

**Queen's Croft High School  
General Risk Assessment Record Form**

1. **Section/Service/Team** Queen's Croft High School 2. **Assessor(s)** Jackie Hesslegrave, Debbie Bailey
2. **Description of Task and Activity** Delivering Education during the COVID-19 Pandemic from September 2020

- <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>
- [Full opening of special schools and other specialist settings from the start of the autumn term](#)
- [Full opening of schools from the start of the autumn term](#)
- [Opening schools and educational settings to more pupils from 1 June: guidance for parents and carers.](#)
- [Coronavirus \(COVID-19\): implementing protective measures in education and childcare settings](#)
- [Actions for education and childcare settings to prepare for wider opening from 1 June 2020](#)
- [Unicef and World Health Organisation Report: Key Message and Actions Covid 19 Prevention and Control in Schools](#)
- [Office for National Statistics](#)
- [Letter to Headteachers from Tim Moss, Assistant Director for Education Strategy and Improvement. \(12/08/20\)](#)

What are the hazards?	Who might be harmed and how?	What are you already doing? List the control measures already in place	What is the risk rating – H, M, L? See section 5	What further action, if any, is necessary, if so what action is to be taken by whom and by when?	Action Completed State date completed and sign.	What is the risk rating now – H, M, L?
<p><b>Exposure to COVID-19</b></p> <p>The virus is spread in minute water droplets that are expelled from the body through sneezing, coughing, talking and breathing. The virus can be transferred to the hands and from there to surfaces. It can survive on surfaces for a period after transfer (depending on such things as the surface type, its moisture content and temperature).</p>	<p>Everyone on site.</p> <p>General transmission may occur: Through close contact between colleagues, pupils and visitors and touching contaminated surfaces.</p>	<ul style="list-style-type: none"> <li>• Anyone feeling unwell with Coronavirus symptoms or someone in their household is unwell with coronavirus symptoms informed not to attend school.</li> <li>• Test and Trace service launched.</li> <li>• Local Outbreak Control Plans.</li> <li>• Social distancing maintained wherever possible between all adults on site and between pupil groups.</li> <li>• Frequent handwashing promoted.</li> <li>• Hand sanitiser available in classrooms, shared spaces, entrance and exit points.</li> <li>• Frequent cleaning of surfaces that pupils touch.</li> <li>• Disposable tissues available in classrooms.</li> <li>• Bins for tissues emptied during the day.</li> <li>• Staff, parents and visitors informed of the measures in place to reduce transmission.</li> </ul>	H	<ul style="list-style-type: none"> <li>• Individual risk assessments carried out for staff at higher risk.</li> <li>• Review team stress risk assessment. Staff wellbeing survey undertaken in July 2020</li> <li>• Wellbeing support in place for pupils and considered in individual risk assessments.</li> <li>• Review COSHH assessment for hand sanitiser and cleaning materials.</li> <li>• Review cleaning schedules (during the day and end of day).</li> <li>• Signage used to promote hygiene and social distancing.</li> <li>• Review stocks of soap, hand sanitiser, tissues.</li> <li>• Foot operated bins now in all classrooms.</li> </ul>		M

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	<p>Staff and casualty. Transmission may occur when providing First Aid</p>	<ul style="list-style-type: none"> <li>• Wash/sanitise hands before and after treating a casualty.</li> <li>• Wear disposable gloves, disposable apron, fluid resistant surgical mask and eye protection where there is a risk of respiratory droplets splashing into the eyes due to repeated coughing or vomit.</li> <li>• When performing CPR phone an ambulance and use compression only CPR until the ambulance arrives.</li> </ul> <p>If a decision is made to perform mouth-to-mouth ventilation, use a resuscitation face shield where available.</p>	M	<ul style="list-style-type: none"> <li>• Review Assessment of First Aid Needs on a regular basis dependent upon staff .</li> <li>• First aiders instructed on the safe “donning and doffing” of PPE.</li> <li>• Maintain stocks of PPE. Where this is not available contact LA.</li> <li>• QCHS able to access list of LA PPE suppliers.</li> </ul> <p>PPE Exchange can be used to help with finding a supplier. <a href="https://www.ppeexchange.co.uk/">https://www.ppeexchange.co.uk/</a></p>		M

