

Coronavirus (COVID-19): risk assessment, in line with government guidance

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 04th Jan 2022	Review interval: In line with government guidance	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"> ● All staff, pupils, volunteers and visitors are to be made aware of all relevant policies and procedures including, but not limited to, the following: <ul style="list-style-type: none"> - <u>Social Distancing Policy Statement</u> - <u>Health and Safety Policy</u> - <u>First Aid Policy</u> - <u>Behavioural Policy</u> - <u>Coronavirus (COVID-19) Risk Assessment</u> ● The school has conducted this <u>Coronavirus (COVID-19): Risk Assessment in line with government guidance from 04th Jan 2022</u>, which considers all areas of risk relating to coronavirus. ● All staff have regard to all relevant guidance and legislation including, but not limited to, the following: <ul style="list-style-type: none"> - The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 - The Health Protection (Notification) Regulations 2010 - Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities' - DfE (2020) 'Guidance for schools: coronavirus (COVID-19)' ● Staff receive any necessary training to help keep themselves and their pupils safe and support them, e.g. infection control and pupil wellbeing. ● The school keeps up-to-date with advice issued by, but not limited to, the following: <ul style="list-style-type: none"> - DfE - NHS - PHE - Department of Health and Social Care - The school's local health protection team (HPT) 	Yes	Head	04/01/2022	Yes

	<ul style="list-style-type: none"> • Via the school website parents receive a copy of this risk assessment which explains the measures that are in place to ensure the safety of the school community. • Pupils are made aware of the measures that are in place (e.g. behaviour expectations) via various methods, including teachers and visual aids around schools. 				
Cleaning	<p>Regular cleaning plays a vital role in limiting the transmission of COVID-19.</p> <p>The Cleaning Manager has created a cleaning schedule to ensure cleaning is generally enhanced and includes:</p> <p>Reducing clutter and removing difficult to clean items to make cleaning easier and more efficient.</p> <p>Increase the frequency of cleaning, using standard cleaning products such as detergents and bleach, paying attention to all surfaces but especially ones that are touched frequently, such as door handles, light switches, work surfaces, remote controls and electronic devices.</p> <p>As a minimum, frequently touched surfaces will be wiped down twice a day, and one of these will be at the beginning or the end of the working day. Cleaning should be more frequent depending on the number of people using the space, whether they are entering and exiting classrooms and access to handwashing and hand-sanitising facilities. Cleaning of frequently touched surfaces is particularly important in bathrooms and communal areas.</p>	Yes	Verbal instructions daily by Cleaning Manager	Daily	Yes

	<p>When cleaning surfaces, it is not necessary to wear personal protective equipment (PPE) or clothing over and above what would usually be used.</p> <p>Public areas where a symptomatic person has passed through and spent minimal time but which are not visibly contaminated with body fluids, such as corridors, can be cleaned thoroughly as normal.</p> <p>All surfaces that the symptomatic person has come into contact with should be cleaned and disinfected, including all potentially contaminated and frequently touched areas such as bathrooms, door handles, telephones, corridors and handrails on stairways.</p> <p>Use disposable cloths or paper roll and disposable mop heads, to clean all hard surfaces, floors, chairs, door handles and sanitary fittings – think one site, one wipe, in one direction.</p> <p>Cleaning materials always to be used to manufacturer's recommendations and all C.O.S.H.H regulations adhered to.</p> <p>If an alternative disinfectant is used within the school ensure that it is effective against enveloped viruses</p> <p>Any cloths and mop heads used must be disposed of and should be put into waste bags as outlined in the waste section below.</p> <p>When items cannot be cleaned using detergents or laundered, for example, upholstered furniture and mattresses, disinfectant atomizer should be used.</p>				
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	<ul style="list-style-type: none"> • Separate cleaning teams and shift times created amongst the cleaners • Documentation for ensuring toilets are cleaned regularly. 				
<p>Minimising contact with individuals who are unwell</p>	<ul style="list-style-type: none"> • Anyone displaying symptoms of coronavirus, or who has tested positive in the last 7 days, do not enter the school grounds. • Parents will be informed 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. • Lateral flow testing is performed in school and at home twice weekly for all staff and senior pupils (Year 7 and above) • Staff displaying symptoms are managed in line with local and national guidance and the First Aid Policy, any unwell individuals are sent home as soon as possible and encouraged to get tested. • Tests are voluntary for adults and children and no child will be tested without consent from the parent or carer. Pupils will not be prevented from receiving face-to-face education if they are not tested • 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. • The day school does not routinely take the temperature of pupils / staff. 	<p>Yes</p>	<p>All</p>	<p>Constant</p>	<p>Yes</p>

