



<b>Risk</b>	<b>Spread of coronavirus infection with the whole school (staff and students) return March 2021</b>
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Although this risk assessment is written to predominantly protect students and staff it also extends wider to consider the safeguarding of all our families where contact is made.

What are the hazards?	Who might be harmed?	What are you already doing to minimise risk?	Do we need to do anything different as the plan begins to work?	Action by whom?	Action by when?	Completed?
Spread of infection whilst signing into school	Staff	<ul style="list-style-type: none"> <li>The screens will be cleaned before, during and after school has finished so that they are as clean as possible</li> <li>Staff to use their badge to sign in/out using the quick scanners at the D@rt/Piazza/Block 3/staffroom which doesn't require touching a screen.</li> <li>If this does not work and they have to touch the screen – staff should wash their hands with sanitiser straight afterwards</li> <li>Use of housekeeper to clean the screens – Reception and Lyceum at least once during the day</li> <li>Facilities and Site Manager to observe protocol is in place.</li> </ul>		Facilities and Site manager  Site team  Cleaners  Housekeeper  Staff in school	Every day from March 1st	
Risk to staff of contracting the infection from exposure to other staff	Staff	<b>Staff subject meetings/tutor sessions/ meetings/break times etc across the half-term</b> <ul style="list-style-type: none"> <li>Staff are to sit apart from each other</li> <li>Staff are to be reminded of social distancing especially during breaks</li> <li>Staff are to make sure that they wash their hands frequently when touching anything that is shared</li> <li><b>Even when cold</b>, all classrooms will have windows and doors open to provide</li> </ul>		All staff	Throughout the half term	



		<p>natural ventilation within the room. Coats should be worn if necessary in order to maintain good ventilation.</p> <ul style="list-style-type: none"> <li>• Staff to wear masks in confined areas and or communal spaces where social distancing is hard to achieve.</li> <li>• Staff to wear masks in classrooms when delivering lessons. Staff can use discretion when to remove masks in lessons dependant on 2m social distancing (example whilst talking at the board)</li> </ul> <p><b>Staff face to face teaching with students</b></p> <ul style="list-style-type: none"> <li>• When staff share classrooms, they need to ensure social distancing if both staff members end up crossing over</li> <li>• Staff need to wipe down the desk and area that has been used by the other member of staff using the wipes/cleaning products to ensure they are clean</li> <li>• Staff to wash their hands with hand sanitiser</li> <li>• <b>Even when cold</b>, all classrooms will have windows and doors open to provide natural ventilation within the room. Coats should be worn if necessary in order to maintain good ventilation.</li> </ul> <p><b>Other</b></p> <ul style="list-style-type: none"> <li>• Free movement from area to area should be kept to a minimum.</li> </ul>				
					All staff	Throughout the half-term
					All staff	Throughout the half-term



## Department: Whole School

Date: March 2021



		<ul style="list-style-type: none"> <li>• Break/times and lunchtimes staff to observe social distancing within their department area.</li> <li>• Staff are to make sure that they wash their hands frequently when touching anything that is shared</li> <li>• The sharing of food/snacks should be avoided</li> <li>• If possible when the weather permits, meetings/chats could be held outside</li> <li>• When talking to staff behind a screen, staff should not stand to the side of the screen to talk to the member of staff</li> <li>• Staff toilets – ensure that there are no more than 2 people in the area</li> <li>• Staff to wear masks in confined areas and or communal spaces where social distancing is hard to achieve</li> </ul>				
Spread of infection whilst staff/students are moving around the school site	Staff	<ul style="list-style-type: none"> <li>• Free movement from area to area should be kept to a minimum and only to get to a lesson</li> <li>• All blocks are one way so that everyone is walking in one direction to avoid contamination</li> <li>• Break/times and lunchtimes staff/students to observe social distancing</li> <li>• Students to go to their Year Group zones</li> <li>• Staff and students are to make sure that they wash their hands frequently when touching anything that is shared</li> <li>• Where regulations allow, doors will be propped open to limit the use of door</li> </ul>		All staff and students	Throughout the half term	



