

# Coronavirus (COVID-19): risk assessment for return to school

## Queen Mary's School

Assessment conducted by: Clint Smith	Job title: Estate Manager/ H& S Officer	Covered by this assessment: Covid 19
Date of assessment: Reviewed 01st October 2020	Review interval: Weekly	Date of next review:

### Related documents

**Social Distancing Policy Statement, First Aid Policy, Business Continuity Plan, COSHH Policy, Administering Medication Policy, Child Protection and Safeguarding Policy, Behavioural Policy**

**Please note that this risk assessment has been created in line with the current government guidance. The School is required to ensure that this risk assessment reflects any local guidance and the specific needs of the school. The opening of school to all pupils will be very challenging and this resource will be kept up-to-date with new guidance and any changes to current advice.**

Area for concern	Recommended controls	In place? Yes/No	By whom?	Deadline	Completed Yes / No
Awareness of policies and procedures	<ul style="list-style-type: none"> <li>● All staff, pupils and volunteers are aware of all relevant policies and procedures including, but not limited to, the following:               <ul style="list-style-type: none"> <li>- <u>Social Distancing Policy Statement</u></li> <li>- <u>Health and Safety Policy</u></li> <li>- <u>First Aid Policy</u></li> <li>- <u>Behavioural Policy</u></li> <li>- <u>Coronavirus (COVID-19) Full Opening Plan</u></li> </ul> </li> <li>● The school has conducted this <u>Coronavirus (COVID-19): Risk Assessment for Full School Opening in September</u>, which considers all areas of risk relating to coronavirus.</li> <li>● All staff have regard to all relevant guidance and legislation including, but not limited to, the following:               <ul style="list-style-type: none"> <li>- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013</li> <li>- The Health Protection (Notification) Regulations 2010</li> <li>- Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities'</li> <li>- DfE (2020) 'Guidance for schools: coronavirus (COVID-19)'</li> </ul> </li> <li>● Staff receive any necessary training to help keep pupils safe and support them, e.g. infection control and pupil wellbeing.</li> <li>● The school keeps up-to-date with advice issued by, but not limited to, the following:               <ul style="list-style-type: none"> <li>- DfE</li> <li>- NHS</li> <li>- PHE</li> <li>- Department of Health and Social Care</li> <li>- The school's local health protection team (HPT)</li> </ul> </li> <li>● Parents to receive a copy of this return to school risk assessment which explains the measures that are in place to ensure the safety of the school community.</li> </ul>	Yes	Induction / inset	03/09/20	Yes

	<ul style="list-style-type: none"> <li>• Pupils are made aware of the measures that are in place (e.g. behaviour expectations) via various methods, including staff and visual aids around schools.</li> </ul>				
Cleaning	<ul style="list-style-type: none"> <li>• The Cleaning Manager to create a cleaning schedule that ensures cleaning is generally enhanced and includes: <ul style="list-style-type: none"> <li>- More frequent cleaning of rooms and shared areas (including classrooms, play areas and eating areas) that are used by different groups.</li> <li>- Frequently touched surfaces being cleaned more often than normal.</li> <li>- Provision for ensuring toilets are cleaned regularly.</li> </ul> </li> <li>• Dining areas are cleaned between use by different bubbles.</li> <li>• Classroom resources, e.g. books and games, are permitted to be shared within a bubble. These resources are cleaned regularly.</li> <li>• Resources that are shared between bubbles, e.g. sports equipment, are regularly cleaned and thoroughly cleaned before they are shared between bubbles. Some resources are rotated to allow them to be left unused and out of reach for a period of 48 hours (or 72 hours for plastics) between use by different bubbles.</li> </ul>	Yes	Verbal instructions daily by Cleaning Manager	Daily	Yes
Minimising contact with individuals who are unwell	<ul style="list-style-type: none"> <li>• <b>Anyone who displays symptoms of coronavirus, or who has tested positive in the last 10 days, do not enter the school grounds.</b></li> <li>• Parents are informed in writing not to bring their children to school or onto the school premises if they show signs of being unwell and/or believe they have been exposed to coronavirus.</li> </ul>	Yes	All	Constant	Yes

