



Location	Willink School
Activity/Procedure	Year 10/12 Expansion
Assessment Date	10 June 2020
Assessment Version Control Number	6
Identify Employees at Risk	Yes
Identify Students at Risk	Yes
Identify Visitors at Risk	Yes
Identify Contractors at Risk	Yes

**The following guidance was issued by the Government on 12 May 2020:**

We want to get all children and young people back into education as soon as the scientific advice allows because it is the best place for them to learn, and because we know how important it is for their mental wellbeing to have social interactions with their peers, carers and teachers. Children returning to educational and childcare settings in greater numbers will also allow more families to return to work. We are therefore gradually increasing the numbers of children and young people attending schools and colleges. This decision is based on the latest scientific advice. By returning pupils gradually, settings can initially reduce the number of children and young people in classrooms compared to usual and put protective measures in place to reduce risks. Children will need to stay within their new class/group wherever possible and we will ask settings to implement a range of protective measures including increased cleaning, reducing ‘pinch points’ (such as parents dropping children off at the start and end of the day), and utilising outdoor space. Staff and pupils in all settings will be eligible for testing if they become ill with coronavirus symptoms, as will members of their households. A negative test will enable children to get back to childcare or education, and their parents to get back to work. A positive test will ensure rapid action to protect their classmates and staff in their setting. Those who are clinically vulnerable, or are living with someone who is, should follow our protective measures guidance.

**Introduction**

This Risk Assessment (RA) was produced on 9 June and was based on Guidance available at that time. Many of these controls have already been implemented with the cohort of vulnerable/key worker students in school during the lockdown. (2 metre tape, sanitisation stations, signage, 1 way systems). There is much debate about the scientific basis for the controls recommended and we are not qualified nor have access to sufficient information to determine their adequacy, this means the controls and mitigated risk levels are solely based on the Government guidance and in the context that the school will be opening with only a small and manageable increase in students on a very reduced timetable. This Risk Assessment will need to be reviewed and refined as the school starts to operate with more students and our experience grows. The most recent guidance sets out that only a quarter of the combined cohorts of Y10 and Y12 students plus children who are vulnerable or children of critical workers (VCW) may be on site at once and not until 15 June 2020. It also supports our approach of no breaks and lunchtimes: ‘Schools should ensure that no pupils are on the school grounds unless for agreed contact time or attendance as above’.



## Assumptions

These assumptions have been used for this Risk Assessment to support a limited opening of the school on 15 June with a quarter of Y10 and Y12 students plus VCW students and the relevant staff needed for this. Any change/expansion of provision will necessitate review and updates to the RA. This RA does not attempt to cover risks related to future provision not yet defined.

- Limited numbers of students for Y10 and Y12.
- Provision of 1 to 1 meetings and small class sizes only to meet the 25% limit.
- Activities will be time restricted and, as such, there will be no morning or lunch breaks other than for VCW students
- No Assemblies
- No large group activities
- All staff who can work from home will continue to do so
- The majority of lessons will continue to be provided remotely
- No expansion of school site-based provision until new guidance is issued
- All guidance related to clinically extremely vulnerable and clinically vulnerable staff and students will be followed
- External visitors will be kept to a minimum with no on site parent meetings
- No Lettings

**This is not intended to be a full list but identifies key assumptions relevant to the current plans for expansion on June 15th 2020.**

Additionally, regarding local transmission rates and infection risk we received the following information on 28 May 2020 from the Head of Public Health and Wellbeing, for West Berkshire.

In relation to concerns around the level of transmission of COVID-19 in West Berkshire and neighbouring local authorities, the Department of Health and Social Care release daily data showing the number of confirmed cases in upper and low tier local authorities. This data also includes the total number of confirmed cases per 100,000 since the pandemic began which does not necessarily reflect current levels of transmission. So whilst some local authorities (such as Reading) have higher rates than the regional and national average, this will not reflect the current number of infections at the present time and include historic data. Locally, we reached the peak of the pandemic in mid-April and whilst we sadly experienced a number of COVID-19 related deaths, the number of deaths and new cases have been falling since. For example, over the last 14-day period the number of new cases in West Berkshire has been 4, Reading 6 and Wokingham 9. Data from all local authorities in Berkshire show a sustained downward trend in the number of new cases which implies that transmission in the community is likely to be low. It is important to recognise that the availability and accessibility to testing can significantly influence the number of confirmed cases which means that this figure will not reflect the true numbers of infections within local authorities and should be interpreted with caution. Ultimately it will be down to the public's compliance with social distancing measures and an effective contact tracing service that keeps the numbers of new infections low. The Government currently estimates that the reproduction number (R) (the average number of secondary infections produced by 1 infected person) is between 0.7-1.0. This is based on latest data available to determine infection and transmission rates. However, it is worth noting that there will likely be regional variations in this number.



