



## The Willink School: Risk Assessment on school opening during the Covid pandemic

Location	The Willink School
Activity/Procedure	Risk Assessment: Reopening of The Willink to years 7-13
Assessment Date	15.10.2020
Assessment Version Control Number	14 (changes from previous version highlighted in red)
Identify Employees at Risk	Yes
Identify Students at Risk	Yes
Identify Visitors at Risk	Yes
Identify Contractors at Risk	Yes

**Introduction** This Risk Assessment (RA) was originally produced on 1 September 2020 and was based on Guidance available at that time. It has since been reviewed and amended to reflect adjustments to Guidance. Many of these controls had already been implemented with the cohort of vulnerable/key worker students in school during the school closure and expansion of provision to reduced student groups for face-to-face contact (social distancing tape, sanitisation stations and procedures, signage, one-way systems, increased cleaning schedule). The controls and mitigated risk levels are based on the most recent Her Majesty's Government (HMG) guidance. This Risk Assessment has been reviewed and refined as the school has operated with increasing student activity on site and associated growth in our experience. This version of the Risk Assessment was updated on 6.11.20 following guidance to schools at the start of the National Lockdown.

**Assumptions** The following assumptions have been used for this Risk Assessment to support the safe reopening of the school. This RA does not attempt to cover risks related to future provision not yet defined.

- Most recent HMG Government guidance used to inform Risk Assessment
- Staggered morning and afternoon breaks to support social distancing
- Staggered departure from school site
- Implementation of systems to ensure good personal hygiene
- Implementation of increased cleaning schedule and Quality Assurance Process
- Individuals who present with symptoms of Covid-19 not permitted to be on school site
- HMG Guidance about safe use of public transport to be adhered to by staff and students
- No live communal assemblies in one venue
- No contact sport until guidance changes
- No residential trips until guidance changes
- 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 unless prearranged by appointment
- No Lettings

**This is not intended to be a full list but identifies key assumptions relevant to the opening of the school from 1<sup>st</sup> September 2020.**



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### Identified Risks

1. Lack of social distancing in the classroom resulting in direct transmission of the virus (all year groups)
2. Lack of social distancing waiting to enter school/classrooms resulting in direct transmission of the virus (all)
3. Lack of social distancing using toilets and poor hygiene resulting in direct and indirect transmission of the virus (all)
4. Contact of shared resources resulting in indirect transmission of the virus
5. Lack of social distancing during breaks and lunchtimes resulting in direct transmission of the virus (all)
6. Lack of social distancing when eating lunch resulting in direct transmission of the virus (all)
7. 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)
8. Risk of spreading virus due to community transmission resulting in direct transmission of the virus (all)
9. Risk presented by suspected cases of Covid 19 during the school day
10. Risk of spreading virus due to poor hygiene resulting in indirect transmission of the virus
11. Risk of spreading virus due to visitors to the school site resulting in indirect transmission of the virus
12. Risk of infection due to lack of cleaning resulting in indirect transmission of the virus
13. Risk of infection due to infected cases arriving on site
14. Lack of social distancing in staff offices resulting in direct transmission of the virus
15. Risk of illness of vulnerable staff and family members through direct and indirect transmission of the virus
16. Student Wellbeing (all)
17. Staff Wellbeing (all)



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<b>Identify Hazard:</b>	<b>1. Lack of social distancing in the classroom resulting in direct transmission of the virus (all year groups)</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 will be present at classroom entrance to oversee students applying hand sanitiser and to provide hand sanitiser and H&amp;S information</li> <li>▪ There is clear signage to ensure that students and staff apply face coverings prior to leaving the classroom and these will remain on until seated at the next classroom, when forming queues and in communal areas (including main hall and Sixth Form Common area). Students will be expected to wear face coverings during morning and afternoon break if indoors.</li> <li>▪ Face coverings are available for purchase from school and <b>will be provided</b> to protected groups <b>or those who are in need</b></li> <li>▪ <b>Students may choose to wear face coverings whilst seated in lessons</b></li> <li>▪ Students to use hand sanitiser on entering the classroom: “Squirt at the Start”</li> <li>▪ Students to clean desks before departing from the lesson: “Clean at the Close”</li> <li>▪ All staff and students will be expected to sanitise their hands – or wash hands on entry to class</li> <li>▪ Workplace protective screens will be provided to support infection control during activities involving close supervision or one to one interaction if social distancing cannot be maintained</li> <li>▪ Students will always be expected to maintain social distancing</li> <li>▪ <b>Corridors will be well ventilated with external doors remaining open</b></li> <li>▪ Classrooms will be well ventilated with windows <b>and/or</b> doors <del>remaining</del> open to ensure good air circulation unless inclement weather prohibits this</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 where appropriate. For example, if an individual is known to experience allergic reactions to cleaning products used.</li> <li>▪ A one-way system for movement will be in enforced with clear signage</li> <li>▪ Access to, and egress from, classrooms will be via external doors where possible</li> <li>▪ Students will be assigned their working station according to seating plan where students will be forward facing and separated as much as reasonably possible</li> <li>▪ Students will be expected to have their own equipment to avoid sharing resources</li> <li>▪ Equipment checks will be conducted by tutors during morning registration</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 and amended Behaviour Code</li> <li>▪ Amended Behaviour Code with specific updates</li> <li>▪ Student sanctions if they cannot or do not adhere to procedures and instruction on the need for social distancing</li> <li>▪ Lessons planned for individual work (<b>no</b> group work)</li> <li>▪ Feedback – verbal or using large whiteboard, interactive whiteboard and visualiser (not close interaction)</li> <li>▪ Bags and coats always kept with students, kept under their own desk.</li> <li>▪ Individual Risk Assessments conducted and implemented for medically vulnerable staff and students</li> </ul>			
<b>Mitigated Risk Level</b>			
<b>High</b>	<b>Medium</b>	<b>Low</b>	<b>Negligible</b>

