



# Wadham School (522)

## Risk Management - Assessment Report

<b>Risk Area:</b>	COVID-19
<b>Assessment Framework:</b>	COVID-19: Step 4-School Opening September 2021
<b>Work Area or Activity:</b>	COVID - Opening School January 2022
<b>Competent Person</b>	Graham Rowswell
<b>Groups Affected:</b>	Staff and Students
<b>Notes:</b>	Updated for January 2022 including Changes issued on 2nd December 2021 and to review / monitor during the Christmas Holidays

<b>Assessed on:</b>	26/08/2021	<b>Risk Rating:</b>	Below 9 - Low Risk 9 to 14 - Medium Risk 15 or above - High Risk
<b>To be Reviewed on:</b>			

What are the Hazards?	What is already being done?	Is this considered satisfactory?	Risk Findings
Do you know where to locate your school's contingency plan? Reference to dealing with major incidents and updating your contingency plan can be found in the Burgundy Pack and provides useful links to public health contacts relating to coronavirus <a href="https://tinyurl.com/5umt9rnx">https://tinyurl.com/5umt9rnx</a>	Yes - this has been updated by the Senior Team Administrator and is subject to on going reviews to ensure that it is robust and supports the school in continuing to providing education, safeguarding and food to those who needed it. A paper copy is kept in the Senior Team Administrators office and offsite by key personnel. An electronic copy is stored securely on line as well.	Yes	Severity: 1 Likelihood: 1 <b>Risk Rating:</b> <b>1</b>
Have you updated your Business Continuity Plan to incorporate disruption due to coronavirus? A Business Continuity template can be found at <a href="https://tinyurl.com/5umt9rnx">https://tinyurl.com/5umt9rnx</a>	Yes - this has been updated by the Senior Team Administrator and is subject to on going reviews to ensure that it is robust and supports the school in providing wide ranging support either directly or indirectly using outside agencies. If the school was to be closed for any reason teachers are prepared and trained to deliver the curriculum virtually, as we have done during lockdowns. Those students, who still do not have the appropriate technology, are provided with paperwork via the DOLs or the student Support Team.	Yes	Severity: 2 Likelihood: 2 <b>Risk Rating:</b> <b>4</b>

Are you aware of the DfE Coronavirus helpline should you have any queries regarding Covid-19 in schools or educational establishments? The contact number for this service is 0800 046 8687.	Yes - this is used by Senior Staff as needed	Yes	Severity: 2 Likelihood: 2 <b>Risk Rating:</b> <b>4</b>
Are you aware that Somerset has a Covid-19 advice page for schools and educational settings, located on the Support Services for Education website: <a href="https://tinyurl.com/44wk3njy">https://tinyurl.com/44wk3njy</a>	Yes - this is accessed by key staff	Yes	Severity: 1 Likelihood: 1 <b>Risk Rating:</b> <b>1</b>
Are you regularly reviewing and updating your risk assessments as circumstances within the school change and public health advice changes?	Yes - COVID Risk Assessments are regularly reviewed, as are the COVID element of general risk assessments, in order to follow DfE, Government and UK Health Security Agency (UKHSA) advice and guidance regarding national as well as in school or local community transmission rates	Yes	Severity: 2 Likelihood: 2 <b>Risk Rating:</b> <b>4</b>
Do you have active arrangements in place to monitor whether the controls in your risk assessments are effective and working as planned?	Yes - systems of control (prevention and response) are monitored by Senior Leadership Team and the Site & Resources Manager and reviewed by them whenever there is an incident, a near miss, an event of concern or when a process does not have the anticipated outcome. There are also discussions at Governor Meetings.	Yes	Severity: 2 Likelihood: 2 <b>Risk Rating:</b> <b>4</b>
Do you have plans in place if you are required to reintroduce 'bubbles' for a temporary period, to reduce mixing between groups?	Yes - SLT will revert to our successful "bubble" arrangements used earlier in the pandemic. We are still using some scaled back versions of those provisions eg separate indoor social spaces for each year group.  Following a request from UKHSA regarding the rates in the local community (NOT in school rates) we are moving to Amber which will see the reintroduction of masks in Communal areas as from Monday 15th November which was then supplemented by National requirements in December 2021.	Yes	Severity: 2 Likelihood: 2 <b>Risk Rating:</b> <b>4</b>
Are you ensuring that pupils and staff are washing their	Yes - there are posters around	Yes	Severity:

hands regularly?	the site promoting and reminding everyone of good hygiene practises and staff provide verbal reminders to their students. In addition there are hand sanitising stations at the entrances and exits of the school that are being used. All people coming onto and off site are required to use these stations. Hand sanitising stations are also still in place in all areas of the school. Most are wall mounted for ease of use, although some areas have bottled sanitiser. Everyone is expected to wash their hands and sanitise regularly throughout the day. Cleaning staff and members of the Site team will regularly check sanitising stations and ensure they are topped up as needed. Regular communications are sent to staff, pupils and parents utilising a wide range of electronic forms of communication and social media at the school's disposal as well as providing paper copies where families are unable to access electronic forms of communication. Any of these forms of communication could be translated into other languages if the need arose. Sanitising wipes are also available for staff to sanitise their own work areas		2 Likelihood: 2 <b>Risk Rating:</b> 4
Do you have a sufficient supply of soap and/or hand sanitiser, paper towels etc?	Yes - we always maintain sufficient stock levels with extra in reserve. 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. We have not had an issue obtaining supplies	Yes	Severity: 2 Likelihood: 2 <b>Risk Rating:</b> 4
Do you encourage the 'catch it, bin it, kill it' approach? E-bug resources are useful <a href="https://tinyurl.com/ubvfutk7">https://tinyurl.com/ubvfutk7</a>	Yes - there are posters providing visual reminders Staff provide verbal reminders to their students	Yes	Severity: 2 Likelihood: 2 <b>Risk Rating:</b> 4
Do you have an appropriate cleaning schedule? This should include regular cleaning of areas and equipment (for example, twice per day), with a particular focus on	Yes - this has been in place throughout the pandemic and adapted in line with guidance,	Yes	Severity: 2 Likelihood:

frequently touched surfaces.	local infection rates and our own cautious approach. The cleaning supervisor ensures the COVID daytime cleaning schedule is followed as well as the normal before and after school cleaning schedules. The daytime COVID Cleaning Team complete regular cleaning of frequently touched surfaces and additional cleaning of toilets, counters etc SLT and the Site & Resources Manager review and agree the appropriate schedule at regular intervals throughout the academic year, making adjustments as appropriate.		2 <b>Risk Rating:</b> 4
Have you ensured that any mechanical ventilation only draws in/extracts fresh air which is circulated in a room?	Yes - the Site Team have ensured this is the case and regularly recheck appliances	Yes	Severity: 2 Likelihood: 2 <b>Risk Rating:</b> 4
Is your mechanical ventilation adjusted to increase the ventilation rate?	Yes where this is possible	Yes	Severity: 2 Likelihood: 2 <b>Risk Rating:</b> 4
Have you identified poorly ventilated areas in your school and taken steps to increase fresh air flow to these areas? This can include when holding events and areas where there is an increase in visitors, such as school plays.	Yes - SLT and the Site & Resources Manager have reviewed the whole school site during the pandemic. Action has included increasing ventilation where possible and limiting use of rooms where there was restricted air flow. We have now received the Government issued CO2 Monitors. These will be installed over the Christmas Holidays (1 per 2 Teaching spaces) and our Teaching Staff will be reporting readings via a form on Teams midway through their lessons. Results will be reviewed by SLT and referred to SCC as part of County's work on site in preparation for the Two Tier structure in September	Yes	Severity: 2 Likelihood: 2 <b>Risk Rating:</b> 4
When increasing ventilation within a room setting, is the teaching environment still comfortable to teach/learn in?	Yes - it is important to ensure inside spaces are well ventilated and a comfortable teaching environment is maintained. Staff are encouraged to keep	Yes	Severity: 2 Likelihood: 2

	windows and doors open where possible to allow natural ventilation. During the winter / colder months adaptations to school uniform are allowed to provide extra layers		<b>Risk Rating:</b> <b>4</b>
Have you opened windows and/or doors to increase air flow? This may include external doors, ensuring that they are not fire doors and considering school security.	<p>Yes</p> <p>Opening windows - in cooler weather windows should be opened just enough to provide constant background ventilation, and opened more fully during breaks to purge the air in the space. Opening high level windows in preference to low level to reduce draughts.</p> <p>Opening internal doors - can also assist with creating a throughput of air as long as they are NOT fire doors</p> <p>Opening external doors - if necessary opening external doors can take place as long as they are NOT fire doors and where opening such doors is safe to do so</p> <p>Where direct drafts are identified consideration into how furniture can be safely arranged is also considered.</p> <p>Heating is used as necessary to help with maintaining comfort levels in inside spaces and staff are reminded of the importance of natural ventilation whilst ensuring fire regulations are followed at all times.</p>	Yes	<p>Severity: 2</p> <p>Likelihood: 2</p> <p><b>Risk Rating:</b> <b>4</b></p>
Are pupils, staff and other adults aware that they should not come into school if they show COVID symptoms or test positive? Public Health advice in these circumstances should be followed.	Yes - this has and will continue to be communicated verbally and via electronic forms of communication, letters home, posters around school and tutors. There are 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	Yes	<p>Severity: 2</p> <p>Likelihood: 2</p> <p><b>Risk Rating:</b> <b>4</b></p>