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	Staff and pupils transmission may occur in corridors and communal areas	<ul style="list-style-type: none"> <li>• Staff and students to be provided with face shields for use in communal areas,</li> <li>• Shields to be stored individually in students trays in the classrooms</li> <li>• Shields to be named with permanent marker</li> <li>• Shields to be disinfected daily</li> </ul>	M	<ul style="list-style-type: none"> <li>• Ongoing review of Government advice on face coverings</li> </ul>		M
<p style="color: red;"><b>Resuscitation Council UK Statement:</b> It is likely that a child having an out-of-hospital cardiac arrest will be known to you. We accept that doing rescue breaths will increase the risk of transmitting the COVID-19 virus, either to the rescuer or the child. However, this risk is small compared to the risk of taking no action as this will result in certain cardiac arrest and the death of the child.</p>						
	Staff Transmission may occur when supervising pupils taken ill with symptoms of COVID-19 and need direct personal care until they return home.	<ul style="list-style-type: none"> <li>• The medical room is assigned as the holding room for ill students</li> <li>• Increase ventilation in the room by opening the window/external door.</li> <li>• PPE provided for supervising adult:                             <ul style="list-style-type: none"> <li>○ Fluid resistant surgical mask if a 2-metre distance cannot be maintained.</li> <li>○ Where contact with the pupil is needed: Fluid resistant surgical mask, disposable gloves and disposable apron.</li> </ul> </li> <li>• De-contamination deep clean conducted at the end of each day when this room has been in use.</li> </ul>	M	<ul style="list-style-type: none"> <li>• Maintain stocks of PPE. Where this is not available contact LA.</li> <li>• Supervising adult instructed on the safe “donning and doffing” of PPE.</li> <li>• Consider using first aiders to supervise to reduce numbers of staff who need access to PPE.</li> </ul>		M

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	Staff and pupil. Transmission may occur when staff administer medicines or supervise pupils who self-administer.	<ul style="list-style-type: none"> <li>Supervising staff to maintain 2m social distance.</li> </ul>	H	<ul style="list-style-type: none"> <li>Review medication plans to assess PPE requirements (if any) for staff administering medication.</li> </ul>		M

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<p><b>Covid-19 virus transmitted/ brought into the school environment</b></p> <p>PHE state The main symptoms of coronavirus are:</p> <p><b>high temperature</b> – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)</p> <p><b>new, continuous cough</b> – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)</p> <p><b>loss or change to your sense of smell or taste</b> – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal</p> <p>Anyone with symptoms should remain away from school for at least 7 days from when symptoms started. After 7 days, if the individual is well and has not had a temperature for 48 hours they do not need to self-isolate any longer.)</p>	<p>Staff and pupils</p> <p>Transmission may occur through sharing spaces and equipment.</p>	<ul style="list-style-type: none"> <li>• Staff, students and visitors who are unwell with coronavirus symptoms are not to attend school</li> <li>• Staff informed of this in the induction and training back into school environment inset days</li> <li>• Any staff or students who test positive for Covid -19 to inform school via the appropriate communication</li> <li>• Any staff or student member who has a household member who tests positive for covid-19 to inform school immediately as per appropriate procedures</li> <li>• Clinically extremely vulnerable staff and students identified via the individual risk assessment process</li> <li>• Clinically moderately vulnerable staff and students identified though the risk assessment process</li> <li>• Staff and pupils to wash their hands upon arrival in school</li> <li>• Staff to be involved in general disinfection and good hygiene practices within the classroom self clean arrangements for during day hard surface cleans</li> </ul>	<p>H</p>	<ul style="list-style-type: none"> <li>• Parent/career agreement to ensure rules of engagement are adhered to</li> <li>• Staff guidelines developed and adhered to</li> <li>• Roles and responsibilities for those in school and those working from home developed</li> <li>• Visitors asked on arrival if they have the symptoms</li> <li>• Posters on the main reception door</li> <li>• Covid-19 area of the website updated to identify rules of engagement</li> <li>• One way system developed in school</li> <li>• Social distancing marking placed outside areas</li> <li>• Access and egress areas identified and mapped out.</li> <li>• Guidance developed on return to school and social distancing</li> </ul>		<p>M</p>

