

## The Piggott School: Wargrave Site

<b>Risk Assessment of:</b>	Re-opening Wargrave site : COVID-19 pandemic June 2020
<b>Risk Assessor</b>	Rebecca Alexander

Activity	What are the Significant Hazards?	Risk Level - High/Medium/Low	Persons at Risk	Control Measures	Risk with controls in place
Local position	There are 432 confirmed cases in Wokingham, out of a local population of 167,979 In Wokingham there were 113 coronavirus-related deaths up to the 8 May. In this area 33% of all deaths involved coronavirus between 29 Feb and 8 May.	Medium	All users	Work with the local authority continues to update schools with the local picture. The control measures set out below have been identified to control the risk of an outbreak within school.	Medium to Low
Site preparation	Water temperature checks Gas safety Fire safety Kitchen equipment  Specialist equipment used by pupils Security including access control and alarm systems Ventilation	Low Low Low Low  Low Low Low	All users All users All users All users  Partially able users All users All users	Checked and appropriate temperature for safety compliance Boiler maintenance up to date Fire alarm testing has been completed. Kitchen equipment has been audited this year and actions completed – currently not in use To be safety checked as appropriate – before use  Signing in system for staff implemented  School ventilation is good. Windows to be opened in each classroom to assist with ventilation prior to opening. Doors and windows to be opened during school times. If air conditioning is used – windows should be open.	Low Low Low Low  Low Low Low
Cleaning and hygiene	The availability of soap and warm water in every toilet and areas used for personal care.  Staff/Students arriving at school with contaminated hands.	High  High	All users  All users	Cleaners / site team to conduct checks of soap levels in each toilet and classroom. Regular and timely checks of facilities throughout the day – reporting system for staff to feedback. Designated toilets for groups as necessary.  Students and staff clearly advised to remain home if displaying symptoms and access a test.	Medium  Medium

	<p>Disposal of waste</p> <p>Access to tissues</p> <p>Whole site cleaning</p>	<p>Medium</p> <p>Medium</p> <p>High</p>	<p>All users</p> <p>All users</p> <p>All users</p>	<p>Hand sanitiser stations to be placed in each teaching venue and students to wash hands on entering the school building. Disinfectant and cleaning materials to be available in all teaching venues – to be used appropriately at directed times</p> <p>Use lidded bins where available</p> <p>Multiple tissue stations to be placed in classrooms. Staff and students to wash hands with soap and water after blowing their nose or touching their face with a tissue. To be immediately disposed of into a lidded bin. A plan is in place to secure deep cleaning across the site in response to teaching venues shown on the signing in sheet and via provision timetables.</p>	<p>Low</p> <p>Low</p> <p>Medium</p>
<p>Movement around the school</p>	<p>Contact between bubbles / sub groups of students</p> <p>Students understanding of measures in place</p> <p>Passing in the corridor</p>	<p>High</p> <p>High</p> <p>Low</p>	<p>All users</p> <p>All users</p> <p>All users</p>	<p>Students and staff to remain in their designated rooms. Access to communal areas is timetabled and directed to reduce contact between bubbles. External doors to be used where possible. Frequent cleaning of high touch surfaces e.g photocopiers, door handles, table / counter tops, light switches, telephones, chairs, toilets and toilet handles, sinks and taps. Teacher to only use classroom computer or school-provided laptop on site and this should be cleaned down, along with external mouse and keyboard on a daily basis. Students to be carefully re-inducted into school life. New conduct expectations to be clearly explained and documented to students, having been shared with staff and parents. Consequences in place for unsafe behaviour. Accepted as low risk by DFE. However, students will use external doors to classrooms where possible. When accessing toilets or communal spaces, students and staff must adhere to social distancing measures. Hygiene expectations must be met.</p>	<p>Medium</p> <p>Medium</p> <p>Low</p>

	Personal equipment and resources on site	Medium	All users	Students must bring their own learning equipment. Students and staff must bring their own refreshments. Students must keep their belongings with them at all times. Students and staff will wear non-uniform/ smart casual wear and be encourage to follow guidelines regarding washing of clothing when returning home.	Low
Staffing availability	Staff identified as clinically extremely vulnerable	High	Clinically extremely vulnerable	Those identified as such should remain at home and may be asked to support remotely.	Low
	Staff identified as clinically vulnerable	Medium	Clinically vulnerable	Where levels of risk can be reduced e.g. social distancing can be adhered to, individual risk assessments will be written for these members of staff to enable their safe return to work.	Low
	Staff living with clinically vulnerable or clinically extremely vulnerable people	Medium	Members of the school who are identified as living with a clinically vulnerable or clinically extremely vulnerable person	These people will be offered to work from home or the safest available on site roles, in the first instance. If they wish to return to the classroom, a risk assessment will be completed, as outlined above.	Low
	Head / SLT unavailability for work	Medium	All users	The Headteacher and Senior Leadership Team will always ensure that at least one is available for work. Should all fall ill at the same time, wider capacity is available through the Primary team or Senior Middle Leadership	Low
	DSL availability on site	Medium	All users	Senior staff will act as the DSL when on site. In the case of a referral or disclosure, the DSOs on site would triage and refer to R Alexander or J Colby. Further capacity is available within the Senior Middle Leadership Team.	Low
	Consistency in staff to minimise movement between classes.	Medium	All users	Staffing plan will keep groups consistent and provide adequate back up through teachers providing remote learning. Should a positive case be identified, all members of the bubble will need to self-isolate. If the teacher develops symptoms the group will need to be sent home.	Low
	Sufficient cleaning staff to eliminate other members of staff	Medium	All users	Cleaning staff to be available for continuous cleaning. If unavailable, site team will provide	Low

