

TLT - COVID-19 Risk Assessment – WARLINGHAM SCHOOL – February 2022

To be read in conjunction with the TLT protective measures risk assessment September 2021 and Testing Centre Risk Assessment 2021.. Please also use in conjunction with any associated documents and additional risk assessments referred to within the document.

School name	Warlingham School		
Assessment carried out by	Operations & Facilities Manager		
Date of assessment	February 2022	Date of next review	Summer 2022
<p>This risk assessment is being updated in line with the latest Gov.uk Guidance following the relaxation of the measures to prevent the infection and spread of Covid in February 2022. A one way system is still operational around school and we prepared to reinstate our testing centre on site should the need arise again in the future. We have returned to face to face learning for all students and it is intended that all students and staff can return to site, with an appropriate risk assessment in place where necessary and attend school with the assumption that if implemented correctly, the control measures listed in this assessment will mean that we can provide an inherently safer environment which is managed and monitored going forward.</p> <p>For the latest guidance please refer to:</p> <p>Guidance for schools: coronavirus (COVID-19) - GOV.UK (www.gov.uk) Actions for schools during the coronavirus outbreak - GOV.UK (www.gov.uk) Managing coronavirus (COVID-19) in education and childcare settings - GOV.UK (www.gov.uk)</p>			

Hazard identified	The spread of Covid-19 coronavirus
--------------------------	---

Who might be harmed and how?	Measures to control the risk	How are you already controlling this risk?	What further action (if any) do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
<ul style="list-style-type: none"> • Staff, students, Parents • Volunteers / governors • Visitors & Contractors <p>Risk of contracting Covid-19 and risk of transmission to others</p> <p>Heightened risk for those in</p>	Minimising contact with individuals who have coronavirus symptoms (or have someone in their household who does)	<ul style="list-style-type: none"> • Staff given instruction on what to do if they or someone in their household experiences symptoms. • Staff given instruction on what to do if a student show symptoms at school; • Any staff / students displaying symptoms of coronavirus should be isolate and be sent home. • Parents/students and other potential visitors informed that they must not enter the school if they are displaying any symptoms. • Staff/students will be encouraged to get tested if they display symptoms 	Student services will retain using the medical room to manage “normal” day to day first aid and any suspected COVID cases will go to a designated office (Attendance managers Office) where they can isolate until individual is picked up by family member. Appropriate PPE will be provided, accident form completed where appropriated and testing recommended.	<p>Headteacher / HR</p> <p>LRu / VSt</p> <p>HT / All Staff</p> <p>Headteacher / SLT / HR</p> <p>Headteacher / SLT / SS</p>	<p>01.09.21</p> <p>01.09.21</p> <p>01.09.21</p> <p>01.09.21</p> <p>01.09.21</p>	<p>Complete</p> <p>Complete</p> <p>Complete</p> <p>Complete</p> <p>Complete</p>

Who might be harmed and how?	Measures to control the risk	How are you already controlling this risk?	What further action (if any) do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
vulnerable groups (clinically vulnerable or extremely clinically vulnerable) who are now expected to be in school from September 2020.		<ul style="list-style-type: none"> Parents and staff will be asked to inform the school of the results as soon as possible If a member of staff or student tests positive, please refer to government guidance and the protective measures risk assessment for clear procedures Positive results must be reported by the Headteacher, to the local Health Protection Team and MAT CEO as soon as possible 	These arrangements have been communicated to all staff	HT / All staff	01.09.21	Complete
				HT	01.09.21	Complete
				HT	01.09.21	Complete
	<i>Shielded & Clinically vulnerable children and adults:</i>	<ul style="list-style-type: none"> Staff and parents given advice on who is not expected to attend school. Refer to HR for further information with regards to staff Individual risk assessment conducted on an "as required" basis which means any significant change to day to day planning which will affect staff and students Reasonable adjustments for disabled workers to be assessed on an 'as required' basis. 	Staff to be signposted to a shared area containing all information, guidance, policies, and risk assessments relating to the management of Covid 19	Headteacher / SLT / SS HR	08.03.21 05.11.20	Complete Complete
	It is currently felt that if guidance is followed and the control measures listed are implemented, we can provide an inherently safer environment for		School may wish to ask for a copy of the formal shielding notification.	HR / H&S / LM's HR / H&S / LM's	01.09.21 01.09.21	Ongoing Complete

