



Risk	Spread of coronavirus infection with the whole school (staff and students) back on site
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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"> The screens will be cleaned before, during and after school has finished so that they are as clean as possible 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. If this does not work and they have to touch the screen – staff should wash their hands with sanitiser straight afterwards Use of housekeeper to clean the screens – Reception and Lyceum at least once during the day Facilities and Site Manager to observe protocol is in place. 		Facilities and Site manager Site team Cleaners Housekeeper Staff in school	Every day from Sept 1st	
Risk to staff of contracting the infection from exposure to other staff	Staff	Staff subject meetings/tutor sessions/ meetings/break times etc across the half-term <ul style="list-style-type: none"> Staff are to sit apart from each other Staff are to be reminded of social distancing especially during breaks Staff are to make sure that they wash their hands frequently when touching anything that is shared Even when cold, all classrooms will have windows and doors open to provide natural ventilation within the room. Coats 		All staff	Throughout the half term	



		<p>should be worn if necessary in order to maintain good ventilation.</p> <ul style="list-style-type: none"> Staff to wear masks in confined areas and or communal spaces where social distancing is hard to achieve <p>Staff face to face teaching with students</p> <ul style="list-style-type: none"> When staff share classrooms, they need to ensure social distancing if both staff members end up crossing over 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 Staff to wash their hands with hand sanitiser Even when cold, 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. <p>Other</p> <ul style="list-style-type: none"> Free movement from area to area should be kept to a minimum. Break/times and lunchtimes staff to observe social distancing within their department area. Staff are to make sure that they wash their hands frequently when touching anything that is shared The sharing of food/snacks should be avoided 		All staff	Throughout the half-term	
				All staff	Throughout the half-term	



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



		masks as they will be eating and drinking within these areas.				
Spread of infection for staff whilst teaching lessons	Staff and students	<ul style="list-style-type: none"> Each classroom will be cleaned before it is opened for the day Classrooms will be set up with numbered tables and all tables facing forwards Students will be told where to sit and this will be their seat for at least the half-term. 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 Students and staff will use all external doors to classrooms where they are able and follow the one way systems within corridors 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 Where regulations allow, doors will be propped open to limit the use of door handles etc Even when cold, 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. Students will be sat facing forwards and will not move out of their chairs 		<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"> • Students who want to re-clean their table before sitting at it will be provided with the cleaning products • All students use hand sanitiser as they enter and exit the classroom • As students leave their lessons they will be asked to leave one at a time so that social distancing rules apply. • Staff should stay at the front of the classroom to maintain social distancing • 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) • Staff helping students should follow the procedure above • Staff need to ensure that cleaning resources within classrooms are topped up and do not run out • Facilities and Site Manager to observe protocol is in place. 				
Spread of infection through sharing resources	Students and staff	<ul style="list-style-type: none"> • No equipment e.g. pens will be lent to students. Equipment can be bought from the LRC if required. • 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 		Staff Students	Throughout the half term	



		<ul style="list-style-type: none"> • 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 • Sports, Art, Design Tech and Science equipment will be wiped down or left unused for 48 hours/72hours for plastic. • 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 after they finish working. • Books/work can be taken home for marking if necessary. However if our feedback policy is followed then this should be very infrequent 				
Spread of infection for non-teaching staff who are in working	Non-teaching staff	<ul style="list-style-type: none"> • Individual teams will have individual risk assessments created by their team leader which will be re-assessed week beginning 2nd November and then fortnightly to the end of the half-term and/or when necessary 		Non-teaching leaders and their teams		
Spread of infection through frequently worn clothing	Staff and students	<ul style="list-style-type: none"> • Guidance suggests that uniform does not need to be washed any more frequently than normal 		Staff Students	Throughout the half term	



		<ul style="list-style-type: none"> Students and staff should not leave their belongings lying around and should ensure that they are kept with them at all times 				
Spread of infection through mixing Year groups across the school.	Students and staff	<ul style="list-style-type: none"> Guidance suggests that staff can teach across Year groups and across classes. Staff should ensure that they socially distance and maintain good hygiene standards 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 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 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 concerned about this are permitted to wear face coverings in communal areas 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 		Staff Students	Throughout the half term	



