



Wadham School (522)

Risk Management - Assessment Report

Risk Area:	COVID-19
Assessment Framework:	Covid-19 - Re-opening of Schools
Work Area or Activity:	Covid 19 - Opening during lockdown
Competent Person	Sheila Taylor
Groups Affected:	All Groups
Notes:	This is an update to the previous assessment due to further guidance from the Government. Whilst this assessment is based on current guidance, it is likely to change in the future as the impact of Covid 19 changes. This update is being done in the light of full reopening of school from September 2020. It has been completed on 03/08/2020 by Sheila Taylor. A further review will take place before the end of September once students and staff have returned to school.

Assessed on:	08/06/2020	Risk Rating: Below 9 - Low Risk 9 to 14 - Medium Risk 15 or above - High Risk
To be Reviewed on:	24/09/2020	

What are the Hazards?	What is already being done?	Is this considered satisfactory?	Risk Findings
Have you used the premises re-opening checklist to ensure that the school is ready for the safe return of staff and pupils?	The School Site Manager has a copy of the SSE school re-opening compliance checklist and all checks will be carried out prior to staff and students returning to school from 2nd September. SLT and other senior staff have undertaken numerous tours of the entire site to consider what control measures can be put in place to ensure the safe return of staff and students. The Government guidance	Yes	Severity: 2 Likelihood: 2 Risk Rating: 4

	document 'Guidance for full opening: schools' has been used as the basis for the alterations made to all aspects of school life. Once this document has been completed, it will be shared with stakeholders and will be a living document, thus it will be updated on an 'as needed' basis.		
Have travel arrangements been adjusted (where necessary) in line with the guidance for Covid-19? Please see Government Advice before reopening schools (https://tinyurl.com/yaxo63f6)	Travel has been adjusted by county transport. buses will have less capacity due to pupils being spaced further apart, taxis are to carry only one pupil etc. The use of transport should only be considered if parents absolutely can not make travel arrangements themselves.	Yes	Severity: 3 Likelihood: 3 Risk Rating: 9

Changes awaiting implementation/ verification	Date to be implemented	Days to Monitor		
<i>We have been liaising with County Transport with regards to the transport arrangements from September. As school transport is not defined by the Government as public transport, there are few restrictions on its use. There will be no social distancing in place and all year groups are expected to wait at the usual bus stops in the morning. However, the school will be allocating students to seats on their respective buses to maintain the integrity of year bubbles and, if possible, there will be gaps between the different bubbles to give some distance. Students will board transport at the end of the day in their bubbles to limit the amount of contact with other bubbles. It will not be compulsory for students to wear masks whilst on the buses, but they may do so if they wish.</i>	01/09/2020	7	<i>Severity</i>	
			<i>Likelihood</i>	
			<i>Risk Rating</i>	
			<i>Acceptable?</i>	UnValidated

Is the school	No we are not.	Yes	Severity:
---------------	----------------	-----	-----------

accommodating children from other schools?			1 Likelihood: 1 Risk Rating: 1
If the school is accommodating children from other schools have staff been briefed on the requirements for the students?	This is not applicable	Yes	Severity: 1 Likelihood: 1 Risk Rating: 1
Are arrangements in place for parents and guardians to collect and drop off students e.g. staggered times, maintaining social distancing outside school gates, minimising adult to adult contact?	Our students are old enough to come to and from school on their own. Any parents who do insist on transporting their children will be told to stay in their cars by the staff on duty at the front of school. Parents will be told where to park for pick up and drop off and we anticipate a higher volume of cars as some parents will be reluctant to allow their children to either use school transport or walk to school. They will be asked not to wait in the car park but to arrive on time so that they are on site for as little time as possible.	Yes	Severity: 2 Likelihood: 2 Risk Rating: 4
Do you have adequate First Aid provision in the school?	All trained first aiders will be given instructions at the start of the Autumn term regarding the use of PPE and how to manage students or staff experiencing possible Covid 19 symptoms. A room has been allocated as an isolation room should anyone display symptoms during the school day. A protocol will be put in place to ensure that first aiders, cleaners and other staff who may be in the area are aware of what actions need to be taken both during and after	Yes	Severity: 2 Likelihood: 2 Risk Rating: 4

