



The sole purpose of this supplementary risk assessment is to support schools for all pupils in all year groups from the beginning of the spring term 2021, **while reducing the risk of coronavirus transmission**

- For the purpose of this risk assessment, the term ‘coronavirus’ to refer to coronavirus disease 2019 (COVID-19).
- Schools must ensure that this and all their risk assessment reflects the local setting and context of the school.
- Staff and unions must be consulted with regard to this risk assessment and any changes to existing COVID 19 risk assessments.
- This supplementary risk assessment is not exhaustive and some of the controls will be dynamic.
- This should be viewed alongside relevant advice and guidance from the Department of Education and reflect any additional subsequent guidance issued to schools.
- When implemented in line with a revised risk assessment, these measures create an inherently safer environment for children and staff where the risk of transmission of infection is substantially reduced.
- <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

Coronavirus (COVID-19): Risk Assessment Action Plan for Full opening of schools from the beginning of the Autumn Term (Phase 2)

for Queensway School


Assessment conducted by Paul Jones	Job title: COO	Covered by this assessment: School opening for the Autumn term 2021 (6th September 2021)
Date of assessment: 25 th August 2020	Date of next review: Any significant change to guidance and circumstances	This document was reviewed on 31 st August 2021

Key:	
Level of risk prior to control	Identifies the risk before any steps to reduce the risk have been taken
Risk Description:	Outlines the area of concern.
Risk Controls:	The measures that will be taken to minimise the risk. These are generic and should be adapted for the school context.
Impact:	L/M/H
Likelihood:	L/M/H.
Responsible person:	The identified staff member(s) responsible for implementing the risk controls Principal/Head Teacher: Sign <i>[Signature]</i> Date 3/9/2021 Trust CEO: Sign <i>[Signature]</i> Date 31.8.2021

Risk Description/Area of Concern	Level of risk prior to control ↔	Risk Controls	Level of risk is now ↔	Likelihood ↔	Responsible person	Planned completion Date	RAG rating
The school lapses in following national guidelines and advice, putting everyone at risk	M	To ensure that all relevant guidance is followed and communicated: <ul style="list-style-type: none"> The Trust to keep up to date with advice issued by, but not limited to, DfE, NHS, Department of Health and Social Care, PHE, Telford & Wrekin Council advice and review its risk assessment accordingly Information on the school website is updated. Any change in information to be shared with Chair of Trustees, consulted with employees directly, or through a safety representative that is either elected by the workforce or appointed by trade union and passed on to parents and staff by email As a result, the school has the most recent information from the government, and this is distributed throughout the school community.	L	L	CEO	Ongoing	
Poor communication with parents and other stakeholders	M	<ul style="list-style-type: none"> All staff/pupils aware of current actions and requirements and reminded frequently using school communication systems Head teachers to share risk assessment with all staff via a toolbox talk Parents notified of risk assessment plan and shared with parents via website. 	L	L	CEO, Principal, Headteacher	Ongoing	

		<ul style="list-style-type: none"> Parents to be advised that the preferred method of communication will be via email <p>As a result, all pupils and all staff working with pupils are adhering to current advice.</p>					
Lack of awareness of policies and procedures	M	<ul style="list-style-type: none"> School leaders will ensure that all policies impacted on by coronavirus controls are updated in line with Trust requirements All staff, pupils and volunteers will make themselves aware of all relevant policies and procedures including, but not limited to, the following: <ul style="list-style-type: none"> ➤ Health and Safety Policy ➤ Infection Control Policy ➤ First Aid Policy ➤ Intimate care policy ➤ Behaviour policy 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 and PHE (2020) 'COVID-19: guidance for educational settings' The relevant staff receive any necessary training that helps minimise the spread of infection, e.g. infection control training. A comprehensive and current list of key staff members available each day Staff are made aware of the school's infection control procedures in relation to coronavirus via email Parents are made aware of the school's infection control procedures in relation to coronavirus via letter/social media/poster at entrance to school – they are informed that they must contact the school as soon as possible if they believe their child has been exposed to coronavirus Pupils are made aware of the school's infection control procedures in relation to coronavirus via a coordinated programme of delivery from staff on the morning when pupils 	L	L	Principal/ Headteacher	Before staff are allowed to work	