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<p><b>The number of Student toilets presents difficulties for the wider opening.</b></p> <p><b>Given the restrictions on safe use to prevent the spread of Covid-19 access to toilet facilities is a key consideration in the plans for a safe reopening of</b></p>	<p>Staff, students, visitors</p>	<ul style="list-style-type: none"> <li>• Toilets in school have been included in plans, classes/bubbles are assigned to certain toilets</li> <li>• Additional day time cleaning is scheduled for all toilets and touch points</li> <li>• Cleaning escalation procedures are in place for cases of staff or students displaying symptoms or confirmed cases of Covid -19</li> <li>• Numbers accessing toilets is managed to prevent overcrowding</li> <li>• Breaktimes and lunch times are staggered, students needed to access the toilets outside of these times will be accompanied during these times</li> <li>• Students will be required to wash their hands after use of the toilet</li> <li>• One way system developed in school</li> <li>• Social distancing marking placed outside areas</li> </ul>	<p>H</p>	<ul style="list-style-type: none"> <li>• 6 porta loos have been ordered and are due for delivery on 2/09/20 providing additional toilet facilities on a temporary basis</li> <li>• Porta loos are to be included in the cleaning schedules and will receive cleaning during the day</li> <li>• Porta loos to form part of the plans and to be positioned on the site in areas where they can be easily assigned to classes/bubbles.</li> </ul>		<p>M</p>

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<p><b>School facility is compliant for wider opening</b></p>	<p>Staff, students, visitors</p> <p>Legionella, electrocution, CO2 exposure, burns, broken bones</p>	<ul style="list-style-type: none"> <li>• During lockdown statutory compliance testing has continued</li> <li>• School has a calendar or statutory compliance works and checks as per the Property Services SLA</li> <li>• Caretaker has been on site the whole of lockdown and the weekly and monthly testing has been completed for water, little used outlets, emergency lighting and fire alarm break glass points.</li> <li>• Statutory compliance undertaken Access Control systems serviced 11/06/20 Lifting equipment 21/01/20 Fixed wire testing due August 2023 Fire Alarm service Emergency Lighting 10/03/20 GAS supply due May 2021 Boiler Service due Sept 2020 Lightening protection 8/10/19 Intruder alarms June 2020 Sewerage plant 07/05/20 Water Hygiene 14/05/20</li> </ul>	<p>L</p>	<ul style="list-style-type: none"> <li>• Continue to permit compliance testing as per the calendar schedule whilst complying with social distancing</li> </ul>		<p>L</p>

4. Tick (✓) if any of the identified hazards relate to any of the following specific themes:

Hazardous Substance	Manual Handling	Display Screen Equip	Fire	Work Equip / Machinery	Stress	Individual Person such as Young Person New/ Expectant Mother or Service User
					✓	✓

If any are ticked a specific risk assessment form must be completed separately. For example a COSHH form must be completed if a hazardous substance is used.

### 5. Risk Rating

The risk rating is used to prioritise the action required. Deal with those hazards that are high risk first.

Risk Rating	Description	Action Priority
High	Where harm is certain or near certain to occur and/or major injury or ill-health could result	Urgent action
Medium	Where harm is possible to occur and/or serious injury could result e.g. off work for over 3 days	Medium priority
Low	Where harm is unlikely or seldom to occur and/or minor injury could result e.g. cuts, bruises, strain	No action or low priority action

### 6. Assessment

**Signature of Assessor(s):**

**Print Name:** Jackie Hesslegrave

**Date Assessed:**

**Signature of Line Manager:**

**Print Name:** Debbie Bailey

**Review Date:**

### 7. Communication and Review

This risk assessment should be communicated to all employees and relevant persons who may come into contact with the hazards being assessed. The assessment must be reviewed annually or following a significant change, accident or violent incident.



Areas to consider	Y	N	N/A	Evidence/Comments	Further actions?	Who & When?
<b>Health &amp; safety/statutory issues</b>						
<p><b>Have all health &amp; safety compliance checks of plant &amp; equipment been completed prior to opening?</b></p> <p><b>(This can be done through referencing of the Entrust Property Portal and school records)</b></p>	Y			<p>Records including flushing and external inspections have been taking place as normal</p> <p>SLA with Entrust Property compliance in place</p>	<p>Progress as usual – liaise with Local Authority (LA) and contractors re next inspection dates and any remedial work.</p> <p>Health and Safety Executive, (HSE), checklist.</p>	<p>JH/SH ongoing.</p>
<p><b>Are there sufficient numbers of staff available in safety critical roles?</b></p> <p><b>(e.g. fire marshals, first aid etc)</b></p>	Y			<p>SLT, teachers and support staff</p> <p>Caretaker and Cleaners</p>	<p>Monitor</p> <p>Advert for a further cleaner in September</p> <p>1 x new cleaner starts on 1<sup>st</sup> Sept</p>	<p>Senior Leadership Team (SLT) – ongoing</p>

