

Wimbledon College Covid-19 Risk assessment May 2020

Assessment carried out by: Adrian Laing - Date: 30 May 2020; All staff consulted: 1 June 2020

Approved by Governors: 4 June 2020

This risk assessment has been drawn up in response to current Government guidance. This guidance is being regularly updated in light of the constantly changing national context. The Government documents that have been considered are:

- *Actions for schools during the coronavirus outbreak [Updated 18 May 2020] [Further update 3 June 2020]*
- *Actions for education and childcare settings to prepare for wider opening from 1 June 2020 [Updated 12 May 2020] [Last updated 1 June 2020]*
- *(Coronavirus (COVID-19): guidance for educational settings [Updated 20 May 2020] – Withdrawn 3 June 2020)*
- *Coronavirus (COVID-19): implementing protective measures in education and childcare settings [Updated 1 June 2020]*
- *Safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE) [pub 14 May 2020]*
- *Supporting vulnerable children and young people during the coronavirus (COVID-19) outbreak - actions for educational providers and other partners 2020 [Updated 15 May]*
- *Opening schools and educational settings to more pupils from 1 June: guidance for parents and carers [Updated 20 May 2020] [Last updated 2 June 2020]*
- *What parents and carers need to know about schools, colleges and other education settings during the coronavirus outbreak [Updated 20 May 2020]*
- *Stay at home: guidance for households with possible coronavirus (COVID-19) infection [Updated 18 May 2020] [Further update 2 June 2020]*
- *Guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19 [Updated 18 May 2020] [Last updated 5 June 2020]*
- *COVID-19: guidance for young people on shielding and protecting people most likely to become unwell if they catch coronavirus [Updated 18 May 2020] [Last updated 5 June 2020]*
- *COVID-19: cleaning in non-healthcare settings [Updated 15 May 2020]*
- *Coronavirus (COVID-19): safer travel guidance for passengers [Last updated 28 May 2020]*

Government guidance, along with guidance from Public Health England the Local Authority and other appropriate professional bodies has been and will continue to be monitored regularly by the Head Master and the School Business Manager. Any necessary amendments to this risk assessment and school procedures will be made as soon as is possible as directed by the Head Master and the School Business Manager.

Any significant changes will be approved by the Governing Body before implementation.

Key

C-19 = Covid-19; PSV = pupils, staff and visitors

What are the hazards?	Who might be harmed and how?	What is already being done to control the risks?	What further action is needed to control the risks?	By whom?	When by?	Date completed
Safeguarding procedures do not take into account the partial return of pupils in Years 10 and 12	Individual pupils may not be protected in line with Safeguarding expectations	The College has an addendum in place covering the current lockdown situation A model addendum to cover the partial return has been received from the local authority and is being used to create a school specific addendum to the whole policy	The DSO is to finalise the addendum to the Child Protection Policy to cover the new situation of a partial return to school	LXH	1.6.2020	Approved by Governors tbc
Governors, staff and parents are not kept informed of action being taken by the school to facilitate the return of pupils in Years 10 and 12	All parties may feel uninformed and ill prepared for the partial return	Governors, and separately the Chair of Governors, have been kept informed of developments. Teachers have been asked to consider a possible model of return [this has been mindful of current Union advice] Parents have been kept informed by regular email correspondence of the current and ongoing situation	Maintain the process of sharing all relevant information with all parties. FGB meeting to agree plan for partial return of pupils and that all necessary health and safety precautions are in place for such a concern Consult with staff about future plans for partial return Inform parents of plans and consult on pupils returning to school	AJL COG AJL AJL	Ongoing 4.6.2020 1.6.2020 5.6.2020	 4.6.2020 2.6.2020
An unwell individual	Pupils or staff could become	Guidance given to pupils, staff and visitors [PSV] that access to school will not	Clear expectations given to staff, pupils and parents on all relevant	AJL	12.6.2020	

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enters the site and infects pupils or staff	infected with C-19; further spread the virus to school community. Potential serious illness or death	<p>be permitted if they or anyone in their household has C-19 symptoms and have not received a negative test result for C-19. [Both in advance, wherever possible and by notices at the school gate, reception and contractors sign in]</p> <p>On arrival at school all PSV to wash hands/use sanitiser on arrival to school</p> <p>On arrival at school all PSV to be temperature screened [with follow up temperature check if necessary] The school reserves the right to check all PSV temperatures throughout the day.</p> <p>Visitors asked to confirm they have do not have symptoms of C-19.</p> <p>Access to school will not be allowed if the individual or anyone in their household has symptoms of Covid-19 and has not received a negative test result for C-19.</p> <ul style="list-style-type: none"> - If it is a pupil, they will be isolated in prepared isolation room and parents contacted to collect pupil. - If it is a member of staff, isolated and sent home as soon as possible. - If it is a visitor they will be asked to leave immediately. 	<p>issues</p> <p>Covid19 document to be given to all contractors explaining College's expectations and procedures</p> <p>external handwashing units in place on Figures playground internal handwashing stations fitted in refectory</p> <p>perspex screen fitted in reception once it has been delivered;</p> <p>floor and door notices in place</p>	<p>CFM</p> <p>AN</p> <p>AN</p> <p>AN</p>	<p>1.6.2020</p> <p>5.6.2020</p> <p>1.6.2020</p> <p>1.6.2020 and ongoing as approp.</p>	<p></p> <p>5.6.2020</p> <p>3.6.2020</p>

