

Educational Setting	Witchford Village College
Activity / Task	COVID-19 Risk Management Assessment – Fully re-opening March 2021
Completed by & Date	Bessie Owen – Covid Officer February 2021
Review Date	Updated 26 th February.

This risk assessment is written on the assumption that staff and students will self isolate, according to government instructions, if they or a household member have symptoms of Covid-19 or asked to do so by the national Track and Trace initiative.

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by whom?	Action by when?
Risk of transmission	Staff/students may contract coronavirus	<ul style="list-style-type: none"> • Distancing measures: 2m when at all possible • Unless exempt, masks worn on buses, in communal areas and classrooms until Easter. • Separation measures- separate zones at social time • Students clean desks before leaving classroom • Students sanitize hands on entry to classroom • Students encouraged to wash hands thoroughly after using toilet • Catch it; Bin it; Kill it message reinforced 		SLT Staff	Ongoing

		<ul style="list-style-type: none"> • Open doors/ windows for ventilation where practical including social time • LFT established to test all students three times on site before moving to home testing twice weekly for staff and students. • Please see separate Risk Assessment for the lateral flow testing procedures. 			
Virus is transmitted by touch points	Staff/students may contract coronavirus	<ul style="list-style-type: none"> • More frequent cleaning procedures will be in place across the site, particularly in communal areas and at touch points including: <ul style="list-style-type: none"> o Taps and washing facilities, o Toilet flush and seats, o Door handles and push plates o Handrails on staircases and corridors, o Lift and hoist controls, o Machinery and equipment controls, o Keyboards, photocopiers and other office equipment. • Three additional daytime cleaners • Where possible, doors are propped open to reduce the need for touch (fire protection measures must be adhered to). 		Cleaning Team, staff, students	Ongoing
Lunchtime and Breaktime	Risk of transmission through large groups gathering and	<ul style="list-style-type: none"> • Students will sit in designated year group areas and will maintain appropriate distance within these areas. • Students will be supervised during 		Parents, students, staff	Ongoing

	sharing facilities at lunchtime.	<p>break and lunch.</p> <ul style="list-style-type: none"> Hot food is sold in two sittings (Year 10-11 at break and Year 7-9 at lunch) with separate queues and social distancing enforced through barriers 			
Fire	Staff, students	<ul style="list-style-type: none"> Personal Emergency Evacuation Plans are in place. All emergency escape routes / doors are fully operational and kept clear. Staff and pupils reminded that if the fire alarm is activated social distancing is not required. ☑ Fire drill conducted in year groups. 		Staff, Site team, Fire Marshall, SLT, SENCo	Natalie Paine- SENCo to ensure PEEPS in place
Access/Egress of school building	Staff, students increased chance of transmission	<ul style="list-style-type: none"> One-way system around the inside of the school site. Students held in designated areas on arrival to stagger entry Staff on main gates to control pedestrian traffic at peak arrival/departure times. Exit staggered: Year 7 and 11 exit at 2:40pm; Year 10 and 9 at 2:45pm and Year 8 at 2:50pm 		Staff	Ongoing
Responding to possible and confirmed cases of coronavirus	Transmission from person with confirmed case	<ul style="list-style-type: none"> First Aid policy reviewed to include consideration of the risk of infection of covid-19. In the event a student/staff member reports feeling ill with coronavirus symptoms they must be sent home immediately. For students: <ul style="list-style-type: none"> First aider remains 2m apart and if this is not possible wears PPE. 		First Aid Team, Parents, staff	Ongoing.

		<ul style="list-style-type: none"> o Student with symptoms if possible waits to be collected in the Covid 19 medical room or outside. o Bathroom/area of symptomatic person cleaned and disinfected once left site. • Student/staff with symptoms must be tested and inform school of test result. • In the event of a positive test –Covid Officer / SLT log with LA and complete contact tracing. Staff/students linked to close contact self-isolate for 10 days. Close contact: <ul style="list-style-type: none"> o Face to face less than 1m o Within 1-2m for 15mins or more o Travelled in same small vehicle. 			
Waste	Transmission through used tissues etc.	<p>Personal waste from individuals with symptoms of COVID-19 and waste from cleaning of areas where they have been (including PPE, disposable cloths and used tissues):</p> <ol style="list-style-type: none"> 1. Should be put in a plastic rubbish bag and tied when full 2. The plastic bag should then be placed in a second bin bag and tied 3. This should be put in a suitable and secure place and marked for storage until the individual's test results are known <p>This waste should be stored safely and kept away from children. It should not be placed in communal waste areas until negative test</p>		Cleaning Team	Ongoing