		<p>return. All are informed that they must tell a member of staff if they begin to feel unwell</p> <ul style="list-style-type: none"> Regular electronic briefing issued to staff. 					
Clinically Extremely Vulnerable (CEV) individuals	M	<p>Individual risk assessment to be completed/reviewed for clinically vulnerable staff and pupils.</p> <p>Protective measures will be put in place for staff and pupils, as far as is possible, to ensure that the risk of transmission is reduced.</p> <p>CEV pupils and staff within the school setting will follow national guidance on CEV pupils and staff. https://www.gov.uk/government/publications/supporting-pupils-at-school-with-medical-conditions--3.</p> <p>Shielding is currently paused. In the event of a major outbreak or VoC that poses a significant risk to individuals on the shielded patient list (SPL), ministers can agree to reintroduce shielding. Shielding would be considered in addition to other measures to address the residual risk to people on the SPL, once the wider interventions are taken into account. Shielding can only be reintroduced by national government.</p>	L	L	Principal/ Headteacher	Before staff are allowed to work	
Clinically Vulnerable staff and pupils		<p>Individual risk assessment to be completed/reviewed for clinically vulnerable staff and pupils.</p> <p>Protective measures will be put in place for staff and pupils, as far as is possible, to ensure that the risk of transmission is reduced.</p>	L	L	Principal/ Headteacher	Before staff are allowed to work	
Poor hygiene practice in school - General	H	<ul style="list-style-type: none"> Posters are displayed at the entrance to the school, around school and in every classroom reminding staff, pupils, parents and visitors of the hygiene practice required in school (e.g., washing hands before entering and leaving school) Pupils to wash their hands with soap (minimum of 20 seconds)/hand sanitiser on entering the building, before and after break times, lunchtimes and when they change rooms. Every classroom shall have hand sanitiser and cleaning materials. School staff to provide hand wash demonstrations Teachers to reiterate key messages in class-time (when directed) to pupils to: <ul style="list-style-type: none"> Cover coughs and sneezes with a tissue, 	L	L	Principal/ Headteacher/ Staff	Ongoing	

		<ul style="list-style-type: none"> - To throw all tissues in a bin - To avoid touching eyes, nose and mouth with unwashed hands. <ul style="list-style-type: none"> • Additional alcohol-based sanitiser (that contains no less than 60 percent alcohol) and tissues to be provided for in the classrooms and other key locations for staff, pupils and visitors • Infection control procedures are adhered to as far as possible in accordance with the DfE and PHE's guidance <div style="text-align: center;">  <p>Infection Control Childcare.doc</p> </div> <ul style="list-style-type: none"> • Sufficient amounts of soap (or hand sanitiser where applicable), clean water, paper towels and waste disposal bins are supplied in all toilets and kitchen areas • All utensils and resources are thoroughly cleaned before and after use 					
Hand Hygiene	H	<p>Coronavirus (COVID-19) is an easy virus to kill when it is on skin. This can be done with soap and running water or hand sanitiser. Schools must ensure that pupils clean their hands regularly, including:</p> <ul style="list-style-type: none"> • when they arrive at school, • when they return from breaks, • when they change rooms • before and after eating. <p>Regular and thorough hand cleaning is going to be needed for the foreseeable future. Ensure:</p> <ul style="list-style-type: none"> • the school has enough hand washing or hand sanitiser 'stations' available so that all pupils and staff can clean their hands regularly • supervision of hand sanitiser use given risks around ingestion. Small children and pupils with complex needs should continue to be helped to clean their hands properly. Skin friendly skin cleaning wipes can be used as an alternative 	L	L	Principal/ Headteacher/ Staff	Ongoing	

