



<b>Risk</b>	<b>Spread of coronavirus infection with the whole school (staff and students) back on site</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 staff/students are moving around the school site	Staff/students	<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>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 handles etc.</li> </ul>		All staff and students	Throughout the half term	
Spread of infection for staff whilst teaching lessons	Staff and students	<ul style="list-style-type: none"> <li>Students and staff have an orientation day in order they are fully aware of expectations/zones/one way systems</li> <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 should there be positive COVID test ; in this way it can be easily seen who has sat closest to the student/staff member</li> </ul>		Staff and students  Facilities and Site manager  Site team – locking and unlocking  Site team – ensuring cleaning resources are in place	Throughout the half-term	



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		<ul style="list-style-type: none"> <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> <li>• Unless cold, all classrooms will have windows and doors open to provide natural ventilation within the room</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>• Learning support staff 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)</li> </ul>		Cleaning staff		
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		<ul style="list-style-type: none"> <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.</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 wipe to wipe down the keyboard, mice etc before they begin working.</li> </ul>		Staff Students	Throughout the half term	
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 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	



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		<p>distance and maintain good hygiene standards</p> <ul style="list-style-type: none"> <li>• Year groups have been allocated staggered start and end times to minimise mixing between Year groups</li> <li>• Students who arrive early and during break times should go to their allocated zone to spend their breaks here. Here the whole Year group will stay together safely</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</li> </ul>				
Spread of infection when purchasing/eating at break times	Students	<ul style="list-style-type: none"> <li>• Breaktimes have been divided into two so that Year groups only allocated that break time can purchase food in order to reduce the numbers of students</li> </ul> <p><b>Small dining hall</b></p> <ul style="list-style-type: none"> <li>• Year 10 Break 1 and Year 7 Break 2 will use the main entrance to Block 3 to enter the servery.</li> <li>• They will pick up their 'grab bag' from a table, 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>		Students Staff Catering staff	Throughout the half-term	



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		<p><b>Main Hall</b></p> <ul style="list-style-type: none"><li>• Year 11 Break 1 and Year 7 Break 2 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 'grab bag' 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><b>Red Dining hall</b></p> <ul style="list-style-type: none"><li>• Year 9 Break 1 and Year 8 Break 2 will enter the red dining hall by queueing between the barriers in the piazza.</li><li>• They will pick up their 'grab bag' from a table, 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>				
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<p>Spread of infection whilst walking through the school site on the way into/out of school</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> </ul>				
<p>Spread of infection whilst using the toilets</p>	<p>Students</p>	<ul style="list-style-type: none"> <li>• Students to use any toilets across the site</li> <li>• They should observe the social distancing tape</li> <li>• They should wash their hands for 20 seconds/hand sanitise</li> <li>• Toilets will be cleaned throughout the day by the Housekeeper</li> <li>• Site Manager/Facilities manager will check that this is completed</li> </ul>		<p>Students Housekeeper  Site Manager/Facilities Manager</p>	<p>Throughout the half-term</p>	
<p>Spread of infection whilst travelling to school</p>	<p>Students</p>	<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</li> </ul>		<p>Students  Parents</p>	<p>Throughout the half-term</p>	



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		<ul style="list-style-type: none"> <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>				
Spread of infection through Visitors/contractors to the school site	Staff and students	<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 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> </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> </ul> <ul style="list-style-type: none"> <li>All deliveries are taken to a central point</li> <li>Everyone entering and leaving the site to practise social distancing</li> </ul>		Reception staff Site team Staff who are meeting with visitors	Throughout the half-term	
Operating fire evacuation and emergency	Staff and students	<ul style="list-style-type: none"> <li>The muster points have changed due to restrictions</li> </ul>		Staff Students	Throughout the half term	



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<p>procedures whilst following Government Guidance</p>		<ul style="list-style-type: none"> <li>• Students will be taken during their orientation day to 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</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>• 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> <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> </ul>				
<p>Spread of infection whilst needing First Aid</p>	<p>Students</p>	<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.</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> </ul>		<p>Students Staff Parents</p>	<p>Throughout the half-term</p>	
<p>Supporting students and staff</p>	<p>Staff and students</p>	<p>Students</p>		<p>Students Staff</p>	<p>Throughout the</p>	





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to reintegrate back into Wildern		<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> </ul>		SLT	academic year	
Ensuring that student behaviour follows the government guidance and keeps everyone on site safe	Students and staff	<ul style="list-style-type: none"> <li>• Students are expected to follow the school behaviour policy</li> <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>		Students Staff Student services	Throughout the half-term	
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> </ul>		Teaching and support staff.  Facilities and Site Manager  Students  Cleaning staff  Housekeeper	Throughout the half-term	



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		<ul style="list-style-type: none"> <li>Students and staff should hand sanitise their hands and/ wash their hands frequently</li> </ul>				
Spread of infection from external frequently touched surfaces and resources.	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 classroom and therefore should reduce transmission of germs from outdoor/PE equipment i.e. Table tennis equipment</li> <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>		Teaching staff Support Staff Students Facilities and Site manager Site team Cleaning staff	Throughout the half-term	
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> </ul>		Students Staff	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> <li>Table tops/workstations are wiped down by students should they wish to each day as a precautionary measure</li> </ul>		Facilities Manager Site manager Cleaning staff Housekeeper All staff	Throughout the half-term	



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		<ul style="list-style-type: none"> <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> </ul>		Students		
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. First Aid have a Flow diagram of the process to follow</li> </ul>		Parents All staff Students First Aid	Throughout the half term	
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> </ul>		All staff Students	Throughout the half term	



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<p>Managing students who have anxiety issues around returning to schools</p>	<p>Staff and students</p>	<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>		<p>Staff</p>	<p>Throughout the academic year</p>	
<p>Risk to students regarding peer on peer interactions targeted around the outbreak and its origin</p>	<p>Students</p>	<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.</li> </ul>		<p>Staff Students</p>	<p>Throughout the academic year</p>	
<p>Spread of infection due to cleaning resources running out across the site</p>	<p>Staff and students</p>	<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</li> </ul>		<p>Facilities Manager Site Manager Staff</p>	<p>Throughout the half term</p>	



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		when their personal/team stocks are running out				
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 14<sup>th</sup> September 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	