- Boarding take children's / boarding staff temperatures regularly
- The parents of an unwell pupil are informed of the situation as soon as possible by the School Nurse /Head of Boarding.
- 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.
- 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 to be supervised if needed.
- If the pupil requires the toilet while awaiting collection, they may 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.
- PPE is worn by supervising staff if they cannot maintain a distance of two metres.
- 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.
- The relevant member of staff calls for emergency assistance immediately if the pupil's symptoms worsen.
- The area around the unwell individual is cleaned while wearing P.P.E with normal household bleach after they have left the premises.
- Parents / teachers are advised to contact 999 if the child becomes seriously ill or their life is at risk.
- Any medication given to ease the unwell individual's symptoms, e.g. paracetamol, is administered in accordance with the Administering Medications Policy.

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<p>Confirmed cases of coronavirus</p> <p>Test and Trace</p>	<ul style="list-style-type: none"> • Close contacts in schools are now identified by NHS Test and Trace and the school will no longer be expected to undertake contact tracing. • As with positive cases in any other setting, NHS Test and Trace will work with the positive case and/or their parents to identify close contacts. Contacts from the school will only be traced by NHS Test and Trace where the positive case or their parent specifically identifies the individual as being a close contact. This is likely to be a small number of individuals who would be most at risk of contracting COVID-19 due to the nature of the close contact. You may be contacted in exceptional cases to help with identifying close contacts, as currently happens in managing other infectious diseases. • From 14 December 2021, adults who are fully vaccinated and all children and young people aged between 5 and 18 years and 6 months identified as a contact of someone with COVID-19 are strongly advised to take a LFD test every day for 7 days and continue to attend the school as normal, unless they have a positive test result or showing symptoms. Daily testing of close contacts applies to all contacts who are: <ul style="list-style-type: none"> • Fully vaccinated adults – people who have had 2 doses of an approved vaccine • All children and young people aged 5 to 18 years and 6 months, regardless of their vaccination status • People who are not able to get vaccinated for medical reasons • People taking part, or have taken part, in an approved clinical trial for a COVID-19 vaccine • Children under 5 years are exempt from self-isolation and do not need to take part in daily testing of close contacts. • Pupils with SEND identified as close contacts will be supported by the school and their families to agree the most appropriate route for testing including, where appropriate, additional support to assist testing. 	<p>Yes</p>	<p>As per this risk assessment and government guidance</p>	<p>On- Going</p>	<p>Yes</p>
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	<ul style="list-style-type: none"> • Further information is available in NHS Test and Trace: what to do if you are contacted and in the stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection • The school will continue to have a role in working with health protection teams in the case of a local outbreak. If there is a substantial increase in the number of positive cases in school, a director of public health might advise the school to temporarily reintroduce some control measures. • Parents of pupils who display coronavirus symptoms are advised to get their child tested. • Parents are asked to inform the school immediately of a positive test result. • 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. • If an individual tests positive, they are required to self-isolate for at least 7 days from the onset of symptoms / test result, negative LFD tests are required on days 6 and 7 and then return to school only if they do not have symptoms, 				
	<ul style="list-style-type: none"> • When an individual develops COVID-19 symptoms or has a positive test Pupils, staff and other adults should follow public health advice on when to self-isolate and what to do. • They should not come into school if they have symptoms, have had a positive test result or other reasons requiring them to stay at home due to the risk of them passing on COVID-19 (for example, they are required to quarantine). • If anyone in the school develops COVID-19 symptoms, however mild, they will be sent home and they should follow public health advice. • If a pupil in boarding shows symptoms, they should usually self-isolate in their residential setting so that their usual support can 				

