

Wimbledon College Covid-19 Risk assessment – School closure January 2021

Revised Assessment carried out by: Adrian Laing - Date: 29.1.2021;

Approved by Governors: - 31.1.2021

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 [Last updated 14 Jan 2021]*
- *Coronavirus (COVID-19): Asymptomatic testing in schools and colleges [Last updated 21 Jan 2021]*
- *Coronavirus (COVID-19): grassroots sports guidance for safe provision including team sport, contact combat sport and organised sport events*
- *Coronavirus (COVID-19): safer travel guidance for passengers [Last updated 18 Jan 2021]*
- *COVID-19: cleaning in non-healthcare settings outside the home [Last updated 16 Oct 2020]*
- *COVID-19: Stay at home: guidance for households with possible or confirmed coronavirus infection [Last updated 28 Jan 2021]*
- *COVID-19: guidance on shielding and protecting people who are clinically extremely vulnerable from Covid-19 [Last updated 22 Jan 2021]*
- *COVID-19: guidance for young people on shielding and protecting people most likely to become unwell if they catch coronavirus [Last updated 4 Sep 2020]*
- *COVID-19: guidance for parents and carers on supporting children and young people's mental health and wellbeing [Last updated 16 Oct 2020]*
- *Disparities in the risks and outcomes of COVID-19 [PHE - August 2020]*
- *Guidance for full opening: schools [17 Sep 2020]*
- *Guidance for schools: coronavirus (COVID-19) [Last updated 18 Dec 2020]*
- *Mass asymptomatic testing: schools and colleges [Last updated 7 Jan 2021]*
- *NHS Test and Trace: how it works [Last updated 11 Jan 2021]*
- *NSPCC Learning – Coronavirus: safeguarding and child protection*
- *Restricting attendance during the national lockdown: schools [Jan 2021]*
- *Safe working in education, childcare and children's social care [14 Dec 2020]*
- *School attendance: guidance for schools [7 Jan 2021]*
- *Supporting children and young people with SEND as schools and colleges prepare for wider opening [Last updated 24 Jul 2020]*
- *Transport to school and other places of education: 2020 to 2021 academic year [Last updated 27 Nov 2020]*
- *What parents and carers need to know about early years providers, schools and colleges [Last updated 21 Jan 2021]*

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/ risks?	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 changes required for opening of the school for vulnerable pupils and children of critical workers	Individual pupils may not be protected in line with Safeguarding expectations	The College has an addendum in place covering the previous return to school. 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 Revisions to KCSIE [KCSIE 2020] in place	Addendum to Safeguarding Policy updated and placed on College website Launch of CPOMS software for reporting and monitoring of safeguarding concerns	LXH PMC	Asap 20.1.21	
Governors, staff, parents and pupils are not kept informed of action being taken by the school to	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 kept informed of the school's plans for current situation	Continue to share all relevant information with all parties. Sharing of ongoing information with parents	AJL AJL	Ongoing Ongoing	

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facilitate the closure of the school to all pupils except vulnerable and critical worker children and remote learning		Parents have been kept informed of the school's plans by the Head Master's regular email correspondence				
An unwell individual enters the site and infects pupils or staff	Pupils or staff could become infected with C-19; further spread the virus to school community. Potential serious illness or death	<p>Guidance given to pupils, staff and visitors [PSV] that access to school will not 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>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>	<p>Clear expectations given to staff, pupils and parents on all relevant issues, including the initial testing of pupils and possible serial testing</p> <p>Covid19 document to be given to all contractors explaining College's expectations and procedures</p>	AJL CFM	ongoing ongoing	

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		<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>On arrival at school</p> <ul style="list-style-type: none"> • Pupils/staff wearing non-disposable face coverings are to remove the face covering and 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: appropriate signage in place re hygiene and distancing; hand sanitiser dispensers at all entrances, in all classrooms and offices; 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</i></p>				

