

<b>Activity</b>	Covid 19 – managing the risk Whole school assessment  Separate assessments are in place for: a) Boarding houses b) Testing centre c) Sports centre swimming and lettings (assessments managed by K.Marsden and M.Spackman)		 <b>The Royal School</b> Wolverhampton	
<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 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>	Updated 04/01/2022

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](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
Increasing numbers of Covid-19 cases within the primary school	Staff, students, visitors	Contracting / spreading Covid-19	<p>Wear an appropriate face covering in communal areas including staff rooms if not eating/drinking</p> <p>Limit number of staff in rooms – i.e. staff rooms (max number of 5)</p> <p>Rogers workroom (1 person), offices (2/3 max)</p> <p>Where Zoom/Teams meetings can be used, this should help reduce the number of face-to-face meetings taking place. Staff are to use Zoom/Teams for staff to staff meetings</p> <p>Essential visitors only – face coverings to be worn (if anyone is exempt them 2 metre social distancing together with a well-ventilated room)</p> <p>Any agreed visitors must complete a Covid questionnaire at reception</p> <p>Wash hands regularly or use hand sanitiser regularly and ensure pupils are washing their hands/hand sanitising after playtimes and before eating</p> <p>Keep air flowing in all rooms by opening windows and doors</p> <p>Staff must not sit closely together in the dining room and are to eat with their classes</p> <p>Ensure any shared resources are cleaned and wiped down on a regular basis</p> <p>Regular cleaning regime in place</p> <p>Approved cleaning products are available throughout the school</p> <p>Primary school staff advised of revised precautions following PHE advice</p>	M	01/02/22
Introduction of new variants of Covid-19	Staff, students, visitors	Contracting / spreading Covid-19	<p>Government guidance will be followed as and when new announcements are made. In the meantime, the controls listed below remain in place</p> <p>Face coverings to be worn if staff, students and visitors feel the need to do so</p> <p>Outbreak Management Plan is regularly reviewed</p>	L	20/01/22

Lack of ventilation	Staff, students, visitors	Contracting / spreading Covid-19	<p>The use of CO2 monitors quickly identifies where ventilation needs to be improved.</p> <p>Where a classroom is identified as not having adequate ventilation and CO2 readings support this - schools should apply for air purifiers through the Government scheme or consider purchasing separately if unsuccessful. This should be from the government approved list.</p> <p>The HSE advise that where there is continuous talking or singing or high levels of physical activity, such as dancing, playing sport or exercising, providing ventilation sufficient to keep CO2 levels below 800ppm is recommended. This will apply to virtually every room in a school.</p> <p>Where CO2 levels rise above 800ppm occasionally, this should be viewed as a sign that ventilation needs to be increased. This is usually achieved by opening doors or windows. Air can be 'purged' between lessons/sessions by fully opening doors and windows.</p> <p>Whilst opening doors can be effective, internal fire doors must not be propped or wedged open unless fitted with automatic closing devices.</p> <p>External fire exit doors can be opened and propped or wedged open, provided they open into a secure location and do not pose a safeguarding risk.</p> <p>Where a room has levels consistently above 800ppm, this should be reported to school management, as if normal opening of windows etc. is not effective, other measures such as mechanical ventilation, limiting the numbers of people in the room, or repairing windows that no longer open will need to be considered.</p> <p>Where levels exceed 1500ppm, the air in the room should be purged.</p> <p>School management should be informed if levels cannot be lowered sufficiently, as additional measures such as detailed above may be required. If the levels cannot be quickly lowered to acceptable levels,</p>	L/M	01/02/22
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			school management should be informed and an alternative room should be provided. The room should also have an additional risk assessment carried out. This can be mitigated by the use of air purifiers (from the recommended GOV list) that significantly reduce viral load		
Face coverings	Staff, students, visitors	Contracting / spreading Covid-19	From 20 January, face coverings are no longer advised for pupils, staff and visitors in classrooms. From 27 January, face coverings are no longer advised for pupils, staff and visitors in communal areas. From 27 January, staff and pupils should follow wider advice on face coverings outside of school, including on transport to and from school.	L	20/01/22
Individuals with pre-existing health conditions BAME Obese Clinically Vulnerable & Clinically Extremely Vulnerable (CV & CEV)	Staff, students, visitors	Contracting / spreading Covid-19	Clinically extremely vulnerable individuals are advised they are no longer advised to shield and should be coming into work. However, employers still have a legal responsibility to protect their employees and others from risks to their health and safety. We recommend students and staff continue to wear a face covering, if you wish to do so, and carry out regular LFD testing, maintaining social distance, especially in crowded areas. Maintain good hand hygiene and have an Individual risk assessment carried out if requested. Information for those previously shielding is available <a href="https://www.gov.uk/coronavirus">https://www.gov.uk/coronavirus</a>	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 Separate risk assessment in place within Boarding	L	11/05/21
Pregnancy	Staff, students	Contracting / spreading Covid-19	Colleagues who are 28 weeks pregnant and beyond, or pregnant with underlying health conditions that puts them at a greater risk of severe illness from COVID-19 at any gestation, a more precautionary approach needs to be considered.	L	11/05/21