<b>Identify Hazard:</b>	<b>2. 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>▪ Staff will be present at classroom entrance to oversee students applying hand sanitiser and to provide hand sanitiser and H&amp;S information</li> </ul>			



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- There is clear signage to ensure that students and staff apply face coverings prior to leaving the classroom and these will remain on until seated at the next classroom, when forming queues and in communal areas (including main hall and Sixth Form Common area). Students will be expected to wear face coverings during morning and afternoon break if indoors.
- Face coverings are available for purchase from school and will be provided to protected groups or those who are in need
- Students may choose to wear face coverings whilst seated in lessons
- Students to use hand sanitiser on entering the classroom: “Squirt at the Start”
- Students to clean desks before departing from the lesson: “Clean at the Close”
- Students will be divided into year group bubbles
- Staggered morning and afternoon breaks (Year group bubbles: Yr 7 Bubble, Year 9 Bubble, Year 11 Bubble and Year 13 Bubble in Cluster 1 with breaks at 10:40am and 12:40am and Year 8 Bubble, Year 10 Bubble & Year 12 in Cluster 2 with breaks at 11:10am and 1:30pm)
- Staggered departure time at the end of school day (between 2:50-3:05pm)
- Arrival and departure procedures to be clearly communicated to parents and students
- Parents asked not to come on site with their children
- Students encouraged not to use public transport if possible
- All students (pedestrians, cycles and cars) to depart at the scheduled time and leave site immediately
- Staff presence at main gates to re-enforce social distancing
- Unexpected visitors, including students, will not be granted access to school site. **Otherwise, essential visitors must be approved, in advance, by SLT.**
- Gates will be locked throughout the school day to prevent intruders/unexpected visitors; intention to attend must be given in advance
- External doors will be used as access and egress points where possible
- Staff will be present at the main gates, observing guidance to remain socially distant, to provide H&S information, directions and protocols.
- Students to enter their designated building and follow one-way system supported by signage to reinforce expectations
- One-way system - ‘keep left’ to enforce single direction corridors. Comprehensive signage to instruct/remind.
- Sanitising stations will be provided for all students to access upon entrance to the classroom. Staff will welcome them and supervise the process of sanitising hands and direct them to their seat to minimise waiting time. If staff chose to supply hand sanitiser to students directly then they must wear a face covering.
- All staff provided with face visors which, if worn, should be worn in conjunction with a face covering
- Staff and students are encouraged to wear face coverings in communal areas
- Staff and students are advised to wear face coverings during transitions between lessons and movement around the school site - they are expected to wear them inside school at lesson changeover.
- Students dismissed under supervision
- Student exit from site will be supervised
- Parents will be unable to collect students from site **without prior agreement**
- SLT will be on duty to supervise **whilst maintaining social distance**
- **Library Resource Centre will be inaccessible prior to school to ensure that hygiene routines have been implemented during morning registration**
- Individual Risk Assessments conducted and implemented for medically vulnerable staff and students

<b>Mitigated Risk Level</b>			
<b>High</b>	<b>Medium</b>	<b>Low</b>	<b>Negligible</b>

<b>Identify Hazard:</b>	<b>3. 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>▪ Staff will be present at classroom entrance to oversee students applying hand sanitiser and to provide hand sanitiser and H&amp;S information</li> </ul>			



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- There is clear signage to ensure that students and staff apply face coverings prior to leaving the classroom and these will remain on until seated at the next classroom, when forming queues and in communal areas (including main hall and Sixth Form Common area). Students will be expected to wear face coverings during morning and afternoon break if indoors.
- Face coverings are available for purchase from school and **will be provided** to protected groups **or those who are in need**
- **Students may choose to wear face coverings whilst seated in lessons**
- Implementation of enhanced cleaning schedule, including additional cleaning of high traffic areas, and Quality Assurance Cleaning Log.
- Increased cleaning personnel who will carry out enhanced cleaning schedule
- Cleaning schedule details high traffic areas to be cleaned
- Each year group bubble is allocated a set of toilets to be used during break and lunch.
- Staggered morning and afternoon breaks will support social distancing in toilets located in different venues throughout the school
- Automatic integrated hand washing/drying reduces infection spread though touching
- Hand gel inside classroom and mounted on walls to be used by student on return from toilet break
- Hand washing signage in place
- Toilets checked frequently by Site Team and soap refilled
- Hand dryers will continue to be used – signs to re-enforce need to dry hands thoroughly
- Signage promoting social distancing and good hand hygiene displayed throughout the school
- Video guidance promoting good hand hygiene and appropriate way to wear face coverings shown to all students
- Water fountains will be out of use. These are added to the “infrequently used outlets” list on our Legionella Risk Assessment and flushed by nominated site staff weekly
- Student permitted to bring a bottle of water but must not share with others (see Behaviour Code)
- Individual Risk Assessments conducted and implemented for medically vulnerable staff and students

