



## Risk Assessment Form

### Coronavirus Risk Assessment for Autumn Reopening

<b>School Name: Wallingford School</b>			<b>Date Assessed: 24<sup>th</sup> August 2020</b>			<b>Assessed by: BW &amp; JM</b>						
<b>Task/Activity:</b> Wider school opening from 8 <sup>th</sup> March 2021 during the coronavirus pandemic			<b>Updated: 1<sup>st</sup> March 2021</b>									
			<b>Risk rating before implementing control measures</b>			<b>Risk rating after implementing control measures</b>						
Activity/Task	Hazard/Risk	Persons at Risk	Likelihood (1-5)	Severity (1-5)	Risk/Priority	Controls Measures in Place			Likelihood (1-5)	Severity (1-5)	Risk/Priority	Additional Controls Measures Required
Minimise contact between individuals and maintain social distancing wherever possible	Contact with persons suffering from coronavirus	Employees Students Contractors Visitors	5	5	25	<p>We will apply the principles laid out by the government and reduce the number of contacts between students and staff.</p> <p>We will keep groups separate (in 'bubbles') and maintain-distance between individuals and specifically between staff and students.</p> <p>We will maintain distinct groups or 'bubbles'.</p> <p>Where class-sized groups are not compatible with offering a full range of subjects or managing the practical logistics within and around school, we</p>			3	5	15	<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p><a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak</a></p> <p><a href="https://www.gov.uk/guidance/national-lockdown-stay-at-home">https://www.gov.uk/guidance/national-lockdown-stay-at-home</a></p>

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						<p>will look to implement year-group-sized 'bubbles'.</p> <p>All teachers and other staff will operate across different classes and year groups in order to facilitate the delivery of the school timetable; however, strict social distancing and hygiene will be followed at all times.</p>				<p><a href="https://www.gov.uk/guidance/ofsted-coronavirus-covid-19-rolling-update">https://www.gov.uk/guidance/ofsted-coronavirus-covid-19-rolling-update</a></p> <p>Control measures will be revised and updated when the latest government guidance is released.</p>
Measures within the classroom	Contact with persons suffering from coronavirus	Employees Students Contractors Visitors	5	5	25	<p>We will maintain a distance between staff and students (2 metres) whilst inside and reduce the amount of time they are face-to-face to lower the risk of transmission where possible.</p> <p>Staff will maintain distance from their students, staying at the front of the class, and away from their colleagues. A 2 metre cordon line has been placed at the front of the class to show where this is.</p> <p>Adults will aim to maintain a two-metre distance from each other, and from students. They will avoid close face-to-face contact. Will only be less than 2 metres away from staff or students in an emergency.</p> <p>Students will be instructed and supported to maintain distance and not touch staff and their peers where possible.</p>	3	5	15	<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p><a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</a></p> <p><a href="https://www.gov.uk/guidance/national-lockdown-stay-at-home">https://www.gov.uk/guidance/national-lockdown-stay-at-home</a></p> <p><a href="https://www.gov.uk/guidance/ofsted-coronavirus-covid-19-rolling-update">https://www.gov.uk/guidance/ofsted-coronavirus-covid-19-rolling-update</a></p> <p>Control measures will be revised and updated when the latest government guidance is released.</p>



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					25	<p>When staff or students cannot maintain distancing, the risk will be reduced by keeping students in the consistent, class-sized groups described above. We will make adaptations to the classroom to support distancing where required. This includes seating students side-by-side and facing forwards. Unnecessary furniture will be removed and there will be an observed two metre area around the teacher desk.</p> <p>Ventilation will be increased within the classroom by having the windows and doors open throughout the day.</p>				
Measures elsewhere	Asymptomatic Testing	Employees Students	5	5	25	<p>Rapid testing using Lateral Flow Devices (LFD)s will support the return to face-to-face education by helping to identify people who are infectious but do not have any coronavirus (COVID-19) symptoms. For secondary school staff and pupils we are moving to a home testing model (for pupils, following the first 3 onsite tests). The lateral flow devices used have received regulatory approval from the MHRA for self-use. Home test kits will be available for all staff on return. Once pupils have been tested 3 times at school, they will be provided with home test kits for regular</p>	3	5	15	<p><a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</a></p>