Who might be harmed and how?	Measures to control the risk	How are you already controlling this risk?	What further action (if any) do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
	all. Therefore, the majority of all staff and students, with the exception of those issued a letter from their consultant are encouraged to continue to work.	<ul style="list-style-type: none"> Refer to HR for further information with regards to staff & staffing Staff with a weakened immune system should follow DHSC and UKHSA advice for people whose immune system means they are at higher risk from Covid-19. 		Headteacher / HR /H&S / LM's	01.09.21	Complete
	<p><i>Children and adults living with a shielded person:</i></p> <p>The majority of children or adults living with someone who is shielding (i.e. extremely clinically vulnerable) will be expected to attend school unless unwell themselves, and follow the measures in place</p>	<ul style="list-style-type: none"> Staff and parents given advice on who is not expected to attend school. Individual risk assessments conducted on an 'as required' basis but before school is fully back where possible. 		Headteacher / SLT / SS/ HR / H&S	01.09.21 01.09.21	Ongoing Ongoing

Who might be harmed and how?	Measures to control the risk	How are you already controlling this risk?	What further action (if any) do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
	Staff who are pregnant	<ul style="list-style-type: none"> Pregnant women are in the 'clinically vulnerable' category and are generally advised to follow the above advice which applies to all staff in schools. Employers should conduct a risk assessment for pregnant women in line with the Management of Health & Safety at Work Regulations 1999 (MHSW) Risk assessments will be reviewed when there are any significant changes to the day to day routine of these members of staff or the risk level increases significantly locally or nationally 	The Royal College of Obstetrics and Gynaecology (RCOG) has published occupational health advice for employers and pregnant women. This document includes advice for women from 28 weeks gestation or with underlying health conditions who may be at greater risk.	H&S / HR	01.09.21	Complete
				H&S / HR	01.09.21	Ongoing
	Local outbreak / contingency	<ul style="list-style-type: none"> If a local outbreak is suspected the local public health team will advise the school as to what measures will be required School management will be continually monitoring the situation and adapting continuity strategies 	Please see 4 step Outbreak strategy at bottom of assessment	HT / H&S	01.09.20	In place
				HT / SLT	01.09.20	Ongoing
	On site Testing	<ul style="list-style-type: none"> Staff and students are no longer to test twice a week. A positive case will be reported and that individual will be sent home immediately to self-isolate for 5 – 7 days 		HT / SLT / FOM	01.03.22	Ongoing
				HT / SLT / SS	01.09.21	Complete

Who might be harmed and how?	Measures to control the risk	How are you already controlling this risk?	What further action (if any) do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
		<ul style="list-style-type: none"> There will be no further tracking or contacting of direct contacts 		HT / SLT /SS	01.03.22	Complete
	<p><i>Hygiene measures</i></p> <p>Increased frequency of hand washing for 20 seconds with soap and water (or alcohol hand rub / sanitiser where there is reduced access to handwashing facilities)</p> <p>Promoting good respiratory hygiene ('catch it, bin it, kill it' approach)</p>	<ul style="list-style-type: none"> Briefings for staff and information provided to parents on expectations with regard to hygiene measures at school (for staff and students on site), including, new systems, washing hands on arrival, before/after eating and after sneezing/coughing. "Hands Face Space" still promoted within school to staff and students Provision of anti-bacterial liquid hand soap and disposable paper towels instead of hand dryers (where practical) in toilets and regular checking of supply; Regular reminders about hand washing: E-Bug (or similar) posters displayed in toilets, at the main entrance/front office, in places visible from the school gate, in the staffroom and all toilets. Staff are explicitly teaching and supervising health and hygiene arrangements, such as handwashing, tissue disposal and toilet flushing; "Hands, Face, Space" Hand sanitiser and tissues available in classrooms and other key locations; 	<p>"clean where you have been" will be retained in classrooms and offices for all staff</p> <p>Anti bac soap provided in all toilets and will remain so as standard, sanitiser available throughout the school, sanitiser dispensers provided for all classrooms, along with Blue roll, disinfectant and tissues in all classrooms</p>	<p>SDa / LRu / Site</p> <p>SDa / LRu / TVi</p> <p>SM</p> <p>All Staff</p> <p>All staff</p> <p>All staff</p>	<p>07.12.20</p> <p>05.11.20</p> <p>01.09.21</p> <p>01.09.21</p> <p>05.11.20</p> <p>01.09.21</p>	<p>Complete</p> <p>Ongoing</p> <p>Complete</p> <p>Complete</p> <p>Complete</p>