	<ul style="list-style-type: none"> <li>● Instances of pupils displaying coronavirus are managed in line with local and national guidance and the First Aid Policy, and any unwell individuals are sent home as soon as possible.</li> <li>● Staff are informed of the symptoms of possible coronavirus infection, e.g. a cough, difficulty breathing, high temperature, or a loss of sense of taste or smell and are kept up-to-date with national guidance about the signs, symptoms and transmission of coronavirus.</li> <li>● The school does not routinely take the temperature of pupils.</li> <li>● Boarding take children's / boarding staff temperatures regularly</li> <li>● The parents of an unwell pupil are informed of the situation as soon as possible by a member of staff from the school.</li> <li>● Where contact with a pupil's parents / next of kin cannot be made, appropriate procedures are followed in accordance with those outlined in governmental guidance and the First Aid Policy.</li> <li>● Pupils awaiting collection are moved to the Poorly Place where they can be isolated behind a closed door. If it is not possible to isolate the pupil, they are moved to an area that is at least two metres away from others. Depending on the age and needs of the pupil, they are supervised if needed.</li> <li>● If the pupil requires the toilet while awaiting collection, they use the en-suite facilities in the Poorly Place only. The bathroom is to be cleaned and disinfected using standard cleaning products before being used by anyone else.</li> <li>● PPE is worn by supervising staff if they cannot maintain a distance of two metres.</li> <li>● Staff members who have helped someone with symptoms and any pupils who have been in close contact with them do not need to self-isolate unless they develop symptoms themselves or the symptomatic individual subsequently tests positive.</li> <li>● The relevant member of staff calls for emergency assistance immediately if the pupil's symptoms worsen.</li> <li>● The area around the unwell individual is cleaned with normal household bleach after they have left the premises.</li> <li>● Parents / teachers are advised to contact 999 if the child becomes seriously ill or their life is at risk.</li> </ul>				
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	<ul style="list-style-type: none"> <li>Any medication given to ease the unwell individual's symptoms, e.g. paracetamol, is administered in accordance with the Administering Medications Policy.</li> </ul>				
Test and trace	<ul style="list-style-type: none"> <li>Parents are informed, via letter, that they may need to engage with the NHS Test and Trace programme, meaning they need to be ready and willing to: <ul style="list-style-type: none"> <li>Book a test if they (or their child) display symptoms.</li> <li>Provide details of anyone they (or their child) have been in close contact with if they were to test positive for coronavirus or are asked by NHS Test and Trace.</li> <li>Self-isolate if they have been in close contact with someone who develops coronavirus symptoms or someone who tests positive.</li> </ul> </li> <li>Parents of pupils who display coronavirus symptoms are required to get their child tested.</li> <li>Parents are asked to inform the school immediately of test results.</li> <li>If an individual tests negative, they feel well and no longer have coronavirus symptoms, they, and the members of their household, can stop self-isolating as per government guidance.</li> <li>If an individual tests positive, they are required to self-isolate for at least 10 days from the onset of symptoms and then return to school only if they do not have symptoms other than a cough or loss of sense of smell/taste. Other members of their household are required to continue self-isolating for the full 14-day period.</li> </ul>	Yes	As per this risk assessment and government guidance	On- Going	Yes
Confirmed cases of coronavirus	<ul style="list-style-type: none"> <li>Parents will be informed, in writing, of how the school responds to confirmed cases of coronavirus.</li> <li>Where an individual in the school community tests positive for coronavirus, the School will contact the DfE's helpline on 08000468687 immediately.</li> <li>The school works with the DfE to manage the response.</li> </ul>	Yes	As per this risk assessment and inset	On-going	Yes

