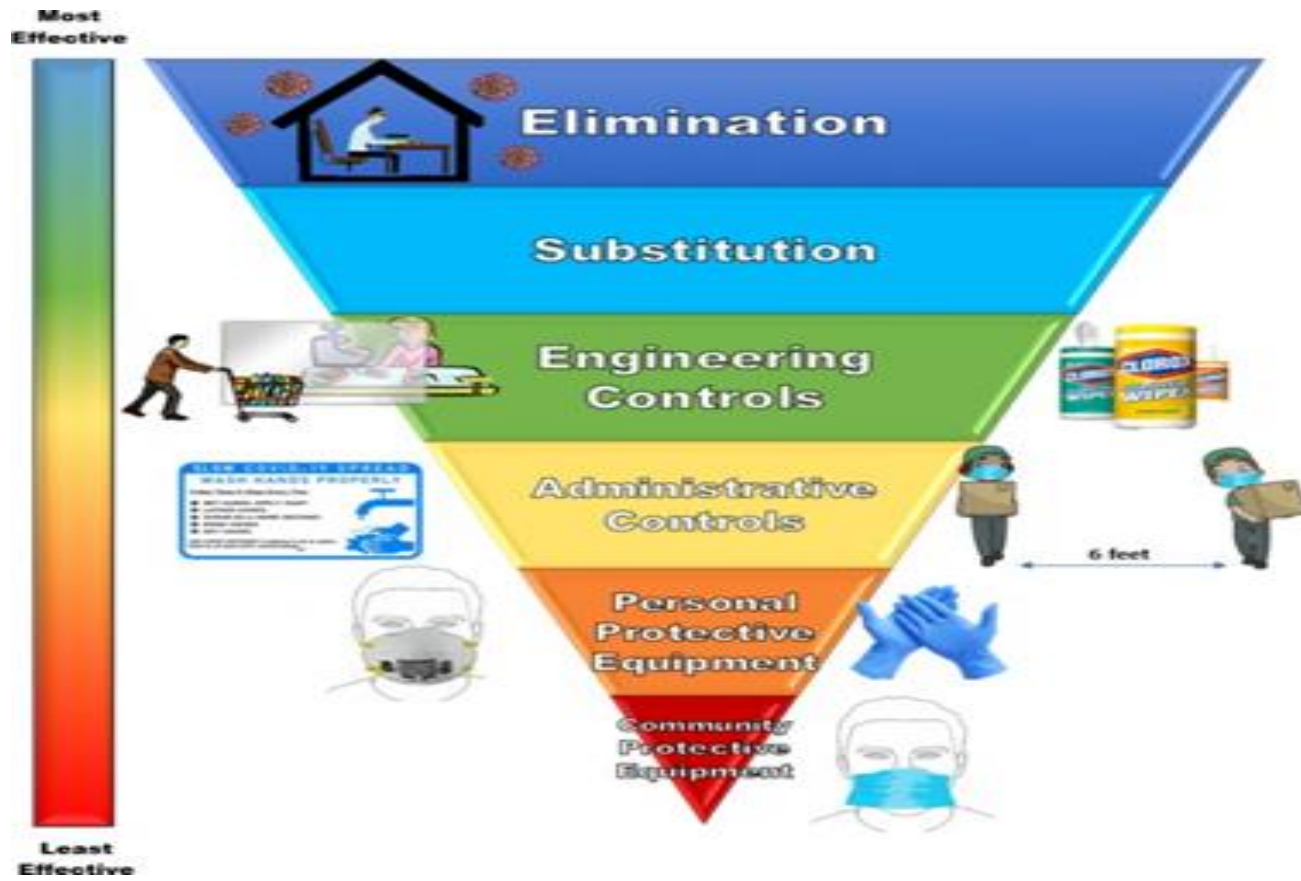
The Risk Assessments have been compiled taking into consideration the current national guidance:-

- **Coronavirus (COVID-19): implementing protective measures in education and childcare settings**
- **Actions for education and childcare settings to prepare for wider opening from 1 June 2020**
- **COVID-19: cleaning in non-healthcare settings**

YOU MUST DATE THE SECTIONS THAT HAVE BEEN CONSIDERED AND IMPLEMENTED AND SHARED WITH STAFF.