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		<p>On arrival at school</p> <ul style="list-style-type: none"> • Pupils/staff wearing non-disposable face coverings are remove the face covering place it in a sealable plastic bag. It is kept by the individual and taken home at the end of the day. The individual is then to wash/sanitise hands • Pupils/staff wearing disposable face coverings are to dispose of the disposable face covering and then wash/sanitise their hands <p><i>Additional resources in place: hand sanitiser dispensers at all entrances; IR screening cameras linked to school cctv system [one in reception; one moveable to facilitate pupil screening]; no touch thermometer to check any raised temperature detected at screening; PPE equipment for staff member checking temperatures; isolation room prepared with easy clean surfaces; toilet designated for use by isolated pupil/staff</i></p>				
Individual develops symptoms on site	Pupils or staff could become infected with C-19; further spread the virus to school	<p>If visitor – asked to leave site immediately</p> <p>If member of staff – isolated in isolation room and to leave site as soon as possible</p> <p>If pupil – isolated in isolation room and</p>	Ensure ongoing provision of additional materials and cleaner for prompt and thorough cleaning of isolation room	BW	1.6.2020	3.6.2020

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	community. Potential serious illness or death	<p>given surgical mask to wear. Parents contacted to collect pupil as soon as possible</p> <p>Staff dealing with member of staff/pupil wherever possible remain 2m away from pupil and wear appropriate PPE</p> <p>Provision in place for thorough cleaning of isolation room once individual has left the site.</p> <p>Testing to be arranged for member of staff/pupil. Head and Deputies have access to school booking site</p> <p>Procedure in place that all staff and parents of pupils who have been in contact with individual are informed</p> <p><i>Additional resources in place: PPE equipment for staff member supervising member of staff or pupil; isolation room prepared with easy clean surfaces; appropriate cleaning material available to clean room immediately once vacated.</i></p>	Staff and parents to be made aware of process to access testing	AJL	5.6.2020	

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School informed that pupil or member of staff has developed symptoms outside of school	Pupils or staff could become infected with C-19; further spread the virus to school community. Potential serious illness or death	<p>Procedure in place for affected staff to be informed by SLT and parents of pupils in the affected Bubble to be informed by PSA</p> <p>Pupils and staff to continue to attend school until test result known. [See below for response once test result known]</p>				
School informed that PSV has tested positive for C19	Pupils or staff could become infected with C-19; further spread the virus to school community. Potential serious illness or death	<p>All staff and parents of pupils who have been in contact with individual confirmed with C19 are sent home and advised to self-isolate for 14 days.</p> <p>Staff informed by SLT; parents informed by PSA.</p> <p>School will ensure that a test has been booked for identified staff members HM and Deputies have access to school booking site</p> <p>Government 'Test and Trace' service. As part of this process - if a case of coronavirus is confirmed within a school, and then other cases are detected within the pupil's cohort or in the wider education setting, PHE's local Health</p>	<p>Full implementation of Test and Trace service</p> <p>LBM is developing a 'Local Outbreak Control Plan' the intention of which is to manage</p>	<p>HM G'ment</p> <p>LBM</p>	<p>tbc</p> <p>When available</p>	

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		Protection Teams will conduct a rapid investigation and will advise schools on the most appropriate action to take.	how to minimise the impact of potential outbreaks in schools. This includes defining monitoring arrangements, identifying potential scenarios and planning the required response.			
Spread of C19 among pupils and staff in school	Pupils or staff could become infected with C-19; further spread the virus to school community. Potential serious illness or death	<p>ALL</p> <p>Social distancing adhered to at all times wherever possible</p> <p>Signage in place around school.</p> <p>Additional cleaner during school day and appropriate thorough cleaning materials available for regular cleaning of frequent contact areas.</p> <p>Where possible doors are propped open to avoid repeated contact [Fire safety must take priority]</p> <p>STAFF</p> <p>Appropriate arrangements made to provide work stations for all staff that are at least 2m apart [this may not be necessary if staffing to</p>	<p>Clear expectations given to staff, pupils and parents on all relevant issues, including changes to school's Behaviour Code</p> <p>Signage to be in place</p> <p>Additional hours arranged and cleaning material available</p> <p>Suitable rooms identified and computers/resources moved into rooms. All work stations spaced at least 2m apart</p>	<p>AJL</p> <p>AN</p> <p>BW</p> <p>CFM/BW AN/MP</p>	<p>12.6.2020</p> <p>12.6.2020</p> <p>5.6.2020</p> <p>5.6.2020</p>	