		<ul style="list-style-type: none"> Students to wear masks in confined areas and or communal spaces where social distancing is hard to achieve 				
Spread of infection when purchasing/eating at break times	Students	<ul style="list-style-type: none"> 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 Students to wear masks in confined areas and or communal spaces where social distancing is hard to achieve <p>Main servery</p> <ul style="list-style-type: none"> Year 11 Break 1 and Year 7 Break 2 will use the main entrance to Block 3 to enter the servery. They will pick up their food from the canteen following the signs on the floor, pay and exit through the fire exit door in order that all students are moving in one direction. Students after paying for their food via the biometric system will immediately hand sanitise their hands Students will then move to their zoned area to eat their food. No students should wait in groups for each other <p>Main Hall</p> <ul style="list-style-type: none"> Year 10 Break 1 and Year 7 Break 2 (if necessary, it is not needed at the time of review) will use the one fire exit door to 		Students Staff Catering staff	Throughout the half-term	



		<p>the Main hall for an entry door and the other one for an exit door</p> <ul style="list-style-type: none"> • 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 • Students after paying for their food via the biometric system will immediately hand sanitise their hands • Students will then move to their zoned area to eat their food. • No students should wait in groups for each other <p>Red Dining hall</p> <ul style="list-style-type: none"> • Year 9 Break 1 and Year 8 Break 2 will enter the red dining hall by queueing between the barriers in the piazza. • 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 • Students after paying for their food via the biometric system will immediately hand sanitise their hands • Students will then move to their zoned area to eat their food. • No students should wait in groups for each other <p>Kiosk in Year 10 zone</p> <ul style="list-style-type: none"> • Year 10 will be able to purchase food within this area when it is open • They will queue up and wait to be served. 	<p>A table will need to be placed by the kiosk with hand sanitiser on it for students to use every time this kiosk is open and taken away after each break</p>			
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		<ul style="list-style-type: none"> They will be expected to sanitise their hands after paying. <p>Dan's diner in Year 8 zone</p> <ul style="list-style-type: none"> Year 8 will be able to purchase food within this area when it is open They will queue up and wait to be served. They will be expected to sanitise their hands after paying. 	A table with hand sanitiser will need to be available for students to use after they have paid for their food			
Spread of infection when purchasing/eating at break times/before school	Staff	<p>Break times</p> <ul style="list-style-type: none"> Staff can pick up food from any area. Masks need to be worn within the area. Staff will be expected to sanitise their hands on exiting the area 		Staff Catering staff	Throughout the half-term	
Spread of infection whilst walking through the school site on the way into/out of school	Students/ staff	<ul style="list-style-type: none"> Students will be asked to leave the site immediately and staff will be positioned along the school site to manage this flow. 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. Staff/students to wear masks in confined areas and or communal spaces where social distancing is hard to achieve 				
Spread of infection whilst using the toilets	Students/ staff	<ul style="list-style-type: none"> Students to use any toilets across the site They should observe the social distancing tape 		Students Staff Housekeeper	Throughout the half-term	



		<ul style="list-style-type: none"> • They should wash their hands for 20 seconds/hand sanitise • Staff toilets - ensure that there are no more than 2 people in the area • All toilets will be cleaned throughout the day by the Housekeeper and a signature/time and date added to the poster in each toilet • Site Manager/Facilities manager will check that this is completed 		Site Manager/Facilities Manager		
Spread of infection whilst travelling to school	Students	<ul style="list-style-type: none"> • Students to walk or cycle to school if at all possible • Students who use the bike sheds should ensure they wash their hands / sanitise immediately afterwards • Students should ensure they socially distance whilst walking to and from school • Students who use public transport need to ensure they know the guidance for social distancing whilst travelling • 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 • Students travelling by car should ensure their parents drop them off before the school gate and walk into school • Parents should consider using the Park and Stride from the village or B&Q 		Students Parents	Throughout the half-term	
Spread of infection through Visitors/contractors to the school site	Staff and students	<p>Visitors</p> <ul style="list-style-type: none"> • To protect our staff and students, the site is closed unless visitors have an appointment. 		Reception staff Site team	Throughout the half-term	