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						testing. Testing remains voluntary but strongly encouraged.				
Measures elsewhere	Contact with persons suffering from coronavirus	Employees Students Contractors Visitors	5	5	25	<p>When timetabling, groups will be kept apart and movement around the school site kept to a minimum. Face coverings will be worn in all communal areas and when moving around the site.</p> <p>We will implement staggered break and lunch times (and allow time for cleaning surfaces in the dining hall between groups).</p> <p>While passing briefly in the corridor or playground is low risk, we will avoid creating busy corridors, entrances and exits.</p> <p>There will be no large gatherings such as assemblies or collective worship.</p> <p>Singing and group wind and brass playing will not take place.</p> <p>Shared staff spaces are set up and used to help staff to distance from each other. Additional staff spaces have been created to support this.</p> <p>Use of staff rooms will be minimised. Face coverings will be worn in the staffroom unless eating or drinking.</p>	3	5	15	<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p><a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</a></p> <p>This guidance will be reviewed and updated shortly following the</p> <p><a href="https://www.gov.uk/guidance/national-lockdown-stay-at-home">https://www.gov.uk/guidance/national-lockdown-stay-at-home</a></p> <p><a href="https://www.gov.uk/guidance/ofsted-coronavirus-covid-19-rolling-update">https://www.gov.uk/guidance/ofsted-coronavirus-covid-19-rolling-update</a></p> <p>Control measures will be revised and updated when the latest government guidance is released.</p>



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						<p>Visitors will not be allowed on site without an appointment and clear procedures are in place to welcome and sign visitors and contractors in.</p> <p>School transport will be used in the following means:</p> <ul style="list-style-type: none"> <li>• By set bubbles;</li> <li>• Hand sanitiser used before boarding and unboarding;</li> <li>• Regular cleaning of transport;</li> <li>• Organised queuing and boarding;</li> <li>• Distancing where possible;</li> <li>• Face covering to be used (for those students over age 11)</li> </ul> <p>No overnight educational visits to be conducted and day visits will only take place if part of the curriculum offer and with strict protocols in place.</p>				
Other considerations	Contact with persons suffering from coronavirus	Employees Students Contractors Visitors	5	5	25	<p>Where a student routinely attends more than one setting on a part-time basis, we will work through the system of controls collaboratively, enabling them to address any risks identified and allowing them to jointly deliver a broad and balanced curriculum for the student.</p> <p>For individual and very frequently-used equipment, such as pencils and pens, staff and students will have their own items that are not shared.</p>	3	5	15	<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p><a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</a></p>



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								<p>This guidance will be reviewed and updated shortly following the <a href="https://www.gov.uk/guidance/national-lockdown-stay-at-home">https://www.gov.uk/guidance/national-lockdown-stay-at-home</a></p> <p><a href="https://www.gov.uk/guidance/ofsted-coronavirus-covid-19-rolling-update">https://www.gov.uk/guidance/ofsted-coronavirus-covid-19-rolling-update</a></p> <p>Control measures will be revised and updated when the latest government guidance is released.</p>
					<p>Classroom-based resources, such as books, will be used and shared within the bubble; these will be cleaned regularly, along with all frequently-touched surfaces.</p> <p>Resources that are shared between classes or bubbles, such as sports, art and science equipment, will be cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles.</p> <p>Pupil limits will be introduced to reduce the amount of equipment they bring into school each day to essentials such as lunch boxes, hats, coats, books, stationery and mobile phones. Bags are allowed.</p> <p>Undertake the MTOAT COVID-19 Daily Cleaning Checklist which will act as the cleaning schedule to ensure enhanced cleaning.</p> <p>Undertake the MTOAT COVID-19 Vulnerable Persons Risk Assessment.</p>			



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Governors meetings held remotely until further notice.

Up-to-date emergency contact details held.

New and expectant mothers risk assessment completed.

Windows and doors (avoiding fire doors) opened to allow ventilation.

Food will not be shared by staff and staff advised to bring their own food to work.

Lunch and breaks staggered to minimise social gatherings for students and staff.

Close liaison between families regarding symptoms – we will not monitor temperatures.

Regular family contact to ensure that students from families with symptoms do not attend school.

Refer to separate students with (EHCP) Risk assessments in place where required.

Cycle storage facilities available – employees and students encouraged to walk/cycle to school (where feasible).



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Adequate supplies of facemasks, eye protection, gloves and aprons are available for students who become unwell at school and need direct personal care – two-metre distancing cannot be maintained. Full PPE to be worn by staff (mask **and** visor)

Flow of students and staff around the school reviewed to enable two-metre distancing to be maintained.

