



Queen Mary's Grammar School

Coronavirus (COVID-19): Risk Assessment Action Plan, September 2021

Assessment conducted by: RJ Langton	Job title: Headmaster	Covered by this assessment: Queen Mary's Grammar School
Date of assessment: 18/8/21	Date of next review: 1/10/21	

The sole purpose of this risk assessment is to support schools in preparing for full school opening in September 2021, **whilst 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 risk assessment reflects the local setting and context of the school. Staff must be consulted with regard to this risk assessment.
- This should be viewed alongside relevant advice and guidance from the Department of Education and reflect any additional subsequent guidance issued to schools.
- Additional information and considerations for leaders is given in the 'Reopening of Schools (Final)' discussion document.
- For further reference, <https://www.gov.uk/government/latest?departments%5B%5D=department-for-education>, including the documents below,
 - [What parents and carers need to know about schools and other education settings during the coronavirus outbreak](#)
 - [Guidance-for-full-opening-schools](#) September 2021
 - https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1011704/20210817_Contingency_Framework_FINAL.pdf

The DfE's [operational guidance](#) for schools states that:

The government continues to manage the risk of serious illness from the spread of the virus. Step 4 marked a new phase in the government's response to the pandemic, moving away from stringent restrictions on everyone's day-to-day lives, towards advising people on how to protect themselves and others, alongside targeted interventions to reduce risk. As COVID-19 becomes a virus that we learn to live with, there is now an imperative to reduce the disruption to children and young people's education - particularly given that the direct clinical risks to children are extremely low, and every adult has been offered a first vaccine and the opportunity for 2 doses by mid-September. Our priority is for you to deliver face-to-face, high-quality education to all pupils. The evidence is clear that being out of education causes significant harm to educational attainment, life chances, mental and physical health.

INFECTIOUS DISEASES COVID-19 STEP 4 – AUTUMN TERM
PRIMARY AND SECONDARY

Hazard/ Activity	Persons at Risk	Risk	Control measures in use	Residual risk rating H / M / L	Further Action Required	
					YES	NO
Awareness of policies and procedures	Staff Pupils Others	Inadequate information	<ul style="list-style-type: none"> • All staff, parents, governors, visitors and volunteers are aware of all relevant policies and procedures. • All staff have access 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. • The school keeps up-to-date with advice issued by, but not limited to, the following: <ol style="list-style-type: none"> 1. DfE 2. NHS 3. Department for Health and Social Care 4. PHE • Staff are made aware of the school's infection control procedures in relation to coronavirus via email or staff meetings and contact the school as soon as possible if they believe they may have been exposed to coronavirus. • Parents are made aware of the school's infection control procedures in relation to coronavirus via letter and social media – 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 need to tell a member of staff if they feel unwell. 	MED		✓
Disruption to the running of the school	Staff Pupils Others	Infection control	<ul style="list-style-type: none"> • The school has an up-to-date Critical Incident and Business Continuity Plan in place – the plan is reviewed as necessary. 	MED		✓

in cases of local outbreak			<ul style="list-style-type: none"> • The school adheres to and keeps up-to-date with the latest local and national advice about school closures – advice is sought from the local Health Protection Team (HPT) or DfE helpline where required. • Follow Government advice and follow any instructions 			
Use of Transport	Staff Pupils Others	Infection Control	<ul style="list-style-type: none"> • We recommend that face coverings are worn in enclosed and crowded spaces where you may come into contact with people you don't normally meet. This includes public transport and dedicated transport to school " • It is important to ensure vehicles are well ventilated when occupied, by opening windows and ceiling vents. The need for increased ventilation while maintaining a comfortable temperature should be balanced. • On dedicated transport: • It is recommended that children and young people aged 11 and over continue to wear a face covering when travelling to secondary school or college. • It is no longer recommended maximising distance and minimising mixing, but unnecessary risks such overcrowding should be minimised. • Children, young people and adults should follow public health advice on when to self-isolate and what to do. • They should not board dedicated transport or public transport if they have symptoms or other reasons requiring them to stay at home due to the risk of them passing on COVID-19. • If a child or young person develops COVID-19 symptoms, however mild, while at school, they will be sent home. • They should avoid using public transport and, wherever possible, be collected by a member of their family or household. • In exceptional circumstances, if parents or carers cannot arrange to have their child collected, and it is age-appropriate and safe to do so, the child should walk, cycle or scoot home. If this is not possible, alternative arrangements may need to be organised by the school. • More information on organising transport for children with symptoms is provided at guidance on the use of PPE in education, childcare and children's social care settings. • Schools should have contingency plans outlining how they would operate if the number of positive cases substantially increases in the school or local area. • Principles of managing local outbreaks of COVID-19 in education and childcare settings are described in the contingency framework. • School will follow director of public health advice in cases of local outbreak. 	MED		✓

