



Risk Assessment Form

Coronavirus Risk Assessment for Autumn Reopening

School Name: Wallingford School			Date Assessed: 24th August 2020			Assessed by: MC & JM						
Task/Activity: Wider school opening from Autumn 2020 during the coronavirus pandemic												
			Risk rating before implementing control measures			Risk rating after implementing control measures						
Activity/Task	Hazard/Risk	Persons at Risk	Likelihood (1-5)	Severity (1-5)	Risk/Priority	Controls Measures in Place			Likelihood (1-5)	Severity (1-5)	Risk/Priority	Additional Controls Measures Required
Minimise contact between individuals and maintain social distancing wherever possible	Contact with persons suffering from coronavirus	Employees Pupils Contractors Visitors Volunteers	5	5	25	<p>We will apply the principles laid out by the government and reduce the number of contacts between children and staff as much as possible.</p> <p>We will keep groups separate (in 'bubbles') and through maintaining distance between individuals.</p> <p>We will maintain distinct groups or 'bubbles'.</p> <p>If class-sized groups are not compatible with offering a full range of subjects or managing the practical logistics within</p>	3	5	15	<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p>https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</p> <p>https://www.gov.uk/guidance/ofsted-coronavirus-covid-19-rolling-update</p>		

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						<p>and around school, we will look to implement year-group-sized 'bubbles'.</p> <p>All teachers and other staff will operate across different classes and year groups in order to facilitate the delivery of the school timetable; however, strict social distancing and hygiene will be followed at all times</p>				Control measures will be revised and updated when the latest government guidance is released.
Measures within the classroom	Contact with persons suffering from coronavirus	Employees Pupils Contractors Visitors Volunteers	5	5	25	<p>We will aim to maintain a distance between people whilst inside and reduce the amount of time they are face-to-face to lower the risk of transmission where possible.</p> <p>Staff will maintain distance from their pupils, staying at the front of the class, and away from their colleagues where possible.</p> <p>Adults will aim to maintain a two-metre distance from each other, and from children. They will avoid close face-to-face contact and minimise time spent within one metre of anyone.</p> <p>Pupils who are old enough will be instructed and supported to maintain distance and not touch staff and their peers where possible.</p>	3	5	15	<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p>https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</p> <p>https://www.gov.uk/guidance/ofsted-coronavirus-covid-19-rolling-update</p> <p>Control measures will be revised and updated when the latest government guidance is released.</p>



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						When staff or children cannot maintain distancing, the risk will be reduced by keeping pupils in the smaller, class-sized groups described above. We will make small adaptations to the classroom to support distancing where possible. This includes seating pupils side-by-side and facing forwards. Unnecessary furniture will be removed.				
Measures elsewhere	Contact with persons suffering from coronavirus	Employees Pupils Contractors Visitors Volunteers	5	5	25	<p>Groups will be kept apart, including large gatherings such as assemblies or collective worship with more than one group.</p> <p>Singing, wind and brass playing will not take place in large groups.</p> <p>When timetabling, groups will be kept apart and movement around the school site kept to a minimum.</p> <p>While passing briefly in the corridor or playground is low risk, we will avoid creating busy corridors, entrances and exits.</p> <p>We will implement staggered break and lunch times (and allow time for cleaning surfaces in the dining hall between groups).</p>	3	5	15	<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p>https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</p> <p>https://www.gov.uk/guidance/ofsted-coronavirus-covid-19-rolling-update</p> <p>Control measures will be revised and updated when the latest government guidance is released.</p>



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						<p>We will also plan how shared staff spaces are set up and used to help staff to distance from each other.</p> <p>Use of staff rooms will be minimised.</p> <p>We will inform parents and pupils to not gather at the school gate and visitors will not be allowed on site without an appointment.</p> <p>School transport will be used in the following means:</p> <ul style="list-style-type: none"> • By set bubbles; • Hand sanitiser used before boarding and unboarding; • Regular cleaning of transport; • Organised queuing and boarding; • Distancing where possible; • Face covering to be used (for those pupils over age 11) and for those who are interacting with those out with their bubble(s). <p>Educational visits to be conducted using normal means with social distancing and good hand hygiene measures in place.</p>				
Other considerations	Contact with persons suffering from coronavirus	Employees Pupils Contractors Visitors Volunteers	5	5	25	Where a child routinely attends more than one setting on a part-time basis, we will work through the system of controls collaboratively, enabling them to address any risks identified and allowing them to	3	5	15	Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.