		<p>handles etc. Should staff need doorstops, they can ask site team..</p> <ul style="list-style-type: none"> <li>• Staff and students wear masks in confined areas and or communal spaces where social distancing is hard to achieve.</li> <li>• When outdoors on the school premises staff and students do not need to wear masks</li> </ul>				
Spread of infection for staff whilst teaching lessons	Staff and students	<ul style="list-style-type: none"> <li>• Each classroom will be cleaned before it is opened for the day</li> <li>• Classrooms will be set up with numbered tables and all tables facing forwards</li> <li>• Students will be told where to sit and this will be their seat for at least the half-term.</li> <li>• Seating plans will be kept centrally in PARS and used by all staff in order that should there be positive COVID test with a student; in this way it can be easily seen who has sat closest to the student/staff member</li> <li>• Students and staff will use all external doors to classrooms where they are able and follow the one way systems within corridors</li> <li>• Students will not line up outside the classroom in corridors but be expected to walk into the room and sit in their allocated numbered chair/table</li> <li>• Where regulations allow, doors will be propped open to limit the use of door handles etc</li> </ul>		<p>Staff and students</p> <p>Facilities and Site manager</p> <p>Site team – locking and unlocking</p> <p>Site team – ensuring cleaning resources are in place</p> <p>Cleaning staff</p>	Throughout the half-term	



		<ul style="list-style-type: none"> <li>• <b>Even when cold</b>, all classrooms will have windows and doors open to provide natural ventilation within the room. Coats should be worn if necessary in order to maintain good ventilation.</li> <li>• Students will be sat facing forwards and will not move out of their chairs</li> <li>• Students who want to re-clean their table before sitting at it will be provided with the cleaning products</li> <li>• All students use hand sanitiser as they enter and exit the classroom</li> <li>• As students leave their lessons they will be asked to leave one at a time so that social distancing rules apply.</li> <li>• Staff should stay at the front of the classroom to maintain social distancing</li> <li>• Staff should wear face masks in lessons when teaching</li> <li>• Staff should facilitate a 'mask break' during each lesson</li> <li>• Clear face masks are provided to support student learning</li> <li>• Learning support staff/trainee staff/ additional adults in the classroom will remain at the back of the classroom. They will support students by moving to help them and standing and talking behind the student who needs help (a further risk assessment will be completed by the LS department/SCITT team)</li> <li>• LS staff will wear masks when supporting learning in the classroom</li> </ul>				
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		<ul style="list-style-type: none"> <li>• Staff helping students should follow the procedure above</li> <li>• Staff need to ensure that cleaning resources within classrooms are topped up and do not run out</li> <li>• Facilities and Site Manager to observe protocol is in place.</li> </ul>				
Spread of infection through sharing resources	Students and staff	<ul style="list-style-type: none"> <li>• No equipment e.g. pens will be lent to students. Equipment can be bought from the LRC if required.</li> <li>• Items borrowed for a lesson from the Genius bar will have been wiped down/cleaned ready for use. Students to sanitise their hands before using these and after</li> <li>• Staff will be encouraged not to use equipment/resources that are shared between classes. If this happens then these resources will be cleaned frequently. Equipment such as glue/scissors that maybe lent out, should be wiped down with the wipes provided and/or placed in a 'used' tray to be wiped down after the lesson. Also textbooks can be used with classes but should if possible be kept to Year groups and should be wiped down frequently</li> <li>• Sports, Art, Design Tech and Science equipment will be wiped down or left unused for 48 hours/72hours for plastic.</li> <li>• Students using ICT rooms will be asked to sanitise their hands on entry and exit to the room. They will be provided with a</li> </ul>		Staff Students	Throughout the half term	



