

Wilson's School: Risk Assessment

Activity being assessed	Provision of education during phased re-opening
Organisation	Wilson's School
Location covered	School Premises
Date of Original Assessment	04.07.20
Date of revised assessment	23.11.21

Area	Control measures / mitigation:
Premises Inspection prior to re-opening	<ul style="list-style-type: none"> • Perform a visual inspection of the school premises • The Premises Manager is on site ensuring that usual items of repair and compliance are attended to • Ensure all items on the health and safety checklist maintained by the Premises Manager are up to date • Liaison with cleaning contractor to ensure the school is ready for opening, including revised approaches. Cleaning between lessons of regularly touched areas including hand rails, door pushes and toilets; cleaning at the end of the day to include all desk surfaces, particularly those used by different groups during the day. • Follow the advice and guidance from the government about steps to take prior to full re-opening https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools
Face Coverings	<ul style="list-style-type: none"> • Other than those who are exempt, a face covering should be worn in communal areas by students and staff, as a temporary measure, to be reviewed in December 2021.
Increased susceptibility.	<ul style="list-style-type: none"> • For staff or students formerly required to 'shield' and classified as 'clinically extremely vulnerable' established means of communication are now embedded. • Due regard given to https://www.bameednetwork.com/wp-content/uploads/2020/05/BAMEed-Network-Schools-and-Covid-19-guidance-for-BAME-staff-and-their-employers-2.pdf with any member of staff able to speak with the Head / Director of School Administration in relation to areas of concern; HoY should engage

	<p>with contact from parents in order to reassure and or (where appropriate) agree additional controls, in liaison with SLT.</p> <ul style="list-style-type: none"> • Parents made aware of eligibility criteria for the national vaccination programme. • Guidance about members of staff who are pregnant as published by the Government https://www.gov.uk/government/publications/coronavirus-covid-19-advice-for-pregnant-employees/coronavirus-covid-19-advice-for-pregnant-employees is followed, with individual conversations in relation to appropriate risk mitigation measures.
<p>Transmission controls</p>	<ul style="list-style-type: none"> • Twice weekly asymptomatic LFD testing in place, with temporary daily testing for Year 12. This allows the school to identify those who are carriers of the virus, but who are not displaying symptoms and break the chain of infection. www.testregister.co.uk is used to enable automatic reminders and the collation of results. • The school will engage with test and trace as required and to fulfil all Government guidance in relation to who is required to isolate and who is exempt. • Full engagement with the SIAS in relation to the school based vaccination programme; information regarding eligibility for the national vaccination programme shared with parents. • Pupils reminded of the need for hand cleaning and the appropriate methods, including cleaning hands before and after eating (break / lunch) and after sneezing or coughing (during lessons). • All students and staff asked to bring hand sanitiser to school; sanitiser placed in every classroom for those who don't. All staff and pupils are reminded via communications to sanitise their hands and to avoid touching their nose, mouth or eyes. They are encouraged to clean their hands regularly, with this being a standard routine at the beginning and end of each lesson. • Ensure good respiratory hygiene - 'catch it, bin it, kill it' is shared in messages with staff, parents and students. Students told to bring tissues with them. • On arriving at school, visitors, including contractors, are required either to apply hand sanitiser provided in reception, use their own or, in the event of neither being available, use a local sink allocated to visitors and wash their hands with soap. • Regular checks throughout the day by CleanTec to ensure hand washing facilities and dispensers are well stocked with soap, paper towels (where relevant) and (where available) sanitiser. Routines in place to ensure supply of consumable product is secure. Bins emptied at least daily.