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								<p>https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</p> <p>https://www.gov.uk/guidance/ofsted-coronavirus-covid-19-rolling-update</p> <p>Control measures will be revised and updated when the latest government guidance is released.</p> <p>Local lockdown action plan to be put into place.</p>
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					<p>stationery and mobile phones. Bags are allowed.</p> <p>Undertake the MTOAT COVID-19 Daily Management Checklist.</p> <p>Undertake the MTOAT COVID-19 Daily Cleaning Checklist which will act as the cleaning schedule to ensure enhanced cleaning.</p> <p>Undertake the MTOAT COVID-19 Vulnerable Persons Risk Assessment.</p> <p>Governors meetings held remotely until further notice.</p> <p>Up-to-date emergency contact details held.</p> <p>New and expectant mothers risk assessment completed.</p> <p>Windows opened to allow ventilation.</p> <p>Communication to parents sent out regarding collecting and dropping off children to prevent 'gathering'.</p> <p>Staff advised to bring their own food to work.</p>				
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Lunch and breaks staggered to minimise social gatherings for pupils and staff.

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

Refer to separate children with (EHC) Plans in place risk assessments.

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

Adequate supplies of facemasks, eye protection, gloves and aprons are available for pupils who become unwell at school and need direct personal care – two-metre distancing cannot be maintained.

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

Use of outdoor spaces for teaching and learning.

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



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						<p>Established arrangements are in place between the school and transport companies.</p> <p>We will encourage parents, staff and pupils to walk or cycle to school.</p> <p>Records maintained of staff/pupils who have been tested for COVID-19.</p> <p>Close liaison between families regarding symptoms – we will not monitor temperatures.</p> <p>Staff working from home where possible.</p> <p>Tissues and sufficient bins provided.</p> <p>Pupils and staff wearing face coverings on public transport will be asked to wash their hands on arrival, dispose of their face covering in a covered bin, or place within a plastic bag to take home.</p> <p>Persons worried about symptoms should use the NHS 111, only call if they cannot get help online, and NOT go to their GP or other healthcare centre.</p>				
Physical Education	Contact with persons suffering from coronavirus	Employees Pupils Contractors Visitors	5	5	25	Pupils will be kept in consistent groups, sports equipment will be thoroughly cleaned between each use by different	3	5	15	



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		Volunteers				<p>individual groups, and contact sports will be avoided.</p> <p>Outdoor sports will be prioritised where possible, and large indoor spaces used where it is not, maximising distancing between pupils and paying scrupulous attention to cleaning and hygiene.</p> <p>External facilities can also be used in line with government guidance for the use of, and travel to and from, those facilities. We will refer to the following advice:</p> <ul style="list-style-type: none"> • Guidance on the phased return of sport and recreation; • Guidance from Sport England; • Guidance from the Association for Physical Education; and • Guidance from the Youth Sport Trust. 				
Working in the school	Contact with persons who may have been exposed to coronavirus	Employees Pupils Contractors Visitors Volunteers	5	5	25	<p>Employees or pupils who are suspected to have coronavirus are to self-isolate in accordance with the government guidance.</p> <p>Other persons who may have been exposed to coronavirus have been instructed by the government guidance to self-isolate.</p> <p>We understand the NHS test and trace process and how to contact their local</p>	3	5	15	<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p>https://www.gov.uk/guidance/travel-advice-novel-coronavirus</p> <p>Control measures will be revised and updated when the latest government guidance is released.</p>