Use of outdoor spaces for teaching and learning where appropriate.

Shared materials/resources limited for those students/staff that need to take these home.

Established arrangements are in place between the school and transport companies.

Records maintained of staff/students who have been tested for COVID-19.

Tissues and sufficient bins provided.

Students and staff wearing face coverings on public transport will be asked to wash their hands-on arrival, dispose of their





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					25	<p>face covering in a covered bin, or place within a plastic bag to take home.</p> <p>Persons worried about symptoms should use the NHS 111, only call if they cannot get help online, and NOT go to their GP or other healthcare centre.</p>				
Physical Education	Contact with persons suffering from coronavirus	Employees Students Contractors Visitors	5	5	25	<p>Students will be kept in consistent groups, sports equipment will be thoroughly cleaned between each use by different individual groups, and contact sports will not take place.</p> <p>Outdoor sports will be prioritised where possible, and large indoor spaces used where it is not, maximising distancing between students and paying scrupulous attention to cleaning and hygiene.</p> <p>From 5<sup>th</sup> November, external facilities cannot be used.</p>	3	5	15	
Working in the school	Contact with persons who may have been exposed to coronavirus	Employees Students Contractors Visitors	5	5	25	<p>Employees or students who are suspected to have coronavirus are to self-isolate in accordance with the government guidance.</p> <p>Other persons who may have been exposed to coronavirus have been instructed by the government guidance to self-isolate.</p>	3	5	15	<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p><a href="https://www.gov.uk/guidance/new-national-restrictions-from-5-november?priority-taxon=774cee22-d896-44c1-a611-e3109cce8eae#travel">https://www.gov.uk/guidance/new-national-restrictions-from-5-november?priority-taxon=774cee22-d896-44c1-a611-e3109cce8eae#travel</a></p>



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						<p>Where contacted by Track and Trace, isolation of 14 days will apply even in the event of a negative test.</p> <p>We will follow guidance on the cleaning of non-healthcare settings.</p> <p>We will ensure that staff members and parents/carers understand that they will need to be ready and willing to follow instructions given to them.</p> <p>Thames Valley Public Health Flowchart available on website.</p>				Control measures will be revised and updated when the latest government guidance is released.
Working in the school	Contact with packages (food, stationery, post deliveries) or items handled by persons who may have been exposed to coronavirus	Employees Students Contractors Visitors	5	5	25	<p>All existing risk assessments will be maintained and followed. There is currently no perceived increase in risk for handling post or freight from specified areas.</p> <p>We have updated our behaviour policies with any new rules/policies, and continue to communicate rules/policies clearly and consistently to staff, students and parents, setting clear, reasonable and proportionate expectations of pupil behaviour.</p> <p>Kitchen staff to maintain good hygiene in line with the school's HACCP. A separate School Catering Risk Assessment has been completed.</p>	3	5	15	<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p>Control measures will be revised and updated when the latest government guidance is released.</p>



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						Posters promoting good hand hygiene displayed in food areas.				
Working in the school	Disposal of waste that may be contaminated by a coronavirus sufferer	Employees Students Contractors Visitors	5	5	25	All waste that has been in contact with the relevant person, including used tissues, and masks if used, should be put in a plastic rubbish bag and tied when full. The plastic bag should then be placed in a second bin bag and tied. It should be put in a safe place and marked for storage until the result is available. If the individual tests negative, this can be put in the normal waste.	3	5	15	
Working in the school	Contracting and spreading of infection – personal hygiene	Employees Students Contractors Visitors	5	5	25	<p>Basic infection controls should be followed as recommended by the government:</p> <ul style="list-style-type: none"> <li>• Cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze.</li> <li>• Put used tissues in the bin straightaway. Catch It, Bin It, Kill It posters around school to remind the Students.</li> <li>• Wash your hands with soap and water often – use hand sanitiser gel if soap and water are not available.</li> <li>• Try to avoid close contact with people who are unwell.</li> <li>• Clean and disinfect frequently-touched objects and surfaces.</li> </ul>	3	5	15	<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p>Control measures will be revised and updated when the latest government guidance is released.</p> <p><a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</a></p> <p><a href="https://www.gov.uk/guidance/national-lockdown-stay-at-home">https://www.gov.uk/guidance/national-lockdown-stay-at-home</a></p>