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 children 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 children 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 children 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>Shielded and clinically extremely vulnerable children and young people</p>	Pupils	Contracting / spreading Coronavirus	<p>People at high risk (clinically extremely vulnerable) from coronavirus (COVID-19) are advised to follow the same guidance as everyone else. This means you are no longer advised to stay at home (shield).</p> <ul style="list-style-type: none"> • Advised to wear a face covering when it's hard to stay away from other people – particularly indoors or in crowded places • wash your hands with soap and water or use hand sanitiser regularly throughout the day. • Socially distance where possible 	L	1.9.21
<p>Individuals with pre-existing health conditions</p> <p>Clinically vulnerable (but not clinically extremely vulnerable) children and young people</p>	Pupils	Contracting / spreading Coronavirus	<p>People at high risk (clinically extremely vulnerable) from coronavirus (COVID-19) are advised to follow the same guidance as everyone else. This means you are no longer advised to stay at home (shield).</p> <ul style="list-style-type: none"> • Advised to wear a face covering when it's hard to stay away from other people – particularly indoors or in crowded places • wash your hands with soap and water or use hand sanitiser regularly throughout the day. <p>Pregnant women are in the moderate risk (clinically vulnerable) group as a precaution. This is because you can sometimes be more at risk from viruses like flu if you're pregnant.</p> <p>If you're pregnant, it's important to follow advice about how to avoid catching and spreading COVID-19, such as washing your hands regularly.</p>	L	1.9.21
<p>Individuals with pre-existing health conditions</p> <p>Shielded and clinically extremely</p>	Staff, external essential agency/	Contracting / spreading Coronavirus	<p>People with pre-existing health conditions are advised to follow the same guidance as everyone else. This means you are no longer advised to stay at home (shield).</p> <ul style="list-style-type: none"> • Advised to wear a face covering when it's hard to 	L	1.9.21

<p>vulnerable adults</p>	<p>professional workers</p>		<p>stay away from other people – particularly indoors or in crowded places</p> <ul style="list-style-type: none"> • wash your hands with soap and water or use hand sanitiser regularly throughout the day. <p>For information on specific health condition and COVID-19 refer to the following links https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk/other-conditions-and-coronavirus/ https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19</p>		
<p>Individuals with pre-existing health conditions</p> <p>Clinically vulnerable individuals who are at higher risk of severe illness</p>	<p>Staff, external essential agency/ professional workers</p>	<p>Contracting / spreading Coronavirus</p>	<p>Clinically vulnerable individuals are advised to People with pre-existing health contions are advised to follow the same guidance as everyone else. This means you are no longer advised to stay at home (shield).</p> <ul style="list-style-type: none"> • Advised to wear a face covering when it's hard to stay away from other people – particularly indoors or in crowded places • wash your hands with soap and water or use hand sanitiser regularly throughout the day. <p>For information on specific health condition and COVID-19 refer to the following links https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk/other-conditions-and-coronavirus/ Social distancing is adhered to. The deployment to undertake other tasks is carefully assessed and discussed with the individual. https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing</p>	<p>L</p>	<p>1.9.21</p>
<p>Living with a shielded, critically extremely vulnerable or critically vulnerable person</p>	<p>Staff, pupils, external essential agency/ professional workers</p>	<p>Contracting / spreading Coronavirus</p>	<p>Where staff or pupils live with someone who is critically vulnerable (but not extremely vulnerable), including those who are pregnant, they attend school and follow procedures as set out in this risk assessment.</p> <p>Where staff or pupils live with someone who is extremely critically vulnerable they must adhere to social distancing and in the case of</p>	<p>L</p>	<p>1,9.21</p>