		<ul style="list-style-type: none"> ● Visitors to wear masks in confined areas and or communal spaces where social distancing is hard to achieve ● 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 ● Visitors will be asked to hand sanitise their hands before and after signing in ● Visitors will wait in reception ● If there is a Fire evacuation, visitors will be taken to the fire evacuation point ● 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. <p>Contractors</p> <ul style="list-style-type: none"> ● Contractors will sign in at the site office ● They will have the expectations of the site explained to them ● Contractors will be asked to hand sanitise their hands after signing in ● Contractors will wait in reception ● If there is a Fire evacuation, contractors will be taken to the fire evacuation point ● Contractors 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. ● All deliveries are taken to a central point 		Staff who are meeting with visitors		
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		<ul style="list-style-type: none"> • Everyone entering and leaving the site to practise social distancing • Contractors to wear masks in confined areas and or communal spaces where social distancing is hard to achieve 				
Operating fire evacuation and emergency procedures whilst following Government Guidance	Staff and students	<ul style="list-style-type: none"> • The muster points have changed due to restrictions • Students will be taken during their orientation day to the place where they will evacuate should it be necessary • Staff not linked to a Year group and visitors will evacuate to Zone A • 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 • Within the muster zones, students and staff will line up facing forwards and following social distancing • If emergency procedures are required, doors and windows will be closed/locked for the minimum time period required • An email to staff will be sent to confirm if it is safe to reopen windows • In emergency procedures, staff are to use the wipes/cleaning products to wipe down areas touched in closing doors/windows • Staff to hand sanitise their hands after securing the room. 		Staff Students	Throughout the half term	



		<ul style="list-style-type: none"> • Site Manager to observe protocol is in place. • <u>There will not be a practice of an evacuation or emergency procedures as this goes against the need to keep Year groups as spate 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> • Staff/students to wear masks in confined areas and or communal spaces where social distancing is hard to achieve 				
Spread of infection whilst needing First Aid	Students	<ul style="list-style-type: none"> • This will operate as normal • The space is quite small and so students will need to wait outside until asked to enter. • The door will be left open to maximise ventilation • Any student presenting with symptoms of COVID-19 will be moved into a separate space • <u>PPE to be worn as and when necessary by the staff working in this space</u> • <u>A detailed risk assessment exists for this area</u> • Staff/students to wear masks in confined areas and or communal spaces where social distancing is hard to achieve 		Students Staff Parents	Throughout the half-term	
Supporting students and staff to	Staff and students	Students		Students	Throughout the	



wildernschool

Department: Whole School

Date: 14th October 2020



wildernschool

reintegrate back into Wildern		<ul style="list-style-type: none"> All support for students will be signposted so that they know where to go/what to do 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 Well-being Wednesday leaflets will be sent out monthly for students and parents Student services and pastoral staff to provide additional intervention to support students <p>Staff</p> <ul style="list-style-type: none"> All support for staff will be signposted The members area of the website will continue to be updated with any new information or links 		Staff 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"> Students are expected to follow the school behaviour policy Students who do not follow the behaviour policy will be sanctioned Safe house and detention processes are re-written to comply with social distancing 		Students Staff Student services	Throughout the half-term	
Spread of infection from coughs and sneezes	Students and Staff	<ul style="list-style-type: none"> Staff and students are reminded to cover coughs and sneezes with a tissue and put it in the bin. Ensure enough tissues are available in each classroom for use. If a tissue is not available staff/students should sneeze into their elbow pit. Housekeeper/site staff wear gloves when emptying bins during and at the end of the day. 		Teaching and support staff. Facilities and Site Manager Students Cleaning staff	Throughout the half-term	



		<ul style="list-style-type: none"> Facilities and Site Manager to observe protocol is in place. As much as possible observe social distancing protocols with children and minimise physical contact. Students and staff should hand sanitise their hands and/ wash their hands frequently Staff will need to make wise choices when falling ill – to decide whether to come into work or not. 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 		Housekeeper		
Spread of infection from external frequently touched surfaces and resources.	Students and staff	<ul style="list-style-type: none"> Staff and students to wash their hands when entering school in the morning 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 Ensure soap dispensers/ hand sanitisers have not run out. Inform Site Manager if either needs replacing. Student to wipe their tables/workstations at the start of their lesson if they wish to do so 		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"> Ensure good hand-washing protocols are in place for students and reinforce good hand washing. Students are encouraged to use the sanitisers provided 		Students Staff	Throughout the half-term	