		<p>wipe to wipe down the keyboard, mice etc <b>after they finish working.</b></p> <ul style="list-style-type: none"> <li>Books/work can be taken home for marking if necessary. However if our feedback policy is followed then this should be very infrequent</li> </ul>				
Spread of infection for non-teaching staff who are in working	Non-teaching staff	<ul style="list-style-type: none"> <li>Individual teams will have individual risk assessments created by their team leader which will be re-assessed fortnightly to the end of the half-term and/or when necessary</li> </ul>		Non-teaching leaders and their teams		
Spread of infection through frequently worn clothing	Staff and students	<ul style="list-style-type: none"> <li>Guidance suggests that uniform does not need to be washed any more frequently than normal</li> <li>Students and staff should not leave their belongings lying around and should ensure that they are kept with them at all times</li> </ul>		Staff Students	Throughout the half term	
Spread of infection through the incorrect wearing/use of masks in lessons	Students	<ul style="list-style-type: none"> <li>Students are shared the video giving guidance on how to wear and remove masks. This will help reduce infection through students touching the outside of the mask, face and nose.</li> <li>Students are advised to bring in additional masks and suitable storage for masks when they are not in use to avoid any bacterial and fungal infection from damp masks.</li> <li>Students reminded of the correct use of masks through signage around site</li> </ul>		Students	Throughout half term	
Spread of infection through mixing Year groups across the school.	Students and staff	<ul style="list-style-type: none"> <li>Guidance suggests that staff can teach across Year groups and across classes. Staff should ensure that they socially</li> </ul>		Staff Students	Throughout the half term	



		<p>distance and maintain good hygiene standards</p> <ul style="list-style-type: none"><li>• Staff should wear masks in the classroom settings</li><li>• Year groups have been allocated staggered start and end times to minimise mixing between Year groups. There are very few bells across the day in order that classes are released in a more staggered way</li><li>• Students who arrive early to school and during break times should go to their allocated zone to spend their breaks here. Here the whole Year group will stay together safely. Students need to be reminded about social distancing in these zones</li><li>• Whilst moving within corridors guidance suggests that moving in the same direction and passing in a corridor does not present a high risk. Students/staff will wear face coverings in communal areas, corridors and classrooms that are inside</li><li>• Students are asked to not loiter around the site waiting for friends but to move to their next lesson/leave the site and go home</li><li>• Students to wear masks in confined areas and or communal spaces where social distancing is hard to achieve</li><li>• Students are able to remove masks in outdoor spaces on the premises.</li></ul>				
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<p>Spread of infection when purchasing/eating at break times</p>	<p>Students</p>	<ul style="list-style-type: none"> <li>● Students to wear masks in confined areas and or communal spaces where social distancing is hard to achieve</li> <li>● Students are allocated designated food purchase areas in the best proximity to their zone so year groups do not mix when purchasing food <ul style="list-style-type: none"> <li>- Year 7 - Canteen servery</li> <li>- Year 8 - Block 3 Pod</li> <li>- Year 9 - Dan’s diner</li> <li>- Year 10 - Red dining hall</li> <li>- Year 11 - Main hall</li> </ul> </li> <li>● Students after paying for their food via the biometric system will immediately hand sanitise their hands</li> <li>● Students will then move to their zoned area to eat their food.</li> <li>● No students should wait in groups for each other</li> </ul> <p><b>Main Hall</b></p> <ul style="list-style-type: none"> <li>● Year 11 will use the one fire exit door to the Main hall for an entry door and the other one for an exit door</li> <li>● They will pick up their food from a table, pay and exit fire exit door in order that all students are moving in one direction</li> <li>● Students after paying for their food via the biometric system will immediately hand sanitise their hands</li> <li>● Students will then move to their zoned area to eat their food.</li> <li>● No students should wait in groups for each other</li> </ul>		<p>Students Staff Catering staff</p>	<p>Throughout the half-term</p>	
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		<p><b>Red Dining hall</b></p> <ul style="list-style-type: none"> <li>• Year 10 will enter the red dining hall by queueing between the barriers in the piazza.</li> <li>• They will pick up their food from the canteen area within the dining hall, pay and exit through the fire exit door in order that all students are moving in one direction</li> <li>• Students after paying for their food via the biometric system will immediately hand sanitise their hands</li> <li>• Students will then move to their zoned area to eat their food.</li> <li>• No students should wait in groups for each other</li> </ul> <p><b>Kiosk (pod) in Year 8 zone</b></p> <ul style="list-style-type: none"> <li>• Year 8 will be able to purchase food within this area when it is open</li> <li>• They will queue up and wait to be served.</li> <li>• They will be expected to sanitise their hands after paying.</li> </ul> <p><b>Dan's diner in Year 9 zone</b></p> <ul style="list-style-type: none"> <li>• Year 9 will be able to purchase food within this area when it is open</li> <li>• They will queue up and wait to be served.</li> <li>• They will be expected to sanitise their hands after paying.</li> </ul>				
Spread of infection when	Staff	Break times		Staff	Throughout the half-term	