	<ul style="list-style-type: none"> • Where equipment is used by staff, agreements are in place in relation to cleaning. Specific arrangements must be agreed in DT, Art, Cookery, Sciences, Music and P.E. by the subject leader / teacher in charge and overseen by the relevant link member of SLT. • Staff, pupils and contractors use their own pens and stationery where possible. In the Lower School, students use the same desk each day; students asked to sanitise their hands at the beginning of the lesson with thorough cleaning of desk surfaces at the end of the school day. • Finger print entry system is not needed from 08:00 (remaining for security and safeguarding purposes prior to this time) with the main glass doors open at the beginning and end of the day. Finger print access to cashless catering replaced with 5-digit codes; staff have entry cards for the doors (so as not to use finger prints); Sixth Form students will register using cards rather than finger prints and can use these cards to access the front door. For a temporary period, the sixth form social areas (VI) will be closed. • Increased cleaning of frequently touched surfaces using standard cleaning products during the school day; priority cleaning of areas used each day prior to the start of the next school day (<u>Statement from Cleaning Contractor – internal link</u>). • Cleaning product provided at frequently used shared items such as photocopiers and printers. This is available on request from Lindsey Astle or Dragana O’Dowd. Staff encouraged to clean telephones or other shared resources prior to use with cleaning products available
<p>Provision of first aid and medication</p>	<ul style="list-style-type: none"> • First aiders in the medical room have access to local hand washing facilities including soap and paper towels/hand sanitiser • Disposable gloves are provided in medical room • First aiders should wear appropriate protective equipment if an appropriate distance cannot be maintained • A visor is available for use where necessary • Hands are cleaned thoroughly with soap and water or alcohol sanitiser before putting on and after taking off PPE • Where possible a window is kept open in the first aid room to help ensure good ventilation • See also the section on ‘Someone develops COVID-19 symptoms whilst at school’ • Please see the following link for PPE guidance for first responders: • https://www.gov.uk/government/publications/novel-coronavirus-2019-ncov-interim-guidance-for-first-responders/interim-guidance-for-first-responders-and-others-in-close-contact-with-symptomatic-people-with-

	<p>potential-2019-ncov</p> <ul style="list-style-type: none"> • The following link provides information on donning masks: • https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/878677/HE_11606_Putting_on_PPE_062_revised_8_April.pdf • The following link provides information on how to safely remove the masks and other PPE: • https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/878678/HE_11606_Taking_off_PPE_064_revised_8_April.pdf • Government Advice for First Aid including Resuscitation advice: • https://www.gov.uk/government/publications/novel-coronavirus-2019-ncov-interim-guidance-for-first-responders/interim-guidance-for-first-responders-and-others-in-close-contact-with-symptomatic-people-with-potential-2019-ncov <ul style="list-style-type: none"> • Resuscitation Council Advice: • https://www.resus.org.uk/media/statements/resuscitation-council-uk-statements-on-covid-19-coronavirus-cpr-and-resuscitation/covid-community/ • Medication • Staff dispensing medication to students should minimise contact • Wash hands before and after dispensing the medication • Where appropriate, students should take the medication out of the blister packs/bottles then place the unused ones back in the storage container, etc. • If required, gloves will be worn by staff when giving medication
Supporting staff mental health	<ul style="list-style-type: none"> • Plans are discussed with staff and any member of staff can initiate a one-to-one conversation where appropriate or requested to enable people to speak about their own situation so that if necessary additional steps can be put in place. • The School regularly receives updates from Council affiliated teams such as the H&S Team and implements advice where it applies to Wilson's • Staff are reminded of the availability of their Employee Assistance Programme and that they can approach their line manager or any member of SLT / ALT if they require guidance, assistance or help.

Supporting student wellbeing	<ul style="list-style-type: none"> • This is the primary purpose of the Learner Development Team; significant steps have been taken to monitor, review and support the wellbeing of our pupils.
Those presenting with symptoms of COVID-19 outside of school	<ul style="list-style-type: none"> • Staff, children, parents, carers or any visitors, such as suppliers/contractors are made aware they must not enter the school if they or any member of their household are displaying any symptoms of COVID-19. This message is included in communications to staff and parents and via notices at Reception.
Those with a positive result following home-testing	<ul style="list-style-type: none"> • Whether or not students / staff are experiencing symptoms, if their home LFT returns a positive result, they must isolate and book a confirmatory PCR test. If this returns a negative result, they can then return to school. If it returns a positive result they will be told to continue isolation in line with Government guidance.
Someone develops COVID-19 symptoms whilst at school	<ul style="list-style-type: none"> • If anyone becomes unwell with a new, continuous cough, a high temperature or significant change in smell or taste, their parents or carer are contacted to collect them and they are advised to follow the Staying at Home advice: https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-people-with-confirmed-or-possible-coronavirus-covid-19-infection • In the case of members of staff, the named emergency contact may be spoken with to establish how to enable the member of staff to return home, depending on the individual case. • In both the case of students and staff they will then be asked to access a test immediately. In such a circumstance no-one else needs to go home unless they display symptoms • If negative test results are received, students or staff can return to school immediately so long as they are fit in other respects • If there is a confirmed case of coronavirus where the person tests positive, Government guidance will be followed. All members of the Senior Leadership Team are familiar with the information provided by the London Borough of Sutton. • If a pupil or staff member is awaiting collection / someone to transport them home, they are moved to a room where they can be isolated, preferably behind a closed door and depending on the age of the child with appropriate adult supervision • Where possible, a window is opened for ventilation. Strategic use of CO2 monitors to determine where ventilation may need to be increased, or is excessive.