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						<ul style="list-style-type: none"> <li>Do not touch your eyes, nose or mouth if your hands are not clean.</li> </ul> <p>Students asked to clean hands when arriving at school, returning from breaks, after using changing rooms, and before and after eating. Hand sanitiser to be available in each classroom (in use), entrances and exits of buildings, and near lunchrooms and toilets. Posters showing the application of sanitiser are positioned next to each dispenser around the school.</p> <p>Face coverings are to be worn in all communal areas and when moving around the site. From 8<sup>th</sup> March face coverings will be advised to be worn in the classroom.</p>				<a href="https://www.gov.uk/guidance/ofsted-coronavirus-covid-19-rolling-update">https://www.gov.uk/guidance/ofsted-coronavirus-covid-19-rolling-update</a>
Working in the school	<p>Welfare</p> <p>Hand-contact points</p> <p>Poor hygiene and welfare conditions leading to staff discomfort or illness</p>	<p>Staff</p> <p>Visitors</p> <p>Delivery drivers</p> <p>Students</p>	5	5	25	<p>Toilets to have a regular supply of hot and cold water complete with soap and towels.</p> <p>Hand sanitiser available (where required).</p> <p>Kitchen area to have a safe supply of mains cold water.</p> <p>Hand-contact points cleaned daily/where practicable.</p> <p>Toilets and kitchen area to be regularly cleaned.</p>	3	5	15	



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Working in the school	Infection control	Staff Visitors Delivery drivers Students	5	5	25	<p>Refer to policy and ensure all staff are aware of its contents and new protocols.</p> <p>Decontamination – following advice/guidance from the Health Protection Team.</p> <p>Refer to guidance and posters (where required).</p> <p>Education poster on COVID-19 to be displayed at the main entrance to the school building(s).</p> <p>‘Staying COVID-19 Secure in 2020’ poster in place at reception.</p>	3	5	15	
Working in the school	Contact with delivery drivers / contactors to site	Staff Visitors Delivery drivers Students Contractors	5	5	25	<p>All contractors / delivery drivers / suppliers expected to complete the Contractor Checklist.</p> <p>Wherever possible, we will avoid visitors entering the premises. In instances where we need to use other essential professionals such as social workers, speech and language therapists or counsellors, or professionals to support delivery of a student’s EHC Plan, we will assess whether the professional(s) need to attend in person or whether they can do so virtually. If they need to attend in person, they should closely follow the</p>	3	5	15	<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p><a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</a></p> <p><a href="https://www.gov.uk/guidance/national-lockdown-stay-at-home">https://www.gov.uk/guidance/national-lockdown-stay-at-home</a></p>



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						<p>protective measures described in this risk assessment and attendance will be kept to a minimum.</p> <p>Contractors only allowed on site if the work cannot be completed at another time.</p> <p>Contractors and delivery drivers instructed to keep two metres away from all other persons at all times.</p> <p>Contractors and delivery drivers provided with handwashing facilities.</p> <p>Contractors and delivery drivers supervised at all times.</p> <p>Visitor information provided at reception for COVID-19 measures taken.</p>				<p><a href="https://www.gov.uk/guidance/ofsted-coronavirus-covid-19-rolling-update">https://www.gov.uk/guidance/ofsted-coronavirus-covid-19-rolling-update</a></p> <p>Control measures will be revised and updated when the latest government guidance is released.</p>
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### Risk/Priority Indicator Key

Likelihood
1. Improbable / very unlikely
2. Unlikely
3. Even chance / may happen
4. Likely
5. Almost certain / imminent

Severity (Consequence)
1. Negligible (delay only)
2. Slight (minor injury / damage / interruption)
3. Moderate (lost time injury, illness, damage, lost business)
4. High (major injury / damage, lost time business interruption, disablement)
5. Very High (fatality / business closure)

RISK / PRIORITY INDICATOR MATRIX						
LIKELIHOOD	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5
		SEVERITY (CONSEQUENCE)				

Summary		Suggested Timeframe
12-25	High	As soon as possible
6-11	Medium	Within the next three to six months
1-5	Low	Whenever viable to do so

## Risk Assessment Form

### Review Record

Date of Review	Confirmed by	Comments
2 <sup>nd</sup> November 2020	FL	<del>Deletions</del> and additions in red
1 <sup>st</sup> March 2021	BW	Additions in red

I have read the risk assessment and understand and accept its contents form part of my job role. I will keep myself informed of any changes.

Employee Name (Print)	Employee Signature	Date