	<p>continue, others may then benefit from self-isolating in their family home.</p> <ul style="list-style-type: none"> ● For everyone with symptoms, they should avoid using school transport and, wherever possible, be collected by a member of their family or household. ● If a pupil is awaiting collection, they should be left in the Poorly Place on their own if possible and safe to do so. A window should be opened for fresh air ventilation if possible. ● Appropriate PPE to be used if close contact is necessary. Further information on this can be found in the use of PPE in education, childcare and children’s social care settings guidance. Any rooms they use should be cleaned after they have left ● Asymptomatic testing Testing remains important in reducing the risk of transmission of infection within the school. ● Staff and secondary school pupils should continue to test twice weekly at home, with lateral flow device (LFD) test kits, 3-4 days apart. ● Testing remains voluntary but is strongly encouraged. ● The school offers onsite testing to pupils who are unable to test themselves at home. ● The School strongly encourages parents and other visitors to take a lateral flow device (LFD) test before entering the school. ● There is no need for primary age pupils (those in Year 6 and below) to regularly test, unless they have been identified as a contact for someone who has tested positive for Covid-19 and therefore advised to take lateral flow tests every day for 7 days. ● <i>Staff and pupils with a positive LFD test result should self-isolate. They are also required to have a PCR test to check if they have COVID-19. Whilst awaiting the PCR result, the individual should continue to self-isolate. If the PCR test is taken within 2 days of the positive lateral flow test, and is negative, it overrides the self-test LFD test and the pupil can return to school, as long as the individual doesn’t have COVID-19 symptoms. .</i> ● Parents will be informed of how the school responds to confirmed cases of coronavirus. 				
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Hygiene practice	<ul style="list-style-type: none"> • Infection control procedures are adhered to in accordance with the First Aid Policy and relevant guidance from the DfE and PHE. • 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. • Posters are displayed throughout the school and within classrooms reminding pupils to wash their hands regularly. • Sufficient amounts of soap / hand sanitiser, hot water, paper towels and lidded bins are supplied in relevant areas. • Younger pupils and those with complex needs are supported to ensure they adopt good hygiene practices. • Pupils are instructed to cough or sneeze into their inner elbow or use a tissue to cover their mouths and noses where possible, disposing of the tissue in lidded bins. • Pupils are to sanitize their hands after they have coughed or sneezed. • 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 the regulations. • 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. • Individual risk assessments are conducted in relation to pupils with complex needs who struggle to maintain good respiratory hygiene. • Pupils whose behaviour is purposefully contrary to the infection control measures in place will be dealt with in line with the Behavioural Policy. • Face coverings help protect the wearer and others against the spread of infection because they cover the nose and mouth, which are the main confirmed sources of transmission of COVID-19. • From January 4th, Pupils in year 7 and above are expected to wear face coverings in classrooms as well as when moving around the 	Yes	Daily verbal instructions Teachers	Daily	Yes
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	<p>premises, outside of classrooms, such as in corridors and communal areas.</p> <ul style="list-style-type: none"> ● This guidance sets out that we would not ordinarily expect candidates and invigilators to wear face coverings during exams and assessments, but only on arrival and departure. Both candidates and invigilators may wear face coverings if they wish to do so. ● We also recommend the school follows this guidance for mock exams and other assessments taking place under exam conditions or as close to exam conditions as possible ● This does not apply in situations where wearing a face covering would impact on the ability to take part in exercise or strenuous activity, for example in PE lessons. This will also be a temporary measure. ● Pupils Year 7 and above must also wear a face covering when travelling on minibuses provided by the school to and from the school. ● We do not ordinarily expect teachers to wear a face covering in the classroom if they are at the front of the class, although the school is sensitive to the needs of individual teachers. ● Health advice continues to be that children in primary schools should not be asked to wear face coverings. ● Face coverings do not need to be worn when outdoors. ● Schools, as employers, have a duty to comply with the Equality Act 2010 which includes making reasonable adjustments for disabled staff. They also have a duty to make reasonable adjustments for disabled pupils, to support them to access education successfully. ● No pupil should be denied education on the grounds that they are not wearing a face covering. ● Transparent face coverings can be worn to assist communication with someone who relies on lip reading, clear sound or facial expression. Transparent face coverings may be effective in reducing the spread of COVID-19. However, the evidence to support this is currently very limited. The benefits of transparent 				
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	<p>face coverings should be considered alongside the comfort and . breathability of a face covering that contains plastic, which may mean that the face covering is less breathable than layers of cloth. Face coverings (whether transparent or cloth) should fit securely around the face to cover the nose and mouth and be made with a breathable material capable of filtering airborne particles.</p> <ul style="list-style-type: none"> • Face visors or shields can be worn by those exempt from wearing a face covering but they are not an equivalent alternative in terms of source control of virus transmission. They may protect the wearer against droplet spread in specific circumstances but are unlikely to be effective in preventing the escape of smaller respiratory particles when used without an additional face covering. • There are some circumstances where people may not be able to wear a face covering. The school is mindful and respectful of such circumstances, as some people are less able to wear face coverings, and the reasons for this may not be visible to others • Due to large classrooms and pupil numbers in classes, the rooms are not monitored by a CO2 monitor but there is a monitor available if required 				
Social distancing	<ul style="list-style-type: none"> • Social distancing measures are implemented in line with the Social Distancing Policy Statement and government guidance. • Pupils queue at least one metre apart at entrances and exits if required. • Children are constantly reminded that movement around the school is always to the left, signs to this effect are placed in certain areas. • Lunchtimes are staggered in year groups to reduce the number of pupils congregating in the dining room / corridors. • Lunchtimes are controlled by Senior Leaders and only 6 people in the servery at a time 	Yes	SLT	On-going	Yes