			children, they must be able to understand and follow instructions. Where strict social distancing cannot be adhered to, they must stay at home. These pupils and staff are supported to learn and work at home.		
Low staff numbers	Staff, pupils	Inability to implement wider 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 coronavirus.</p> <p>Staff will continue to work on site if they have been named as a close contact and have been had two doses of the vaccine.</p> <p>Staff who have been vaccinated twice will only need to isolate if they become symptomatic. Those staff that have only received one dose of vaccine will isolate for 10 days if named as a close contact.</p> <p>Daily report to the Principal on the number of absences and symptoms.</p> <p>Weekly summary data for each class to the Principal.</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 teachers, teaching assistants will be allocated to lead a group, working under the direction of a teacher.</p>		1.9.21
Travelling to and from the school	Staff, pupils, external essential	Contracting / spreading Coronavirus	Consider alternatives to using public transport such as walking or cycling. If using public transport, adhere to transport advice, government guidelines and wear a face	M	1.9.21

	agency/ professional workers		covering. Advised that staff should continue to avoid sharing lifts. Parents to be encouraged to walk to school. Letter to parents to remind them of the rules regarding social distancing when arriving at the start and end of the school day. Parents and pupils encouraged to respect the 2m social distancing. Temporary signage to be used to remind parents of social distancing measures.		
Home/School transport	Staff, pupils, transport provider	Contracting / spreading Coronavirus	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 children safely seated in rear passenger seats. Staff should not transport children in personal vehicles. School minibuses to be driven by approved drivers following transport risk assessments and pre-journey checks, with suitable staff:pupil ratios. Minibuses to have hand sanitisers, facemasks and wipes available with pupils encouraged to waer them. Windows to be open for ventilation. Office managers requested to notify taxi drivers of protocols. Principal/SLT to monitor and issue directives to staff. Non-compliance to be highlighted to SLTeam members and advised to follow revised Code of Conduct on COVID19. (See page 2 for link to copy of document)	M	1.9.21
Catching Coronavirus through	Pupils,	Contracting /	Cleaners are employed by the school to carry	L	12.5.20

contaminated surfaces	staff, external essential agency/ professional workers	spreading Coronavirus	<p>out daily thorough cleaning of classrooms and other areas following national guidance (<u>Covid-19; Cleaning of non-healthcare settings</u>) and is compliant with the COSHH policy and the H&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, 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>		Monitoring rooms by pupil numbers 1.9.21
Catching Coronavirus through contaminated surfaces School Entrance	Pupils, staff, external essential agency/ professional workers	Contracting / spreading Coronavirus	<p>Reminder 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>Only one adult/parent and child allowed in the front entrance at one time.</p> <p>Where feasible, the office hatch window will be kept shut.</p> <p>Staff to use their own pens to sign in/or</p>	L	<p>3.4.20 Updated 28.5.20 for R, 1 and 6.</p> <p>12.6.20 Update to Y10/12 Senior school letter 27.8.21</p> <p>1.9.21</p>

<p>Staff/visitors entering school in a morning</p>			<p>electronic means of signage from desktops or using access entry. Staff to wash hands/apply anti-bac when entering the building, placed in reception and sports centre reception. All children to wash/santise hands in Senior playground and Reception play area new sinks external. Soap, warm water and paper towels to be used and closely supervised. Regular staff wellbeing checks must continue for all staff, particularly those not on site. Visitors and external agencies are welcome onback onsite and are required to complete a COVID record form. Visitor lanyards will NOT be given out. Adhesive visitor badges will be used instead. External essential agency/ professional workers / visitors will be signed in by office staff on signing in sheets for urgent business. 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</p>		1.9.21
<p>Catching Coronavirus through contaminated surfaces School Corridors</p>	<p>Pupils, staff, external essential agency/ professional workers</p>	<p>Contracting / spreading Coronavirus</p>	<p>Children walk up the corridor keeping to the left in corridors. Where safe to do so all doors propped open to limit use of door handles and aid ventilation. Some staircases will be one way. Lesson change over should be kept to a minimum, but where necessary (collecting lunch, dismissal), remind children of social distancing when in the line.</p>	L	4.6.20