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		<p><i>easy clean surfaces; toilet designated for use by isolated pupil/staff; screen installed in reception</i></p> <p><i>All sanitiser is at least 70% alcohol</i></p>				
<p>A member of staff or pupil returns to school and is asymptomatic and infects other staff and/or pupils who are on site</p>	<p>Staff and/or pupils who are on site during the lockdown</p>	<p>Testing of pupils on return to school to be implemented. This includes training of staff who have volunteered to support the training</p> <p>Regular twice weekly testing of staff has been implemented. This includes training of staff who have volunteered to support the training</p> <p>Testing bays to be created [in the hall] and furnished in line with Government guidance. Storage facility established for all equipment</p> <p>Consent obtained from parents for initial and serial testing of pupils</p> <p>If pupil or member of staff tests positive on LFD Test they are isolated and sent home and have to self-isolate for 10 days [the requirement to have a confirmatory PCR Test has been temporarily withdrawn]</p>				

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Individual develops symptoms on site	Pupils or staff could become infected with C-19; further spread the virus to school community. Potential serious illness or death	<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 given surgical mask to wear. Parents contacted to collect pupil as soon as possible. Parents advised to have pupil tested and</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. Head and Deputies have access to school booking site</p> <p><i>Additional resources in place: Appropriate signage in place re hygiene and distancing; hand sanitiser dispensers at all entrances, in all classrooms and offices; 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>	<p>Staff and parents to be made aware that they need to be ready and willing to book a test if they/there child are displaying symptoms of C-19</p> <p>Staff and parents to be requested to inform the school immediately of the results of the test</p> <p>Tests can be booked online through the testing and tracing for coronavirus website or ordered by telephone via NHS 119.</p>	AJL AJL	ongoing ongoing	

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School informed that pupil or member of staff who is attending school 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	All other pupils and staff to continue to attend school until test result known. [See below for response once test result known]				
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	School to contact the dedicated advice service introduced by PHE & delivered by the NHS Business Service. This can be reached by calling the DFE Helpline on 0800 0468687 and selecting Option 1. [Schools will be put through to a team of advisers who will inform them of what action is needed based on the latest public health advice.] Pupils and staff to be instructed to self-isolate where appropriate following advice received from advisers.				
Risk of pupil ingesting hand sanitiser [70% alcohol]	Individual pupil becomes ill	Guidance given to staff & pupils on use of sanitiser. Risk of ingestion is low; If pupil suspected of ingesting sanitiser - 1st Aider [who will seek medical advice] to be contacted & pupil taken to Medical Room	Pupils with complex needs to continue to be helped to clean hands	LXD	Ongoing	

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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>New procedures in line with Government guidance have been established PLEASE READ <i>The Plan for the full reopening of Wimbledon College – September 2020 FOR FULL DETAILS</i></p> <p>Social distancing adhered to at all times wherever possible between year groups Staff to remain 1m plus from pupils wherever possible</p> <p>Staff to remain 2m from one another wherever possible. Where this is not possible then they are to avoid face to face contact and minimise the time spent within 1m of others Signage in place around school. 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>Windows to be open to allow ventilation in classrooms</p>	<p>Clear expectations given to staff, pupils and parents on all relevant issues, including changes to school's Behaviour Code</p> <p>Raise awareness of 'Catch it, Bin it, Kill it' campaign</p>	<p>AJL</p> <p>AJL</p>	<p>Ongoing</p> <p>Ongoing</p>	

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		<p>Face coverings to be worn in all communal areas</p> <p>STAFF Appropriate arrangements made to provide work stations for all staff that are at least 1m+ apart; Perspex screens installed between teacher work stations in faculty rooms</p> <p>Teachers to be 2m from pupils in classrooms</p> <p>Staff to wear face coverings in communal areas [not classrooms]</p> <p>PUPILS Groups of pupils kept isolated from one another in Year Group 'Bubbles' from arrival at school</p> <p>Staggered arrival and departure from school as well as staggered break and lunch times for year groups Suitable classrooms for Bubbles have been identified based on size</p> <p>Pupils to be taught in same Bubble [and in the same classroom where possible] for the length of time they are in school.</p>	<p>Ongoing checking of furniture arrangements in classrooms to support social distancing Ongoing checking of sanitiser, tissues, surface wipes and bins [foot operated] in all classrooms and offices Procedures on no sharing of resources in place.</p>	<p>AN</p> <p>AN</p>	<p>ongoing</p> <p>ongoing</p>	