<p>purchasing/eating at break times/before school</p>		<ul style="list-style-type: none"> <li>• At the present time, only paid duty staff can collect food</li> <li>• Staff can pick up food from any area, let the staff know it is for a paid duty and leave from the exit.</li> <li>• Staff will be expected to sanitise their hands on exiting the area</li> </ul>		<p>Catering staff</p>		
<p>Spread of infection whilst walking through the school site on the way into/out of school</p>	<p>Students/ staff</p>	<ul style="list-style-type: none"> <li>• Students will be asked to leave the site immediately and staff will be positioned along the school site to manage this flow.</li> <li>• Students who see their friends will be able to say hello observing the social distancing guidance but to ensure that there are not lots of students on site at once, the expectation is that students leave as quickly as possible.</li> <li>• Staff/students to wear masks in confined areas and or communal spaces where social distancing is hard to achieve</li> <li>• Students can remove masks whilst outdoors on the premises</li> </ul>				
<p>Spread of infection whilst using the toilets</p>	<p>Students/ staff</p>	<ul style="list-style-type: none"> <li>• <b>Students have been allocated toilet blocks that are located closest to their zones :</b> <ul style="list-style-type: none"> <li>○ Year 7 B5</li> <li>○ Year 8 B3</li> <li>○ Year9 B2</li> <li>○ Yr 10/11 B6</li> <li>○ Duty staff to check toilet blocks to ensure they are not crowded.</li> <li>○ If students have a toilet pass or have the need during lessons to</li> </ul> </li> </ul>		<p>Students Staff Housekeeper Site Manager/Facilities Manager</p>	<p>Throughout the half-term</p>	



		<p>go urgently, the nearest toilet can be used.</p> <ul style="list-style-type: none"> <li>• They should observe the social distancing tape and use the safety measures at all times</li> <li>• They should wash their hands for 20 seconds/hand sanitise</li> <li>• Staff toilets - ensure that there are no more than 2 people in the area</li> <li>• All toilets will be cleaned throughout the day by the Housekeeper and a signature/time and date added to the poster in each toilet</li> <li>• Site Manager/Facilities manager will check that this is completed</li> </ul>				
Spread of infection whilst travelling to school	Students	<ul style="list-style-type: none"> <li>• Students to walk or cycle to school if at all possible</li> <li>• Students who use the bike sheds should ensure they wash their hands / sanitise immediately afterwards</li> <li>• Students should ensure they socially distance whilst walking to and from school</li> <li>• Students who use public transport need to ensure they know the guidance for social distancing whilst travelling</li> <li>• Students who use public transport need to ensure that they wear a mask and remove it safely at school unless they want to wear them in the communal areas</li> <li>• Students travelling by car should ensure their parents drop them off before the school gate and walk into school</li> <li>• Parents should consider using the Park and Stride from the village or B&amp;Q</li> </ul>		Students Parents	Throughout the half-term	