		<ul style="list-style-type: none"> building these routines into school culture, supported by behavior expectations and helping ensure younger children and those with complex needs understand the need to follow them 					
Poor hygiene practice – specific – school entrance	H	<ul style="list-style-type: none"> Areas touched to be wiped down Provide hand at the school reception area 	L	L	Principal/ Headteacher/ Staff	Ongoing	
Poor hygiene practice – specific – office spaces.	H	<ul style="list-style-type: none"> Tissues/hand sanitiser to be available in office locations Staff to wash hands on arrival at school Each individual is responsible for wiping down their own work area before and after use. Each individual responsible for wiping down equipment such as printers 	L	L	Principal/ Headteacher/ Staff	Ongoing	
Testing of staff and pupils	M	LFT testing for staff in secondary/primary or special schools will continue twice weekly until further guidance is received.	L	L	Principal/ Headteacher/ Staff	Ongoing	
System of Controls - Prevention	H	<p>Prevention You must always:</p> <ol style="list-style-type: none"> 1) Ensure everyone is advised to clean their hands thoroughly and more often than usual. 2) Ensure good respiratory hygiene for everyone by promoting the ‘catch it, bin it, kill it’ approach. 3) Maintain enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents. 4) Keep occupied spaces well ventilated. 	L	L	Principal/ Headteacher/ Staff	Ongoing	
System of Control - Responsive	H	<p>Response to any infection</p> <p>Local authorities, directors of public health (DsPH) and PHE health protection teams (HPTs) are responsible for managing localised outbreaks. They provide health protection support and advice to education and childcare settings. Notify the HPH of all confirmed positive cases in staff and pupils using the online notification form https://www.telford.gov.uk/info/20692/coronavirus_covid-19/4040/i_want_to_report_suspected_or_confirmed_cases</p>	L	L	Principal/ Headteacher/ Staff	Ongoing	

System of Control – Face Masks/Coverings		<p>Face coverings do not need to be worn by staff and pupils of all year groups but will be supported should an individual prefer to continue to wear a face covering.</p> <p>The requirement to wear face coverings is subject to change based on local advice from the T&W Health Hub or PHE.</p>	L	L	Principal/ Headteacher/ Staff	Ongoing	
Poor hygiene practice – specific - spread of potential infection at the start of the school day.	H	<p>In line with government advice:</p> <ul style="list-style-type: none"> • Issue information to young people, parents, carers and visitors not to enter the school if they display any symptoms of coronavirus • All staff to wash hands on arrival in school • Make parents and pupils aware of government recommendations with regard to transport. Inform parents and pupils of restrictions and plans relating to school transport • Sufficient supplies of hand-washing supplies should be provided to accommodate this procedure at the start of the day. 	L	L	Principal/ Headteacher/ Staff	ongoing	
Poor hygiene practice – specific - end of the school day.	M	<ul style="list-style-type: none"> • Make parents and pupils aware of government recommendations with regard to transport. Inform parents and pupils of restrictions and plans relating to school transport and potential road closures. 	L	L	Principal/ Headteacher/ Staff	Ongoing	
Ill health in school.	H	<p>Review all controls you previously applied to ensure they are still effective.</p> <p>Staff are informed of the symptoms of possible coronavirus infection,</p> <ul style="list-style-type: none"> ➤ A high temperature – this means they feel hot to touch on their chest or back (they do not need to measure their temperature) ➤ A new continuous dry cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if they usually have a cough, it may be worse than usual) ➤ A change to their normal sense of taste or smell (anosmia) ➤ Children may also display gastrointestinal symptoms and you should follow advice on the flow chart provided by the Health Protection Hub 	L	L	Principal/ Headteacher/ Staff	Ongoing	