	<ul style="list-style-type: none"> <li>● Individuals at school who have been in close contact with someone who has tested positive are sent home immediately. Close contact is defined as follows: <ul style="list-style-type: none"> <li>- Direct close contacts – face-to-face contact with an infected individual for any length of time, within one metre, including being coughed on, a face-to-face conversation, or unprotected physical contact (skin-to-skin)</li> <li>- Proximity contacts – extended close contact (within one to two metres for more than 15 minutes) with an infected individual</li> <li>- Travelling in a small vehicle, like a car, with an infected person</li> </ul> </li> <li>● Household members of individuals who are sent home do not need to self-isolate unless the individual they live with develops symptoms.</li> <li>● A record is kept of pupils and staff in each bubble and of any close contact between individuals at school.</li> <li>● If required, all parents are informed of the confirmed case; however, the name of the individual will not be shared.</li> <li>● The school does not request evidence of negative test results or other medical evidence before admitting individuals back to school after a period of self-isolation.</li> <li>● If the school has two or more confirmed cases of coronavirus within 14 days, or an overall rise in sickness absence where coronavirus is suspected, the school continues to work with the DfE who advises on additional actions.</li> </ul>				
Hygiene practice	<ul style="list-style-type: none"> <li>● Infection control procedures are adhered to in accordance with the First Aid Policy and relevant guidance from the DfE and PHE.</li> <li>● Pupils are reminded and encouraged to wash their hands regularly, including when they arrive at school, when they return from breaks, when they change rooms, and before and after eating.</li> <li>● Posters are displayed throughout the school and within classrooms reminding pupils to wash their hands regularly.</li> <li>● Sufficient amounts of soap / hand sanitiser, hot water, paper towels and lidded bins are supplied in relevant areas.</li> </ul>	Yes	Daily verbal instructions	Daily	Yes

	<ul style="list-style-type: none"> <li>• Younger pupils and those with complex needs are supported to ensure they adopt good hygiene practices.</li> <li>• Pupils are instructed to cough or sneeze into their inner elbow and use a tissue to cover their mouths and noses where possible, disposing of the tissue in lidded bins.</li> <li>• Pupils are to sanitize their hands after they have coughed or sneezed.</li> <li>• Children are constantly reminded In line with current government guidance, face coverings are required to be worn outside the classroom by pupils Year 7 and above, face masks are not required outside.</li> <li>• The school assesses the ability of EYFS pupils to follow hygiene procedures, and additional measures are put in place if they require extra support to follow these measures, e.g. telling stories to support them in understanding how to follow rules.</li> <li>• The school assesses the ability of pupils with SEND to follow infection control procedures, and additional measures are put in place if they require extra support to follow these measures.</li> <li>• Individual risk assessments are conducted in relation to pupils with complex needs who struggle to maintain good respiratory hygiene.</li> <li>• Pupils whose behaviour is purposefully contrary to the infection control measures in place will be dealt with in line with the Behavioural Policy.</li> </ul>				
<p style="text-align: center;">Social distancing</p>	<ul style="list-style-type: none"> <li>• Social distancing measures are implemented in line with the Social Distancing Policy Statement.</li> <li>• Pupils are separated into groups (or 'bubbles').</li> <li>• Most bubbles are the size of a full year group and pupils do not mix routinely with those outside of their bubble.</li> <li>• Most bubbles are the size of a year group to enable the school to deliver the full range of curriculum subjects and ensure pupils receive specialist teaching. Pupils do not mix with those outside of their</li> </ul>	<p style="text-align: center;">Yes</p>	<p style="text-align: center;">SLT</p>	<p style="text-align: center;">On-going</p>	<p style="text-align: center;">Yes</p>