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		<p>support pupils returning to school can be managed appropriately]</p> <p>PUPILS</p> <p>Groups of pupils kept isolated from one another in 'Bubbles'</p> <p>Staggered arrival to and departure from school for groups</p> <p>Bubbles of pupils will be supervised together when moving around school</p> <p>Suitable classrooms for Bubbles have been identified based on size and ease of cleaning – all rooms without carpet flooring to be used in the first instance</p> <p>Pupils to be taught in same Bubble and in the same classroom for the length of time they are in school. No other group uses the classroom</p> <p>Teachers teach specific Bubble[s] only</p> <p>Limit on number of pupils using toilet facilities</p>	<p>Access to drinking water/facilities available in all rooms</p> <p>Desks and chairs in classrooms arranged to support social distancing</p> <p>Sanitiser, tissues, surface wipes and bins [foot operated] distributed to appropriate classrooms</p> <p>Allocation of staff</p> <p>Arrangements put in place for staff to control pupil access to toilets</p>	<p>AN</p> <p>AN</p> <p>AJL/PMC</p> <p>PJM</p>	<p>12.6.2020</p> <p>12.6.2020</p> <p>5.6.2020</p> <p>12.6.2020</p>	

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		<p>Limited number of pupils to access Refectory. Social distancing in place in Ref and Dining Hall</p> <p>Thorough cleaning of rooms to take place at the end of the school day</p> <p>Limited sharing of resources and pupils to use own equipment only.</p> <p>Supply of low cost pens given to staff for pupils without pen – not to be returned</p>	<p>Staffing rota established for supervision of Ref and Dining Hall</p> <p>Procedures on no sharing of resources in place.</p>	<p>MFV</p> <p>AJL</p>	<p>12.6.2020</p> <p>12.6.2020</p>	
Emergency alarm activation	Close proximity of PSV if school has to be evacuated. This could lead to spread of infection	<p>Pupils to follow normal evacuation procedures in place with clear instruction of maintaining social distancing as evacuating building.</p> <p>Groups to stand in isolation from other groups on the field</p> <p><i>It is essential that safety from potential injury due to fire is the priority in this circumstance and it may not be possible to maintain social distance</i></p>	All PSV informed of revised procedure and revised field layout placed in rooms	AJL/AN	12.6.2020	
Legionella contamination where buildings have been empty	PSV may be infected	Schedule of regular running of water supply in all areas of school during closure				

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Adults providing intimate care /first aid will not be able to observe social distancing measures and could be exposed to the virus	Pupils or staff could become infected with C-19; further spread the virus to school community. Potential serious illness or death	All adults providing first aid/intimate care to be provided with PPE - gloves, aprons, masks and visors.	Ensure regular supply of PPE equipment	BW	ongoing	
School Behaviour expectations do not cover temporary arrangements	Pupils or staff could become infected with C-19; further spread the virus to school community. Potential serious illness or death	Current Behaviour Code covers most circumstances	Addendum to Behaviour Code created to cover all new situations in the partial return to school. Addendum shared with all staff, pupils and parents.	PMC/ PJM	12.6.2020	
Pupils with SEND and behavioural needs may need additional support in regard to changes in	Pupils with SEND who may find changes to provision difficult	Ongoing risk assessments in place and regular contact with parents by SEN teachers		LXD	Ongoing	

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provision						
Impact of phased return on staff wellbeing [physical and mental health]	All staff including those who may be at greater risk possible due to their race, age disability or pregnancy	Consultation with staff about ongoing capacity to work at school	Further consultation with staff regarding their wellbeing	AJL	3.6.2020	
Staff identified as 'clinically extremely vulnerable individuals'	Identified staff	In line with Government guidance these staff will remain at home and, where possible, work from home. Currently these individuals are to shield until 30 June 2020.	Staff consulted to ensure that the school has identified all clinically extremely vulnerable staff	AJL	1.6.2020	
Staff identified as 'clinically vulnerable individuals'	Identified staff	Where possible these staff should continue to work from home If the individual cannot work from home then individuals are to be offered the safest available on-site role including strict social distancing. The individual can themselves choose to take on a role that does not allow for social distancing if they prefer to do so.	Staff consulted to ensure that the school has identified all clinically vulnerable staff and identified if it is possible for them to work from home. If not then the safest on-site role has been identified for them. This is to be done in consultation with the member of staff	AJL	1.6.2020	

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Pupils identified as 'clinically vulnerable individuals'	Identified pupils	Pupils are advised to stay at home and study at home	Consultation with parents to ensure that all clinically vulnerable pupils have been identified by the school Guidance included in information sent out to all parents	AJL	5.6.2020	
Staff member or pupil where a member of their household is shielding	Identified member of household at risk if staff member or pupil contracts C-19	Current advice is that they only attend school if stringent social distancing can be adhered to. If stringent social distancing cannot be adhered to, these staff/pupils are not expected to attend school. They should be supported to work/learn at home.	Consultations with staff and parents to ensure that the school has identified all staff and pupils who fall into this category Guidance included in information sent out to all parents Discuss with the member of staff/parent whether stringent social distancing can be achieved in each case. Agreement reached on whether the individual attend school or work/study from home.	AJL AJL/ DHTs	5.6.2020 5.6.2020	