<b>Identify Hazard:</b>	<b>Lack of social distancing in the classroom resulting in direct transmission of the virus (Yr 12 cohort only)</b>		
<b>Existing Risk Level</b>			
<b>High</b>	<b>Medium</b>	<b>Low</b>	<b>Negligible</b>
<b>Core Control Measures</b>			
<ul style="list-style-type: none"> <li>▪ Option blocks only with maximum of 69 students on site during the course of the day</li> <li>▪ There will be maximum of 6 lessons in one day</li> <li>▪ Students will access only one lesson daily</li> <li>▪ Lessons will take place in C Block as self-contained building at the entrance of the school prohibiting contact with School for Children of Critical Workers</li> <li>▪ Lessons/appointments will be scheduled to have a staggered start and end time</li> <li>▪ Arrival and departure times will not overlap</li> <li>▪ Students will arrive and exit via the main entrance by the library at the scheduled time and leave site immediately after their lesson.</li> <li>▪ Staff will be present at the main gates to provide H&amp;S information, directions and protocols</li> <li>▪ Classrooms in C Block will have maximum seating for 15 students, and in most cases less than that.</li> <li>▪ Workplace protective screens will be provided to support infection control during one to one meetings</li> <li>▪ Students will always be expected to maintain social distancing of 2 metres apart</li> <li>▪ Classrooms will be well ventilated with windows and doors remaining open to ensure good air circulation</li> <li>▪ Hand sanitiser, tissues and cleaning spray will be available in each room and at other stations around the school</li> <li>▪ Latex gloves will be available for students and staff</li> <li>▪ Staff and students may choose to wear a face covering or mask and gloves. Other than for suspected Covid-19 cases the Government has no recommendation regarding wearing PPE within school settings.</li> <li>▪ All staff and students will be expected to regularly wash their hands or use hand sanitiser</li> <li>▪ A one-way system for movement will be in enforced with clear signage</li> <li>▪ Students will be allocated their own working station</li> <li>▪ Resources will be issued only by staff wearing gloves</li> <li>▪ There will be signage and supervision to remind students and staff of expectations</li> <li>▪ Social Distancing procedures to be under frequent review and revision, to be linked to school behaviour system</li> <li>▪ Amended Behaviour Code with specific updates</li> <li>▪ Student sanctions if cannot or do not adhere to procedures and instruction on the need for social distancing.</li> <li>▪ Lessons planned for individual work (not pairings or group work)</li> <li>▪ Feedback – using large whiteboard and interactive whiteboard not close interaction</li> <li>▪ Bags and coats always kept with students, kept under their own desk.</li> <li>▪ There will be no lesson changeover to minimise potential transmission.</li> </ul>			
<b>Mitigated Risk Level</b>			
<b>High</b>	<b>Medium</b>	<b>Low</b>	<b>Negligible</b>



<b>Identify Hazard:</b>	<b>Lack of social distancing in the classroom resulting in direct transmission of the virus (Yr 10 cohort only)</b>		
<b>Existing Risk Level</b>			
<b>High</b>	<b>Medium</b>	<b>Low</b>	<b>Negligible</b>
<b>Core Control Measures</b>			
<ul style="list-style-type: none"> <li>▪ Lessons/appointments will be scheduled to have a staggered start and end time.</li> <li>▪ Students will arrive and exit via the main entrance by the library at the scheduled time and leave site immediately after their lesson/meeting.</li> <li>▪ Staff will be present at the main gates to provide H&amp;S information, directions and protocols</li> <li>▪ Students will enter the school building via M Block double doors</li> <li>▪ Staff will direct students to their venue which will be communicated to parents/carers in advance and supported via signage</li> <li>▪ Students will depart from the school building via double doors in main school hall</li> <li>▪ Main School Hall and Gym will be used as large well-ventilated venues</li> <li>▪ There will be maximum of 25 students on site simultaneously</li> <li>▪ Students will have contact with as few staff as necessary</li> <li>▪ Each venue will have no greater than 8 students and 12 staff and clearly signposted through one-way system</li> <li>▪ Social distancing will be supported by seats at each end of two examination desks</li> <li>▪ Protective workplace screens placed between each desk will support infection control in during one to one meetings</li> <li>▪ Students will move to sit opposite a subject specialist for their one to one meeting</li> <li>▪ Student movement between teachers will follow a one-way system in accordance with their appointment schedule</li> <li>▪ Protective gloves will be provided to staff and students</li> <li>▪ Students will be asked to dispose of their gloves in a school bin and then to clean their hands to maintain good hygiene (wash or gel?)</li> <li>▪ Students will always be expected to maintain social distancing of 2 metres apart</li> <li>▪ Food will be unavailable to purchase and students will be asked not to eat on school site</li> <li>▪ Water fountain use will not be permitted</li> <li>▪ Students will be permitted to provide their own bottled water but must not share with others</li> <li>▪ Students must bring their own resources (e.g. pens, paper etc) into school</li> <li>▪ Venues will be well ventilated with windows and doors remaining open to ensure good air circulation</li> <li>▪ Hand sanitiser, tissues and cleaning spray will be available in each room and at other stations around the school</li> <li>▪ All staff and students will be expected to regularly wash their hands or use hand sanitiser</li> <li>▪ A one-way system for movement will be in enforced with clear signage</li> <li>▪ There will be social distancing in place for queuing and limited numbers of students to use the toilet facilities at any time</li> <li>▪ Resources will be issued only by staff wearing gloves</li> <li>▪ Door handles, light switches and toilet facilities will be cleaned regularly throughout the day</li> <li>▪ Working areas will be cleaned thoroughly daily</li> <li>▪ There will be signage and supervision to remind students and staff of expectations</li> </ul>			
<b>Mitigated Risk Level</b>			
<b>High</b>	<b>Medium</b>	<b>Low</b>	<b>Negligible</b>