<b>Mitigated Risk Level</b>	<b>Consider level of risk following use of control measures</b>		
High	Medium	Low	Negligible

<b>Identify Hazard:</b>	<b>4. Contact of shared resources resulting in indirect transmission of the virus</b>		
<b>Existing Risk Level</b>			
High	Medium	Low	Negligible

<b>Core Control Measures</b>			
<ul style="list-style-type: none"> <li>▪ Staff will be present at classroom entrance to oversee students applying hand sanitiser and to provide hand sanitiser and H&amp;S information</li> <li>▪ <b>There is clear signage to ensure that students and staff apply face coverings prior to leaving the classroom and these will remain on until seated at the next classroom, when forming queues and in communal areas (including main hall and Sixth Form Common area). Students will be expected to wear face coverings during morning and afternoon break if indoors.</b></li> <li>▪ Face coverings are available for purchase from school and <b>will be provided</b> to protected groups <b>or those who are in need</b></li> <li>▪ <b>Students may choose to wear face coverings whilst seated in lessons</b></li> <li>▪ Students to use hand sanitiser on entering the classroom: “Squirt at the Start”</li> <li>▪ Students to clean desks before departing from the lesson: “Clean at the Close”</li> <li>▪ Students to bring in own stationery and equipment packs</li> <li>▪ Daily equipment checks to be conducted during tutor time</li> <li>▪ Stationery and equipment available to purchase from school “Stationary Shop”</li> <li>▪ Tutors to be equipped with resources to issue tutees minimising need for individual teachers to share resources throughout the day</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>▪ Activities planned to minimise resources, are individual and not shared</li> <li>▪ Resources on tables ready for lesson or distributed via staff wearing gloves if necessary to delay issuing resources</li> <li>▪ Visualiser installed in each classroom</li> </ul>			



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- Each classroom to contain: alcohol based sanitising gel, tissues, computer cleaning spray
- Students to use hand sanitiser on entering the classroom: “Squirt at the Start”
- Students to clean desks before departing from the lesson: “Clean at the Close”
- Students to be reminded to wash hands.
- Resources, e.g. text books, not to be used by different year group bubbles unless cleaned or sufficiently quarantined.
- Library Resource Centre will quarantine resources for 72 hours
- Individual Risk Assessments conducted and implemented for medically vulnerable staff and students

<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>5. Lack of social distancing during breaks and lunchtimes resulting in direct transmission of the virus (all)</b>
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**Existing Risk Level**

<b>High</b>	<b>Medium</b>	<b>Low</b>	<b>Negligible</b>
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**Core Control Measures**

- There is clear signage to ensure that students and staff apply face coverings prior to leaving the classroom and these will remain on until seated at the next classroom, when forming queues and in communal areas (including main hall and Sixth Form Common area). Students will be expected to wear face coverings during morning and afternoon break if indoors.
- Students will wear face covering whilst in the canteen other than when eating
- Face coverings are available for purchase from school and will be provided to protected groups or those who are in need
- Dolce (catering contractor) Covid Risk Assessment compliments this Risk Assessment
- Catering staff will wear face coverings whilst monitoring purchase of items from the canteen
- Staggered morning and afternoon breaks (Year group bubbles: Yr 7 Bubble, Year 9 Bubble, Year 11 Bubble and Year 13 Bubble in Cluster 1 and Year 8 Bubble 8, Year 10 Bubble & Year 12 in Cluster 2)
- Designated zones for each year group bubble in the playground during breaks
- Designated toilets for each year group bubble during breaks
- Staff supervision throughout – actively modelling, encouraging and insisting on social distancing
- Canteen reconfiguration to support queuing and collection of food at collection points for designated year group bubbles
- Students will be asked to wear face coverings whilst queuing to purchase food from collection points
- Canteen food will be packaged in ‘Grab N’ Go’ style
- Students may bring packed lunch to avoid accessing the main hall
- Signage to promote social distancing expectations
- Students and staff encouraged to wash hands during breaks
- Toilets accessible to wash hands before and after eating
- Use of outdoor venues (Twin Peaks, Single Peak, Table Tennis, G Block, amphitheatre, astro-courts, basketball courts, tennis courts)
- Staff to use classroom venue, sufficiently socially distanced, to eat lunch rather than communal areas with soft furnishings
- Individual Risk Assessments conducted and implemented for medically vulnerable staff and students