		<ul style="list-style-type: none"> No equipment e.g. pens will be lent to students. Equipment can be bought from the LRC if required. See other information regarding this above 				
Spread of infection from items and clothing brought into the school by students and staff	Students and staff	<ul style="list-style-type: none"> Ensure that students and staff look after their own belongings Ensure that students and staff wash their hands throughout the day in line with washing protocols Ensure that students and staff take all their belongings home 		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"> Ensure cleaning staff are thoroughly cleaning the surfaces they are responsible for cleaning to a good standard. Facilities and Site Manager to check that these protocols are adhered to Table tops/workstations are wiped down by students should they wish to each day as a precautionary measure Regularly used surfaces e.g door handles to be wiped down throughout the day by the Housekeeper Staff and students are reminded to wash their hands/hand sanitise their hands regularly 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. Shared IT used in offices will need to be wiped down before and after use. 		Facilities Manager Site manager Cleaning staff Housekeeper All staff Students	Throughout the half-term	



<p>Risk of catching other diseases from children who are unwell</p>	<p>Students and staff</p>	<ul style="list-style-type: none"> • 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 • Parents to be reminded of the Coronavirus guidance • Staff to be vigilant of this rule and inform member of SLT if they have concerns regarding children who are unwell in school • The First Aid room will be open for students who are ill • The First Aiders will be provided with PPE to use as and when it is necessary following government guidance • 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 		<p>Parents</p> <p>All staff</p> <p>Students</p> <p>First Aid</p>	<p>Throughout the half term</p>	
<p>Risk of contracting the illness through contact with others in the community</p>	<p>Students and staff</p>	<ul style="list-style-type: none"> • All staff/students to follow government guidance on social distancing • When outside of the home ensure social distancing is practiced. • 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 		<p>All staff</p> <p>Students</p>	<p>Throughout the half term</p>	



<p>Risk of significant threat to members of staff who are vulnerable in the definition provided in government guidance.</p>	<p>Staff</p>	<ul style="list-style-type: none"> ● Staff to ensure that they practice social distancing when completing their work ● Staff to remain at the front of the classroom ● Staff to support students who need help individually by standing behind the student (who is sitting down) and explaining ● Staff should limit the time they spend doing this per individual ● Staff who are concerned about their safety due to their condition should speak to HR 		<p>Staff</p>	<p>Throughout the half term</p>	
<p>Managing students who have anxiety issues around returning to schools</p>	<p>Staff and students</p>	<ul style="list-style-type: none"> ● Staff to use the same processes as normal to highlight this situation to key staff within school ● Students to be offered support through talking to Student services and using their expertise/ELSA/work with the Learning Hub/counsellor ● Follow the procedures within the school's bereavement policy 		<p>Staff</p>	<p>Throughout the academic year</p>	



Risk to students regarding peer on peer interactions targeted around the outbreak and its origin	Students	<ul style="list-style-type: none"> • Staff to follow safeguarding measures as per school policy and as updated on return to school. • Student services and pastoral staff in school to support students who have experienced abuse related to the outbreak. • Incidents are recorded and outcomes monitored through remote support. 		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"> • Facilities manager to ensure that there is a high stock of cleaning products at school - spray, wipes, telephone wipes, boxes of tissues, hand sanitiser. • 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 • Staff within their teams areas and classrooms need to let the site team know when their personal/team stocks are running out 		Facilities Manager Site Manager Staff	Throughout the half term	



Spread of infection through practical working	Students and staff	<ul style="list-style-type: none"> 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. These will be re-assessed week beginning 2nd November and then fortnightly to the end of the half-term and/or when necessary. Risk assessments need to be passed to SLT link and the Headteacher each time they are reviewed. 		Practical subject teachers and leaders	Throughout the half-term	
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Risk Assessor: Mrs Ceri Oakley	Signature	Date: July 20 th 2020
Risk Manager: Miss M L Litton	Signature	Date: July 20 th 2020

Date reviewed	Signature/name	Role
8 th September	Mrs C Oakley	Headteacher
23 rd September	Mrs C Oakley	Headteacher
14 th October	Mrs C Oakley	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:

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



Department: Whole School

Drama

Finance

First Aid

PE

Resources

Science

Date: 14th October 2020

Visitors to School

Art

Leisure Centre