	<p>bubble and social distancing is maintained within a bubble as much as possible.</p> <ul style="list-style-type: none"> <li>● Pupils' educational and care support plans are provided as normal.</li> <li>● Staff to ensure a written seating plan is implemented for each lesson.</li> <li>● Classrooms are adapted to support social distancing, including seating pupils side-by-side and facing forwards, and moving furniture out of classrooms to make more space if required.</li> <li>● Bubble groups to enter the school through different entrances</li> <li>● Pupils queue two metres apart at entrances and exits if required.</li> <li>● Children are constantly reminded that movement around the school is always to the left.</li> <li>● Allocated toilet facilities for different bubble groups</li> <li>● Lunchtimes are staggered to reduce the number of pupils congregating in the dining room.</li> </ul> <ul style="list-style-type: none"> <li>● Lunchtimes to be controlled by the Senior Leaders and only 4 people in the servery at a time</li> </ul> <ul style="list-style-type: none"> <li>● Pick-up and drop-off times are from 08.00 hrs to reduce the number of parents on or near the school premises at once.</li> </ul> <ul style="list-style-type: none"> <li>● Parents are briefed on new provision for the drop-off and collection of their children.</li> <li>● The school implements other social distancing measures where necessary, e.g. one-way systems on staircases, Year 10 are allowed to access their common room by using the back stairs</li> </ul> <ul style="list-style-type: none"> <li>● Classrooms with restricted room, hazard tape to be placed on the floor to allow a 2 metre distance from the teacher</li> </ul> <ul style="list-style-type: none"> <li>● The school assesses the ability of EYFS pupils to follow social distancing procedures, and additional measures are put in place if they require extra support to follow these measures, e.g. telling stories to support them in understanding how to follow rules.</li> <li>● The school assesses the ability of pupils with SEND to follow social distancing procedures, and additional measures are put in place if they require extra support to follow these measures.</li> </ul>				
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	<ul style="list-style-type: none"> <li>• School transport is restricted to essential use only.</li> <li>• Where school transport is required, infection control and social distancing measures are implemented to ensure social distancing.</li> <li>• School transport drivers and passengers over year 7 are required to wear face coverings and a supply of hand sanitizer for passengers using the bus.</li> <li>• School transport will be cleaned on a daily basis before and after every journey.</li> <li>• Pupils whose behaviour is purposefully contrary to the social distancing measures in place will be disciplined in line with the Behavioural Policy.</li> <li>• Parents are informed of the social distancing rules they must follow on or near the school premises, e.g. not congregating outside the school when waiting to pick up their children / waiting in vehicles.</li> </ul>				
Resources	<ul style="list-style-type: none"> <li>• Staff and pupils have their own individual and frequently used items, e.g. pencils and pens.</li> <li>• Classroom resources, e.g. books and games, can be shared within a bubble and are cleaned regularly.</li> <li>• Resources that are shared between bubbles, e.g. sports equipment, are cleaned before they are used by a different bubble or rotated to allow them to be left unused for 48 hours (or 72 hours for plastics) between use by different bubbles.</li> <li>• Pupils only bring essential items to school each day, e.g. lunch boxes, hats, coats, books, stationary and mobile phones if required.</li> <li>• Any shared resources that need to be taken home by pupils and staff are appropriately cleaned or a rotation in relation to using the resources is put in place.</li> </ul>	Yes	Inset training	Start of term	Yes
Communication	<ul style="list-style-type: none"> <li>• The school keeps pupils and parents updated about any changes to school procedures as necessary.</li> <li>• The school communicates with parents via letter regarding any changes to school procedures that are affected by the coronavirus pandemic, whether their child will be able to attend school, and what</li> </ul>	Yes	Office	As and when	Yes