<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>



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Identify Hazard:	6. Lack of social distancing when eating lunch resulting in direct transmission of the virus (all)		
<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>▪ There is clear signage to ensure that students and staff apply face coverings prior to leaving the classroom and these will remain on until seated at the next classroom, when forming queues and in communal areas (including main hall and Sixth Form Common area). Students will be expected to wear face coverings during morning and afternoon break if indoors.</li> <li>▪ Students will wear face covering whilst in the canteen other than when eating</li> <li>▪ Staggered morning and afternoon breaks (Year group bubbles: Yr 7 Bubble, Year 9 Bubble, Year 11 Bubble and Year 13 Bubble in Cluster 1 and Year 8 Bubble 8, Year 10 Bubble &amp; Year 12 in Cluster 2)</li> <li>▪ Staff supervision throughout – actively modelling, encouraging and insisting on social distancing</li> <li>▪ Designated zones for each year group bubble in the playground during breaks</li> <li>▪ Designated toilets for each year group bubble during breaks</li> <li>▪ Canteen reconfiguration to support queuing and collection of food at collection points for designated year group bubbles</li> <li>▪ Students may eat outdoors in the designated zone for their Bubble or in the main hall where there are also designated zones</li> <li>▪ Tables used by year group bubbles are cleaned by Dolce staff between use</li> <li>▪ Dedicated touch screens for each year group bubble</li> <li>▪ Canteen food will be packaged in 'Grab N' Go' style</li> <li>▪ Students may bring packed lunch to avoid accessing the main hall</li> <li>▪ Signage to promote social distancing expectations</li> <li>▪ Students and staff encouraged to wash hands during breaks</li> <li>▪ Toilets accessible to wash hands before and after eating</li> <li>▪ Use of outdoor venues (Twin Peaks, Single Peak, Table Tennis, G Block, amphitheatre, astro-courts, basketball courts, tennis courts)</li> <li>▪ Staff to use classroom venue to eat lunch rather than communal areas with soft furnishings</li> <li>▪ Individual Risk Assessments conducted and implemented for medically vulnerable staff and students</li> </ul>			
<b>Mitigated Risk Level</b>			
<b>High</b>	<b>Medium</b>	<b>Low</b>	<b>Negligible</b>

Identify Hazard:	7. 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>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>▪ There is clear signage to ensure that students and staff apply face coverings prior to leaving the classroom and these will remain on until seated at the next classroom, when forming queues and in communal areas (including main hall and Sixth Form Common area). Students will be expected to wear face coverings during morning and afternoon break if indoors.</li> <li>▪ Face coverings are available for purchase from school and will be provided to protected groups or those who are in need</li> <li>▪ Comprehensive signage to reinforce social distancing expectations</li> <li>▪ Visors provided to all staff</li> <li>▪ Students may choose to wear face coverings whilst seated in lessons</li> <li>▪ Protective gloves will be available to staff and students</li> <li>▪ Workplace protective screens will be provided to support infection control during one to one meetings where appropriate</li> <li>▪ In the event that First Aid is required to treat a person who is symptomatic, 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> </ol> </li> </ul>			



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- c. Disposable gloves
- d. Face shield available if student is feeling sick, coughing/sneezing
- If 1 to1 delivery cannot be made whilst maintaining distance, then staff **must** wear a **face covering** and gloves. Other than for suspected Covid-19 cases the Government has no recommendation regarding wearing PPE.
- Staff and students who have Covid symptoms must not attend school until they have completed their 7 day isolation period from symptom onset, or if they receive a negative test and are well.
- Staff and students who have tested positive for coronavirus must not attend school for 10 days (**or according to current government guidance**) from the start of their symptoms and until their symptoms have resolved; or if asymptomatic, **10** days after their test date and until symptoms have resolved (other than cough or anosmia which can last for several weeks).
- If a member of a staff or students household tests positive for Corona virus they must not attend school until the 14 days self-isolation period is over **or if they are notified by test and trace as close contact and told to self-isolate**
- Staff or pupils who have someone in their family who has symptoms must not attend school until they have had a test and it is negative.
- Understand the test and trace system <https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works>
- Staff who present symptoms of COVID19 will leave school site immediately
- Implementation of increased cleaning schedule and Quality Assurance
- If a student tests positive for Covid19 then Test and Trace guidelines will be followed <https://www.gov.uk/government/publications/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-during-the-coronavirus-covid-19-outbreak>
- Behaviour Code to address conduct which puts staff at risk. See amended Behaviour Code.