<b>Identify Hazard:</b>	<b>Lack of social distancing waiting to enter school/classrooms resulting in direct transmission of the virus (all)</b>		
<b>Existing Risk Level</b>			
<b>High</b>	<b>Medium</b>	<b>Low</b>	<b>Negligible</b>
<b>Core Control Measures</b>			
<ul style="list-style-type: none"> <li>▪ Staggered start times and timetables to minimise group movement around the school</li> <li>▪ Arrival and departure procedures to be clearly communicated to parents and students</li> <li>▪ Arrival and departure times will not overlap</li> <li>▪ Parents asked not to come on site with their children</li> <li>▪ Students encouraged not to use public transport if possible</li> <li>▪ All students (pedestrians, cycles and cars) to arrive and depart by the library at the scheduled time and leave site immediately after their activity</li> <li>▪ Staff presence to welcome students at main gates for their allocated appointment and re-enforce distancing on entry (Yr 10 and 12 students only)</li> <li>▪ Students will be registered upon admission to school site</li> <li>▪ Unexpected visitors, including students, will not be granted access to school site</li> <li>▪ Gates will be locked during sessions to prevent intruders/unexpected visitors; intention to attend must be given in advance</li> <li>▪ VCW students will access iBlock, G Block and N Block (accessed via main driveway) minimising potential contact with Yr 10/12 students</li> <li>▪ Year 10/12 students will access only one activity daily</li> <li>▪ Students will arrive and exit via the main entrance by the library at the scheduled time and leave site immediately after their lesson.</li> <li>▪ Staff will be present at the main gates to provide H&amp;S information, directions and protocols</li> <li>▪ Students to enter their designated building and follow one-way system supported by signage to reinforce expectations</li> <li>▪ One-way system - 'keep left' to enforce single direction corridors. Comprehensive signage to instruct/remind.</li> <li>▪ Large venues for Year 10 will have waiting bays which will be blocked to prevent crossing between appointments</li> <li>▪ 2 metre markers outside the classrooms</li> <li>▪ Staff to be waiting at classroom and students to arrive and be directed to their desk to minimise waiting time</li> <li>▪ Students dismissed under supervision to exit site</li> <li>▪ Walkie talkies to be available to staff should they need support</li> <li>▪ Student exit from site through the main gate will be supervised</li> <li>▪ Parents will be unable to collect students from site</li> <li>▪ SLT will be on duty to supervise</li> </ul> <p>Register Codes: X - not required in school; Y – shielding / self-isolation / determined by EHCP; I – illness; C – not attending though eligible to attend (authorised)</p>			
<b>Mitigated Risk Level</b>			
<b>High</b>	<b>Medium</b>	<b>Low</b>	<b>Negligible</b>