Areas to consider	Y	N	N/A	Evidence/Comments	Further actions?	Who & When?
<p><b>Will a test of emergency procedures (e.g. fire drill) be carried out in the first week of school reopening?</b></p>	Y				<p>Information to form tutors &amp; teachers – what if.</p> <p>Classroom evacuation procedures have been updated on the staff share</p> <p>Full drill as and when appropriate.</p>	SLT - Ongoing
<p><b>Social distancing issues</b></p>						

Areas to consider	Y	N	N/A	Evidence/Comments	Further actions?	Who & When?
<p><b>Have classes / year groups being placed into bubbles as per Government guidance?</b></p>	Y			<p>School timetable</p> <p>Classes to be set up so that tables are 2.4m away from the board</p> <p>Face shields and masks are available for staff where social distancing is difficult to achieve</p> <p>Year 7/8 in class bubbles.</p> <p>All Year groups have designated social spaces. Staggered break / lunch means that year groups will not mingle in shared social outside spaces.</p> <p>Year group bubbles have their own toilets. Additional cleaning in this area throughout the day.</p>	<p>Resources will not be shared across bubbles, only if cleaning between bubble use is possible will specialist facilities be shared at KS4 and P16.</p>	<p>SLT – Ongoing</p>

Areas to consider	Y	N	N/A	Evidence/Comments	Further actions?	Who & When?
<b>Have classrooms and other learning environments been organised to allow for social distancing?</b>	Y			See above	<p>Where smaller class sizes, students will be spaced out as much as possible</p> <p>No resources will be shared from teacher to student, or across bubbles without either 3 day quarantine or immediate disinfection cleaning.</p>	SLT – On-going
<b>Has consideration been given to arranging which lessons or classroom activities could take place outdoors?</b>	Y				Teacher to use professional judgement	Ongoing

Areas to consider	Y	N	N/A	Evidence/Comments	Further actions?	Who & When?
<p><b>Has movement around the school been reduced?</b></p> <p><b>(e.g. use of timetable, selection of classroom etc)</b></p>	Y			<p>Arrival and access through to egress: through one-way system, hand washing and students remain in their allocated classroom.</p> <p>Year group bubbles in certain areas with entrance / exits planned to ease flow of movement.</p> <p>Y7/8 based in the same classroom all day</p>	<p>Information to staff, parents and students eg: maps</p> <p>Monitor and remedial action where necessary</p>	SLT - ongoing
<p><b>Are there adequate signs/floor markings (e.g. one way, foot marks, hazard tape etc) in key areas to clearly identify the social distancing rules?</b></p>	Y			<p>Floor stickers and markers</p> <p>Tape</p> <p>Social Distancing (SD) signs</p> <p>Public Health England (PHE) posters</p> <p>Signs labelling where year groups can go and which entrances / exits</p>	Monitor and remedial action where necessary	SLT - ongoing
<p><b>Have assembly groups been staggered?</b></p>			N/A	No assemblies planned	Assemblies over teams – review	SLT - ongoing
<p><b>Have break times (including lunch) been staggered?</b></p>	Y			Yes	Monitor	SLT - Ongoing

Areas to consider	Y	N	N/A	Evidence/Comments	Further actions?	Who & When?
<b>Have drop off and collection times been staggered?</b>	Y			Yes – Timetable  Letter to parents / carers, (email and website)  Signage	Monitor	SLT - ongoing
<b>Have parents drop off and pick up protocols been revised to minimise adult to adult contact?</b>	Y			Timetable  Information to parents and students	Supervision car park duties assigned  Staff parking restrictions introduced  Visitor car park drop off.  Parent letter / website	SLT - Ongoing
<b>Have all unnecessary items been removed from classrooms and stored elsewhere?</b>	Y			Where required	Room survey  Information to staff – movement and equipment restrictions in class	SLT & teachers - ongoing
<b>Infection control issues</b>						