	<p>the room has been used. Information will also be given about the NHS Test and Trace service. There will be signage around the school giving information about the symptoms, actions to be taken, testing and self isolation to everyone in the school community.</p>		
<p>Will there be vulnerable children who require medicines that need to be administered by way of agreement with the parent/guardian?</p>	<p>Medicines will be held at Student Services for vulnerable students. If staff need to be involved with the administering of the medication, they will wear appropriate PPE. The storing and administering of medication will only take place with parental consent.</p>	<p>Yes</p>	<p>Severity: 2 Likelihood: 2 Risk Rating: 4</p>
<p>Are arrangements in place should a member of staff or child fall ill? This should include isolation whilst waiting to leave the school and informing staff, parents and guardians who may have been in contact with the person to self-isolate for 14 days.</p>	<p>Yes, all staff, parents and pupils will be made aware of this via all communication methods the school employs. They will be given the details of the self reporting portal from the government so that they can get tested.</p> <p>The persons who show symptoms will be taken to the small meeting room next to the Operations Managers office, they will be attended to by staff wearing full PPE during the duration of their time there until they leave the site. The room will then receive a deep clean.</p>	<p>Yes</p>	<p>Severity: 3 Likelihood: 3 Risk Rating: 9</p>

Changes awaiting implementation/ verification	Date to be implemented	Days to Monitor		
<p><i>Staff who deal with any student or member of staff who falls ill with Covid, will also be sent home to self isolate if they display symptoms of the illness. If this is the case, they should get tested. If they test negative, they can return to school if they feel well. If they test positive, they need to self</i></p>	<p>03/09/2020</p>	<p>7</p>	Severity	
			Likelihood	
			Risk Rating	
			Acceptable?	UnValidated

isolate for 10 days from the date they developed the symptoms.

<p>Are parents, guardians and students informed not to come into school should they suspect that they display any of the symptoms relating to Covid-19?</p>	<p>This has and will continue to be communicated via Parentmail, posters around school and tutors. There will be posters around the school site, especially clearly at the entrances to the site, detailing what the symptoms are and what must be done if a students or member of staff is symptomatic. The process followed by the school will be in line with current Government guidance. The school will refuse entry to the school to anyone who seems unwell or is displaying symptoms associated with Covid.</p>	<p>Yes</p>	<p>Severity: 2 Likelihood: 3 Risk Rating: 6</p>
<p>Do you ensure regular and frequent breaks are incorporated throughout the day, so that staff and students can wash their hands whilst in school? If hand sanitizer is used there is a risk of bottles being stolen.</p>	<p>There will be hand sanitizer in all areas of the school. Most will be wall mounted for ease of use, although some areas will have bottled sanitiser. Everyone will be expected to wash their hands and sanitise regularly throughout the day, and there will be posters around the site promoting and reminding everyone of the message. Cleaning staff and members of the Site team will regularly check that they are topped up. There have been no issues to date of supplies being stolen.</p> <p>There will be hand sanitising stations at the entrances and exits of the school that will be in</p>	<p>Yes</p>	<p>Severity: 2 Likelihood: 2 Risk Rating: 4</p>

	<p>use. All people coming onto and off site will be required to use these stations.</p> <p>v6 - In addition to this measure, staff will have access to "cleaning stations" dotted around the school - mainly by manned offices - for any cleaning they may want to do. The manned offices will ensure that pupils do not use anything from the station.</p>		
Are there posters/notices around the school to encourage and remind everyone to good hygiene?	There will be posters reminding everyone of the new protocols that must be followed, hand hygiene being one of them.	Yes	Severity: 1 Likelihood: 1 Risk Rating: 1
Have you ensured that the school has a regular supply of soap, anti-bacterial gel, hand sanitiser and cleaning products and that there are sufficient supplies in the school reflecting the increased usage?	Supplies of all the products required were enhanced before the end of the Summer term. However, we constantly review usage and the impact on stock levels with a view to placing additional, timely orders to make sure we are never short of critical supplies.	Yes	Severity: 2 Likelihood: 2 Risk Rating: 4
Are arrangements in place for social distancing within the school setting? e.g. minimising class sizes, staggered lunches etc.	The arrangements for the return of students in September have followed the Government guidance in 'Guidance for full opening: schools'. Each year group will be in it's own bubble and will be restricted to certain areas of the school that are out of bounds to other bubbles. As the design of our school is block based, this is easy to achieve.	Yes	Severity: 2 Likelihood: 3 Risk Rating: 6

Classrooms have been organised to either have single desks with all students facing the front, or double tables, but with one place taped off so that there is still more than 1 metre between each student. Both break and lunchtime will be staggered and students will only be allowed in the areas designated for their bubble. This applies to both internal and external space. As far as possible, lessons for each year group will take place in their area and staff will move between bubbles (classrooms have been organised to allow staff at least 2 metres distancing from students). There is a one way system around the site to minimise the possibility of contact between bubbles. The Dining Hall will be available for food, but as break and lunchtime are staggered, students will only queue with other students from their bubble. Students will also be kept apart at the end of the day whilst waiting to access school transport.