	<p>protective measures the school is implementing to keep their child safe.</p> <ul style="list-style-type: none"> <li>• Pupils attending school are informed of social distancing rules and how to maintain good levels of personal hygiene.</li> <li>• The SLT is actively present around the school to provide additional support, advice and reassurance.</li> </ul>				
<p>Mental health, wellbeing and safeguarding</p>	<ul style="list-style-type: none"> <li>• The school provides opportunities through PHSE / School Nurses for pupils to talk about their mental health and experiences during the pandemic.</li> <li>• Pupil and parent surveys are sent out to assess how they feel about being on the school site and to enable staff to act on any concerns pupils and parents may have.</li> <li>• The relevant staff liaise with the parents of pupils who are deemed more vulnerable to infection and discuss any alternative arrangements, where required.</li> <li>• Pupils have access to pastoral support and activities, e.g. opportunities to renew and develop friendships.</li> <li>• Staff are vigilant in discerning pupil mental health and report any concerns to the Deputy Head.</li> <li>• Staff are sensitive to pupils' needs and worries.</li> <li>• Pupils who are new to the school, are provided with the appropriate support.</li> <li>• The Head and DSL to liaise with External Agencies to determine what additional support is available for pupils who are suffering with their mental health once they return to school.</li> <li>• The Head and the Head of Learning Support to identify pupils with additional needs and put provisions in place to ensure their needs are adequately and safely met, e.g. the relevant staff are available.</li> </ul>	<p>Yes</p>	<p>Office</p>	<p>As and when</p>	<p>Yes</p>

	<ul style="list-style-type: none"> <li>• Safeguarding issues are managed in line with the Child Protection and Safeguarding Policy.</li> <li>• The Head and DSL ensure provision is in place to help protect wellbeing and mental health, and ensure all staff, volunteers and pupils have access to psychological support now the school has reopened.</li> <li>• The DSL liaises with the necessary personnel and parents to manage and address any new and ongoing safeguarding concerns relating to the school re-opening.</li> <li>• The DSL ensures that adequate pastoral care is in place to support pupils and staff who require it.</li> <li>• The DSL ensures the relevant staff have the appropriate training to support pupils and staff who require pastoral care.</li> <li>• Where needed, the school carries out a Coronavirus (COVID-19): Return to School Risk Assessment for Individual Pupils.</li> </ul>				
Access to learning	<ul style="list-style-type: none"> <li>• The Head and Head of Departments work with teaching staff to identify curriculum priorities and ensure a plan is in place to provide adequate learning material.</li> <li>• The Head and Head of Learning Support identify what provision can be reasonably provided for pupils with EHCP plans.</li> <li>• The Head and Assistant Head / Junior School Head of Departments work with teaching staff to ensure education can continue to be delivered to all pupils who are learning remotely, e.g. those sent home to self-isolate as a precaution.</li> <li>• Teachers consider how to support the educational needs of disadvantaged pupils and pupils with SEND.</li> <li>• Measures to reduce the risk of infection during music lessons are implemented, including physical distancing and positioning pupils back-to-back or side-to-side.</li> <li>• PE lessons take place outside where possible and pupils are kept in consistent groups.</li> </ul>	Yes	SLT	March 2020	Yes

<p>Extra-curricular activities</p>	<ul style="list-style-type: none"> <li>• The Head and the SLT have determined that Extra Curricular Activities resume.</li> <li>• After-school clubs are not made available to pupils if doing so would put them at an increased risk of contracting coronavirus.</li> <li>• A reduced number of extra curricular sessions are planned.</li> <li>• Clubs resume in line with protective measures, e.g. keeping pupils in their bubbles where possible.</li> <li>• Parents are informed, in writing, of any after-school clubs that are resuming.</li> </ul>	<p>Yes</p>	<p>SLT</p>	<p>Sep 2020</p>	<p>Yes</p>
<p>Behaviour expectations</p>	<ul style="list-style-type: none"> <li>• The school's Behaviour Policy sets out behaviour expectations for pupils.</li> <li>• Expectations are communicated clearly to pupils and parents.</li> <li>• Pupils who are struggling to re engage with school are supported appropriately by relevant staff.</li> </ul>	<p>Yes</p>	<p>SLT</p>	<p>Sep 2020</p>	<p>Yes</p>
<p>Attendance</p>	<ul style="list-style-type: none"> <li>• Parents are informed, in writing, that the usual rules on school attendance apply from September – this means parents have a duty to ensure that their child attends regularly.</li> <li>• The attendance register is taken as normal and absences are followed up, in line with the Attendance Policy.</li> <li>• In line with the most recent shielding advice, pupils that have been shielding can attend school.</li> <li>• Where a pupil is unable to attend the site because they are complying with clinical and/or public health advice, they are offered access to remote education as soon as possible.</li> <li>• Where a pupil is unable to attend school due to their parents following clinical and/or public health advice, their non-attendance is not penalised.</li> <li>• Any concerns from parents and pupils about being on school site are discussed with the Deputy Head.</li> </ul>	<p>Yes</p>	<p>SLT</p>	<p>Sep 2020</p>	<p>Yes</p>