<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>8. Risk of spreading virus due to community transmission 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>▪ Staff will be present at classroom entrance <b>to oversee students applying hand sanitiser</b> and to provide hand sanitiser and H&amp;S information</li> <li>▪ <b>There is clear signage to ensure that students and staff apply face coverings prior to leaving the classroom and these will remain on until seated at the next classroom, when forming queues and in communal areas (including main hall and Sixth Form Common area). Students will be expected to wear face coverings during morning and afternoon break if indoors.</b></li> <li>▪ <b>Face coverings are available for purchase from school and provided to protected groups</b></li> <li>▪ Students to use hand sanitiser on entering the classroom: "Squirt at the Start"</li> <li>▪ Students to clean desks before departing from the lesson: "Clean at the Close"</li> <li>▪ Students encouraged to walk or cycle where possible</li> <li>▪ Guidance for school and public transport providers will be adhered to, including the wearing of face covering</li> <li>▪ Organised/socially distanced queuing and boarding where possible. Students enter buses in year groups.</li> <li>▪ If staff or students have chosen to wear a face covering on the way to school this must be removed on entry to school and either disposed of or placed in a plastic bag to be taken home for washing. They may choose to wear an alternative face covering whilst in school.</li> <li>▪ Staggered departure time at the end of school day (between 2:50-3:05pm)</li> <li>▪ Arrival and departure procedures to be clearly communicated to parents and students</li> <li>▪ Students to use hand sanitiser on entering the classroom: "Squirt at the Start"</li> <li>▪ Students to clean desks before departing from the lesson: "Clean at the Close"</li> <li>▪ Comprehensive signage to reinforce social distancing and hygiene expectations</li> <li>▪ Videos issuing guidance and demonstration of how to maintain good hand hygiene shown to all students</li> <li>▪ Students to be reminded to wash hands</li> </ul>			



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- Sanitisation station in each classroom: hand sanitiser, gloves, paper roll, anti-bacterial spray for resources
- Installation of wall-mounted sanitiser in high traffic areas throughout the school
- Implementation of increased cleaning schedule, including additional cleaning of high traffic areas, and Quality Assurance Cleaning Log
- Behaviour Code to address conduct which puts staff at risk. See amended Behaviour Code.

<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>9. Risk presented by suspected cases of Covid 19 during the school day</b>		
<b>Existing Risk Level</b>			
<b>High</b>	<b>Medium</b>	<b>Low</b>	<b>Negligible</b>

### Core Control Measures

If a student or staff displays symptoms - a high temperature, a persistent cough or loss of smell and taste, they should:

- Avoid touching anything.
- Report to the main Office where staff trained in First Aid will provide a secure, ventilated room, for them to wait (Conference Room)
- If a student then parents must be notified immediately and the student collected from school
- If a staff member needs to stay with them then they must remain 2m away.
- The Conference Room must be well ventilated during and after use. **The room, including any surfaces touched by the student, must be cleaned by the designated member of cleaning personnel.**
- If personal care needs are required then appropriate PPE First Aid Pack will be available for use by the member of staff
- First Aid staff will follow guidance on safe fit, use, removal and disposal of PPE
- If a staff member shows symptoms they must go home immediately
- All other persons are to maintain a safe distance from affected individual
- If they need to cough or sneeze this should be into a tissue which is then put into a bin, or if they do not have tissues, cough and sneeze into the crook of their elbow.
- Each venue will be equipped with tissues and a bin
- Comprehensive signage to reinforce social distancing and hygiene expectations
- Areas occupied and equipment used by the affected person must be thoroughly cleaned and disinfected.
- They must then follow the guidance on self-isolation and testing.
- They must not return to school until their period of self-isolation has been completed or if negative test result and they are well.
- A list of all persons who the affected person has been in contact with should be made, and these are to be monitored for symptoms throughout the following two weeks.
- Follow latest guidance from West Berks LA/PHE

<https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19/guidance-to-educational-settings-about-covid-19#what-to-do-if-someone-develops-symptoms-of-coronavirus-covid-19-while-at-an-educational-setting>

<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>10. 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>

### Core Control Measures

- Staff will be present at classroom entrance to oversee students applying hand sanitiser and to provide hand sanitiser and H&S information