	symptoms associated with COVID.		
Are you aware that whilst staff, pupils and visitors are no longer required to wear face coverings, individuals can still wear face coverings when in school if they wish to do so to protect themselves and others?	<p>UPDATE - Following a request from UKSHA regarding the rates in the local community (NOT in school rates) we are moving to Amber which will see the reintroduction of masks in Communal areas as from Monday 15th November which was then supplemented by National requirements in December 2021.</p> <p>Outside of National or Local requirements - everyone will be reminded this is personal choice and they can still be worn of staff or students if they so choose. This may be reviewed in line with Government Guidance and in consideration of local infection rates.</p>	Yes	Severity: 2 Likelihood: 2 <b>Risk Rating:</b> 4
Do you have procedures in place if a pupil/staff member develops symptoms during the school day?	<p>Yes - a room has been allocated as an isolation room should anyone display symptoms during the school day. A protocol has been 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 the room has been used.</p> <p>The persons who show symptoms will be taken to the isolation room (small meeting room in the front of school reception foyer) where 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. The persons will be asked to complete a OCR Test and instructed if they test positive, they need to self isolate for 10 days from the date they developed the symptoms.</p>	Yes	Severity: 2 Likelihood: 2 <b>Risk Rating:</b> 4
Do you have a dedicated room, which is well ventilated, where a pupil can rest whilst awaiting collection if showing COVID symptoms?	Yes - we have an isolation room available for them until they can leave site	Yes	Severity: 2 Likelihood: 2 <b>Risk Rating:</b> 4
If the pupil needs to be attended to whilst awaiting	Yes - all First Aiders have been	Yes	Severity:

collection, are there adequate supplies of PPE for the supervising adult? e.g. aprons, face coverings, gloves.	given supplies of PPE and instructions on how to use them. Additional resources are available from the First Aid Room and the COVID Testing store In addition a first aid protocol is in place and reviewed regularly so that first aiders feel confident that they are not in danger but at the same time the patient gets a high standard of care.		2 Likelihood: 2 <b>Risk Rating:</b> <b>4</b>
Are there arrangements in place to clean the room after the pupil has been collected?	Yes - the cleaning team will attend and complete a deep COVID Clean	Yes	Severity: 2 Likelihood: 2 <b>Risk Rating:</b> <b>4</b>
Are you aware that a pupil/member of staff should not be sent home via public transport, if they are showing COVID symptoms?	Yes - alternative arrangements will be made	Yes	Severity: 1 Likelihood: 1 <b>Risk Rating:</b> <b>1</b>
Are there arrangements in place for staff to undertake lateral flow testing?	Yes - staff and students are provided with LFT devices to test at home twice a week and subject to the latest Government Guidance. There are also designated locations within school to complete additional testing as needed.	Yes	Severity: 1 Likelihood: 1 <b>Risk Rating:</b> <b>1</b>
Are staff aware of the procedures to follow if a lateral flow test is positive? (i.e. self-isolation, free PCR tests)	Yes - staff either obtain a PCR test from the NHS or from school and then isolate awaiting the results of that test	Yes	Severity: 2 Likelihood: 2 <b>Risk Rating:</b> <b>4</b>
Does the school have a supply of in date PCR tests available? More guidance is available at <a href="https://www.gov.uk/government/publications/coronavirus-covid-19-test-kits-for-schools-and-fe-providers/coronavirus-covid-19-home-test-kits-for-schools-and-fe-providers">https://www.gov.uk/government/publications/coronavirus-covid-19-test-kits-for-schools-and-fe-providers/coronavirus-covid-19-home-test-kits-for-schools-and-fe-providers</a>	Yes - supplies are kept in the COVID Test Store	Yes	Severity: 1 Likelihood: 1 <b>Risk Rating:</b> <b>1</b>
Are you aware of the procedures for school closures should you have an outbreak or are advised to school following guidance from the School's Covid helpline? Details for logging a school closure can be found here: <a href="https://tinyurl.com/2hsfj5sk">https://tinyurl.com/2hsfj5sk</a>	Yes - the process would be overseen by our Headteacher or a member of our SLT	Yes	Severity: 1 Likelihood: 1