	<ul style="list-style-type: none"> • If the pupil or staff member needs direct personal care until they can return home, a face covering should be worn by the supervising adult. • If contact with the pupil or staff member is necessary, then disposable gloves, a disposable apron and a fluid-resistant face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn • If the pupil or staff member needs to go to the toilet while waiting to be collected, they should use a separate bathroom where possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else • The school will call 999 if they are seriously ill or injured. They will not be advised to go to a pharmacy or GP. • If a member of staff has helped someone who was taken unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves or they breached the distancing guidance • Staff wash their hands thoroughly for at least 20 seconds after any contact with someone who is unwell • Cleaning with normal household disinfectant after someone with symptoms has left reduces the risk of passing the infection on to other people and Lindsey Astle / Tracey Rice should be alerted if this is necessary • The school will liaise with all required authorities in seeking advice on next steps. • Link: Guidance on Cleaning in Non-Healthcare Settings: https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings
<p>Routine cleaning of communal areas of the school estate</p>	<ul style="list-style-type: none"> • For routine cleaning (i.e. not cleaning in the event of significant contamination by someone suspected of having Covid-19), the following are in place for cleaning staff, overseen by CleanTec: • Staff must clean their hands before they begin their work and when they finish tasks • Staff wear their usual washable uniform/clothing • Mops are used for the tasks • No jet washing takes place where others are present
<p>Storage and issuing of masks</p>	<ul style="list-style-type: none"> • Where masks have been supplied for staff (e.g. first aiders) they are to be decanted into clean, sealable bags or plastic lidded boxes so that staff each have their own supply for social distancing purposes and can keep the unused masks clean

Ventilation	<ul style="list-style-type: none"> • Windows and doors are open in various areas where possible, including classrooms, offices, and kitchens to help create general natural ventilation. • Areas of the school which are poorly ventilated will not be used for large meetings / events. • In relation to the heating system in the Lower School and Air conditioning units in areas of the school to be used by staff and or pupils, refer to the guide produced by the REHVA (Federation of European Heating, Ventilation and Air Condition Association). • We will use the cooling / heating systems where it is essential e.g. extreme weather (high or low temperatures), but will make best efforts to ventilate the rooms by leaving windows open where this is possible. • Government issued CO2 monitors will be used to spot check areas once they have been received.
Lettings	<ul style="list-style-type: none"> • All hirers are required to provide a written COVID-19 secure policy/procedure before their lettings can start and this will be checked to ensure that it covers as a minimum procedures for hand sanitising, social distancing and appropriate engagement with test and trace. • Checks will be made to ensure that the hirers are following their own procedures and a letting will be discontinued if there are concerns in this regard.
Fire Evacuation / Emergency	<ul style="list-style-type: none"> • Usual routines and routes should be followed.
Communicating with parents	<ul style="list-style-type: none"> • Keep parents informed of the general arrangements via the school's dedicated webpage and updates via school communications systems
Monitoring and Evaluation	<ul style="list-style-type: none"> • As required, the school has an Outbreak Management Plan and this is reviewed when Government guidance is revised. • The Senior and Associate Leadership Teams to keep all arrangements under active review and ensure controls are in place; Heads of Year to act as first point of contact for pupils.