			<p>High level staff supervision at all times. All corridors to be cleared of any furniture that reduces the width of the space. Pupils and staff are advised to wear a face mask in communal areas including the dining room, lining up for the dining room and corridors.</p>		1.9.21
<p>Catching Coronavirus through contaminated surfaces Toileting</p>	<p>Pupils, staff, external essential agency/ professional workers</p>	<p>Contracting / spreading Coronavirus</p>	<p>One toilet allocated for use by visitors. Parents are not allowed to use the toilets except where required on medical grounds. Pupils to be reminded of the social distancing rules. Pupils will be allowed to go to the toilet during lesson time to minimise use during peak periods. Toilets must be flushed with the lid down. Pupils must wash their hands/use hand sanitiser on their return to the classroom. Staff to be allocated toilets. For very young children be mindful that anxieties and different routines/classrooms may increase wetting/soiling - to be treated in first aid (see first aid) full PPE to be worn in any change of clothes.</p>	L	1.9.21
<p>Catching Coronavirus through contaminated surfaces Classrooms</p>	<p>Pupils, staff</p>	<p>Contracting / spreading Coronavirus</p>	<p>Desks spaced as appropriate, including staff desk. Staff advised to keep 2m away from pupils - live marking is not advised due to social distancing – try to maintain distance within classroom All classrooms to be well ventilated with windows and doors open. Where safe to do so all doors propped open to limit the use of door handles and aid ventilation. Pupils are to sanitise their hands as they enter each teaching space, for the start of a new lesson or when they come back into the room</p>	L	

			<p>from break and lunch (primary). Desks are to be sprayed with disinfectant when new students/groups enter the room. Students and staff are able to wear face masks/shields.</p> <p>EYFS Advised that equipment and resources cleaned regularly. Use the outdoor area wherever possible. Outdoor equipment is not used unless it is appropriately cleaned.</p> <p>Seating plans are recorded and maintained to support NHS track and trace if required. Regular cleaning and robust H&S procedures in place. Each room is provided with appropriate strength COSHH compliant cleaning products. Cleaning priority of surfaces and areas to clean frequently every day. These include surfaces, door handles, toilets, sinks, desks etc. CO2 monitors to be distributed in the autumn term.</p>		1.9.21
<p>Catching Coronavirus through contaminated surfaces</p> <p>Teaching and play areas</p>	Pupils, staff	Contracting / spreading Coronavirus	<p>Games/PE lessons - pupils to wear full PE kit to avoid using changing rooms and bringing extra bags,</p> <p>High risk activities or new skills beyond a pupil's capabilities will be avoided i.e. gymnastics where pupils cannot be spotted while inverted.</p> <p>Normal cleaning routines will continue in food technology.</p>	L	1.9.21
Catching Coronavirus through contaminated surfaces	Pupils, staff	Contracting / spreading Coronavirus	Equipment such as pens, scissors, tools and IT equipment will not be shared unless they can be cleaned between each use.	L	1.9.21