## The Willink School: Risk Assessment on school opening during the Covid pandemic

- There is clear signage to ensure that students and staff apply face coverings prior to leaving the classroom and these will remain on until seated at the next classroom, when forming queues and in communal areas (including main hall and Sixth Form Common area). Students will be expected to wear face coverings during morning and afternoon break if indoors.
- Face coverings are available for purchase from school and will be provided to protected groups or those who are in need
- Students may choose to wear face coverings whilst seated in lessons
- Students to use hand sanitiser on entering the classroom: “Squirt at the Start”
- Students to clean desks before departing from the lesson: “Clean at the Close”
- Comprehensive signage to reinforce social distancing and hygiene expectations
- Videos issuing guidance and demonstration of how to maintain good hand hygiene shown to all students
- Students to be reminded to wash hands
- Sanitisation stations inside classrooms – sanitiser, gloves, paper roll and anti-bacterial spray for resources
- Installation of wall-mounted sanitiser in high traffic areas throughout the school
- Implementation of increased cleaning schedule, including additional cleaning of high traffic areas, and Quality Assurance Cleaning Log
- Staggered morning and afternoon breaks (Year group bubbles: Yr 7 Bubble, Year 9 Bubble, Year 11 Bubble and Year 13 Bubble in Cluster 1 and Year 8 Bubble 8, Year 10 Bubble & Year 12 in Cluster 2)
- Staggered departure time at the end of school day (between 2:50-3:05pm)
- Arrival and departure procedures to be clearly communicated to parents and students
- One-way system - ‘keep left’ to enforce single direction movement
- Access to classrooms via external doors where possible
- Hand sanitiser at Reception – to be used before and after signing in
- Deliveries to be left outside as far as possible
- Site team to wash or sanitise hands after handling deliveries
- Contractor’s Risk Assessments to be received and reviewed before allowed on site
- Staff can wear face coverings if dealing with deliveries and/or external contractors
- Staff can wear face coverings if social distancing is not possible when fulfilling their role
- Individual Risk Assessment conducted and implemented for vulnerable staff
- Visitors to be limited to only those who are absolutely necessary and by appointment only
- Visitors to be made aware of school hygiene expectations
- Virtual meeting to be used as much as possible
- Hand gel in school in bulk – smaller bottles to be refilled
- Reminders about how to wash hands properly provided via signage, virtual assemblies and videos
- Water fountains will be out of use. These are added to the “infrequently used outlets” list on our Legionella Risk Assessment and flushed by nominated site staff weekly
- Students will be permitted to bring a water bottle but not to share
- Food and drink should only be consumed in areas that are suitable and can be easily cleaned
- Food displays will be protected against contamination by coughing, sneezing etc.
- Canteen reconfiguration to support queuing and collection of food at collection points for designated year group bubbles
- Students may eat outdoors in the designated zone for their Bubble or in the main hall where there are also designated zones
- Designated zones are maintained via supervision from nominated staff and supported by staggered morning/afternoon
- Tables used by year group bubbles are cleaned by Dolce staff between use
- Dedicated touch screens for each year group bubble
- Tables and chairs will be cleaned before, between and after use.

<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>11. Risk of spreading virus due to visitors to the school site 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>



## The Willink School: Risk Assessment on school opening during the Covid pandemic

### Core Control Measures

- Non-essential visitors **will** not be allowed onto the school site.
- All visits to site are by appointment only
- All visitors to be made aware of site rules
- Visitors carrying out essential maintenance and other site visits that are deemed essential and necessary to the safe running of the school are allowed on site.
- Visitors for the purpose of educating/training children e.g. coaches, peripatetic music teachers are allowed on site after risk assessment and with the permission of a member of the senior leadership team.
- Visitors for the purpose of staff training are allowed after risk assessment and with the permission of a member of the senior leadership team.
- Parent/carer visits must be minimised. Parent visitors must follow the guidance in this risk assessment and are allowed on site with the permission of a member of the senior leadership team.
- Any site visitor should be required to wash or sanitize hands before allowing entry to the site.
- All visitors details must be logged for test and trace purposes, this can be limited to date of visit, name and contact telephone number.
- These records should be kept for 21 days after the visit and stored/disposed of according to GDPR <https://www.gov.uk/guidance/maintaining-records-of-staff-customers-and-visitors-to-support-nhs-test-and-trace>
- Staff can wear face coverings if dealing with deliveries and/or external contractors
- Staff can wear face coverings if social distancing is not possible when fulfilling their role
- Hand sanitiser at Reception – to be used before and after signing in
- Deliveries to be left outside as far as possible
- Site team to wash or sanitise hands after handling deliveries
- Contractor’s Risk Assessments to be received and reviewed before allowed on site
- Individual Risk Assessment conducted and implemented for vulnerable staff
- Installation of wall-mounted sanitiser in high traffic area throughout the school
- Implementation of increased cleaning schedule, including additional cleaning of high traffic areas, and Quality Assurance Cleaning Log. Cleaning personnel will complete tasks detailed in the cleaning schedule throughout the school day.

<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>12. Risk of infection due to lack of cleaning resulting in indirect transmission of the virus</b>		
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<b>Existing Risk Level</b>			
<b>High</b>	<b>Medium</b>	<b>Low</b>	<b>Negligible</b>

### Core Control Measures

- All surfaces, handles, toilets and shared equipment will be cleaned each day using antibacterial spray
- PPE – aprons and gloves will be worn by all cleaning staff
- There will be more cleaning staff during school hours to allow increased cleaning
- All classrooms/offices will be kept tidy/cleared to enable thorough cleaning
- All classrooms/offices will be cleaned **daily**
- Daily record of cleaning kept for each classroom
- Schedule of areas in use to be kept up to date
- All staff must communicate to Site Manager the areas they have used so cleaning can be scheduled
- Cleaning service will be continually reviewed and refined
- Non fire doors in used venues within school will be held open during the day to promote ventilation reduce contamination
- Bins to be emptied regularly
- Soft furniture will be removed where possible and use discouraged
- Some resources will be rotated and left to de-contaminate for 3 days after cleaning to reduce the risk of indirect transmission
- Cleaning personnel will thoroughly clean the area with cleaning products specified in most recent government guidance



## The Willink School: Risk Assessment on school opening during the Covid pandemic

- <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcaresettings/covid-19-decontamination-in-non-healthcare-settings>.