	needing to clean				
	Social distancing and space available	High	All users	cleaning support twice daily. The only cleaning teaching or support staff will be required to undertake is resources used. Sufficient cleaning fluids to be allocated for this to be a simple task for staff to undertake. DfE guidance states that social distancing does not need to be maintained in schools. The conduct guidelines issued to students as part of the re-integration plan will outline the expectation of social distancing for all. Desks have been set out with 2 metre spacing between student work stations. Teachers are only required to break social distancing guidelines for First Aid or safety purposes.	Medium
	Staffing levels fall below that required for the school to run safely.	High	All users	School closed to individual bubbles or year groups in the first instance. Further to the above, school to be closed. Parents contacted to alert them of closure. Collection to begin immediately. SLT members available to look after bubbles with insufficient staffing. This should take place outside, where possible. SLT would contact PHE to identify a potential outbreak of COVID-19.	Medium
Maximum safe group sizes	Social distancing guidelines are different to plans produced by DfE	High	All users	Desks are set up to provide social distancing requirements. Students remain seated when in teaching venues and adhere to social distancing of 2 metres when outside.	Medium
	PPE availability	High	All users, particularly staff	PPE (aprons, gloves and masks) available for First Aiders and for the undertaking of any intimate care needs. Masks and gloves can be worn by members of staff, if they wish to. Santiser is available.	Low
	PPE becomes unavailable	High	All users, particularly cleaning staff and First Aiders	Should stock of PPE be depleted and further stock cannot be sourced, the school would have to close until it became available. Remote learning would be available in this instance.	Medium
	SEND pupils having access to support	High	SEND pupils	ALL EHCP pupils attending school with a high level of need will continue to be supported. Adults will maintain social distance from the child, wherever possible. Adaptations and adjustments for these pupils will be made with oversight and advice from the SENCO.	Medium

Start and end of school day	Social distancing and overcrowding in communal areas at these times.	High	All users	Parents not allowed access to school site. Staggered start and end times for students. Expectation placed on students to adhere to social distancing guidelines.	Medium
	Cleanliness on entering school premises	High	All users	Students to wash hands upon entering school building. Santiser to be used on entrance to teaching venue and exit of venue.	Medium
Visitors to the school	Parents	High	All users, particularly front line staff	Parents only permitted access to reception if delivering essential items e.g. medication, or in an emergency. Social distancing set up in reception with parents informed not to approach the desk with a barricade and screen to be installed.	Medium
	Authorised visitors	High	EHCP pupils	Any visitors attending to support EHCP pupils will be allowed access. They will have to maintain social distancing but can be provided access to support these pupils.	Medium
	Unauthorised visitors	High	All users	School perimeter to be secured in accordance to planned timetable so that access can only be granted from within the school.	Medium
Break times	Social distancing	High	All users	Students to remain in bubbles at all times. Students to be reminded of social distancing requirements throughout the day.	Medium
	Staff breaks	Low	All staff	Breaks to be planned and followed by all staff without compromising bubbles.	Low
Meals	Preparation	Low	All users	The kitchen will remain closed during this period. A further risk assessment will be completed when planning to re-open.	Low
	Consumption	Low	All users		Low
Administration of First Aid	Staff breaking social distancing to administer First Aid	Medium	First Aiders	Gloves must be worn if a distance of 2 metres cannot be maintained. If cleaning wounds or applying plasters is required, the First Aider should, where possible, advise and observe the child doing it, from a distance. Where closer contact is required, this should be done as carefully as possible in the circumstances.	Low
	Administering First Aid to a young person or learner who becomes unwell with symptoms,	High	First Aiders	A fluid-resistant surgical face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child or	Medium

	primarily, but not limited to: <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>			young person is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn. All waste to be double bagged and left for 48 hours before disposal.	
Mental Health and Wellbeing	Mental health of pupils	Medium	All pupils	Environment to be kept as normal as possible whilst observing social distancing requirements.	Medium
	Pastoral support for pupils	Medium		In accordance to normal safeguarding requirements, staff will be vigilant and actively observe student behaviour, responding appropriately to any concern. Referrals to pastoral leaders will be made accordingly.	Low
	Mental health of staff	Medium		Regular contact will be maintained via Microsoft Teams with weekly meetings taking place. Well being will be primarily led by the Head of Department and triaged with the relevant SLT link. SLT available for 1:1 discussions with staff on Teams.	Medium
	Workload	Medium		The plan has been derived to do its best for students whilst limiting teacher workload, School will only be open between the hours of 8am and 4pm. Teachers working remotely will set or lead online work. Informal assessment of teacher workload will be ongoing by SLT	Medium

<b>This Risk Assessment has been completed by -</b>		
<b>Name:</b> Rebecca Alexander	<b>Job Title:</b> Deputy Headteacher	<b>Date:</b> 29.5.2020
<b>Please read and sign this risk assessment:</b>		
<b>Signed:</b>	<b>Date:</b>	