<b>Identify Hazard:</b>	<b>Lack of social distancing using toilets and poor hygiene resulting in direct and indirect transmission of the virus (all)</b>		
<b>Existing Risk Level</b>			
<b>High</b>	<b>Medium</b>	<b>Low</b>	<b>Negligible</b>
<b>Core Control Measures</b>			
<ul style="list-style-type: none"> <li>▪ Year 10 and 12 students will be on school site for maximum of 2 hours to minimise the need to use the toilet</li> <li>▪ Toilet breaks to be managed so that always within capacity of toilets.</li> <li>▪ Reduced number of students in school using facilities.</li> <li>▪ Automatic integrated hand washing/drying reduces infection spread though touching</li> <li>▪ Hand gel inside/outside classroom to be used by student on return from toilet break</li> <li>▪ Hand washing signage in place</li> <li>▪ Toilets checked frequently by Site Team and soap refilled</li> <li>▪ Hand dryers will continue to be used – signs to re-enforce need to dry hands thoroughly</li> <li>▪ Water fountains will be out of use</li> <li>▪ Vulnerable children or children of critical workers to use M Block water fountain only</li> <li>▪ Student permitted to bring a bottle of water but must not share with others (see Behaviour Code)</li> </ul>			
<b>Mitigated Risk Level</b>	<b>Consider level of risk following use of control measures</b>		
<b>High</b>	<b>Medium</b>	<b>Low</b>	<b>Negligible</b>

<b>Identify Hazard:</b>	<b>Contact of shared resources resulting in indirect transmission of the virus</b>		
<b>Existing Risk Level</b>			
<b>High</b>	<b>Medium</b>	<b>Low</b>	<b>Negligible</b>
<b>Core Control Measures</b>			
<ul style="list-style-type: none"> <li>▪ Students advised to bring in own stationary</li> <li>▪ Resources to be kept for each for individuals if needed and to be wiped down with anti-bac before and after use</li> <li>▪ Lessons planned to minimise resources, are individual and not shared</li> <li>▪ Resources on tables ready for lesson and not distributed within the lesson or distributed via staff wearing gloves if necessary to delay issuing resources</li> <li>▪ Hygiene station outside each venue</li> <li>▪ Students to use hand sanitiser on entering and exiting classroom, including when returning from toilet breaks</li> <li>▪ Students to take anti-bac wipe and wipe down workstation/desk - to be binned on leaving classroom</li> <li>▪ Students to be given time and reminded to wash hands</li> <li>▪ Staff to carry their own hand sanitiser which can be re-filled in school</li> </ul>			
<b>Mitigated Risk Level</b>	<b>Consider level of risk following use of control measures</b>		
<b>High</b>	<b>Medium</b>	<b>Low</b>	<b>Negligible</b>



<b>Identify Hazard:</b>	<b>Lack of social distancing during breaks and lunchtimes resulting in direct transmission of the virus (all)</b>		
<b>Existing Risk Level</b>			
<b>High</b>	<b>Medium</b>	<b>Low</b>	<b>Negligible</b>
<b>Core Control Measures</b>			
<ul style="list-style-type: none"> <li>▪ <b>Y10/Y12 students</b> will not have breaks or lunch in school due to personalised reduced timetable</li> <li>▪ <b>VCW students:</b> <ul style="list-style-type: none"> <li>a) Agreed venue isolated from other students to minimise cross contamination</li> <li>b) Agreed list of activities which allow for social distancing</li> <li>c) Staff supervision throughout – actively encouraging and insisting on social distancing</li> <li>d) Students practice talking 2 meters apart which will be modelled by staff</li> <li>e) Students seated 2 meters apart</li> <li>f) Lunch provided by school caterers to minimise cross contamination</li> <li>g) Signage to promote social distancing expectations</li> <li>h) Increased use of outdoor space (Astro-courts, Tennis Court, Basketball Court)</li> </ul> </li> </ul>			
<b>Mitigated Risk Level</b>		<b>Consider level of risk following use of control measures</b>	
<b>High</b>	<b>Medium</b>	<b>Low</b>	<b>Negligible</b>

<b>Identify Hazard:</b>	<b>Lack of social distancing when eating lunch resulting in direct transmission of the virus</b>		
<b>Existing Risk Level</b>			
<b>High</b>	<b>Medium</b>	<b>Low</b>	<b>Negligible</b>
<b>Core Control Measures</b>			
<ul style="list-style-type: none"> <li>▪ <b>Y10/Y12 students</b> will not have breaks or lunch in school due to personalised reduced timetable</li> <li>▪ <b>Vulnerable/key worker students</b> eat in designated area as outlined above – <ul style="list-style-type: none"> <li>a) Agreed venue isolated from other students to minimise cross contamination</li> <li>b) Staff supervision throughout – actively encouraging and insisting on social distancing</li> <li>c) Students practice talking 2 meters apart which will be modelled by staff</li> <li>d) Students seated 2 meters apart</li> <li>e) Lunch provided to students by school caterers to minimise cross contamination</li> <li>f) Signage to promote social distancing expectations</li> <li>g) Sixth Form Common Room out of use</li> <li>h) Staff delivering educational activities to Y10/Y12 will be required for reduced day minimising need to access facilities</li> <li>i) Staff will not eat in shared venues such as the small staffroom</li> </ul> </li> </ul>			
<b>Mitigated Risk Level</b>		<b>Consider level of risk following use of control measures</b>	
<b>High</b>	<b>Medium</b>	<b>Low</b>	<b>Negligible</b>