Areas to consider	Y	N	N/A	Evidence/Comments	Further actions?	Who & When?
<p><b>Have alternative arrangements been made for those adults/children who fall into the extremely vulnerable or vulnerable categories?</b></p>	Y			<p>Individual risk assessments Staff and pupils</p>	<p>Shielding relaxed from 1/8/2020.</p> <p>DfE p18 – guidance is still to work from home if possible, feasible and appropriate.</p> <p>However, “individuals who are clinically vulnerable and received a letter advising them to shield can return to work from 1/8/2020 as long as they maintain social distancing”</p> <p>Clinically high (extremely) vulnerable staff, students and others, including pregnant women may still be shielded (and may be asked not to attend school or have tailored measures to reduce risk, agreed in partnership with health professionals and Occupational Health.</p>	SLT - ongoing
<p><b>Have all soft furnishing/toys etc that are hard to clean been removed?</b></p>			N/A		<p>Information to staff re restrictions on student movement and equipment in class.</p>	SLT - ongoing

Areas to consider	Y	N	N/A	Evidence/Comments	Further actions?	Who & When?
<p><b>Is there an enhanced cleaning regime of common contact points in place (e.g. door handles, push bars, desks, whiteboards, etc)?</b></p>	Y			<p>Meetings with cleaners, (JH)</p> <p>Deep Clean system and signage to be introduced for cases of coronavirus symptoms and confirmed cases so cleaners are full PPE'd and know to instigate escalation procedures</p> <p>Rooms may be closed where possible to reduce risk</p> <p>Stage 2 escalation clean every Friday</p>	<p>Self-clean arrangements in place (students and staff)</p> <p>Rooming limited to facilitate cleaning and reduce risk to cleaners.</p> <p>Ongoing Deep clean signs for cleaning staff where necessary.</p> <p>Ongoing conversations with cleaners.</p> <p>Change in rota where possible or necessary.</p> <p>Fill vacancies</p>	<p>SLT/ JH? Caretaker and Cleaners staff and students</p>
<p><b>Are additional cleaning materials (e.g. wipes) available for use of shared equipment (e.g. kettle, microwave, printers, computer keyboards, pens/pencils, paint brushes, etc)?</b></p>	Y			<p>School equipment will not be used by students</p> <p>Recycling of squirty bottles due to national shortage</p> <p>Good stock of disinfectant</p>	<p>Self-clean arrangements in place (students and staff)</p> <p>Information to staff</p> <p>Stock control and replenishment</p>	<p>JH/SLT/ caretaker and cleaners All staff and students - ongoing</p>

Areas to consider	Y	N	N/A	Evidence/Comments	Further actions?	Who & When?
<b>Is there a good supply of liquid soap and alcohol-based hand rub (ABHR) available for pupils and adults?</b>	Y			<p>Good stock of soap and ABHR</p> <p>Students can bring ABHR into school</p> <p>ABHR available in each classroom, (restocked where possible)</p> <p>Behaviour policy updated</p>	<p>Stock control and replenishment</p> <p>Letter to parents - students can bring to school.</p> <p>ABHR available high need areas as available.</p> <p>Information to staff – students not to misuse ABHR</p> <p>Student supervision, (ABHR fire risk)</p>	JH/ SH/ Cleaners/ Teachers - ongoing
<b>Is there a ready supply of tissues for pupils and adults?</b>	Y			Delivered	Stock control and replenishment	SH/All staff - ongoing
<b>Is contaminated waste disposed of regularly and appropriately?</b>	Y			Information to caretaker and cleaners	Self-clean arrangements and by cleaning / site staff as appropriate	JH/SH/Cleaners/all staff - ongoing
<b>Is an isolation room available should an adult or pupil become symptomatic whilst at school?</b>	Y			Yes – medical room	Monitor and review	SLT - ongoing
<b>Communication of Plans</b>						
<b>Have parents been informed of the drop-off and pick up protocols?</b>				Previous communication with parents, students and staff	Monitor and review	SLT – ongoing

Areas to consider	Y	N	N/A	Evidence/Comments	Further actions?	Who & When?
<b>Are parents and young people aware of recommendations on transport to and from education or childcare setting (including avoiding peak times)?</b>				Students and staff will need to wear a face mask if using public transport	Monitor attendance	SLT - ongoing
<b>Are parents clear that they cannot gather at entrance gates or doors, or enter the site (unless they have a pre-arranged appointment, which should be conducted safely)?</b>					Monitor and review	SLT - Ongoing
<b>Are parents clear that if their child needs to be accompanied to the education or childcare setting, only one parent should attend?</b>				Previous communication with parents and students during lockdown	Monitor and review	SLT - Ongoing
<b>Have staff been briefed about the plans (for example, safety measures, timetable changes and staggered times), including discussing whether training would be helpful?</b>				New school timetable in place	Training days	