			<p>Additional control measures will be dependent upon each specific role / circumstance / working environment.</p> <p>These may include:</p> <ul style="list-style-type: none"> <li>• Working hours / role being adapted to avoid crowded times</li> <li>• Meetings being joined remotely</li> <li>• Space to / take breaks away from larger teams of colleagues</li> <li>• Wearing of face coverings</li> </ul> <p>Any risk assessment should also consider increased risk from other factors and should align their Covid RA with their pregnancy risk assessment</p>		
Personal hygiene	Staff, students, visitors	Contracting / spreading Covid-19	<p>Advice provided to staff, students and visitors regarding keeping hands clean. External sinks are provided along with washrooms.</p> <ul style="list-style-type: none"> <li>• Hands are washed regularly, including:</li> <li>• On arrival</li> <li>• Returning from breaks</li> <li>• Before eating</li> </ul> <p>Sanitising stations are located around the school estate.</p> <p>Posters are displayed throughout the school and we continue to promote the 'Catch it, kill it, bin it' campaign</p>	L	11/05/21
Cleaning Contaminated surfaces	Staff, Students, visitors	Contracting / spreading Covid-19	<p>Cleaning team in place and work proactively to keep the school clean</p> <p>Cleaning standards under constant review by Domestic Services Manager</p> <p>Cleaning between lunch sittings</p> <p>Approved cleaning materials are available to use</p>	L	11/05/21
Low staff numbers	Staff, students	Inability to implement school opening	<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 Covid-19</p>	L	11/05/21

			<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</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> <p>Procedures are in place for remote learning if required</p>		
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>Walk to school is encouraged</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"> <li>• Social distancing is maximised within vehicles</li> <li>• pupils either sit with their 'bubble' on school transport, or with the same constant group of children each day</li> </ul>	L	11/05/21

			<ul style="list-style-type: none"> <li>• pupils clean their hands before boarding transport and again on disembarking</li> <li>• additional cleaning of vehicles is put in place</li> <li>• organised queuing and boarding is put in place</li> </ul> <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 Signage displayed relating to the number of people allowed into the reception at one time Shared surfaces sanitised after use Sanisiter available at the entrances Covid visitor questionnaire completed by all visitors Visitor lanyards will NOT be given out. Adhesive visitor badges will be used instead 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 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 Deliveries are managed by Estates &amp; 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 Students walk up the corridor keeping to the left on way around school Staff supervision at all times All communal spaces are be cleared of any furniture that reduces the width of the space and are cleaned daily Staff meetings adhere to social distancing where possible or use Teams Staff to wear suitable face masks in confined areas and try wherever possible to minimise meetings that require large number of attendees Teams Meet used for meetings Pupil assemblies are taking place virtually</p>	L	11/05/21