<b>Identify Hazard:</b>	<b>Risk of spreading virus due to close contact with students such as providing one to one support and First Aid resulting in direct transmission of the virus (all)</b>		
<b>Existing Risk Level</b>			
<b>High</b>	<b>Medium</b>	<b>Low</b>	<b>Negligible</b>
<b>Core Control Measures</b>			
<ul style="list-style-type: none"> <li>▪ Reduced student numbers in school</li> <li>▪ Staggered start times and timetables to minimise group movement around the school</li> <li>▪ One-way system - 'keep left' to enforce single direction movement</li> <li>▪ Cohorts allocated to self-contained buildings</li> <li>▪ Comprehensive signage to reinforce social distancing expectations</li> <li>▪ Protective gloves will be provided to staff and students</li> <li>▪ Workplace protective screens will be provided to support infection control during one to one meetings</li> <li>▪ Close contact PPE First Aid pack available from main Reception and Medical Room containing:               <ol style="list-style-type: none"> <li>a. N95 grade mask and instructions</li> <li>b. Disposable aprons</li> <li>c. Disposable gloves</li> <li>d. Face shield available if student is feeling sick, coughing/sneezing</li> </ol> </li> <li>▪ If 1 to1 delivery cannot be made whilst keeping 2 metre distance, then staff may choose to wear a face covering or mask and gloves. Other than for suspected Covid-19 cases the Government has no recommendation regarding wearing PPE.</li> <li>▪ Parents will be told not to send their child to school if they present symptoms of COVID19 and book a test available at their local testing centre</li> <li>▪ Any student who starts to show symptoms of COVID-19 will be isolated in First Aid room whilst waiting to be collected by parent/carer.</li> <li>▪ Parents/carers will be advised that they are expected to be available to promptly collect their child in these circumstances. In the case of Y12 parents will be contacted and travel home arrangements agreed</li> <li>▪ Staff who present symptoms of COVID19 will leave school site immediately</li> <li>▪ Areas accessed by students or staff presenting symptoms will be immediately taken out of circulation and deep cleaned</li> <li>▪ Staff or students presenting symptoms of COVID19 will be instructed to book COVID test via the government website.</li> <li>▪ Reduced timetable / exclusion / inclusion considered if necessary if students are acting in a way that puts staff at risk. See amended Behaviour Code.</li> </ul>			
<b>Mitigated Risk Level</b>	<b>Consider level of risk following use of control measures</b>		
<b>High</b>	<b>Medium</b>	<b>Low</b>	<b>Negligible</b>



<b>Identify Hazard:</b>	<b>Risk of spreading virus due to poor hygiene resulting in indirect transmission of the virus</b>		
<b>Existing Risk Level</b>			
<b>High</b>	<b>Medium</b>	<b>Low</b>	<b>Negligible</b>
<b>Core Control Measures</b>			
<ul style="list-style-type: none"> <li>▪ Reduced student numbers in school</li> <li>▪ Staggered start times and timetables to minimise group movement around the school</li> <li>▪ One-way system - 'keep left' to enforce single direction movement</li> <li>▪ Cohorts allocated to self-contained buildings</li> <li>▪ Comprehensive signage to reinforce social distancing and hygiene expectations</li> <li>▪ Protective gloves will be provided to staff and students</li> <li>▪ Sanitisation stations outside/inside every classroom – hand sanitiser, anti-bac wipes, paper roll and anti-bac spray</li> <li>▪ Classrooms will be cleaned after each single use</li> <li>▪ Hand sanitisers to be available in all larger spaces and to be fixed to wall as far as possible</li> <li>▪ Hand sanitiser at Reception – to be used before and after signing in</li> <li>▪ Contractors to sign in via Reception</li> <li>▪ Deliveries to be left outside as far as possible</li> <li>▪ Site team to wear gloves when handling deliveries</li> <li>▪ Contractor's risk assessments to be received and reviewed before allowed on site</li> <li>▪ Site team can wear face coverings if dealing with deliveries and/or external contractors</li> <li>▪ Visitors to be limited to only those who are absolutely necessary</li> <li>▪ Virtual meeting to be used as much as possible</li> <li>▪ Hand gel in school in bulk – smaller bottles to be refilled</li> <li>▪ Tissues to be available in every classroom with the bin to be just inside classroom and emptied regularly</li> <li>▪ Reminders about how to wash hands properly provided via signage, virtual assemblies and videos</li> <li>▪ Water fountains will be out of use</li> <li>▪ Vulnerable children or children of critical workers to use M Block water fountain only</li> <li>▪ Students will be permitted to bring a water bottle but not to share</li> <li>▪ Staff will not store food in shared refrigerators</li> </ul>			
<b>Mitigated Risk Level</b>		<b>Consider level of risk following use of control measures</b>	
<b>High</b>	<b>Medium</b>	<b>Low</b>	<b>Negligible</b>