<b>Mitigated Risk Level</b>			
High	Medium	Low	Negligible

<b>Identify Hazard:</b>	<b>13. Risk of infection due to infected cases arriving on site</b>		
	<b>Existing Risk Level</b>		
High	Medium	Low	Negligible
<b>Core Control Measures</b>			
<ul style="list-style-type: none"> <li>▪ Staff will be present at classroom entrance to oversee students applying hand sanitiser and to provide hand sanitiser and H&amp;S information</li> <li>▪ <b>There is clear signage to ensure that students and staff apply face coverings prior to leaving the classroom and these will remain on until seated at the next classroom, when forming queues and in communal areas (including main hall and Sixth Form Common area). Students will be expected to wear face coverings during morning and afternoon break if indoors.</b></li> <li>▪ Face coverings are available for purchase from school and <b>will be provided</b> to protected groups <b>or those who are in need</b></li> <li>▪ <b>Students may choose to wear face coverings whilst seated in lessons</b></li> <li>▪ Students to use hand sanitiser on entering the classroom: "Squirt at the Start"</li> <li>▪ Students to clean desks before departing from the lesson: "Clean at the Close"</li> <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 systems 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 is 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 socially 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</li> <li>▪ 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>▪ Staff and students are <b>advised</b> to wear face coverings in communal areas <b>and during transitions between lessons</b></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 Main Reception or Main Office for distanced receipt</li> <li>▪ Parents who have been permitted to drop off/collect items should be directed to use the corner office in Reception to ensure physical distancing. <b>Staff who have handled items should wash or sanitise hands immediately afterwards.</b></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>			



## The Willink School: Risk Assessment on school opening during the Covid pandemic

High	Medium	Low	Negligible
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Identify Hazard:	<b>14. Lack of social distancing in staff offices resulting in direct transmission of the virus</b>		
<b>Existing Risk Level</b>			
High	Medium	Low	Negligible
<b>Core Control Measures</b>			
<ul style="list-style-type: none"> <li>▪ Staff should use the same desk and avoid sharing desks</li> <li>▪ Sanitisation stations inside every shared office space – hand sanitiser, gloves, paper roll and anti-bacterial spray for resources</li> <li>▪ Equipment (including keyboards, telephones, desks etc) must be cleaned after each use</li> <li>▪ Desks may be re-sited so that staff are working side by side or back to back</li> <li>▪ Workplace protective screens will be provided to support infection control where appropriate</li> <li>▪ Comprehensive signage indicating maximum capacity for communal staff space</li> <li>▪ Social distancing must be maintained in communal staff areas such as staffrooms</li> <li>▪ Staggered morning and afternoon break reduce simultaneous staff demand for communal space</li> <li>▪ traffic areas, and Quality Assurance Cleaning Log in each venue</li> <li>▪ Staggered morning and afternoon breaks reduces staff numbers in shared spaces</li> </ul>			
<b>Mitigated Risk Level</b>			
High	Medium	Low	Negligible

Identify Hazard:	<b>15. Risk of illness of vulnerable staff and family members through direct and indirect transmission of the virus</b>		
<b>Existing Risk Level</b>			
High	Medium	Low	Negligible
<b>Core Control Measures</b>			
<ul style="list-style-type: none"> <li>▪ The above control measures have been implemented to mitigate risk to all staff and students</li> <li>▪ Individual Risk Assessments conducted and implemented for medically vulnerable staff and students</li> </ul>			
<b>Mitigated Risk Level</b>			
High	Medium	Low	Negligible

Identify Hazard:	<b>16. Student Wellbeing (all)</b>		
<b>Existing Risk Level</b>			
High	Medium	Low	Negligible
<b>Core Control Measures</b>			
<ul style="list-style-type: none"> <li>▪ Daily pastoral contact with Form Tutor</li> <li>▪ Safeguarding Policy updated to reflect KCSIE 2020</li> <li>▪ Continued use of ClassCharts to report concerns and this will be reviewed daily by the DSL &amp; Deputy DSL</li> <li>▪ Successful 6 and Achievement points to be awarded via ClassCharts to recognise of student achievements</li> <li>▪ Assemblies will be delivered by HOL remotely to promote Willink community, identity and positive wellbeing</li> <li>▪ WeLink used as platform to celebrate success and support parents/carers</li> <li>▪ Pastoral Support available from Form Tutors, Head of Learning, Pastoral Assistants, Pastoral Mentor, Inclusion Mentors, ELSAs, Sixth Form Support Officer, Family and Attendance Liaison and Family School Support Worker where social distancing can be maintained whilst in a well-ventilated space</li> <li>▪ Mental Health Champions will offer Peer to Peer Support</li> <li>▪ PSHE curriculum will promote positive wellbeing</li> <li>▪ Tutor Programme will support positive wellbeing</li> <li>▪ Willink20 Fundraising to support families affected by COVID19 pandemic.</li> <li>▪ School will conduct a termly review of student wellbeing to identify students requiring additional support and to inform planning for reintegration to school</li> <li>▪ Students and staff will be signposted to external agencies for support</li> <li>▪ School will continue to work in partnership with external agencies</li> </ul>			