			<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 and doors open (where safe to do so)</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> <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>	L	11/05/21
Art	Staff, Students	Contracting / spreading Covid-19	Refer to Art Risk Assessment	L	11/05/21

D&T and 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</p> <p>Space out grouping whenever possible</p> <p>Stagger lunch times and break times for all groups including staff admin as appropriate to manage flows of students into dining room</p> <p>Regular cleaning takes place</p> <p>All students at the end of break and lunch will be encouraged to wash their hands</p> <p>Sanitiser available and used – regular spot-checks carried out in dining hall</p> <p>Sanitisers sited around Kitchen</p> <p>Masks available for staff to wear and gloves. Staff and students can wear face coverings while queuing or walking around the dining hall. Where possible maintain social distancing</p> <p>Cutlery to be handed out wearing disposable gloves</p> <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>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>	L	11/05/21
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>	L	11/05/21

			<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>		
<p>Covid testing and vaccinations</p> <p>Demonstrators on the school site when vaccination centre open</p>	<p>Staff, Students, School Nurse Visitors</p>	<p>Contracting / spreading Covid-19</p>	<p>Refer to Lateral Test Centre Risk Assessment – managed by C.Howells</p> <p>Test and Trace promoted within the school</p> <p>Test and Trace procedures as detailed in Government Guidance is followed</p> <p>NHS nurses carry out the vaccinations</p> <p>Security procedures in place</p>	L	<p>11/05/21 01/02/22</p>
<p>Individuals displaying Covid-19 symptoms during the school day</p> <p>Confirmed cases of Covid-19</p>	<p>Staff, Students, Visitors</p>	<p>Contracting / spreading Covid-19</p>	<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 the senior school meeting room (by reception) 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> <p>The toilet is cleaned and disinfected</p> <p>In an emergency, 999 is called if the pupil appears to be seriously ill, injured or their life is at risk</p> <p>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</p>	L	<p>11/05/21</p>

Offsite visits	Staff, Students	Contracting / spreading Covid-19	Any educational day visits must be conducted in line with relevant coronavirus (COVID-19) secure guidelines and regulations in place at that time. This includes a system of controls, such as carrying out a Risk Assessment	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 Students must not touch each other or unnecessary objects during the evacuation Termly testing to continue for each school and boarding houses	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.	L	11/05/21

			<p>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</p> <p>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>		
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</p> <p>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 &amp; Facilities Lead</p> <p>All visitors will be requested to sanitise their hands when entering the building</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	11/05/21
Use of school minibus	Staff, students	Contracting / spreading Covid-19	<p>Reduced capacity. Seating plans in place</p> <p>PPE, hand sanitisers and bin/bin bag available</p> <p>All rubbish disposed of at end of minibus use</p> <p>Face masks must be worn by all staff and students at all times, windows opened during journey</p> <p>Social distancing maintained, students remain in bubbles</p> <p>No person with symptoms is permitted to travel</p> <p>Guidance document available on Sharepoint</p> <p>Staff and students to wash their hands before entering the minibus</p>	L	11/05/21

			Signage displayed Minibus is cleaned between uses Separate risk assessment and guidance developed and shared with staff		
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Date of review	Comments	Position	Signature
04/01/2022	Revised risk assessment based on Government Guidance dated 02/01/22	H&S Consultancy Officer Principal	L. Blewitt M.Heywood
20/01/2022	Revised risk assessment based on Government Guidance of the same date  Amendments made where there is reference to face coverings	H&S Consultancy Officer Principal	L. Blewitt M.Heywood
01/02/2022	Revised risk assessment following increased Covid-19 cases in the primary school and email communication received from Wolverhampton PHE.  Governments Plan B – ended  Vaccinations carried out on the school site	H&S Consultancy Officer Principal	L. Blewitt M.Heywood

(RESIDUAL) RISK RATING	ACTION REQUIRED
<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.