		<p>They must be sent home and advised to follow 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection', which sets out that they should arrange to have a PCR test to see if they have coronavirus (COVID-19).</p> <p>Schools should use the notification form to notify the HPH of any positive cases within staff members.</p> <p>Other members of their household (including any siblings) are no longer required to self-isolate for 10 days if they are double jabbed or under the age of 18 but should arrange to have a PCR test.</p> <p>PPE is sourced and guidance on its location, use and disposal issued to staff in line with government guidance on what to do if a pupil or staff member becomes unwell</p> <ul style="list-style-type: none"> • All staff are informed of the procedure in school relating a pupil becoming unwell in school • Any pupil who displays signs of being unwell is immediately referred to the Principal/Headteacher • Any staff member who displays signs of being unwell is to consult with the Principal/headteacher and agree the most appropriate source of action • Where the named person is unavailable, staff ensure that any unwell pupils are moved to an empty room whilst they wait for their parent to collect them. School admin team to contact parents. Parents advised to follow the COVID-19: Guidance for households, including accessing testing • Pupils displaying symptoms of coronavirus do not come in to contact with other pupils and as few staff as possible, whilst still ensuring the pupil is safe. A facemask should be worn by the supervising adult if a distance of 2 metres cannot be maintained • If contact with a child or young person is necessary, then gloves, an apron and a type 2 face mask should be worn by the supervising adult. If there is a risk of splashing, a visor should also be worn 				
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		<ul style="list-style-type: none"> The relevant member of staff calls for emergency assistance immediately if the pupil's symptoms worsen Unwell pupils who are waiting to go home are supervised in a holding area where they can be at least two metres away from others <p>Areas used by unwell pupils who need to go home are identified as out of bounds, thoroughly cleaned and disinfected once vacated.</p>					
Mental Health and Wellbeing for pupils	L	<ul style="list-style-type: none"> We would expect leaders and teachers to. <ul style="list-style-type: none"> consider their pupils' mental health and wellbeing and identify any pupil who may need additional support, so they are ready to learn assess where pupils are in their learning, and hence what adjustments to their curriculum may be needed over the coming weeks identify and plan how best to support the education of high needs groups, including disadvantaged pupils, and SEND and vulnerable pupils 	L	L	Principal/ Headteacher/ Staff	Ongoing	
Managing confirmed cases of coronavirus amongst school community	H	<p>In line with government advice: Follow guidance from the Test and Trace team in the Health Protection Hub</p> <p>Schools must take swift action when they become aware that someone who has attended has tested positive for coronavirus (COVID-19). Schools should contact the local health protection team at Telford and Wrekin.</p> <p>Household members of those contacts who are sent home do not need to self-isolate themselves if they are doubled jabbed and under the age of 18 years 6 months.</p> <p>They should get a test, and:</p> <ul style="list-style-type: none"> if the test delivers a negative result and symptoms are still present, they must remain in isolation for the remainder of the 10-day isolation period. This is because they could still develop the coronavirus (COVID-19) within the remaining days. If they have no symptoms they may return to school. 	M	M	Headteacher	As required	

		<ul style="list-style-type: none"> if the test result is positive, they should inform their setting immediately, and must isolate for at least 10 days from the onset of their symptoms. 					
Pupil movement between lesson, at breaktime and lunchtime increases the risk of infection.	M	<ul style="list-style-type: none"> Tables to be cleaned at the end of session Catering staff to maintain strict levels of hygiene in food preparation areas and follow whole staff guidance in reporting illness 	L	L	Headteacher	Ongoing	
Breakfast club/After school provisions	M	<p>Resume all your before and after-school educational activities and wraparound childcare for your pupils, where this provision is necessary to support parents to work, attend education and access medical care, and is as part of pupil's wider education and training. Vulnerable children can attend these settings regardless of circumstance.</p> <p>Review any Wrap around care and extra curriculum activities</p> <p>Parents should be advised that they must only use this, where;</p> <ul style="list-style-type: none"> The provision is being offered as part of the school's educational activities (including catch-up provision) The use of the provision is reasonably necessary to support them to work, seek work, undertake education or training, attend a medical appointment or address a medical need or attend a support group 	L	L	Headteacher	Ongoing	
Poor pupil behaviour increases the risk of the spread of the infection.	M	<ul style="list-style-type: none"> Pupils are reminded of the behaviour policy on their return to school Pupils' individual behaviour plans are reviewed, and specific control measures identified and shared with pupils and staff where necessary. Follow PPE guidance 	L	L	Headteacher	Ongoing	
Vulnerable pupils and pupils with SEND do not receive appropriate support.	M	<ul style="list-style-type: none"> Appropriate planning is in place to support the mental health of pupils returning to school Agree what returning support is available to pupils with SEND in conjunction with families and other agencies. 	L	L	Headteacher	Ongoing	
Increased number of safeguarding	M	<ul style="list-style-type: none"> Agree safeguarding provision to be put in place to support returning pupils 	L	L	Headteacher	Ongoing	

concerns reported after lockdown.		<ul style="list-style-type: none"> Ensure that key staff (DSL and deputies) have capacity to deal with any arising concerns Follow up any referrals made by staff swiftly, while maintaining social distancing. 					
Cleaning is not sufficiently comprehensive.	M	<p>Introduce enhanced cleaning, including cleaning frequently touched surfaces often using standard products, such as detergents and bleach.</p> <p>Points to consider and implement:</p> <ul style="list-style-type: none"> putting in place a cleaning schedule that ensures cleaning is generally enhanced and includes: more frequent cleaning of rooms / shared areas that are used by different groups Allow time for cleaning surfaces in dining hall between groups frequently touched surfaces being cleaned more often than normal different groups don't need to be allocated their own toilet blocks, but toilets will need to be cleaned regularly and pupils must be encouraged to clean their hands thoroughly after using the toilet <p>See further guidance for cleaning in educational settings for advise on general cleaning required in addition to the current advice on COVID-19: cleaning of non-healthcare settings guidance.</p> <p>Review what cleaning products you use, know the contact time of the products and ensure the products are appropriate for the task.</p> <p>Review any equipment that is frequently used and how it is cleaned after use</p> <p>Ensure that you have sufficient staff on site to undertake all cleaning identified in this RA</p>	L	L	Operations/ Site Manager	Ongoing	
Contractors, deliveries and visitors increase the risk of infection.	M	<ul style="list-style-type: none"> Agree arrival and departure times with contractors to ensure that there is no contact with staff or pupils All contractors/visitors to wash hands either prior to or on entry to the school site Contractors and visitors are directed to specific/designated handwashing facilities 	L	L	Operations/ Site Manager	Ongoing	

