The Mercian Trust

		Covered by this assessment: **Queen Mary's Grammar School; Queen Marys High School; Shire Oak Academy; Aldridge School; The Ladder School; Walsall Studio School**
Assessment conducted by: Christina Haydock for the Mercian Trust, adapted for QMHS by R Tindall	Job title: Operations and Business Director The Mercian Trust/ Deputy HT	
Date of assessment:06/01/2021	Date of next review: Ongoing	

The sole purpose of this risk assessment is to support schools operate with a reduced number of staff and student onsite as per national lockdown regulations,, **whilst reducing the risk of coronavirus transmission**.

- The number of staff and students on school site each day will be heavily restricted and as a result it is much easier for all staff and students to follow appropriate social distancing at all times of the day. During this temporary arrangement some areas of the original risk assessment are suspended until schools return to full attendance
- For the purpose of this risk assessment, the term 'coronavirus' to refer to coronavirus disease 19 (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,
  - Coronavirus (COVID-19): guidance for schools and other educational settings
  - Coronavirus (COVID-19): implementing protective measures in education and childcare settings
  - What parents and carers need to know about schools and other education settings during the coronavirus outbreak
  - Guidance-for-full-opening-schools (At time of preparing this assessment this guidance was being updated)

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. This list is not exhaustive and schools should add/amend/delete where appropriate e.g. risks for pupils with complex needs.
Risk Controls:	The measures that will be taken to minimise the risk. These are generic and should be adapted for the school context. Add <additional information>
Impact:	Could be L/M/H or numeric, depending on what is used in the school setting.
Likelihood:	Could be L/M/H or numeric, depending on what is used in the school setting. NB IF IMPACT AND LIKELIHOOD ARE BOTH HIGH, THEN THE ACTIVITY SHOULD BE STOPPED UNTIL ADDITIONAL CONTROL MEASURES ARE PUT IN PLACE.
Responsible person:	The identified staff member(s) responsible for implementing the risk controls.
Date:	The date by which required plans for controls will be in place. To support planning, identify which controls need to be in place before pupils return to the setting. Individual schools can then personalise to their own setting.
Line Manager Check:	Sign off to ensure that the risk has been minimised as far as possible.

It should be noted that all Mercian staff and students attending site regularly will be offered a covid 19 rapid lateral flow test weekly, which will assist with help safeguard the health of the staff of education settings and their pupils and students. A separate Risk Assessment covers these activities.

A significantly reduced staff team, and student number will also be onsite during this time in line with National guidelines, therefore further reducing the risk.

Risk Description/Area of Concern	Level of risk prior to control	Risk Controls	Impact/ Severity	Likelihood	Responsible person	Planned Completion Date	Line Manager Check
The school lapses in following national guidelines and advice.	M	To ensure that all relevant guidance is followed and communicated: • The school leaders to keep up-to-date with advice issued by, but not limited to, DfE, NHS, Department of Health and Social Care and PHE and update relevant staff as necessary. • Information on the school website is updated for parents and students. • Students who are currently attending will be updated classrooms. • Any change in information to be shared with Chair of Governors and passed on to parents/ students 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.	H	L	Head Teacher	01/09/2020	

Version 3 06/01/2021

Risk Description/Area of Concern	Level of risk prior to control	Risk Controls	Impact/ Severity	Likelihood	Responsible person	Planned Completion Date	Line Manager Check
Poor communication with parents and other stakeholders	L	• All staff/ attending students aware of current actions and requirements and reminded frequently using school communication systems. • Head teacher to share the current, temporary Risk Assessment with all staff. • Parents of vulnerable students and children of key/ critical workers will be notified of this temporary risk assessment plan by email As a result: Attending pupils and all staff working with pupils are adhering to current advice.	M	L	Head Teacher	01/09/2020	

Lack of awareness of policies and procedures.	M	• All staff and attending students are aware of all temporary, relevant policies and procedures including, but not limited to, the following:
		    - Health and safety policy
		    - Infection control policy
		    - First aid policy
		    - Intimate care policy
		    - Behaviour policy
		