<p>Spread of infection through Visitors/contractors to the school site</p>	<p>Staff and students</p>	<p>Visitors</p> <ul style="list-style-type: none"> <li>To protect our staff and students, the site is closed unless visitors have an appointment.</li> <li>Visitors to wear masks in confined areas and or communal spaces where social distancing is hard to achieve</li> <li>Visitors will sign in at reception where they will have the expectations explained to them/will be able to read the expectations from the signage</li> <li>Visitors will be asked to hand sanitise their hands before and after signing in</li> <li>Visitors will wait in reception</li> <li>If there is a Fire evacuation, visitors will be taken to the fire evacuation point</li> <li>Visitors are to use the NHS COVID19 track and Trace App to provide contact details. Visitors not wanting to use the App must provide this information on paper.</li> </ul> <p>Contractors</p> <ul style="list-style-type: none"> <li>Contractors will sign in at the site office</li> <li>They will have the expectations of the site explained to them</li> <li>Contractors will be asked to hand sanitise their hands after signing in</li> <li>Contractors will wait in reception</li> <li>If there is a Fire evacuation, contractors will be taken to the fire evacuation point</li> <li>Contractors are to use the NHS COVID19 Track and Trace App to provide contact details. Visitors not wanting to use the</li> </ul>		<p>Reception staff</p> <p>Site team</p> <p>Staff who are meeting with visitors</p>	<p>Throughout the half-term</p>	
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		<p>App must provide this information on paper.</p> <ul style="list-style-type: none"> <li>• All deliveries are taken to a central point</li> <li>• Everyone entering and leaving the site are to practise social distancing</li> <li>• Contractors to wear masks in confined areas and or communal spaces where social distancing is hard to achieve</li> </ul>				
Operating fire evacuation and emergency procedures whilst following Government Guidance	Staff and students	<ul style="list-style-type: none"> <li>• The muster points have changed due to restrictions</li> <li>• Students will be informed during their first tutor period back of the place where they will evacuate should it be necessary</li> <li>• Staff not linked to a Year group and visitors will evacuate to Zone A, the tennis courts</li> <li>• During an evacuation, students and staff must evacuate through the nearest fire exit – this may mean that they have to ignore the one-way systems</li> <li>• There will be no insistence on mask wearing during evacuation as this may cause delay. Masks will be worn inside anyway.</li> <li>• Within the muster zones, students and staff will line up facing forwards and following social distancing</li> <li>• If emergency procedures are required, doors and windows will be closed/locked for the minimum time period required</li> <li>• An email to staff will be sent to confirm if it is safe to reopen windows</li> </ul>		Staff Students	Throughout the half term	



		<ul style="list-style-type: none"> <li>• In emergency procedures, staff are to use the wipes/cleaning products to wipe down areas touched in closing doors/windows</li> <li>• Staff to hand sanitise their hands after securing the room.</li> <li>• Site Manager to observe protocol is in place.</li> <li>• <b><u>There will not be a practice of an evacuation or emergency procedures as this goes against the need to keep Year groups as spaced as possible and/or ventilation in classrooms. However staff need to ensure that they and their students know what to do if we experience either of these</u></b></li> <li>• Staff/students to wear masks in confined areas and or communal spaces where social distancing is hard to achieve</li> </ul>				
Spread of infection whilst needing First Aid	Students	<ul style="list-style-type: none"> <li>• This will operate as normal</li> <li>• The space is quite small and so students will need to wait outside until asked to enter. Waiting areas will be clearly signed.</li> <li>• The door will be left open to maximise ventilation</li> <li>• Any student presenting with symptoms of COVID-19 will be moved into a separate space</li> <li>• PPE to be worn as and when necessary by the staff working in this space</li> <li>• A detailed risk assessment exists for this area</li> </ul>		Students Staff Parents	Throughout the half-term	