If teaching assistants are allocated a group of children, have they been fully informed by the teacher of the lesson plans and necessary resources required?

There will be training on the Inset day at the start of the Autumn term giving instructions to the Teaching Assistants as to how they should interact with students in the classroom to provide the necessary support for individual students. Part of this will involve managing any

Yes

Severity:

2

Likelihood:

1

Risk Rating:

2

	concerns they have about the arrangements in place, prior to their return to the class with students.		
Have you designed the layout of the classroom to maximise social distancing?	The schools classrooms vary greatly in size and thus the layout in each room will depend on the space available, the maximum size of the group accessing the room and the subject being taught. However, the basic principle being followed is to ensure that students do not share desks and that there is at least 1 metre between students. Staff will have a desk at the front of the classroom, and there will be a 2 metre zone around the desk that students are not allowed into. Any movement around the classroom during lessons will only be that which is unavoidable.	Yes	Severity: 2 Likelihood: 2 Risk Rating: 4
Have you maximised ventilation in the classroom e.g. opening windows, maximum flow on ventilation systems etc. (noting that fire doors must remained closed)?	Staff will be encouraged to keep windows and doors open where possible. There will be signs around school to encourage this. However, fire regulations will be followed at all times.	Yes	Severity: 2 Likelihood: 1 Risk Rating: 2
Have you considered learning outdoors?	This has been considered if the weather is suitable when school returns in September. The school field has been split into sections for each bubble, so it would be very easy for lessons to take place outside without compromising bubbles. However, social distancing within the bubble may be	Yes	Severity: 3 Likelihood: 1 Risk Rating: 3

	harder than in a classroom.		
Have you removed access to play items and materials where there is a higher risk of cross-infection e.g. soft furnishings, soft toys and those with intricate parts?	This has little impact in a secondary school.	Yes	Severity: 1 Likelihood: 1 Risk Rating: 1
Have you a system in place for cleaning learning/play equipment in between different groups of children using the resources?	This is more relevant to primary schools, but we are putting a cleaning rota in place to ensure that all equipment and outside areas are cleaned thoroughly on a regular basis throughout the day.	Yes	Severity: 1 Likelihood: 1 Risk Rating: 1
Has each individual child been allocated their own stationery and secured in separate named storage e.g. zipper bags, trays?	Students will provide their own stationary to minimise the possibility of cross contamination. There will be no sharing of resources.	Yes	Severity: 2 Likelihood: 3 Risk Rating: 6
Have you considered limiting shared resources that are taken for further home learning e.g. reading books?	As far as possible, resources needed for home are available online through the Teams and ShowMyHomework platforms. Should there be the need for physical resources to be taken home, these will need to be sanitised both before leaving the school site and on their return, if they need to be used by other students. However, the intention is that resources are only shared in exceptional circumstances.	Yes	Severity: 2 Likelihood: 2 Risk Rating: 4
Have you considered further social distancing measures around the school premises e.g. a one-way flow system, different entrances/exits to the	The one way system put in place before students returned to school in June has been expanded for full	Yes	Severity: 2 Likelihood: 3

classrooms, toilet breaks, staggered playtimes/lunchtimes, corridor dividers?

opening in September. A system of yellow arrows and dots is being used so that students and staff are aware of how far part they need to be to comply with social distancing. Years 13, 12 and 11 will have a different entrance and exit gate to Years 9 and 10. Staff will supervise students in year groups whilst they wait getting onto school transport at the end of the day. At the start of the day staff will ensure students leave buses / minibuses in an orderly fashion with minimal contact with other year groups, in order to maintain the integrity of the year group bubbles. Breaks and lunchtimes are to be staggered to maintain social distancing and to limit the possibility of cross contamination. Students will remain, for the most part, in their allocated blocks, and will only be taught in other areas when specialist classrooms are essential for teaching and learning. There will be cleaners on site throughout the day working to a planned schedule to ensure that as much of the school as possible is sanitised between uses. In the case of P.E. it may be necessary to alternate between using the New Sports Hall and Old Sports Hall changing rooms so that there is