			<p>Pupils will work alone whenever possible.</p> <p>Lesson designed where sharing is not needed.</p>		
<p>Catching Coronavirus through contaminated surfaces</p> <p>Arrival/Dismissal</p>	Pupils, staff	Contracting / spreading Coronavirus	<p>Where possible, only one parent to accompany a child.</p> <p>Parents encouraged to arrive at school at given arrival/dismissal time.</p> <p>Parents to respect other peoples social distancing.</p> <p>Teachers will collect/dismiss children from the classroom door/playground/front entrance in the order of parents.</p>	L	1.9.21
<p>Catching Coronavirus through contaminated surfaces</p> <p>Breaktime/dinner arrangements</p>	Pupils, staff	Contracting / spreading Coronavirus	<p>Staggered break times.</p> <p>Reception children will only use their playground, Year 1 children will use the main primary playground, Year 6 children will use the back playground of the senior school.</p> <p>Outdoor equipment can be used but cleaned between groups, and groups do not use it simultaneously. This will be cleared and stored appropriately.</p> <p>Catering providers' risk assessments to be reviewed to ensure they are meeting needs of each individual site specifics.</p> <p>Stagger lunch times for all groups including staff admin. as appropriate.</p> <p>Classes entering eating spaces will be advised to wear face masks. High level staff supervision at all times.</p> <p>Staff must abide by social distancing rules when using the dining hall/kitchen area.</p> <p>Where possible, and aligned to new timetabling arrangements.</p> <p>Staff are to use their own mugs and keep them with them/wash them with hot, soapy water before putting them away.</p>	L	<p>3.4.20</p> <p>26.5.20</p> <p>Updated 1.6.20</p> <p>1.9.21</p>

<p>Catching Coronavirus through contaminated surfaces First aid arrangements</p>	<p>Pupils, staff</p>	<p>Contracting / spreading Coronavirus</p>	<p>Appropriate PPE to be worn by staff – disposable gloves, disposable face mask, disposable apron and if necessary eye protection. If more than one member of staff is needed, social distancing measures must be put in place as much as possible. 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. First aid age appropriate arrangements defined within the Health and Safety Policy. Potential increase of wetting/soiling due to anxieties of very young children due to changes of routine - full PPE to be worn. Defibrillator in place – PE Sports centre. Face shields in place although the guidance in link should be followed. https://www.gov.uk/government/publications/novel-coronavirus-2019-ncov-interim-guidance-for-first-responders</p>	<p>M</p>	<p>3.4.20 Updated 12.6.20 1.9.21</p>
<p>Catching Coronavirus through contaminated surfaces Staff meetings/briefings Pupil gatherings</p>	<p>Staff, pupils</p>	<p>Contracting / spreading Coronavirus</p>	<p>Staff meetings to take place in well ventilated spaces such as the theatre, staff advised to wear face masks and adhere to social distancing. Pupil gatherings for assemblies can take place with pupils advised to wear masks and will follow social distancing rules of 2m where possible.</p>	<p>L</p>	<p>3.4.20 Updated 1.6.20 1.9.21</p>
<p>Catching Coronavirus through contaminated surfaces School office/Reception/ Reprographics</p>	<p>Staff</p>	<p>Contracting / spreading Coronavirus</p>	<p>Desk arrangements must provide seating more than 2m apart, enable social distancing to be strictly applied. Desks should be clutter free - so that they can be easily wiped etc. All office staff must use their own equipment. Windows and doors open when appropriate.</p>	<p>L</p>	<p>3.4.20 Updated 1.6.20</p>

			<p>Where possible, consider devices being allocated to the same pupil each day.</p> <p>Handwashing/use of hand sanitiser after touching devices / screens.</p> <p>Telephones/computers./photocopiers and other devices are to be wiped down after use.</p> <p>C02 monitors distributed in the autumn term.</p>		
Contamination through poor personal hygiene	Pupils, staff, external essential agency/ professional workers/ visitors	Contracting / spreading Coronavirus	<p>All staff and pupils have been reminded about covering their mouth and nose with a tissue or sleeve (not hands) when coughing or sneezing. DFE / Government posters have been placed in all the toilets and across the school sites.</p> <p>https://campaignresources.phe.gov.uk/resources/ 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 pupils.</p> <p>Regular handwashing (20 seconds) takes place on arrival at school, before and after eating and after sneezing or coughing. Hands are dried thoroughly on paper towels which are immediately disposed of.</p> <p>https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/</p> <p>Any questions and concerns are dealt with and the importance emphasised.</p> <p>Parents have also been reminded to tell the pupils the importance of washing hands throughout the day. Parents also advised that pupils 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.</p>	M	3.4.20 Update 1.6.20