		<p>results are known, or the waste has been stored for at least 72 hours.</p> <p>If the individual tests negative, this can be disposed of immediately with the normal waste.</p> <p>If COVID-19 is confirmed this waste should be stored for at least 72 hours before disposal with normal waste.</p> <p>If during an emergency we need to remove the waste before 72 hours, it must be treated as Category B infectious waste. We must:</p> <ul style="list-style-type: none"> • keep it separate from your other waste • arrange for collection by a specialist contractor as hazardous waste <p>Other household waste disposed of as normal.</p>			
Break/Lunch times	Increased chance of transmission linked to large gatherings	<ul style="list-style-type: none"> • Students spend break and lunch in designated outdoor areas according to year group supervised by staff. • Canteen offers two separate sittings for hot food (break or lunch depending on year group) 		Staff	Ongoing
Staff/Pupils within the vulnerable/shielded group	Staff/pupils in these categories more at risk of increased complication.	<ul style="list-style-type: none"> • Any member of staff or pupil that is within the Clinically extremely vulnerable group cannot attend school until at least March 31st unless other instructions from government are issued. • Vulnerable staff or staff with any concern should complete a risk assessment with line manager and shared with EDO and HR which will 		Staff, line managers	Ongoing

		then govern the next steps.			
Contractors		<ul style="list-style-type: none"> All contractors must provide a suitable and sufficient risk assessment for the activities they carry out which must include Covid secure measures. All planned/reactive maintenance to be carried out during out of hours unless seen as an emergency. All contractors must leave full contact details for the purposes of track and trace. 		Site Team, SLT	Ongoing
Property Compliance		<ul style="list-style-type: none"> Ensure that relevant property statutory compliance checks have been completed and records updated. Daily and weekly checks are ongoing 		Site Team John Sayer	Ongoing
Hygiene		<ul style="list-style-type: none"> The school has a suitable supply of soap, hand sanitiser, tissues and access to warm water for washing hands. Appropriate system of controls are in place to ensure the suitable sanitisation of pupil's hands following breaks, before meals and following the use of toilets. Appropriate controls are in place to ensure the suitable sanitation of work spaces, classrooms and equipment before and after use. 		Cleaning and Site Team Staff, students	Ongoing.
Personal Protective Equipment		<ul style="list-style-type: none"> Personal Protective Equipment should not be needed by the majority of people on site. Where close proximity working (e.g. school Site Team) is required for longer than 15 minutes, we 		SLT, Site Team, Cleaning Team	Ongoing

		<p>will assess the need to issue employees with appropriate Personal Protective Equipment.</p> <ul style="list-style-type: none"> Re-usable PPE will be thoroughly cleaned after use and not shared between staff. 			
Behaviour		<ul style="list-style-type: none"> Staff/Student behaviour and cooperation is key to implementing all of the controls. Students unable to comply with the protective measures will be subject to disciplinary procedures as per the behaviour policy. Staff and students are required to cooperate with government plans for contact tracing. Students are closely supervised in small groups to ensure social distancing and appropriate behaviour 		SLT, staff	Ongoing
School work spaces		<ul style="list-style-type: none"> Work spaces will have a maximum capacity displayed. Where practicable doors and windows should be propped open. 		SLT, staff	Ongoing- GP to have in place by 4 th Sept.
Cleaning staff in contact with Covid-19 when cleaning areas that have been in contact with someone testing positive for the virus	Transmission through cleaning areas which have been exposed to the Covid-19 virus	<ul style="list-style-type: none"> The minimum PPE to be worn for cleaning an area after a person with symptoms of COVID-19, or confirmed COVID-19, has left the setting, is disposable gloves and an apron. Public areas where a symptomatic person has passed through and spent minimal time but which are not visibly contaminated with body fluids, such as corridors, can be cleaned thoroughly as normal. 		First Aid Team; Cleaners	Ongoing

		<ul style="list-style-type: none"> • All surfaces that the symptomatic person has come into contact with should be cleaned and disinfected, including all potentially contaminated and frequently touched areas such as bathrooms, door handles, telephones, grab rails in corridors and stairwells • Use disposable cloths or paper roll and disposable mop heads, to clean all hard surfaces, floors, chairs, door handles and sanitary fittings – think one site, one wipe, in one direction. 			
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General staff and pupil advice on limiting the spread of coronavirus in the Educational Setting

Frequently clean and disinfect objects and surfaces that are touched regularly, using your recommended cleaning products.

- ✓ Wash your hands with soap and water often – do this for at least 20 seconds.
- ✓ Use hand sanitiser gel if soap and water are not available.
- ✓ Staff and Pupils should wash their hands as soon as they get to school and when they arrive home, after they blow their nose, cough or sneeze, before they eat or handle food.
- ✓ Cover mouth and nose with a tissue or a sleeve (not hands) when you cough or sneeze.
- ✓ Put used tissues in the bin immediately and wash your hands afterwards.