			<ul style="list-style-type: none"> Schools put into place any actions or precautions advised by their local HPT. 			
Beginning/ end of school day	Staff Pupils Others	Infection Control	<ul style="list-style-type: none"> The school shall move away from the staggered start and finish times, which were in operation during 2020-21 Issue information to parents about arrival and departure timings and procedures, including safe drop-off and pick-up. Advise parents to avoid congregating at the front of school at the beginning of the school day. Staff may come on to site from 7.30am and the site shall be open until 10pm Students may enter the site from 8am, but cannot move to form rooms until 8.30am Students may wait from 8-8.30am outside, in the canteen or in the Bateman Room (sixth form) All students shall be dismissed at 3.40pm (or at the end of their last lesson with sixth form) Students should leave site once dismissed, unless they are attending an after school activity Outbreak management plan includes a move back to staggered start/finish times 	MED		✓
Cleaning of school	Staff Pupils Others	Infection Control	<ul style="list-style-type: none"> All hard surfaces to be cleaned on a regular basis by the daytime cleaner; this will include <ul style="list-style-type: none"> All door handles All tables and chairs used by staff and pupils Toilet flushes and regular cleaning of toilets. All classrooms to have spray disinfectant and where possible disposable cloths. If disposable cloths are not available use once and then put in wash. Regular cleaning of surfaces will reduce the risk of spreading the virus. All used cloths thrown away to be double bagged and then placed in a secure area i.e. lockable bin. 	MED		✓
Ventilation class/office	Pupils Staff	Infection control	<ul style="list-style-type: none"> Identify any poorly ventilated spaces and take steps to improve fresh air flow If mechanical ventilation systems are used to draw fresh air or extract air from a room these should be adjusted to increase the ventilation rate wherever possible Ensure that mechanical ventilation systems only circulate fresh outside air and where this is not possible, in a single room supplement with an outdoor air supply Where appropriate open external windows, internal doors and external doors to improve natural ventilation 	MED		✓

			<ul style="list-style-type: none"> • If external doors are opened, ensure that they are not fire doors and are safe to do so 			
Poor hygiene practice	Staff Pupils Others	Ill Health	<ul style="list-style-type: none"> • Continue to ensure that children clean their hands regularly, this can be done with soap and water or hand sanitiser • Staff and visitors are encouraged to wash their hands with soap or alcohol-based sanitiser (that contains no less than 60% alcohol) and follow infection control procedures in accordance with the DfE and PHE's guidance. • Posters are displayed around school reminding students of the required hygiene practices. • Sufficient amounts of soap (or hand sanitiser where applicable), clean water and paper towels are supplied in all toilets and kitchen areas. • Pupils are supervised by staff when washing their hands to ensure it is done correctly, where necessary. • Pupils are discouraged from sharing cutlery, cups or food. • All cutlery and cups are thoroughly cleaned before and after use. • Cleaners to carry out daily, thorough cleaning that follows national guidance and is compliant with the COSHH Policy and the Health and Safety Policy. • The site manager arranges enhanced cleaning to be undertaken where required – advice about enhanced cleaning protocols is sought from the HPT/PHE 	MED		✓
Spread of infection	Staff Pupils Others	Lack of infection control	<ul style="list-style-type: none"> • Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately in line with guidance, using PPE at all times. • Parents are informed not to bring their children to school or on the school premises if they show signs of being unwell and believe they have been exposed to coronavirus. • Staff and pupils do not return to school before the minimum recommended exclusion period (or the 'self-isolation' period) has passed, in line with national guidance. • Pupils who are unwell are not taken on school trips or permitted to enter public areas used for teaching, e.g. swimming pools. • Parents notify the school if their child has an impaired immune system or a medical condition that means they are vulnerable to infections. • The school in liaison with individuals' medical professionals where necessary, reviews the needs of pupils who are vulnerable to infections. • Any additional provisions for pupils who are vulnerable to infections are put in place by the headteacher, in liaison with the pupil's parents where necessary. 	MED		✓