			<p>Sanitising stations provided in key areas of primary and secondary sites for handwashing, and disposal of paper towels/tissues.</p> <p>Posters and information systems have been updated with this information.</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. Boxes of tissues have been provided for every classroom, replacements through site team when required.</p>		
<p>Contractors and other visiting staff to the school</p> <p>Third party users of the school site</p>	<p>Pupils, staff, external essential agency/ professional workers / visitors</p>	<p>Contracting / spreading Coronavirus</p>	<p>School sends out regular clear messages that children, parents, carers or any visitors, such as suppliers are not to visit the education or childcare setting if they are displaying any symptoms of coronavirus (COVID-19). A COVID record form is completed on arrival for visitors.</p> <p>Implementation of social distancing – i.e. reducing the number of persons in any work area to comply with the 2-metre (6.5 foot) gap recommended by Government.</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>Risk assessment in place for leisure lettings</p>	L	<p>3.4.20 updated</p> <p>26.5.20</p> <p>Updated 1.6.20 and 12.6.20 for Y10/12</p> <p>1.9.21</p>
<p>Individuals coming into school feeling unwell or having been in close contact</p>	<p>Pupils, staff, external</p>	<p>Contracting / spreading Coronavirus</p>	<p>Regular checks are made for the most up-to-date information and this is relayed to staff, students and parents using the school</p>	L	<p>3.4.20</p> <p>Updated</p>

with someone with Coronavirus.	essential agency/ professional workers / visitors		<p>information systems – emails, newsletters, display screens and signage as appropriate. Letter to parents giving strict guidance on reporting of absences. Where staff/pupils have symptoms, the school is informed by email or telephone absence.</p> <p>Staff and students are reminded not to come in if they have any of the symptoms the government has advised and published. Staff have been emailed to confirm that the normal absence monitoring procedure does not apply to self-isolation related to the Coronavirus. Parents informed not to send students in if they have any of the symptoms. If students display symptoms in school, the parent/career will be contacted to remove the student from school. The student will be taken to a room away from all other pupils. Staff, students and parents/careers have been provided with information on Coronavirus and changing school procedures almost daily through the schools’ information systems.</p>		<p>26.5.20</p> <p>Updated 1.6.20</p> <p>1.9.21</p>
Individuals displaying coronavirus symptoms during the school day	Staff, pupils, external essential agency/ professional workers / visitors	Contracting / spreading Coronavirus	<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>Other symptoms that apply are sickness and diarrhoea.</p> <p>If a pupil is awaiting collection, they are moved to an area (Primary into 4CC classroom and Senior – Conference room adjacent main reception) to be isolated behind a closed door</p>	M	<p>3.4.20</p> <p>26.5.20</p> <p>12.6.20</p> <p>1.9.21</p>

			<p>(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 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>		
Confirmed cases of coronavirus	Staff, pupils, external essential agency/ professional workers / visitors	Contracting / spreading Coronavirus	<p>If staff or pupils develop symptoms consistent with coronavirus they are sent home and advised to to take a PCR test. As they are displaying symptoms they will need to remain at home until the symptoms stop and the PCR tests returns a negative result.</p> <p>Only the person with symptoms should isolate within their household. Only a person testing positive will isolate within their household.</p> <p>All staff and pupils attending school will have access to a lateral flow test if they display symptoms of coronavirus and they are encouraged to get tested following current Test and Trace government protocols.</p> <p>As new government guidance is updated and becomes available we will revise processes and timescales</p> <p>Where staff or pupils receive a negative test result, they can return to school providing they are symptom free.</p> <p>Where staff or pupils receive a positive test</p>	L	<p>3.4.20</p> <p>25.6.20</p> <p>1.6.20</p> <p>1.9.21</p>

