

## The Piggott School: Wargrave Site – January 2021

<b>Risk Assessment of:</b>	Wargrave site for all learners : COVID-19 pandemic
<b>Risk Assessor</b>	Rebecca Alexander

Activity	Aim	Risk Level	Persons at Risk	Control Measures	Risk with controls in place
Site and Security	To secure normal security measures in accordance to safeguarding policy and procedure	Medium	All users	<p>Normal site security measures apply</p> <p>School gates to be programmed for normal school day</p> <p>Reception staff to monitor 'traffic' accessing the site</p> <p>No parents permitted on site</p> <p>Essential visitors only on site – medical / student need.</p> <p>Toilets next to teaching venue to be accessed by allocated 'bubble'</p> <p>Rooms not being used for teaching to remain locked</p> <p>Registers to be taken by teaching staff at all normal times</p> <p>Attendance to be reported in the normal way</p> <p style="color: red;">Fire drill positions are located on the Wargrave field – staff will be issued instructions regarding allocated numbers in order to line up and register whilst maintaining social distancing requirements.</p> <p>Windows and doors to be open for air flow but secured at the end of the school day</p>	Low
Movement around the site	<p>To actively prevent and restrict the interaction of learners across the site.</p> <p>To minimise the risk of contamination and infection</p>	Medium	All users	<p style="color: red;">Prior to 18<sup>th</sup> January, all tutors to revisit 'On site learning guide' with tutees to reinforce expectations regarding movement and conduct around the site.</p> <p>Social distancing (2 metre) will be adhered to when moving around the site</p> <p>Students are allocated a bubble for learning – super bubble as a year group</p> <p>Bubble system is designed to minimise contact and control interaction</p> <p>Students and staff to be issued with a guide outlining details</p> <p>Staggered arrival, break, lunch and departure times to minimise movement</p> <p>Students will be allocated a desk or learning space in each classroom</p> <p>Where possible, desks will be forward facing</p> <p>Learning spaces will provide distance between learners/teachers where possible</p> <p style="color: red;">At break and lunch times, students to adhere to social distancing</p> <p style="color: red;">Duty staff to be proactive in ensuring compliance and safety.</p> <p>Toilets – students to use nearest facilities and one at a time.</p> <p>Staggered start and finish times minimise movement of groups</p> <p>Use of external doors where possible – minimise movement in corridors</p> <p>Departmental risk assessments will map out movement in each zone – the management of flow in a corridor, the use of outside space and staircases for one way systems</p>	Low