	<ul style="list-style-type: none"> • Drop-off times are from 08.00 hrs to reduce the number of parents on or near the school premises at once. • Parents are briefed on new provisions for the drop-off and collection of their children. • 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. Year 11 are allowed to come down the front stairs assuming the route is clear. • Where school transport is required, infection control and social distancing measures are implemented to ensure social distancing. • School transport drivers and passengers over Year 7 are still required to wear face coverings as per government guidance and a supply of hand sanitizer for passengers using the bus is supplied. • School transport will be cleaned daily before and after every journey. • Pupils whose behaviour is purposefully contrary to the social distancing measures in place will be disciplined in line with the Behavioural Policy. • 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. 				
Resources	<ul style="list-style-type: none"> • Classroom resources, e.g. books and games, can be shared within a classroom and to be cleaned regularly. • Pupils only bring essential items to school each day, e.g. lunch boxes, hats, coats, books, stationary and mobile phones if required. • 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. 	Yes	Head	04/01/22	Yes

Communication	<ul style="list-style-type: none"> • The school keeps pupils and parents updated about any changes to school procedures as necessary. • The school communicates with parents via letter / text regarding any changes to school procedures that are affected by the coronavirus pandemic, whether their child will be able to attend school, and what protective measures the school is implementing to keep their child safe. • Pupils attending school are informed of social distancing rules and how to maintain good levels of personal hygiene. • The Leadership Team is actively present around the school to provide additional support, advice and reassurance. 	Yes	Office	As and when	Yes
Mental health, wellbeing and safeguarding	<ul style="list-style-type: none"> • The school provides opportunities through tutors / PHSE / School Nurse, to allow pupils to talk about their mental health and experiences during the pandemic. • 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. • The relevant staff liaise with the parents of pupils who are deemed more vulnerable to infection and discuss any alternative arrangements, where required. • Pupils have access to pastoral support and activities, e.g. opportunities to renew and develop friendships. • Staff are vigilant in discerning pupil mental health and report any concerns to the Head / Deputy Head. • Staff are sensitive to pupils' needs and worries. • Pupils who are new to the school, are provided with the appropriate support. 	Yes	Office / D.S.L	As and when	Yes