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## Department: Whole School

Date: March 2021



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		<ul style="list-style-type: none"> <li>Staff/students to wear masks in confined areas and or communal spaces where social distancing is hard to achieve</li> </ul>				
Spread of infection whilst attending Lateral Flow testing (LFT) 8-12 March	Students and Staff	<ul style="list-style-type: none"> <li>Please refer to the LFT risk assessment for details.</li> </ul>				
Supporting students and staff to reintegrate back into Wildern	Staff and students	<p>Students</p> <ul style="list-style-type: none"> <li>All support for students will be signposted so that they know where to go/what to do</li> <li>MSS lessons and the tutor programme will pick up key aspects of the pandemic/lockdown and ensure students have had the chance to talk freely about their experience and their concerns</li> <li>Well-being Wednesday leaflets will be sent out monthly for students and parents</li> <li>Student services and pastoral staff to provide additional intervention to support students</li> <li>Key information from outside agencies will be shared where appropriate (E.g. School Nursing Team newsletter)</li> <li>Where necessary bespoke individual plans will be written for students needing additional support in their return to school</li> </ul> <p>Staff</p> <ul style="list-style-type: none"> <li>All support for staff will be signposted</li> <li>The members area of the website will continue to be updated with any new information or links</li> </ul>		Students Staff SLT	Throughout the academic year	
Ensuring that student behaviour	Students and staff	<ul style="list-style-type: none"> <li>Students are expected to follow the school behaviour policy</li> </ul>		Students	Throughout the half-term	





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follows the government guidance and keeps everyone on site safe		<ul style="list-style-type: none"> <li>Students who do not follow the behaviour policy will be sanctioned</li> <li>Safe house and detention processes are re-written to comply with social distancing</li> </ul>		Staff Student services		
Spread of infection from coughs and sneezes	Students and Staff	<ul style="list-style-type: none"> <li>Staff and students are reminded to cover coughs and sneezes with a tissue and put it in the bin.</li> <li>Ensure enough tissues are available in each classroom for use.</li> <li>If a tissue is not available staff/students should sneeze into their elbow pit.</li> <li>Housekeeper/site staff wear gloves when emptying bins during and at the end of the day.</li> <li>Facilities and Site Manager to observe protocol is in place.</li> <li>As much as possible observe social distancing protocols with children and minimise physical contact.</li> <li>Students and staff should hand sanitise their hands and/ wash their hands frequently</li> <li>Staff will need to make wise choices when falling ill – to decide whether to come into work or not.</li> <li>If any symptoms of coronavirus are presenting before work/school staff/students should not attend Wildern. They should seek advice and if necessary look to being tested</li> </ul>		Teaching and support staff.  Facilities and Site Manager  Students  Cleaning staff  Housekeeper	Throughout the half-term	
Spread of infection from external frequently touched	Students and staff	<ul style="list-style-type: none"> <li>Staff and students to wash their hands when entering school in the morning</li> <li>After break times all students will hand sanitise their hands on entering the</li> </ul>		Teaching staff  Support Staff	Throughout the half-term	