## The Willink School: Risk Assessment on school opening during the Covid pandemic

	Consider level of risk following use of control measures		
High	Medium	Low	Negligible

Identify Hazard:	17. Staff Wellbeing (all)		
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Existing Risk Level			
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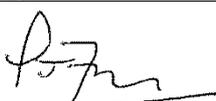
High	Medium	Low	Negligible
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Core Control Measures			
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- Staff will be present at classroom entrance to oversee students applying hand sanitiser and to provide hand sanitiser and H&S information
- There is clear signage to ensure that students and staff apply face coverings prior to leaving the classroom and these will remain on until seated at the next classroom, when forming queues and in communal areas (including main hall and Sixth Form Common area). Students will be expected to wear face coverings during morning and afternoon break if indoors.
- Face coverings are available for purchase from school and will be provided to protected groups or those who are in need
- Students may choose to wear face coverings whilst seated in lessons
- Virtual staff meetings to consult and share information
- Fortnightly WeLink to communicate updates
- Weekly Keeping In Touch bulletin
- Individual Risk Assessments conducted and implemented for medically vulnerable staff
- First Aid trained staff on duty daily
- Staff must inform their line manager if they have concerns that features of Risk Assessments are not being implemented
- Staff may meet in classrooms to eat lunch together at a social distance. Desks must be cleaned after use.

Mitigated Risk Level	Consider level of risk following use of control measures		
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High	Medium	Low	Negligible
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Name of Headteacher	Signature of Headteacher	Date
Peter Fry		15.10..20

**Fire.** In the event of the Fire Alarm being activated, 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. Fire Muster Points are displayed in rooms throughout the school.

**In the event of an unplanned emergency evacuation, life safety takes priority over social distancing.**



# The Willink School: Risk Assessment on school opening during the Covid pandemic

## The Willink School Behaviour Code

### (Appendix – changes in the Code in response to the Covid-19 pandemic)

This Appendix complements rather than replaces the Willink's Behaviour Code. It details adjustments to the Code that have been made as a response to the Covid-19 pandemic. Adjustments to the Behaviour Code have been made to ensure that the school remains a safe environment for all students and staff, in which students are able to learn effectively while still adhering to the protective measures put in place by the school following the advice of Public Health England and the Department of Education. This appendix will be reviewed and updated regularly.

Staff are expected to have read and understood the school's Risk Assessment relating to Covid-19 and must follow the protective measures required by the school. Staff must be vigilant and proactive, supervising students to ensure that they adhere to the protective measures required by the school and taking appropriate action if any student fails to adhere to these measures.

#### Expectations in classes:

##### The Willink Successful Six

- Be **punctual** to appointments and lessons
- Wear your **uniform**
- Have necessary **equipment** and paper (the school will not supply). Do not share equipment
- Remain **focused**
- Complete **work set** by the required deadline
- Be **respectful**

#### Consequences

- Many of the sanctions for misdemeanours used by the school under normal circumstances, such as after school detention, cannot be safely put in place during the pandemic. As the safety of students and staff is paramount, the school will have no choice but to bar access to on-site provision on the grounds of health and safety until the situation has been rectified with students and parents.

#### School Community Code

- If you have any symptoms of coronavirus, then do not come to school
- If you develop symptoms while they are in school, inform a member of staff and follow their instructions
- Sanitise your hands at the start of lessons
- Clean desks at the close of lessons
- Catch coughs and colds and bin tissues
- Come to school with all necessary equipment (as spare equipment cannot be given out) and a filled water bottle
- Follow the protective measures required both in school and on the journey to and from school keeping socially distanced as far as possible and washing hands regularly and properly
- You are expected to exhibit exemplary behaviour, ensuring that no learning time is lost
- You must follow the instructions of staff to ensure that the school remains a safe environment for all students and staff
- Follow the signs, keep to the one-way system when moving around the school
- Do not congregate in groups
- Avoid physical contact

#### Wider Community Code

The school values its excellent reputation in the community and it is your responsibility to protect this reputation by upholding the school ethos outside school and following Government guidance with regard to Covid-19

- Wear the school uniform travelling to or from school
- Socially distance and do not congregate in groups
- Show consideration and respect to other members of the public by remaining socially distant on footpaths, on public transport and in shops.

#### Parents and carers please:

- keep your child at home if they have any symptoms of coronavirus, adhering to Government guidance
- be available (or inform the school of a named contact) to collect your child promptly in response to contact from school if they or anyone else in their class displays symptoms of coronavirus
- adhere to the protective measures required by the school
- ensure your child comes to school with all necessary equipment (as spare equipment cannot be given out) and a filled water bottle
- ensure your child understands the importance of adhering to the protective measures put in place by the school and Government.