	<ul style="list-style-type: none"> • 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. • 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. • Safeguarding issues are managed in line with the Child Protection and Safeguarding Policy. • 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. • The DSL liaises with the necessary personnel and parents to manage and address any new and ongoing safeguarding concerns. • The DSL ensures that adequate pastoral care is in place to support pupils and staff who require it. • The DSL ensures relevant staff have the appropriate training to support pupils and staff who require pastoral care. • Where needed, the school carries out a Coronavirus (COVID-19): Return to School Risk Assessment for Individual Pupils. 				
Access to learning	<ul style="list-style-type: none"> • The Head and Head of Departments will work and support those who need to self-isolate because they have tested positive and require to work or learn from home and their attendance would be contrary to government guidance or legislation around COVID-19, if they are well enough to do so. • The school will provide remote learning to pupils where The school will deliver high-quality remote education across the academic year • The remote education provided will be equivalent in length to the core teaching pupils would receive in school. 	Yes	SLT	04/01/22	Yes

	<ul style="list-style-type: none"> The school will work with families and put in place reasonable adjustments so that pupils with special educational needs and disabilities (SEND) can successfully access remote education. Teachers consider how to support the educational needs of disadvantaged pupils and pupils with SEN. 				
Extra-curricular activities	<ul style="list-style-type: none"> The Head and the Leadership Team have determined that extra curricular activities are still performed. All activities allowed are to resume in line with protective measures. Parents are informed in writing / text of after-school clubs that are running. 	Yes	LT	04/01/22	Yes
Behaviour expectations	<ul style="list-style-type: none"> The school's Behaviour Policy sets out behaviour expectations for pupils. Expectations are communicated clearly to pupils and parents. Pupils who are struggling to re-engage with school are supported appropriately by relevant staff. 	Yes	LT	04/01/22	Yes
Attendance	<ul style="list-style-type: none"> The school is fully opened to all children, and supported by remote learning to any child self isolating 	Yes	LT	04/01/22	Yes
Uniform	<ul style="list-style-type: none"> The Head decides whether pupils attending school are required to wear a full school uniform or PE kit to avoid changing. Expectations of uniform are communicated to pupils and parents. 	Yes	Head	04/01/22	Yes
E.Y.F.S settings Please note that early years settings are also required to implement other protective measures set out	<ul style="list-style-type: none"> Physical distancing between groups of children and staff is implemented as far as possible. The use of outdoor space on the school premises is maximised to ensure social distancing measures can be adhered to. Children are supervised when washing hands or using hand sanitiser and are taught how to do so effectively and safely. 	Yes	LT	04/01/22	Yes

<p>in this risk assessment, this section outlines other measures to consider] Practical measures in early years settings</p>	<ul style="list-style-type: none"> • Clear procedures are put in place to ensure stringent cleaning processes are followed for food preparation areas, dining areas and table coverings. • 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. 				
<p>Emergencies</p>	<ul style="list-style-type: none"> • All pupils' emergency contact details are up-to-date, including alternative emergency contact details, where required. • Pupils' parents are contacted as soon as possible in the event of an emergency. • Pupils' alternative contacts are called where their primary emergency contact cannot be contacted. • 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 Medical Policy. • 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. 	<p>Yes</p>	<p>Nurse / Office</p>	<p>04/01/22</p>	<p>Yes</p>
<p>Contingency planning</p>	<ul style="list-style-type: none"> • The Head liaises with the external agencies about local lockdown arrangements. • The school has contingency plans outlining what we would do if children, pupils, students or staff test positive for COVID19, or how the school would operate if we were advised to take extra measures to help break chains of transmission. • Given the detrimental impact that restrictions on education can have on children and young people, any measures in the school should only ever be considered as a last resort and instructed by government guidance. 	<p>Yes</p>	<p>Head</p>	<p>04/01/22</p>	<p>Yes</p>

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