Risk Rating:
6

	time to clean between uses.		
Have you considered strategies for children with additional needs to support them understanding the new processes e.g. routes around the classroom/building in braille, meaningful symbols, supported learning to understand the new systems in place?	These children will be assisted by the SEN / AEN team. Support will be given to students based on their need. Staff will help familiarise students with the new procedures and talk with them about how support in the classroom will be provided. To facilitate this for the students more generally, each year group will be returning to school on a specific day to get accustomed to the new ways of working before the whole school returns on 8th September.	Yes	Severity: 2 Likelihood: 2 Risk Rating: 4
Have you considered catering and lunchtime provision arrangements?	Yes - as per the Government guidance, the kitchen will be providing food for all students at break and lunchtime, but will concentrate on menu items that do not require cutlery or crockery. If either are needed, these will be biodegradable and disposable. Break and lunchtime access to the Dining Hall will be limited to one year group at a time. Meals will continue to be produced for the first schools, but these will take the form of packed lunches rather than hot food for the short term.	Yes	Severity: 2 Likelihood: 2 Risk Rating: 4
Has consideration been made about whether to close some parts of the school to reduce the spread of the virus on surfaces?	The whole site will be open but areas will be restricted to who or how they can be used. Students will only be allowed to go into	Yes	Severity: 2 Likelihood: 2

	designated areas, or to go to general areas at designated times when other year groups will not be present. In effect, we are running separate schools for each year group. Having cleaners on site throughout the day will allow the sanitising of surfaces to be given priority until the deep clean is undertaken at the end of each day.		Risk Rating: 4
Do you ensure the cleaning of well used surfaces is increased? e.g. Door handles, communal areas etc?	Yes, the cleaning supervisor has been made aware that this will be the case and cleaning will need to happen whilst there are people on site rather than just before and after school. From September, cleaning staff will be given designated areas to be responsible for during the day and a list of regular tasks to undertake i.e. cleaning surfaces, toilets, desks etc. Students will be kept in year group bubbles which will reduce the need for between lesson cleaning of desks and chairs. However, students will be given the opportunity to clean their desks before use if they wish. This will be done using appropriate cleaning wipes.	Yes	Severity: 2 Likelihood: 1 Risk Rating: 2
Have you made cleaning equipment available for staff to use to clean equipment in between group activities? Is this cleaning equipment stored securely in a locked cupboard and clearly labelled?	Cleaning materials will not be left out in classrooms and other areas accessed by students. In such areas they must be left in a	Yes	Severity: 2 Likelihood: 2

	<p>locked cupboard or drawer.</p> <p>Cleaning equipment will be left in offices for any ad-hoc cleaning requirements deemed necessary by staff for their own peace of mind. Although these are staff only areas, they must be mindful to keep the chemicals safe. All products used have a COSSH sheet.</p>		<p>Risk Rating:</p> <p>4</p>
<p>Have you made arrangements with cleaning providers for additional cleaning?</p>	<p>Covid cleans will take place at the end of every day and cleaning staff will be on site throughout every school day to regularly clean much used surfaces i.e. desks, handles, handrails, toilets, computers etc.</p> <p>The cleaners will be given a list of the tasks they need to be doing in the bubble to which they are allocated. This will be monitored by the Cleaning Supervisor and the Site Manager.</p>	<p>Yes</p>	<p>Severity: 2</p> <p>Likelihood: 2</p> <p>Risk Rating:</p> <p>4</p>
<p>Do you ensure there is enough staff to manage the number of young people that are using the school?</p>	<p>All staff are expected to return to school in September for the full reopening of school. The only exceptions would be for staff who were themselves ill. Staggered breaks and lunchtimes will need to be managed carefully to ensure that there are sufficient staff on duty. As a result, the Deputy Headteacher may need to utilise support staff to help with this. Otherwise, there are no issues with staffing ratios.</p>	<p>Yes</p>	<p>Severity: 2</p> <p>Likelihood: 2</p> <p>Risk Rating:</p> <p>4</p>
<p>Do you ensure the school is up to date with government guidelines in relation to</p>	<p>Yes, the latest guidance is always followed and</p>	<p>Yes</p>	<p>Severity: 2</p>