<b>Identify Hazard:</b>	<b>Risk of infection due to lack of cleaning resulting in indirect transmission of the virus Existing</b>		
<b>Existing Risk Level</b>			
<b>High</b>	<b>Medium</b>	<b>Low</b>	<b>Negligible</b>
<b>Core Control Measures</b>			
<ul style="list-style-type: none"> <li>▪ All surfaces, handles, toilets and shared equipment will be cleaned each day using antibacterial spray</li> <li>▪ PPE – aprons and gloves will be worn by all cleaning staff</li> <li>▪ Cleaning staff will be asked to work more daytime hours to allow increased cleaning</li> <li>▪ All classrooms/offices will be cleared to enable thorough cleaning</li> <li>▪ All classrooms/offices will be cleaned after use</li> <li>▪ Schedule of areas in use to be kept up to date</li> <li>▪ All staff must communicate Reception and (they to the Site Manager) the areas they have used so cleaning can be scheduled</li> <li>▪ Cleaning service will be continually reviewed and refined</li> <li>▪ Non fire doors in used venues within school will be held open during the day to promote ventilation reduce contamination</li> <li>▪ Bins to be emptied regularly</li> <li>▪ Soft furniture will be removed/taped off</li> <li>▪ Some resources will be rotated and left to de-contaminate for 3 or 4 days after cleaning to reduce the risk of indirect transmission</li> <li>▪ No specialised cleaning required after Covid-19 case based on latest guidance <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcaresettings/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcaresettings/covid-19-decontamination-in-non-healthcare-settings</a>.</li> </ul>			
<b>Mitigated Risk Level</b>			
<b>High</b>	<b>Medium</b>	<b>Low</b>	<b>Negligible</b>



<b>Identify Hazard:</b>	<b>Risk of infection due to infected cases arriving on site</b>		
<b>Existing Risk Level</b>			
<b>High</b>	<b>Medium</b>	<b>Low</b>	<b>Negligible</b>
<b>Core Control Measures</b>			
<ul style="list-style-type: none"> <li>▪ Clear communication to all staff, students, visitors and contractors that they should not attend site if they feel unwell with Covid-19 symptoms or have been in contact with a known case.</li> <li>▪ Until comprehensive test, track and trace implemented any staff member who develops symptoms and has been on site in the previous 5 days must inform SLT and identify all those they have been in contact with</li> <li>▪ Any staff member who develops symptoms or has been in contact with a known case are encouraged to book a test. <a href="https://www.gov.uk/guidance/coronavirus-covid-19-gettingtested#how-to-arrange-a-test">https://www.gov.uk/guidance/coronavirus-covid-19-gettingtested#how-to-arrange-a-test</a></li> <li>▪ Any student who develops symptoms at school should be isolated and home called to collect</li> <li>▪ If staff cannot keep 2 metre distance from suspected case, they should use the PPE Covid-19 First Aid kit from Reception or Medical room</li> <li>▪ Parents to be advised that any suspected cases amongst their children must be reported to school and that they are encouraged to book a test</li> <li>▪ If a positive test for a member of staff or student then all contacts to be identified and advised to self-isolate and book a test should symptoms develop. Guidance currently requires the school to perform this, the capacity of the school to be able do this in a timely and comprehensive way is unclear. Until a comprehensive centrally controlled test, track and trace system is in place this is an area of concern</li> <li>▪ Staff who can work from home and are not required in school should continue to do so</li> <li>▪ Car sharing is discouraged if possible, otherwise sharing should be limited to as few as possible and preferably the same group. 10. All staff and students should avoid the use of public transport, where possible</li> <li>▪ All staff should wash their hands-on arrival at work</li> <li>▪ Visitors should be limited as far as possible and face to face meetings avoided, visitors by prior appointment only</li> <li>▪ visitors to be instructed not to attend site if showing any symptoms of Covid-19</li> <li>▪ Deliveries should go to Reception for distanced receipt</li> <li>▪ Parents wanting to drop off/collect items should be directed to use the corner office in Reception to ensure physical distancing. Items should be handled with gloves and wiped with anti-bac wipes</li> <li>▪ Perspex screen to be installed at main Reception</li> <li>▪ Reception phone to be used by one person per day and wiped with anti-bac before and end of session</li> <li>▪ Visitor/staff sign in system to move to contactless as soon as technology allows (QR code/phone app)</li> <li>▪ No external hirers on site until guidance indicates this is safe to manage.</li> </ul>			
<b>Mitigated Risk Level</b>			
<b>High</b>	<b>Medium</b>	<b>Low</b>	<b>Negligible</b>