Classroom management	Pupils Staff	Infection control	<ul style="list-style-type: none"> It is no longer required for forward facing tables etc. however care should still be taken on table management in a classroom setting. Seating plans should be produced and shared via MS Teams for use with any close contact identification The teacher zones remain marked out in case of an outbreak, but staff can circulate the room in the absence of this Where possible, windows to be opened to provide ventilation. Inform students that they must bring the required equipment to school (stationery, calculators, etc.) to reduce the risk of infection. Outbreak management plans should cover the possibility of reintroduction of restrictions on mixing for a temporary period in case of local outbreak. It would be sensible to revert back to previous control measures in the event of a local outbreak. Continue to use a cautious approach with arrangements. 	MED		✓
Assemblies	Pupils Staff	Infection Control	<ul style="list-style-type: none"> There are no restrictions in place for holding assemblies and singing in the school hall or other spaces Outbreak management plans should cover the possibility of reintroduction of restrictions on mixing for a temporary period in case of local outbreak 	MED		✓
Lunchtimes	Pupils Staff	Infection Control	<ul style="list-style-type: none"> Lunchtime arrangements will revert back to previous arrangements (1-2pm) Tables must still be cleaned on a regular basis throughout dinner time activities by the daytime cleaner 	MED		✓
Break time and using equipment	Pupils Staff	Infection Control	<ul style="list-style-type: none"> Previous groups can be reinstated and no restrictions in place regarding using and sharing equipment. Outbreak management plans should cover the possibility of reintroduction of restrictions on mixing for a temporary period in case of local outbreak 	MED		✓
Face Coverings	Pupils Staff	Infection control	<ul style="list-style-type: none"> Face coverings are no longer advised for staff and visitors in classrooms or communal areas We recommend that they are worn in enclosed and crowded spaces where you may come into contact with people you don't normally meet. This includes public transport School will follow director of public health advice in cases of local outbreak. Schools put into place any actions or precautions advised by their local HPT. 	MED		✓
Ill Health	Staff Pupils Others	Coronavirus Symptoms	<ul style="list-style-type: none"> Staff are informed of the symptoms of possible coronavirus infection, e.g. a cough, loss or change to sense of smell or taste and high temperature and are kept up-to- 	MED		✓

			<p>date with national guidance about the signs, symptoms and transmission of coronavirus.</p> <ul style="list-style-type: none"> Any pupil or member of staff who displays signs of being unwell, such as having a cough, fever or a loss or change to their sense of smell or taste, and believes they have been exposed to coronavirus, is immediately taken out of the class and placed in an area where they will not come into contact with others and are supervised at all times. For pupils the relevant member of staff calls for emergency assistance immediately if pupils' symptoms worsen. The parents of unwell pupils are informed as soon as possible of the situation by a relevant member of staff. Where contact with a pupil's parents cannot be made, appropriate procedures are followed in accordance with those outlined in governmental guidance. Unwell pupils who are waiting to go home are kept in an area where they can be at least two metres away from others. Areas used by unwell staff and pupils who need to go home are appropriately cleaned once vacated, using a disinfectant and care to be taken when cleaning all hard surfaces. If unwell pupils and staff are waiting to go home, they are instructed to use different toilets to the rest of the school to minimise the spread of infection. Any pupils who display signs of infection are taken home immediately, or as soon as practicable, by their parents – the parents are advised to contact NHS 111 immediately or call 999 if the pupil becomes seriously ill or their life is at risk. Any members of staff who display signs of infection are sent home immediately and are advised to contact NHS 111 immediately or call 999 if they become 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. 			
Asymptomatic testing Summer School	Pupils Staff	Infection control	<ul style="list-style-type: none"> Schools will only provide tests for twice weekly asymptomatic testing for pupils and staff over the summer period if they are attending school settings. Staff should undertake twice weekly home tests whenever they are on site until the end of September when this will be reviewed See separate risk assessment 	MED		✓
Secondary School Pupils	Pupils Staff	Infection Control	<ul style="list-style-type: none"> All secondary school pupils should receive 2 on-site lateral flow device tests, 3 to 5 days apart, on their return in the autumn term. 	MED		✓