			<p>result, they will be contacted by NHS 'track and trace' to identify close contacts. Isolation will be for 10 days.</p> <p>Close contacts will be contacted by NHS 'track and trace' and advised to take a PCR test. Pupils can be in school whilst they await results providing they are symptom free.</p> <p>The school will maintain a record of all positive COVID cases and share with Local Public Health Teams, DfE and Wolverhampton City Council.</p> <ul style="list-style-type: none"> • https://consultation.wolverhampton.gov.uk/public-health/7e3ac2bc. <p>The school will seek advice from external agencies when</p> <ul style="list-style-type: none"> • 5 children, pupils, students or staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period <p>or</p> <ul style="list-style-type: none"> • 10% of children, pupils, students or staff who are likely to have mixed closely test positive for COVID-19 within a 10-day period <p>If there are two or more confirmed cases in a group that is likely to have mixed closely within a 10-day period, measures will be further enforced around</p> <ul style="list-style-type: none"> • , hygiene and ventilation measures they already have in place. • whether any activities could take place outdoors e.g. exercise or assemblies • ways to improve ventilation indoors, where this would not significantly impact thermal comfort 		
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			<ul style="list-style-type: none"> • one-off enhanced cleaning, focussing on touch points and any shared equipment • Strengthened communications to encourage pupils / students to undertake twice weekly rapid asymptomatic home testing and reporting. • Temporarily reinstating compulsory face coverings for pupils/students, staff and visitors in indoor and/or communal spaces in secondary schools, FE and HE settings, and for staff in primary, early years, out-of-school, and specialist settings. This should be for two weeks in the first instance, pending regular review. • Reinstating on-site rapid LFD testing in secondary schools, colleges and universities for a two-week period to encourage uptake of twice weekly testing. • Increased frequency of testing <p>If other cases are detected within the school, PHE's local health protection teams will advise the school appropriately.</p>		
Offsite visits	Staff, pupils, external essential agency/ professional workers / visitors	Contracting / spreading coronavirus	<p>No off-site visits to take place with pupils unless a risk assessment has been completed and agreed with the Principal.</p> <p>Visits should only take place where social distancing guidelines can be maintained, including transportation to and from the location.</p> <p>Teaching at pupils' homes should not take place – remote teaching should take place where possible</p>		3.4.20

			SLT to issue directives to staff Non-compliance to be highlighted to SL Team members		
Home Visits	Pastoral/ Welfare/D SL/DDSL Staff	Contracting/ spreading Coronavirus	Avoid making home visits unless this is absolutely necessary. Staff should continue to contact parents remotely where possible using our welfare records and processes and continue with the well-established practice of contacting colleagues in the welfare support, Strengthening Families or the allocated social worker if you have concerns about a child or family. We will continue to contact Wolverhampton MASH or relevant local authority in the usual way and have a safeguarding concern about a Child, Young Person or Family.	L	3.4.20 26.5.20 1.9.21
Individuals from BAME backgrounds	Staff, pupils, external essential agency/ profession al workers / visitors	Contracting / spreading Coronavirus	There is evidence that individuals from BAME backgrounds are of greater risk of contracting coronavirus. BAME staff and pupils should observe social distancing and should avoid contact with others outside of their social group. Show proper consideration of Equality Impact Assessment (EIA) to give due diligence and consideration of staff, students, any visitors. Areas to cover include: Age: Staff over the age of 70 are identified as being clinically vulnerable, therefore, with a higher risk Race: There is currently anecdotal evidence published in the national press that the BAME community are at higher risk Disability: Individuals identified as clinically vulnerable or	M	3.4.20 1.9.21