surfaces and resources.		<p>classroom and therefore should reduce transmission of germs from outdoor/PE equipment i.e. Table tennis equipment</p> <ul style="list-style-type: none"> <li>• Ensure soap dispensers/ hand sanitisers have not run out. Inform Site Manager if either needs replacing.</li> <li>• Student to wipe their tables/workstations at the start of their lesson if they wish to do so</li> </ul>		<p>Students</p> <p>Facilities and Site manager</p> <p>Site team</p> <p>Cleaning staff</p>		
Spread of infection from hand to hand contact	Students and staff	<ul style="list-style-type: none"> <li>• Ensure good hand-washing protocols are in place for students and reinforce good hand washing.</li> <li>• Students are encouraged to use the sanitisers provided</li> <li>• No equipment e.g. pens will be lent to students. Equipment can be bought from the LRC if required.</li> <li>• See other information regarding this above</li> </ul>		<p>Students</p> <p>Staff</p>	Throughout the half-term	
Spread of infection from items and clothing brought into the school by students and staff	Students and staff	<ul style="list-style-type: none"> <li>• Ensure that students and staff look after their own belongings</li> <li>• Ensure that students and staff wash their hands throughout the day in line with washing protocols</li> <li>• Ensure that students and staff take all their belongings home</li> </ul>		<p>Students</p> <p>Staff</p>	Throughout the half-term	
Spread of infection from internally frequently touched surfaces and resources inside the building	Students and staff	<ul style="list-style-type: none"> <li>• Ensure cleaning staff are thoroughly cleaning the surfaces they are responsible for cleaning to a good standard.</li> <li>• Facilities and Site Manager to check that these protocols are adhered to</li> </ul>		<p>Facilities Manager</p> <p>Site manager</p> <p>Cleaning staff</p> <p>Housekeeper</p>	Throughout the half-term	



		<ul style="list-style-type: none"> <li>• Table tops/workstations are wiped down by students should they wish to each day as a precautionary measure</li> <li>• Regularly used surfaces e.g door handles to be wiped down throughout the day by the Housekeeper</li> <li>• Staff and students are reminded to wash their hands/hand sanitise their hands regularly</li> <li>• Staff using the shared telephones in the offices need to wipe the phone down after use to ensure that the phone is clean for the next member of staff to use when it rings.</li> <li>• Shared IT used in offices will need to be wiped down before and after use.</li> </ul>		<p>All staff</p> <p>Students</p>		
Risk of catching other diseases from children who are unwell	Students and staff	<ul style="list-style-type: none"> <li>• Parents to be reminded any children who are unwell should not be in school and of 48-hour rule following bouts of sickness and diarrhea</li> <li>• Parents to be reminded of the Coronavirus guidance</li> <li>• Staff to be vigilant of this rule and inform member of SLT if they have concerns regarding children who are unwell in school</li> <li>• The First Aid room will be open for students who are ill</li> <li>• The First Aiders will be provided with PPE to use as and when it is necessary following government guidance</li> <li>• Children who present Coronavirus symptoms to be isolated in a separate classroom and parents called immediately.</li> </ul>		<p>Parents</p> <p>All staff</p> <p>Students</p> <p>First Aid</p>	Throughout the half term	



		First Aid have a Flow diagram of the process to follow				
Risk of contracting the illness through contact with others in the community	Students and staff	<ul style="list-style-type: none"> <li>All staff/students to follow government guidance on social distancing</li> <li>When outside of the home ensure social distancing is practiced.</li> <li>Staff/students will need to let school know if they have had a track and trace phone call and whether they are able to have a test or need to wait for 14 days</li> </ul>		All staff Students	Throughout the half term	
Risk of significant threat to members of staff who are vulnerable in the definition provided in government guidance.	Staff	<ul style="list-style-type: none"> <li>Staff to ensure that they practice social distancing when completing their work</li> <li>Staff to remain at the front of the classroom</li> <li>Staff to support students who need help individually by standing behind the student (who is sitting down) and explaining</li> <li>Staff should limit the time they spend doing this per individual</li> <li>Staff who are concerned about their safety due to their condition should speak to HR</li> </ul>		Staff	Throughout the half term	
Managing students who have anxiety issues around returning to schools	Staff and students	<ul style="list-style-type: none"> <li>Staff to use the same processes as normal to highlight this situation to key staff within school</li> <li>Students to be offered support through talking to Student services and using their expertise/ELSA/work with the Learning Hub/counsellor</li> <li>Follow the procedures within the school's bereavement policy</li> </ul>		Staff	Throughout the academic year	