<p>Health &amp; Safety: Cleaning and hygiene</p>	<p>To ensure that PHE guidelines are being adhered to in terms of hygiene.</p> <p>To minimise the risk of contamination and infection</p>	<p>High</p>	<p>All users</p>	<p>Teaching staff are accountable for the learning space / teaching venue Teaching staff to actively promote and model regular cleaning of hands and use of sanitiser throughout the school day – entry and exit of rooms Teaching staff to use the available PPE to clean surfaces or equipment as required. Teaching staff will modify their teaching style to adhere to social distancing and minimise group work. <b>When circulating a teaching space, teachers may choose to wear a face covering when moving around the classroom as an additional safety measure</b> Assessment will be modified to support measuring progress in alternative methods to physical marking of work. Regular and timely checks of toilet facilities throughout the day to ensure soap and hand washing equipment is available – reporting system for staff to feedback. Designated toilets/facilities for bubbles to use to minimise interaction. Hygiene expectations to be shared with students and staff :</p> <ol style="list-style-type: none"> <li>a. Do not come into school if you have coronavirus symptoms : <ul style="list-style-type: none"> <li>• A high temperature</li> <li>• A new, continuous cough</li> <li>• A loss of, or change to, your sense of smell or taste</li> </ul> </li> <li>b. If staff /students develop symptoms, they must inform SLT and go home immediately, accessing a test as soon as possible.</li> <li>c. Clean your hands more often than usual – use sanitiser.</li> <li>d. Wash your hands as your enter/exit a room</li> <li>e. Use the ‘catch it, bin it, kill it’ approach</li> <li><b>f. Hands, Face, Space – new signage to be place around the site.</b></li> <li>g. Avoid touching your mouth, nose and eyes</li> <li>h. Do not share or borrow equipment or resources</li> <li>i. Keep classroom doors and windows open for air flow – see below</li> </ol> <p>First aid will be provided by reception or hub staff as required – please see main risk assessment for details regarding safety. Lidded bins will be used to store and dispose of waste securely.</p> <p>Occupied spaces must be well ventilated.</p> <p>Natural ventilation – in cooler weather windows should be opened just enough to provide constant background ventilation and opened more fully during breaks to purge the air in the space. Aim to prevent pockets of stagnant air in occupied spaces.</p> <p>External doors to be used for ventilation as long as they are not fire doors.</p> <p>Air conditioning – the risk of air conditioning spreading the virus is extremely low as long as there is an adequate supply of fresh air. Units that operate on 100%</p>	<p>Medium</p>
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				recirculation can be used. You must maintain a good supply of fresh air ventilation in the room.	
Student behaviour and conduct	To ensure that students, staff and parents have a secure understanding of expectations and safety measures in place	Medium	All users	<p><b>Students to be carefully re-inducted into school life – re-visit On Site Learning Guidance – outlining expectations in regards to conduct</b></p> <p>Conduct expectations for all to be clearly explained and documented to students, having been shared with staff and parents.</p> <p>Students encouraged to take safety measures on journey to and from school, particularly those using public transport</p> <p>Students to adhere to expectations and social distancing once on the school site.</p> <p>Teaching staff to reinforce expectations at the start of each learning day offering a timely reminder to students regarding learning space, designated social spaces and the use of toilet facilities</p> <p><b>Normal behaviour policy and procedures apply</b></p> <p><b>Behaviour policy will be amended to include social distancing</b></p> <p><b>Students are expected to follow instruction and comply with expectation.</b></p> <p><b>There will be consequences and sanctions in place for unsafe behaviour.</b></p> <p>Students must bring their own learning equipment – list provided by teaching staff</p> <p>Students must keep their belongings with them at all times.</p> <p>Students will wear uniform without a tie and be encouraged to follow guidelines regarding washing of clothing when returning home. PE kit to be work on relevant days.</p>	Low
Staff conduct	To ensure that staff are clear as to expectations of conduct. To secure staff safety and well-being.	Medium	All staff	<p>Normal expectations of conduct apply – as per Staff Code of Conduct Sept 2020</p> <p>Staff are encouraged to read and refer to the whole school re-opening risk assessment for guidance in terms of health and safety.</p> <p>Staff are expected to prioritise the safety of students and staff at all times.</p> <p>Staff are required to follow and model the expectations and guidance issued to students for on-site learning – including hygiene, movement around the site, conduct in learning spaces and where applicable, conduct during social time.</p> <p>Staff are asked to liaise directly with their HOD or SLT link with any concerns that they have regarding the implementation of the safety guidance or expectations.</p> <p>Staff are accountable for their teaching venue and learning space in terms of safety and compliance.</p> <p>Staff well-being remains a priority. Staff are encouraged to triage and refer any concerns or support required to their HOD or SLT link.</p>	Low
Use of equipment and resources	To ensure that the safe use of resources or equipment minimises risk of contamination	Medium	All users	<p>Desks/Learning spaces are set up to adhere to social distancing / forward facing</p> <p>Students remain seated, unless directed otherwise, when in teaching venues.</p> <p>There is to be minimal movement within learning spaces – movement to be directed by teaching staff.</p> <p>Teaching staff will encourage students to maintain a clear and uncluttered work space to ensure that desks are clear and equipment is managed well.</p>	Low

				<p>Students encouraged to bring own equipment – not be shared or borrowed by others. A list will be provided by specialist subjects prior to coming on site.</p> <p>For students who are unable to access their own equipment, packs to be provide</p> <p>Any specialist equipment required to be issued by teaching staff to individuals</p> <p>Tools / communal large equipment used will be managed by teacher in charge of learning space – cleaning equipment to be applied in order to secure hygiene compliance.</p> <p>Teaching staff will model to students subject specific safety/hygiene procedures within their learning spaces.</p> <p>At the end of school day, all teaching venues will be clear of equipment and resources to enable a deep clean to take place.</p>	
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<b>This Risk Assessment has been completed by –</b>		
<b>Name:</b> Rebecca Alexander	<b>Job Title:</b> Deputy Headteacher	<b>Date:</b> 4.01.2021
<b>Please read and sign this risk assessment:</b>		
<b>Signed:</b>	<b>Date:</b>	