Asymptomatic testing Autumn Term			<ul style="list-style-type: none"> Settings may commence testing from 3 working days before the start of term and can stagger return of pupils across the first week to manage this. Pupils should then continue to test twice weekly at home until the end of September, when this will be reviewed. New intake of year 7 will be offered the 2 tests at an ATS at the beginning of the autumn term when they start at their secondary school. Schools should also retain a small asymptomatic testing site (ATS) on-site until further notice so they can offer testing to pupils who are unable to test themselves at home. Staff should undertake twice weekly home tests whenever they are on site until the end of September when this will be reviewed See separate risk assessment 			
Positive Cases	Pupils Staff	Infection control	<ul style="list-style-type: none"> School no longer need to do contact tracing as close contacts will be identified via NHS Test and Trace. School will support NHS Test and Trace when required to help identify close contacts <p>From 16th August 2021</p> <ul style="list-style-type: none"> From 16 August 2021, children under the age of 18 years old will no longer be required to self-isolate if they are contacted by NHS Test and Trace as a close contact of a positive COVID-19 case. Instead, children will be contacted by NHS Test and Trace, informed they have been in close contact with a positive case and advised to take a PCR test. We would encourage all individuals to take a PCR test if advised to do so. <p>Over 18 years of age</p> <ul style="list-style-type: none"> 18-year-olds will be treated in the same way as children until 4 months after their 18th birthday, to allow them the opportunity to get fully vaccinated. At which point, they will be subject to the same rules as adults and so if they choose not to get vaccinated, they will need to self-isolate if identified as a close contact. Continue to have a role in working with health protection teams in the case of a local outbreak. If there is an outbreak in a setting or if central government offers the area an enhanced response package, a director of public health might advise a setting to temporarily reintroduce some control measures. <p>Staff / Pupils</p>	MED		✓

			<ul style="list-style-type: none"> with a positive lateral flow test result should self-isolate in line with the stay at home guidance and get a PCR test to check if they have COVID-19 and 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 and the pupils/staff can return to school as long as the individual doesn't have COVID-19 symptoms 			
Poor management of infectious diseases	Staff Pupils Others	Lack of infection control	<ul style="list-style-type: none"> Staff are instructed to monitor themselves and others and look out for similar symptoms if a pupil or staff member has been sent home with suspected coronavirus. Staff are vigilant and report concerns about their own, a colleague's or a pupil's symptoms to the Headteacher or SLT as soon as possible. . The school is consistent in its approach to the management of suspected and confirmed cases of coronavirus. The school is informed by pupils' parents when pupils return to school after having coronavirus – the school informs the relevant staff. Staff inform the headteacher when they plan to return to work after having coronavirus. A nominated person monitors the cleaning standards of school cleaning contractors and discusses any additional measures required with regards to managing the spread of coronavirus. <p>Contingency framework: education and childcare settings (publishing.service.gov.uk)</p> <p>The thresholds, detailed below, can be used by settings as an indication for when to seek public health advice if they are concerned.</p> <p>For most education and childcare settings, whichever of these thresholds is reached first:</p> <ul style="list-style-type: none"> ➤ 5 children, pupils, students or staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period: or ➤ 10% of children, pupils, students or staff who are likely to have mixed closely test positive for COVID-19 within a 10-day period <ul style="list-style-type: none"> For special schools, residential settings, and settings that operate with 20 or fewer children, pupils, students and staff at any one time: All settings should seek public health advice if a pupil, student, child or staff member is admitted to hospital with COVID-19 by phoning the DfE helpline (0800 046 8687, option 1), or in line with other local arrangements. Hospitalisation could indicate increased severity of illness or a new variant of concern. Settings may be offered public health support in managing risk assessments and communicating 	MED	✓	