<p>Managing student concerns around wearing masks in lessons</p>		<ul style="list-style-type: none"> <li>• Students are provided with WHO video on face masks to watch that demonstrates correct wearing and highlights not to touch the outside of the mask, face or nose to avoid spread of infection.</li> <li>• Students only to wear masks in class, communal areas and corridors inside where social distancing cannot be maintained</li> <li>• Students to remove masks when outside on the premises. This aids with avoiding lethargy and headaches from any prolonged wearing.</li> <li>• Staff to ensure that all lessons have mask breaks where students remove masks whilst silent. This supports relief of any discomfort or claustrophobia.</li> <li>• To avoid risk of fungal or bacterial infection from damp masks students are asked to bring spare masks so that damp masks can be replaced</li> <li>• Students who are exempt through medical reasons (such as asthma) to be provided with an exemption card following notification from parents</li> <li>• All staff are supplied with clear face masks so that students who are hearing impaired can still maintain visual communication and avoid impediment.</li> <li>• Students who are inappropriately behaved towards any other students due to their inability to wear a mask through exemption will be challenged within the schools behaviour processes.</li> </ul>			<p>Throughout the half term as there is Government review at Easter on the wearing of masks.</p>	
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		<ul style="list-style-type: none"> <li>Students reminded through tutor and wellbeing sessions that school is a safe place and that they are now used to wearing masks daily.</li> </ul>				
Risk to students regarding peer on peer interactions targeted around the outbreak and its origin	Students	<ul style="list-style-type: none"> <li>Staff to follow safeguarding measures as per school policy and as updated on return to school.</li> <li>Student services and pastoral staff in school to support students who have experienced abuse related to the outbreak.</li> <li>Incidents are recorded and outcomes monitored through remote support.</li> <li>Students have had previous MSS/Tutor content on kindness, misconceptions around the origins of COVID and how to challenge misconception and inappropriate language in this context.</li> </ul>		Staff Students	Throughout the academic year	
Spread of infection due to cleaning resources running out across the site	Staff and students	<ul style="list-style-type: none"> <li>Facilities manager to ensure that there is a high stock of cleaning products at school - spray, wipes, telephone wipes, boxes of tissues, hand sanitiser.</li> <li>Site manager to ensure that the site team/housekeeper are regularly checking the commonly used areas of the site e.g corridors/toilets etc to ensure that resources are not running/have run out</li> <li>Staff within their teams areas and classrooms need to let the site team know when their personal/team stocks are running out</li> </ul>		Facilities Manager Site Manager Staff	Throughout the half term	



Spread of infection through practical working	Students and staff	<ul style="list-style-type: none"> <li>Individual practical subjects will have individual risk assessments created by their Director of Learning/Subject leader to assess the impact of the guidance and expectations for student learning.</li> <li>These will be re-assessed week beginning 22nd march and then fortnightly to the end of the half-term and/or when necessary.</li> <li>Risk assessments need to be passed to SLT link and the Headteacher each time they are reviewed.</li> </ul>		Practical subject teachers and leaders	Throughout the half-term	
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Risk Assessor: Mrs Ceri Oakley/ Mr M Chance	Signature	Date: March 2021
Risk Manager: Miss ML Litton	Signature	Date: March 2021

Date reviewed	Signature/name	Role
March 5th 2021	Mr M Chance	Deputy Headteacher
March 20th 2021	Mr M Chance	Deputy Headteacher

Additional risk assessments for around the site are found in NSP - curriculum - COVID19 - risk assessment folder - please check the date to find the most current folder:

- |         |               |                            |
|---------|---------------|----------------------------|
| Admin   | HR            | Science prep of practicals |
| Careers | Catering      | Site                       |
| D@RT    | Music Academy | Student Services           |
| Dance   | Music         | Technology                 |



## Department: Whole School

Drama

PE

Finance

Resources

First Aid

Science

## Date: March 2021

Learning Support