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		<p>This will involve limited movement around the school for pupils</p> <p>Cleaning of room to take place in between pupils from different year groups using room and equipment [this will not include where a class uses a room for registration period]</p> <p>Pupils will be required to wipe down computer key boards, mice, music key boards and tools prior to use with wipes provided</p> <p>Teachers to be 2m from pupils in classes</p> <p>Limit on number of pupils using toilet facilities - separate toilets for year groups as much as possible - access reorganised</p> <p>Pupils to eat packed lunches on playground - meal of the day only in Dining areas</p> <p>Separate food serveries for year groups on staggered lunches</p> <p>Thorough cleaning of rooms to take place at the end of the school day</p>				

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		<p>Limited sharing of resources and pupils to use own equipment only. Supply of low cost pens given to staff for pupils without pen – not to be returned</p> <p><i>During partial opening all of these arrangements remain in place – pupils are separated into year group bubbles</i></p>				
Emergency alarm activation	<p>Close proximity of PSV if school has to be evacuated. This could lead to spread of infection</p>	<p>Pupils to follow normal evacuation procedures in place with clear instruction of maintaining social distancing as evacuating building.</p> <p>Year 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>				
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.	Ongoing monitoring of supplies	AN	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 in place				
Pupils repeatedly fail to follow expectations in relation to C-19 procedures	Pupils or staff could become infected with C-19; further spread the virus to school community. Potential	Addendum to Behaviour code in place				

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	serious illness or death					
Pupils with SEND and behavioural needs may need additional support in regard to changes in provision	Pupils with SEND who may find changes to provision difficult	Ongoing risk assessments in place and regular contact with parents by SEN teachers Pupils provided with opportunity to come into school. Where it is decided that it is best for pupils to remain at home there is regular telephone contact with families		LXD	Ongoing	
Pupils identified as vulnerable requiring access to school during closure	Identified vulnerable pupils	Access to school is available for all vulnerable pupils. Where it is decided that it is best for them to remain at home there is regular contact between school staff and parents				
Staff identified as 'clinically extremely vulnerable individuals'	Identified staff	Government guidance is that staff identified as clinically extremely vulnerable should work from home All measures in place for the reopening of the school	Individual consultations with staff to ensure that all specific measures have been put in place to enable them to work from home Staff to be made aware of all the measures being implemented	AJL	4.1.2021	
Staff identified as 'clinically vulnerable individuals'	Identified staff	Government guidance is that staff identified as clinically vulnerable can return to school as long as systems of controls are in place				

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		<p>All measures in place for the reopening of the school.</p> <p>All staff aware of these measures.</p>				
Staff with particular characteristics who may be at comparatively increased risk from C-19 [See 'C-19: review of disparities in risks and outcomes']	Identified staff	<p>Government guidance is that staff identified as clinically vulnerable can return to school as long as systems of controls are in place</p> <p>All measures in place for the reopening of the school</p> <p>Staff have been made aware of measures in place</p>				
Pupils identified as 'clinically extremely vulnerable'	Identified pupils	Pupils to remain at home to access remote learning. If agreed with consultant individuals can attend school	Additional support put in place for individual pupils as required	LXD/ HoLs	Ongoing	
Access to transport to and from school	PSV who use public transport	<p>PSV encouraged to cycle or walk to school where possible.</p> <p>Staggered start and finish to the school day to ease pressure on public transport</p> <p>Pupils to walk from and to Wimbledon Town Centre; Wimbledon Village and</p>				

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		Raynes Park before and after school and not to catch a bus from these points.				
National Lockdown	PSV through spread of C-19	<p>All year groups to be educated online Children of critical workers and vulnerable children and young people will be able to attend school every week</p> <p>Reduction in lesson length to 40 minutes to facilitate screen breaks</p> <p>Regular tutor periods and assemblies to provide contact and support for pupils</p> <p>Regular monitoring of pupil engagement with lessons and follow up contact where there are concerns</p> <p>Where possible staff work from home Staff in school kept to a minimum</p> <p>Staff in school to follow all COVID safe precautions [as detailed above]</p> <p>Record of staff in school maintained by school</p>	Ongoing sharing of information with parents of any changes to school arrangements			