		As a result, all staff and pupils are aware of the policies and procedures in place to keep themselves safe in school.
			H	M	Head Teacher /Facilities Manager	01/09/2020	

Poor hygiene practice in school.	M	• Posters are displayed around school and in every classroom currently being used, reminding students of the hygiene practice required in school (e.g. washing hands for no less than 20 seconds before entering and leaving school). • All pupils will be expected to use hand sanitiser every time they enter and leave a classroom • All staff and attending students are expected to only use a restricted area in the school building. These limited areas have their own stock of sanitiser, disinfectant wipes and are cleaned regularly	M	L	Head Teacher /Facilities Manager	01/09/2020	

Risk Description/Area of Concern	Level of risk prior to control	Risk Controls	Impact/ Severity	Likelihood	Responsible person	Planned Completion Date	Line Manager Check
		• Students and staff do not share cutlery, cups or food. As a result, all pupils and staff are adhering to high standards of hygiene to minimise risk of transmission.					
Ill health in school.	M	Staff are informed of the symptoms of possible coronavirus infection, e.g. a cough, difficulty in breathing and high temperature, and are kept up-to-date with national guidance about the signs, symptoms and transmission of coronavirus. During this restricted opening period if a student becomes unwell they must report to reception staff. As a result, any member of the school community who becomes unwell, is isolated quickly and appropriate action is taken to minimise the risk of infection.	M	L	Head Teacher	01/09/2020	
A pupil or staff member is tested and has a confirmed case of coronavirus.	M	In line with government advice: • The Headteacher/ senior leader will contact PHE. Then PHE's local protection teams to conduct a rapid investigation and will advise school on appropriate action. As a result, school leaders taken appropriate action in the event of a confirmed case of coronavirus.	M	L	Head Teacher	01/09/2020	
Staff and Pupil movement traveling to or from school on public transport increases the risk of infection.	M	In line with government advice: • Pupils and staff will be encouraged to walk or cycle into school and warned to avoid public transport if possible. • For those who still need to take public transport they will be referred to relevant government advice, and will be expected to wear masks.	M	M	Head Teacher	01/09/2020	

Risk Description/Area of Concern	Level of risk prior to control	Risk Controls	Impact/ Severity	Likelihood	Responsible person	Planned Completion Date	Line Manager Check
		• A closed bin and hand sanitiser will be located at school entrances in order to allow the safe disposal of disposable face coverings with immediate disinfectant of hands. As a result, the risk of infection is reduced as pupils and staff arrive at school.					
Poor practice leads to the spread of potential infection at the start of the school day.	M	• Only specified staff and students will be allowed on site during the school day • No one should attend the site if they display any symptoms of coronavirus. • Issue information to parents about arrival and departure procedures including times, including safe drop-off and pick-up. • • All staff and students to wash hands on arrival in school. • Make parents and pupils aware of government recommendations with regard to transport As a result, the risk of infection is reduced as pupils and staff arrive at school.	M	L	Head Teacher	01/09/2020	
Students fail to follow the acceptable usage policy for online learning	M	• The school behaviour policy will be followed and the student sanctioned accordingly.	M	L	Head Teacher / Senior Leaders	07/01/2021	
Pupil and staff movement between lesson, at break time and lunchtime increases the risk of infection.	M	• Face coverings must be worn at all times when moving around school by both staff and students as appropriate to the control measures in place for each site. Staff and students will be supplied upon request with a full face visor and masks. Relevant posters with clear instructions will be displayed concerning how to put on, remove, store and dispose of face coverings.	M	L	Head Teacher / Senior Leaders	01/09/2020	