			<p>extremely clinically vulnerable are at higher risk of serious illness. The amended arrangements in the schools, including location of handwashing/sanitisation products may present a disadvantage to individuals with mobility difficulties. Children 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><u>Pregnancy and maternity:</u> Individuals who are pregnant have been identified as being clinically vulnerable, therefore, a higher risk</p> <p><u>Caring Responsibilities:</u> Staff who have caring responsibilities may not be able to attend work .</p> <p>This may not exclude individuals coming on site, however due diligence needs to be carried out to ensure greater risks are considered to ensure safety for all.</p>		
Individuals who are obese	Staff, pupils, external essential agency/ professional workers / visitors	Contracting / spreading Coronavirus	There is evidence that obese individuals are of greater risk of contracting coronavirus. Obese staff and pupils should observe social distancing and should avoid contact with others outside of their social group.	L	3.4.20 1.9.21
Low morale	Staff, pupils	Poor mental health	<p>Opportunities to discuss current situation and living during coronavirus.</p> <p>School Wellbeing Policy and school procedures in place.</p> <p>Promotion of mental health awareness.</p> <p>Coronavirus eLearning module completed by</p>	L	3.4.20 1.9.21

			staff. Pupil access to pastoral support. Staff access to pastoral support.		
Lack of communication	Staff, pupils, external essential agency/ profession al workers / visitors	Poor reputation of School	Regular updates provided on the internet and via other appropriate media streams and methods	L	3.4.20 ongoing
Staff members that are not able to carry out their duties from home	Staff	Contracting / spreading Coronavirus	City of Wolverhampton Staff Work Risk Assessment for individuals is being sent out to relevant staff by HR Admin Officer. All responses are being logged and addressed accordingly. (Started 17/06/2020).	L	Ongoing
Onsite testing centre	Staff/pupil s	Contracting / spreading Coronavirus	Pupils are advised to test twice on their return to school in September 2021. The testing centre has its own risk assessment concerning staff, pupils and test centre assistants.	L	1.9.21
Home testing	Staff/pupil s	Contracting / spreading Coronavirus	Home testing is advised once students have had their two tests on return to school. Regular communication to parents is required to ensure tests are undertaken and results shared with the school.	L	1.9.21

Possible 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.	L.Callaway	September 2020		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	ongoing	

		period.		
Limiting access to school building to avoid contamination. A Perspex roller blind or similar may be fitted to act as a barrier at the reception desks depending on separation distances of staff.	Reception staff/SLT	Prior to school reopening following lockdown	ongoing	
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 Manager	Prior to school reopening following lockdown https://docs.google.com/document/d/1mU7a-b6brGcX9n-D5QNXISN1hNiBzk3pakBjqdjqpl0/edit		
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	Prior to school reopening following lockdown	3.4.20 and ongoing with increasing numbers 1.6.20	
Restraint/Positive handling and behaviour policies must be reviewed to consider social distancing in light of government guidance especially where younger children are concerned.	Principal/SLT	Prior to school reopening following lockdown	ongoing	
Review site security during the day, with the increased need for doors and windows being open - site safety, risk of EYFS/SEN/behavioural pupils. Not to open external doors to reduce security Ensure sufficient site security and not creating fire risks including flight risk of EYFS/SEN/behavioural pupils and advise and alert staff accordingly	Principal/ staff	Prior to school reopening	3.4.20 ongoing	

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Comments	Position	Signature
In line with government guidance, wearing a face covering or face mask in schools is not recommended by staff or pupils except where a pupil becomes unwell with symptoms of coronavirus when a face mask should be worn by the supervising adult.	Principal Head primary	Mark Heywood Mark Mitchell
	Principal Head of Primary	Mark Heywood Mark Mitchell
	Principal Head of Primary	Mark Heywood Mark Mitchell
All other health, safety and wellbeing management procedures remain in place and continue to be adhered to.	Principal Head of Primary	Mark Heywood Mark Mitchell

Date of review	Comments	Position	Signature
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

(RESIDUAL) RISK RATING	ACTION REQUIRED
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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 required.