<p>Covid-19? Guidance: https://www.gov.uk/coronavirus/education-and-childcare</p>	<p>procedures in place will be regularly reviewed.</p>		<p>Likelihood: 2 Risk Rating: 4</p>
<p>Have you updated your Business Contingency Plan to take into account the affects that Covid-19 crisis is having or may have on your school?</p>	<p>Our business contingency plan was reviewed at the onset of lockdown to ensure that it was still robust enough to handle anything that would arise. On balance, 8 weeks into lockdown it would appear that is has worked as intended and the response has meant that the school has been able to function in a way that would continue to provide education, safeguarding and food to those who needed it.</p>	<p>Yes</p>	<p>Severity: 3 Likelihood: 2 Risk Rating: 6</p>
<p>Have you reviewed your PEEPs for children needing extra assistance during emergencies?</p>	<p>This will be discussed with the Deputy Headteacher (Senco) at the start of the Autumn Term before all students return to school.</p>	<p>Yes</p>	<p>Severity: 1 Likelihood: 2 Risk Rating: 2</p>
<p>Where first aid is required do you ensure that people not involved in the incident remain more than 2 metres away from the scene?</p>	<p>A first aid protocol will be put in place so that first aiders feels confident that they are not in danger but at the same time the patient will get a high standard of care. First aiders will also be given instructions regarding the use of PPE.</p>	<p>Yes</p>	<p>Severity: 2 Likelihood: 2 Risk Rating: 4</p>
<p>Where first aid is required do you have and ensure that staff with responsibilities to administer First Aid to suspected Covid-19 individuals wear Personal Protective Equipment prior to commencing treatment? (e.g. gloves/apron/fluid-resistant mask/safety glasses)</p>	<p>First Aiders will be issued with PPE for use with suspected staff, students or visitors who may have Covid 19. They will also be given guidance on how to use PPE during the Inset</p>	<p>Yes</p>	<p>Severity: 2 Likelihood: 2 Risk Rating: 4</p>

	day at the start of the Autumn Term 2020. They will also be informed of the location of the isolation room and how this should be used.		
Where first aid is required, do you assess the situation to identify any infection control measures that need to be put in place before commencing CPR, if required?	Our first aiders are trained for this, and would put appropriate PPE in place where possible. We will also follow any guidance over the phone from emergency services if the need for CPR was required.	Yes	Severity: 2 Likelihood: 2 Risk Rating: 4
Are you aware that you should only apply chest compressions during CPR and to avoid rescue breaths unless it's deemed to be absolutely necessary?	This is part of first aiders training. The emergency services would also provide this information to the member of staff who phones them who would then communicate with staff on scene.	Yes	Severity: 2 Likelihood: 2 Risk Rating: 4
Do you ensure that the area is cleaned thoroughly following treatment, including the disposal of PPE and any other materials that have been contaminated with blood or bodily fluids?	This happens as standard already and, depending on the circumstances, a deeper clean would take place if appropriate to avoid the possibility of any cross contamination. The disposal of all PPE and any other materials used to treat a person with possible Covid would be disposed of in the same manner as hazardous waste.	Yes	Severity: 2 Likelihood: 2 Risk Rating: 4
How will the school manage the increase in vehicle traffic at the beginning and end of the school day, due to reduced county transport capacity and usage?	There is an expectation that from the start of the Autumn Term traffic coming onto the school site at the start and end of the school day will increase as it is expected that some parents will not want their child to use school transport so that better	Yes	Severity: 3 Likelihood: 2 Risk Rating: 6

	<p>social distancing can take place. Transporting Somerset are managing the arrangements for home to school transport for students qualifying for transport. However, they have informed the school that the same number of vehicles will be used to transport students as before the Covid outbreak. County are recommending to schools that they organise the students on buses by year group so that, as far as possible, the integrity of bubbles are maintained. It is highly likely that traffic caused by parents dropping off and collecting their children will increase, and this will be managed by staff on duty at the front of school at the start and end of day. In order to minimise the hazards that could result in danger to anyone in that area of the school when it is busy, staff will be directed to park by the Leisure Centre, the small car park or inside the perimeter fence to minimise the number of vehicles at the front of school.</p>		
<p>how will visitors to the school be managed?</p>	<p>Visitors will only be allowed into school via Reception (this is the normal process anyway). The Receptionist will speak to visitors via the intercom to ascertain their reason for coming into school before allowing in the building.</p>	<p>Yes</p>	<p>Severity: 1 Likelihood: 1 Risk Rating: 1</p>

	<p>Staff will be directed to give the Receptionist details of any visitors that are expecting in school so that the process of access is speeded up. Once in school, visitors will follow the usual signing in and DBS checks (hand sanitiser will be next to the signing in console). Visitors will then wait in the waiting room to be collected by the person they are visiting. There will be no furniture in the waiting room and numbers will be kept to no more than 4, which allows for staff to have a 'corridor' across the room but still maintain social distancing. Meetings between staff and visitors should take place in the meeting room in the waiting room, and this will be cleaned between uses. Visitors should leave the school site immediately once their meeting has ended. Where possible, all meetings involving a number of parties should be done virtually. If this cannot be the case, the member of staff organising the meeting should liaise with the Site Manager to agree the arrangements.</p>		
<p>How will the school fulfill its obligation to provide drinking water?</p>	<p>Our water fountain will not be in use. Parents will be asked to ensure that their child has adequate drinking water for the school day. Bottled drinks are also sold from the school</p>	<p>Yes</p>	<p>Severity: 2 Likelihood: 1 Risk Rating: 2</p>