		<ul style="list-style-type: none"> All areas in which contractors work are cleaned in line with government guidance Staff who receive deliveries to the school to wash hands in line with government guidance after handling Where possible, staff to identify safe/designated place for delivery without need for contact with staff. If drivers have to enter school site, ensure that they are asked to use hand sanitiser before entering the building Surfaces to be cleaned after any deliveries have been made. 					
Professional Visitors	M	<ul style="list-style-type: none"> All visitors to be checked to ensure that they are essential visitors prior to entry to the school. Professional visitors that will be working closely with staff or pupils must show evidence of a negative Lateral Flow Test that is not older than 48 hours prior to the visit. Where professional visitors are unable to provide a test result then the school should arrange for a test immediately and wait for the result before the visitor mixes with staff or pupils. Agree arrival and departure times with professional visitor to ensure that there is no contact with staff or pupils All professional visitors to wash hands on entry to the school site Professional visitors are directed to specific/designated handwashing facilities All areas in which Professional visitor work are cleaned in line with government guidance Professional visitors to be responsible for cleaning their own equipment and personal belongings 	L	L	Headteacher	Ongoing	
Transport	M	Follow the transport guidance	L	L	Headteacher	Ongoing	
Educational Visits	M	Educational visits may resume but should be thoroughly risk assessed and only take place for essential purposes.	L	L	Headteacher	Ongoing	
Ventilation		<ul style="list-style-type: none"> Ensure an adequate supply of fresh air in the workplace. Good ventilation can help reduce the risk of spreading coronavirus, so focus on improving natural ventilation, preferably through fresh air or mechanical systems. Where possible, consider ways to increase the supply of fresh air, for example, by opening windows and doors (unless fire doors) for 15 minutes before the start of school 	L	L	Headteacher	Ongoing	

		<p>then 5 minutes every half hour until the end of school when they should be open for another 15 minutes</p> <ul style="list-style-type: none"> • The risk of transmission through the use of ceiling and desk fans is extremely low providing there is good ventilation in the area it is being used, preferably provided by fresh air. • If you use a centralised ventilation system that removes and circulates air to different rooms it is recommended that you turn off recirculation and use a fresh air supply. Now that the milder weather is returning all air handling units should be using full fresh air where possible. • Air conditioning split systems that cool the air for individual rooms can be used where mechanical ventilation is provided. Where mechanical ventilation is not provided the use of the units must only be used when the air temperature is above 23 deg C and there are no alternative teaching areas. It should be noted that the risk of spreading new variants within the class is increased. If intending to use such air conditioning then advice should be taken from the COO. 				
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School-specific arrangements relating to risk assessment that need to be detailed in the school specific operational plan includes but not limited to:

- **Catering arrangements**
- **Cleaning arrangements**
- **Toilets use and cleaning**
- **Transport links with Local Authority**
- Guidance for full opening of school: <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>
- Guidance for full opening: Special schools and other specialist settings: https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings?utm_source=02a881e2-265a-4b6d-a67d-38470d12440a&utm_medium=email&utm_campaign=govuk-notifications&utm_content=immediate
- Action for early years and childcare providers during coronavirus (COVID-19) outbreak: https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings?utm_source=02a881e2-265a-4b6d-a67d-38470d12440a&utm_medium=email&utm_campaign=govuk-notifications&utm_content=immediate
- Actions for school a during the coronavirus outbreak: https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak?utm_source=572d62e4-ce85-4056-8338-e87b1cbaf0c5&utm_medium=email&utm_campaign=govuk-notifications&utm_content=immediate