	<ul style="list-style-type: none"> <li>• Pupils who are reluctant or anxious to return to school are identified and relevant staff members develop plans to re engage these pupils.</li> <li>• The school uses additional pastoral and support services, resources and funding, to put in place measures for those families who need additional support to secure pupils' regular attendance.</li> </ul>				
Uniform	<ul style="list-style-type: none"> <li>• The Head decides whether pupils are required to wear a full school uniform.</li> <li>• Expectations of uniform are communicated to pupils and parents.</li> </ul>	Yes	Head	Sep 2020	Yes
E.Y.F.S settings Please note that early years settings are also required to implement other protective measures set out in this risk assessment, this section outlines other measures to consider] Practical measures in early years settings	<ul style="list-style-type: none"> <li>• The setting is not required to arrange children and staff in small, consistent groups. Mixing is minimised through a number of measures, including using different rooms for different age groups and keeping these groups apart as much as possible.</li> <li>• Physical distancing between groups of children and staff is implemented as far as possible.</li> <li>• The use of communal spaces is managed to limit the level of mixing between bubbles.</li> <li>• The use of outdoor space on the school premises is maximised to ensure social distancing measures can be adhered to.</li> <li>• Children are supervised when washing hands or using hand sanitiser and are taught how to do so effectively.</li> <li>• Clear procedures are put in place to ensure stringent cleaning processes are followed for food preparation areas, dining areas and table coverings.</li> <li>• DfE to be informed if there are any confirmed cases of coronavirus in the setting (either child or staff member) and if the setting is advised to close as a result.</li> </ul>	Yes	SLT	Sep 2020	Yes

Emergencies	<ul style="list-style-type: none"> <li>• All pupils' emergency contact details are up-to-date, including alternative emergency contact details, where required.</li> <li>• Pupils' parents are contacted as soon as possible in the event of an emergency.</li> <li>• Pupils' alternative contacts are called where their primary emergency contact cannot be contacted.</li> <li>• The school has an up-to-date First Aid Policy in place which outlines the management of medical emergencies – medical emergencies are managed in line with the policy.</li> <li>• The Head reviews whether adjustments need to be made to the fire drill and lock down – this is practised each term or as and when the number of pupils attending school changes significantly.</li> </ul>	Yes	Nurse / Office	Sep 2020	Yes
Contingency planning	<ul style="list-style-type: none"> <li>• There is a home learning plan that can be implemented if a local outbreak of coronavirus occurs.</li> <li>• The Head liaises with the external agencies about local lockdown arrangements.</li> </ul>	Yes	Head	Sep 2020	Yes

Track & Trace - teaching staff to keep a seating plan which will identify who was sitting close to the affected child. K.Henderson

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Review comments

Name Kate Vaughan Date 27.9.20

This week, while teaching pupils from year 3 to 11, I have observed year groups where a cold infection has gone through the whole class. This indicates that infection between pupils is still happening, despite the measures in place in this risk assessment. Obviously for a cold to go round is normal at this time of year, but it shows that covid could equally well be being transmitted. In light of this, should further measures be put in place, or do we just need to enforce the current measures more stringently. I have in particular observed that the girls are not social distancing in any way, either between themselves within their bubbles or between different bubbles. Does this need much stronger policing?