Risk Description/Area of Concern	Level of risk prior to control	Risk Controls	Impact/ Severity	Likelihood	Responsible person	Planned Completion Date	Line Manager Check
		• Students must follow the appropriate school behaviour / uniform policies. • Staff and attending students will have restricted use of classrooms, canteen facilities and outdoor facilities. They must use them in accordance with the direction of school leaders As a result, the risk of infection during unstructured time is reduced.					
Spread of infection in classrooms	M	Face coverings must be worn at all times within the classroom area by both staff and students as appropriate to the control measures in place for each site. Staff and students will be supplied upon request with a full face visor and masks. Relevant posters with clear instructions will be displayed concerning how to put on, remove, store and dispose of face coverings. • During this time od 'national lockdown', students will predominantly be working on computers to access their online learning and will be supervised by school staff • The teacher's desk must be kept 2 metres away from the children's tables/desks. • Pupils to be directed to specific seats in classrooms and to maintain seats during the day as far as possible. • Tissues, disinfectant wipes and hand sanitiser to be located in each classroom/learning space. • Bins to be emptied at least twice daily in classrooms. • Contact with communal surfaces, such as door handles etc to be minimised. Doors to be kept open. • Where possible, windows to be opened to provide ventilation. • Pupils/staff to clean IT equipment (esp. keyboards) with anti-bacterial wipes before and after each use	M	L	Head Teacher /Facilities Manager	01/09/2020	

Risk Description/Area of Concern	Level of risk prior to control	Risk Controls	Impact/ Severity	Likelihood	Responsible person	Planned Completion Date	Line Manager Check
		• Shared telephone handsets to be cleaned with anti-bacterial wipes before and after each use • Staff should avoid close face to face contact and minimise time spent within 2 metre of anyone • Hand sanitiser/ anti-bacterial wipes to be in place at photocopiers/shared keyboards/telephones etc. • Staff must wash and dry their own cups, plates and utensils. As a result, the risk of infection to staff and pupils in classrooms / areas is reduced.					
Poor practice leads to the spread of potential infection at the end of the school day.	M	• Issue information to parents about departure procedures including times, including safe pick-up. • Make parents and pupils aware of government recommendations with regard to transport. Inform parents and pupils of restrictions and plans relating to school transport. As a result, the risk of infection is reduced as pupils and staff leave school.	M	L	Head Teacher	01/09/2020	
Poor pupil behaviour increases the risk of the spread of infection.	L	• Students should continue to follow the behaviour policy in place including the addendum for Covid pandemic. • Where necessary, students' individual behaviour plans are reviewed, and specific control measures identified and shared with pupils and staff where necessary. As a result, pupils understand the behaviour policy in context.	M	L	School Behaviour Lead	01/09/2020	
Vulnerable pupils and pupils with SEND do not receive appropriate support.	L	• Agree what support is available to pupils with SEND with new temporary plans which have been shared with parents. Additional support with regards to this is available from the Executive Director for Education. It is the Mercian Trusts policy that limitations cannot be used as a reason to stop a	M	L	School SENDCO	01/09/2020	

Risk Description/Area of Concern	Level of risk prior to control	Risk Controls	Impact/ Severity	Likelihood	Responsible person	Planned Completion Date	Line Manager Check
		SEND pupil returning as a result, pupils with SEND and those concerned about returning to school are supported. • Vulnerable students are encouraged to attend school and pastoral/support staff will be frequently contacting home to encourage this and check on the welfare of these students As a result, pupils are well supported.					
Increased number of safeguarding concerns.	H	• All staff have been reminded to watch for signs of distress from students, either online or in school • Pastoral support time e.g. tutor time has been arranged for all students, whether online or in person • DSL have amended school procedures and notified all staff about how to report concerns • New concerns are actioned on the day that they are raised • Vulnerable students are encouraged to attend school and pastoral/ support staff are contacting them frequently to ensure they are safe and well As a result, safeguarding remains of the highest priority and practice	M	L	Designated Safeguarding Lead	01/09/2020	
Emergency evacuation due to fire etc	L	• Lockdown, fire and emergency evacuation procedures to be reviewed to accommodate the 'closed' areas of the school and that so few staff and students are on site currently • Leaders to communicate procedures to all staff. • Staff to communicate emergency evacuation procedures to pupils As a result, social distancing is maintained in the event of an emergency evacuation.	M	L	Head Teacher /Facilities Manager	30/09/2020	