<b>Identify Hazard:</b>	<b>Lack of social distancing in staff offices resulting in direct transmission of the virus</b>		
<b>Existing Risk Level</b>			
<b>High</b>	<b>Medium</b>	<b>Low</b>	<b>Negligible</b>
<b>Core Control Measures</b>			
<ul style="list-style-type: none"> <li>▪ Staff who can continue to work from home should do so to reduce the demand on office space</li> <li>▪ Those who need to come into school should do so on a needs basis and liaise with others who use the same office so that social distancing can be achieved</li> <li>▪ Implementation of rota system to minimise cross over of staff</li> <li>▪ Staff should use the same desk and avoid sharing desks</li> <li>▪ Hand sanitiser and anti-bac wipes available in each office/shared workspace</li> <li>▪ Those who have laptops can use other virtual offices</li> <li>▪ Desks may be re-sited so that staff are working side by side or back to back, please liaise with the Site Team if this is necessary</li> <li>▪ Perspex screens may be provided to some offices where no other means of achieving social distancing (currently difficult to source due to demand)</li> <li>▪ Face coverings may be worn by staff who wish to. There is no advice from HMG on specific PPE for school staff other than related to First Aid close contact.</li> </ul>			
<b>Mitigated Risk Level</b>			
<b>High</b>	<b>Medium</b>	<b>Low</b>	<b>Negligible</b>



<b>Identify Hazard:</b>	<b>Risk of illness of vulnerable staff and family members through direct and indirect transmission of the virus</b>		
<b>Existing Risk Level</b>			
<b>High</b>	<b>Medium</b>	<b>Low</b>	<b>Negligible</b>
<b>Core Control Measures</b>			
<ul style="list-style-type: none"> <li>▪ An audit will be conducted to confirm any staff who fall into the more vulnerable categories</li> <li>▪ The following categorisations and measures were implemented at the beginning of lock down and so reduced the initial risk accordingly. In addition, enhanced social distancing measures now implemented reduces the risk further:               <ol style="list-style-type: none"> <li>a. Those who are clinically extremely vulnerable (those who have received a letter from Government or clinician) are to work from home</li> <li>b. Those who are living with family members who are clinically extremely vulnerable are advised they only attend work if stringent social distancing can be adhered to. If stringent social distancing cannot be adhered to, they should work from home</li> <li>c. Those who are clinically vulnerable – those strongly advised to social distance in the original guidance are to work at home or work in school adhering to strict 2 metre social distancing from colleagues and children</li> <li>d. Those living with those that are clinically vulnerable can attend school and work with children or adults adhering to this and other re-opening risk assessments. e.</li> </ol> <p> <a href="https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-schools-from-1-june/planning-guide-for-primary-schools#reviewing-your-staff-for-availability-in-school">https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-schools-from-1-june/planning-guide-for-primary-schools#reviewing-your-staff-for-availability-in-school</a> 3. Clinically extremely vulnerable students (Y10 and Y12) to be identified, attendance not recommended.             </p> </li> </ul>			
<b>Mitigated Risk Level</b>			
<b>High</b>	<b>Medium</b>	<b>Low</b>	<b>Negligible</b>



<b>Identify Hazard:</b>	<b>Student Wellbeing (all)</b>		
<b>Existing Risk Level</b>			
<b>High</b>	<b>Medium</b>	<b>Low</b>	<b>Negligible</b>
<b>Core Control Measures</b>			
<ul style="list-style-type: none"> <li>▪ Weekly/daily pastoral contact via email, telcon and Google Meet for all students. Pastoral contact will be logged and monitored via internal reporting system on Sharepoint</li> <li>▪ Safeguarding Policy updated to reflect safe practice when making contact with students</li> <li>▪ Continued use of ClassCharts to report concerns and this will be reviewed daily by the DSL and Deputy DSL</li> <li>▪ Weekly Wellbeing Journal and Wellbeing Pick N’ Mix Menu of activities provided for all students with focus on 5 Willink Ways to Wellbeing.</li> <li>▪ Assemblies will be delivered by HOL remotely to promote Willink community and identity.</li> <li>▪ Family quiz to promote Willink community and identity</li> <li>▪ Parents and Carers will be supported via WeLink “Keeping In Touch” newsletters: weekly frequency Term 4 and 5 then reduced to fortnightly during Term 6.</li> <li>▪ Willink20 Fundraising to support families affected by COVID19 pandemic.</li> </ul> <p>School will conduct a review of student wellbeing via survey every six weeks to identify students requiring additional support and to inform planning for reintegration to school</p>			
<b>Mitigated Risk Level</b>		<b>Consider level of risk following use of control measures</b>	
<b>High</b>	<b>Medium</b>	<b>Low</b>	<b>Negligible</b>