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



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Working in the school	Disposal of waste that may be contaminated by a coronavirus sufferer	Employees Pupils Contractors Visitors Volunteers	5	5	25	<p>All waste that has been in contact with the relevant person, including used tissues, and masks if used, should be put in a plastic rubbish bag and tied when full. The plastic bag should then be placed in a second bin bag and tied. It should be put in a safe place and marked for storage until the result is available. If the individual tests negative, this can be put in the normal waste.</p> <p>Should the person test positive, the Health Protection Team will provide instructions about what to do with the waste.</p>	3	5	15	
Working in the school	Contracting and spreading of infection – personal hygiene	Employees Pupils Contractors Visitors Volunteers	5	5	25	<p>Basic infection controls should be followed as recommended by the government:</p> <ul style="list-style-type: none"> • Cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze. • Put used tissues in the bin straightaway. • Wash your hands with soap and water often – use hand sanitiser gel if soap and water are not available. • Try to avoid close contact with people who are unwell. • Clean and disinfect frequently-touched objects and surfaces. 	3	5	15	<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p>Control measures will be revised and updated when the latest government guidance is released.</p> <p>https://www.nhs.uk/conditions/coronavirus-covid-19/</p> <p>https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-</p>



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						<ul style="list-style-type: none"> Do not touch your eyes, nose or mouth if your hands are not clean. <p>Pupils asked to clean hands when arriving at school, returning from breaks, after using changing rooms, and before and after eating. Hand sanitiser to be available in each classroom (in use), entrances and exits of buildings, and near lunchrooms and toilets.</p>				covid-19-implementing-protective-measures-in-education-and-childcare-settings
Working in the school	<p>Welfare</p> <p>Hand-contact points</p> <p>Poor hygiene and welfare conditions leading to staff discomfort or illness</p>	<p>Staff</p> <p>Visitors</p> <p>Delivery drivers</p> <p>Pupils</p> <p>Volunteers</p>	5	5	25	<p>Toilets to have a regular supply of hot and cold water complete with soap and towels.</p> <p>Hand sanitiser available (where required).</p> <p>Kitchen area to have a safe supply of mains cold water.</p> <p>Hand-contact points cleaned daily/where practicable.</p> <p>Toilets and kitchen area to be regularly cleaned.</p> <p>Teaching staff to implement controls to prevent overcrowding and ensure two-metre social distancing.</p>	3	5	15	
Working in the school	Infection control	<p>Staff</p> <p>Visitors</p> <p>Delivery drivers</p> <p>Pupils</p>	5	5	25	<p>Refer to policy and ensure all staff are aware of its contents and new protocols.</p>	3	5	15	



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		Volunteers			25	<p>Decontamination – following advice/guidance from the Health Protection Team.</p> <p>Refer to guidance and posters (where required).</p> <p>Education poster on COVID-19 to be displayed at the main entrance to the school building(s).</p> <p>MTOAT COVID-19 Daily Management Checklist to be used.</p> <p>‘Staying COVID-19 Secure in 2020’ poster in place at reception.</p>				
Working in the school	Contact with delivery drivers / contactors to site / supply teachers	Staff Visitors Delivery drivers Pupils Contractors Supply teachers Volunteers	5	5	25	<p>All contractors / delivery drivers / suppliers expected to complete the Contractor Checklist.</p> <p>Wherever possible, we will avoid visitors entering the premises. In instances where we need to use other essential professionals such as social workers, speech and language therapists or counsellors, or professionals to support delivery of a child’s EHC Plan, we will assess whether the professional(s) need to attend in person or whether they can do so virtually. If they need to attend in person, they should closely follow the</p>	3	5	15	<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p>https://www.gov.uk/government/publications/guidance-to-employers-and-care-providers-about-covid-19</p> <p>Control measures will be revised and updated when the latest government guidance is released.</p>



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					<p>protective measures described in this risk assessment and attendance will be kept to a minimum.</p> <p>Contractors only allowed on site if the work cannot be completed at another time.</p> <p>Contractors and delivery drivers instructed to keep two metres away from all other persons at all times.</p> <p>Contractors, supply teachers and delivery drivers provided with handwashing facilities.</p> <p>Contractors, supply teachers and delivery drivers supervised at all times.</p> <p>Visitor information provided at reception for COVID-19 measures taken.</p>				
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Risk/Priority Indicator Key

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

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

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

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