			<b>Risk Rating: 1</b>
Is the school aware that there may be a small minority of Clinically Extremely Vulnerable (CEV) pupils who have been advised not to attend school and have arrangements been put in place for them? (and Individual Risk assessment may be appropriate in these circumstances).	Yes - the Student Support Team would put appropriate support in place if the need arose and the SENDCO oversees any required individual / medical risk assessments and we are able to provide a full timetable to all students via Microsoft Teams.	Yes	Severity: 2 Likelihood: 2 <b>Risk Rating: 4</b>
Have you made key contractors aware of the school's control measures and ways of working?	Yes - regular contractors are very familiar with our processes and expectations whilst they are on site / part of our school community.	Yes	Severity: 2 Likelihood: 2 <b>Risk Rating: 4</b>
Do you have arrangements in place to deliver remote learning for those pupils who are self-isolating or who have tested positive for COVID?	Yes - we are able to provide a full timetable to all students via Microsoft Teams. Staff have been trained to use the system effectively including assessment and feedback. Details available on the school website.	Yes	Severity: 1 Likelihood: 1 <b>Risk Rating: 1</b>
Do you have arrangements in place to work collaboratively with families and put in place reasonable adjustments so that pupils with special educational needs and disabilities (SEND) can successfully access remote education?	Yes - laptops have been provided where needed and the Student Support Team put appropriate support in place. The SENDCO oversees any required individual / medical risk assessments	Yes	Severity: 2 Likelihood: 2 <b>Risk Rating: 4</b>
Do you have the correct measures in place, following government guidelines, if you are running school holiday clubs or wraparound care provision? <a href="https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak">https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak</a>	Any out of School Provision or extra curricular activity is organised following the latest guidance and is accompanied by the relevant DBS and qualification checks	Yes	Severity: 2 Likelihood: 2 <b>Risk Rating: 4</b>
Do you have support mechanisms in place for those pupils who have been affected by the pandemic? Extra support can be found at <a href="https://www.gov.uk/guidance/mental-health-and-wellbeing-support-in-schools-and-colleges">https://www.gov.uk/guidance/mental-health-and-wellbeing-support-in-schools-and-colleges</a>	Yes - additional staff have received Mental Health Training to enhance the support available to staff and students. Students see their tutors daily and can raise concerns or ask to access Student Support. Students and parents are signposted to the keep safe area of the school website, which signposts them to sources of support. Parents and students can use the	Yes	Severity: 2 Likelihood: 2 <b>Risk Rating: 4</b>



	<p>keepsafe@wadhamschool.co.uk e-mail address to alert the Safeguarding team to any concerns or discuss any issues to meet the needs of the individual or a wider cohort. Staff raise any concerns, however small, via My Concern My Concern and Keepsafe are s looked at daily by the DSL and weekly by the safeguarding team.</p> <p>Then action plans are put in place to identify support needed. We also use attendance and behaviour tracking as indicators and this is reviewed at the weekly DOL meetings and appropriate action planned. Complex cases are taken to the Team around the School meeting to seek advice on meeting the identified needs. There are also regular parent and student survey's carried out through Microsoft TEAMS where they can raise any issues.</p>		
Do you have support mechanisms in place for staff who may show signs of anxiety, stress or concerns raised by the pandemic?	Yes - additional staff have received Mental Health Training to enhance the support available to staff and students. The SENCO who is a Deputy Head Teacher also closely monitors staff welfare and arranges interventions as needed.	Yes	Severity: 2 Likelihood: 2 <b>Risk Rating:</b> <b>4</b>
Have you explained to CEV staff the measures that have been put in place by the school to keep them safe? Further advice can be found at <a href="https://www.hse.gov.uk/coronavirus/working-safely/protect-people.htm">https://www.hse.gov.uk/coronavirus/working-safely/protect-people.htm</a> and <a href="https://www.hse.gov.uk/coronavirus/working-safely/talking-to-your-workers/index.htm">https://www.hse.gov.uk/coronavirus/working-safely/talking-to-your-workers/index.htm</a>	Yes - and ALL staff are encouraged to discuss any concerns they have, at any point in time, with the SENDCO who is a Deputy Head Teacher or another member of SLT	Yes	Severity: 2 Likelihood: 2 <b>Risk Rating:</b> <b>4</b>
Have you undertaken a thorough risk assessment for any external visits? This should consider the impact of coronavirus on the visit, such as validity of insurance, Guidance for travel abroad/parts of the UK, quarantine arrangements, contingency arrangements, public health advice, pre-visit or checks with the provider etc. Further specialist advice can be found at <a href="https://oeapng.info/">https://oeapng.info/</a>	Yes - each trip is assessed on an individual basis to cover the specifics to that activity, location and student cohort. Guidance is obtained from the school trips element of the Government Schools Operation Guidance, the UKHSA SCC H&S Team and the OEA page mentioned here	Yes	Severity: 2 Likelihood: 2 <b>Risk Rating:</b> <b>4</b>
Schools Operations Guidance update 2nd December 2021 - Schools are strongly encouraged to ask parents and other visitors to take a lateral flow device (LFD) test before entering the school. has this updated advice been communicated?	Yes SLT and key departmental staff have been advised of this latest guidance	Yes	Severity: 2 Likelihood: 2 <b>Risk</b>

		<b>Rating:</b> <b>4</b>
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**Graham Rowswell** Signed .....

**Dated** .....

**Co-ordinator** Signed .....

**Dated** .....

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