Risk Description/Area of Concern	Level of risk prior to control	Risk Controls	Impact/ Severity	Likelihood	Responsible person	Planned Completion Date	Line Manager Check
Poor hygiene practice in staff workspaces/ office spaces increases the risk of infection.	L	• Most office areas are closed during the national lockdown • Where they are open, staff must ensure that they at least 2m from other colleagues, wear a mask/ visor and open windows/ doors • For any administrative staff, start and end times for work are staggered to support social distancing. • Tissues, disinfectant wipes and sanitiser to be placed in office locations. • Staff to wash hands in line with government advice on arrival. • Everyone is responsible for wiping down own desk/place of work before and after use. • Guidance issued to staff on the use of the staff room and staff toilet area, including maximum numbers at any one time. Staff to be reminded to adhere to social distancing at all times. As a result, office practice in office spaces limits the risk of the spread of any infection.	M	L	Head Teacher User/Facilities Manager	01/09/2020	
Poor hygiene practice at school entrance/reception increases the risk of infection.	L	• Normal reception areas are closed at this time As a result, reception staff are protected.	M	L	Head Teacher /Facilities Manager	01/09/2020	
Cleaning is not sufficiently comprehensive.	L	• Ensure that all cleaning and associated health and safety compliance checks have been undertaken prior to opening. • A nominated member of staff monitors the standards of cleaning in school and identifies any additional cleaning measures. • Where possible, additional cleaning staff employed (or given additional hours) to increase the regularity of cleaning.	M	L	Facilities Manager	01/09/2020	

Risk Description/Area of Concern	Level of risk prior to control	Risk Controls	Impact/ Severity	Likelihood	Responsible person	Planned Completion Date	Line Manager Check
		• Whilst pupils are at break time/lunchtime clean tables/door handles with a disinfectant spray. Gloves to be work during this and hands washed afterwards. • Disposable gloves/wipes/sprays next to photocopiers/printers etc • Cleaners to act upon guidance normally linked to 'deep cleans' as part of their daily procedures (i.e. a focus on door handles, toilets, changing room, toys in the EY, etc) – pupils / teachers to clean IT equipment (esp. keyboards) with anti-bacterial wipes after use. As a result, high standards of cleanliness are maintained in school.					

Risk Description/Area of Concern	Level of risk prior to control	Risk Controls	Impact/ Severity	Likelihood	Responsible person	Planned Completion Date	Line Manager Check
Contractors, deliveries and visitors increase the risk of infection	L	• Only essential visitors to be permitted onsite • All contractors to be checked to ensure that they are essential prior to entry to school. • Contractors to come onto site/leave site at staggered times so as not to have contact with pupils or staff. • All contractors/visitors to sanitise hands using appropriate hand gel available upon arrival onsite. • Any contractors / visitors who feel unwell on site to report reception and leave the site immediately. Advice from PHE sought. • All areas in which contractors / visitors work are cleaned in line with government guidance. • Contractors / visitors to bring own food/drink and all utensils onto site. • Staff who receive deliveries to the school to wash hands in line with government guidance after handling. • Where possible, delivery drivers to leave post/parcels and packages in a safe location with coming into contact with staff or pupils. • If it is unavoidable and drivers must enter the school site, they are advised to follow most up to date government advice on social distancing. Drivers to hand wash/sanitise hands before entering school buildings. Surfaces to be cleaned after the deliveries have been made. As a result, any external visitors/contractors are kept safe and the risk to other members of the school is minimised.	M	L	Facilities Manager	01/09/2020	

Useful links:
For the latest advise and guidance please consult the government collection website regarding covid 19 at:
• Advice: https://www.gov.uk/government/collections/coronavirus-covid-19-list-of-guidance

Version 3 06/01/2021