<b>Identify Hazard:</b>	<b>Staff Wellbeing (all)</b>		
<b>Existing Risk Level</b>			
<b>High</b>	<b>Medium</b>	<b>Low</b>	<b>Negligible</b>
<b>Core Control Measures</b>			
<ul style="list-style-type: none"> <li>▪ Most teaching staff will be able to work from home and will only be required in school for planned interactions with individuals or small groups of Students</li> <li>▪ Phased return of students will reduce demand for staff to attend school</li> <li>▪ Inclusion in risk assessment process – input into hazard identification and control measures</li> <li>▪ Staff meeting – virtually – to discuss concerns, share control measures and provide regular updates</li> <li>▪ Weekly WeLink to communicate updates</li> <li>▪ Weekly Keeping In Touch staff newsletter</li> <li>▪ Staff Survey to identify those at higher risk re Covid-19 and re-iterate arrangements for home working</li> <li>▪ At least one SLT member of staff on site every day for staff to share concerns with</li> <li>▪ Designated Safeguarding Lead on duty daily</li> <li>▪ First Aid trained staff on duty daily</li> <li>▪ Risk assessments reviewed and updated frequently and as needed</li> <li>▪ Suitable redeployment to be explored</li> <li>▪ Government guidance on vulnerable staff will be followed as below:               <ul style="list-style-type: none"> <li>a. Those who are clinically extremely vulnerable (those who have received a letter from Government or clinician) are to work from home</li> <li>b. Those who are living with family members who are clinically extremely vulnerable are advised they only attend work if stringent social distancing can be adhered to. If stringent social distancing cannot be adhered to, they should work from home.</li> <li>c. Those who are clinically vulnerable – those strongly advised to social distance in the original guidance are to work at home or work in school adhering to strict 2 metre social distancing from colleagues and children</li> <li>d. Those living with those that are clinically vulnerable can attend school and work with children or adults adhering to this and other re-opening risk assessments.  <a href="https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-schools-from-1-june/planning-guide-for-primary-schools#reviewing-your-staff-for-availability-in-school">https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-schools-from-1-june/planning-guide-for-primary-schools#reviewing-your-staff-for-availability-in-school</a> </li> <li>e. BAME staff may follow the advice for clinically vulnerable staff if they wish. Two metre distancing is enforced across all areas of the school. Whilst there is no definitive Government guidance on how to manage the risks for BAME we recognise the reported risk that this group faces.</li> </ul> </li> </ul>			
<b>Mitigated Risk Level</b>		<b>Consider level of risk following use of control measures</b>	
<b>High</b>	<b>Medium</b>	<b>Low</b>	<b>Negligible</b>



**Headteacher's Comments**

- The school has been open throughout the lock down period (12 weeks) with between 5 and 15 students daily plus approximately 30 staff on a rota basis. There have been no known cases of Coronavirus in this population. We believe with the enhanced controls outlined in this risk assessment the overall risk to staff and students of contracting coronavirus by opening the school on a phased, part time return is low. The remaining areas of concern are:
- Behaviour Modelling – staff and students' ability to re-model their behaviour to observe the 2 metre distancing requires time and practice. Reminders, signage and barriers will all help but it is the limited number of staff and students' which will be the primary control, the speed at which student numbers are increased will have a direct bearing on the social distancing risk levels
- Infected case(s) on site. Until there is an effective and centralised test, track and trace system the mitigated risk remains higher. The current advice is that the school would need to track and trace contacts of a known case – this assumes that the school has capacity to perform this in timely and comprehensive way, and that we are informed of cases. This process would obviously not cover contacts of individuals outside the school 'bubble' and so the mitigating risk cannot be reduced fully.

In the event of a Fire Alarm, students will leave the venue and make their way to their designated areas. Staff will make their way to 'Single Peak'. SLT will designate staff to register students. Office staff will have a register of students due to be on site. SLT will carry out checks on attendance and liaise with Site Staff re: location of incident, and implications. SLT will return students and staff to their venues, as appropriate.

Name of Headteacher	Signature of Headteacher	Date