			<p>with staff and parents.</p> <ul style="list-style-type: none"> Settings may wish to seek additional public health advice if they are concerned about transmission in the setting. 			
Lack of communication	Staff Pupils Others	Unsafe Practices	<ul style="list-style-type: none"> The school staff reports immediately to the headteacher about any cases of suspected coronavirus, even if they are unsure. The headteacher contacts the local HPT or follows the advice given from and discusses if any further action needs to be taken. Schools put into place any actions or precautions advised by their local HPT. Schools keep staff and parents adequately updated about any changes to infection control procedures as necessary. 	MED		✓
Admitting children into school	Pupils Staff	Infection Control	<ul style="list-style-type: none"> In most cases, parents and carers will agree that a pupil with symptoms should not attend the school, given the potential risk to others. If a parent or carer insists on a pupil attending your school, you can take the decision to refuse the pupil if, in your reasonable judgement, it is necessary to protect other pupils and staff from possible infection with COVID-19. Your decision would need to be carefully considered in light of all the circumstances and current public health advice. 	MED		✓
CEV children	Pupils Staff	Infection control	<ul style="list-style-type: none"> All CEV children should attend their education setting unless they are one of the very small number of children under paediatric or other specialist care who have been advised by their GP or clinician not to attend 	MED		✓
Admitting people into school	Pupils Staff	Infection control	<ul style="list-style-type: none"> Pupils, staff and other adults should not come into school if they have symptoms, have had a positive test result or have been instructed to quarantine https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/ Anyone staff or pupils within the school who appear to have COVID-19 symptoms are sent home, advised to avoid using public transport and, wherever possible, be collected by a member of their family or household and to follow public health advice In the case of a pupil awaiting collection, they should be taken to a room away from other pupils and supervised If the member of staff is in close contact with the child then they should wear appropriate PPE A window should be opened for fresh air ventilation if possible Any rooms that have been used for this purpose should be cleaned after they have left 	MED		✓

			<ul style="list-style-type: none"> As anyone within the household should follow the PHE guidance for households with possible or confirmed COVID-19 infection, then any siblings within the school will be identified and also sent home. 			
Staff CEV	Staff	Infection control	<ul style="list-style-type: none"> CEV people are no longer advised to shield but may wish to take extra precautions to protect themselves and to follow the practical steps set out in the CEV guidance to minimise their risk of exposure to the virus Staff should attend their place of work if they cannot work from home The school will follow DHSC updated guidance https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19 	MED		✓
Emergency procedures (fire evacuation and lockdown)	Staff Parents Others	Infection Control	<ul style="list-style-type: none"> Lockdown, fire and emergency evacuation procedures to return to pre-pandemic arrangements Leaders to communicate procedures to all staff and students A fire drill should take place at the earliest opportunity A lockdown drill should be carried out in the autumn term 	MED		✓
Educational visits	Pupils Staff	Financial risk	<ul style="list-style-type: none"> If booking new visits ensure that the school have adequate financial protection in place From the start of the autumn school term you can go on international visits. The travel list (and broader international travel policy) is subject to change and green list countries may be moved into amber or red. https://www.gov.uk/guidance/red-amber-and-green-list-rules-for-entering-england The travel lists may change during a visit and you must comply with international travel legislation and should have contingency plans in place to account for these changes. The school should have a contingency plan in place to account for any changes in the government travel list Full risk assessments must be undertaken. 	MED		✓

			<ul style="list-style-type: none"> The outbreak management plan should include the pausing of residential trips if advised 			
Parents attendance	Pupils Parents Staff Others	Infection Control	<ul style="list-style-type: none"> Parents are no longer limited to specific number attendance. Ensure up to date contact information is available in the event of an emergency. The school is likely to continue to use the digital parents' evening system for efficiency, but there will be provision for parents to attend information evenings No parents should come onto site without a prior appointment or invitation 	MED		✓
Contractors, deliveries and visitors increase the risk of infection	Staff Parents Others	Infection Control	<ul style="list-style-type: none"> Only essential visitors to be permitted onsite All contractors to be checked to ensure that they are essential prior to entry to school All contractors/visitors to sanitise hands using appropriate hand gel available upon arrival onsite. All contractors/visitors should be made aware of control measures (not arriving if showing symptoms, hygiene requirements) All contractors/visitors to be supervised All contractors/visitors to leave contact details for follow up through track and trace if there are any issues Any contractors who feel unwell on site to report reception and leave the site immediately. Advice from PHE sought. 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. 	MED		✓
Staff and students visiting other MAT schools	Pupils Staff	Infection Control	<ul style="list-style-type: none"> Staff and students may attend lessons or meetings at other MAT schools Staff and students should follow previously listed rules on transport and make themselves familiar with control measures on other sites Staff and students to make other schools aware if symptoms develop and should not attend if unwell 	MED		✓
Poor pupil behaviour increases the risk of the spread of infection.	Pupils	Infection Control	<ul style="list-style-type: none"> Pupils are reminded of the behaviour policy on their return to school. Sanctions (and how they will be applied in the context of social distancing) are clearly communicated to pupils and parents. Pupils' individual behaviour plans are reviewed, and specific control measures identified and shared with pupils and staff where necessary. 	MED		✓