Who might be harmed and how?	Measures to control the risk	How are you already controlling this risk?	What further action (if any) do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
		<ul style="list-style-type: none"> Face coverings are no longer a requirement in school but we will support those students and staff should they choses to do so. 		All staff	01.09.21	Complete
	Enhanced cleaning	<ul style="list-style-type: none"> Enhanced cleaning protocols will remain in place. These include: <ul style="list-style-type: none"> Thorough cleaning of all classrooms and communal areas at the end of the day; Additional cleaning of frequently touched, high use surfaces with disinfectant sprays. Bins provided for tissues; these are double bagged and emptied regularly during the day; Cleaning of equipment between groups; Cleaning of other equipment for practical lessons between groups; Tables and chairs cleaned between groups; Removal of unnecessary items from learning environments; Additional protocols, including provision of PPE, will be followed for cleaning any area where a person with possible or confirmed coronavirus has spent time. 	<p>Cleaning to be monitored throughout the day and supported by the site team and our cleaning company Busy Bee Cleaning Services (BBCS)</p> <p>School has purchased a disinfectant fogger machine to clean any areas known to be affected</p> <p>A briefing session will be held, and PPE has been provided to frontline student services staff and all first aiders</p> <p>BBCs – cleaning contractor have own risk assessments for cleaning and a supervisor visiting site throughout the week to ensure standards are maintained</p>	FOM / BBCS / Site	01.09.21	Ongoing
				FOM / Site	08.09.21	Complete

Who might be harmed and how?	Measures to control the risk	How are you already controlling this risk?	What further action (if any) do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
		<ul style="list-style-type: none"> Regular checks on cleaning are carried out by identified person on site each day. 		FOM / Site	01.09.21	Complete
	Maximising ventilation	<ul style="list-style-type: none"> Windows opened and doors propped open where safe to do so to encourage natural ventilation (bearing in mind fire safety and safeguarding considerations – FRA updated and guidance followed). Areas which are poorly ventilated have been identified and supplied with CO2 monitors Where appropriate mechanical ventilation will be implemented but only for “fresh” air not for recycling “old” air – refer to DfE / HSE guidance 	<p>Door wedges will be provided to all classrooms and main corridor areas</p> <p>Site staff will be asked to ensure doors all closed at night time in case of fire or security emergencies</p> <p>Teachers encouraged to keep doors and windows open</p> <p>Ventilation survey carried out across the school and CO2 monitors distributed in higher risk area and readings monitored by staff</p>	FOM / Site	01.02.22	Ongoing
				FOM / SM & H&S	01.02.22	Ongoing
				FOM / SM & H&S	01.02.22	Complete
	Minimising contact and mixing between groups of staff and students	<p>The following practices have been put in place and information communicated to staff, students and parents as relevant:</p> <ul style="list-style-type: none"> All students and staff are expected in school unless they have a letter from their consultant The school will be managed via a one way system which allows student to go straight to classes, minimises queuing in corridors 		Headteacher / SLT / FOM	01.02.22	Ongoing

Who might be harmed and how?	Measures to control the risk	How are you already controlling this risk?	What further action (if any) do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
		and provides better staff supervision in corridors and communal areas. This also allows staff more time and some consistency which we believe will translate to the students as a better learning environment.		HT / SLT / FOM / SM	01.02.22	Completed
		• To allow for additional and effective cleaning (although not essential in the DFe guidance) each year group will still retain their own toilet block		HT / SLT / SM	01.09.21	Completed
		• Arrangement of classrooms will return to being at the discretion of the teacher to best accommodate their style of teaching		HT / SLT	01.09.21	Completed
		• Maintain the use of seating plans on Edulink / Satchel as may be required to assist with identifying direct contacts.		H T / HOD's	01.02.22	Completed
		• Barriers will be retained in areas busy to the public i.e. reception, or if staff feel necessary to carry out their role in face to face work with students		Teachers	01.02.22	Completed
		• Sharing of resources and other equipment to be allowed under careful management of the HOD and following any departmental specific guidance e.g. CLEAPPS		HT / FOM / SM	01.02.22	Completed
		• Where staffing levels are disrupted or infection rates within the school increase a		HY / SLT	01.09.21	Completed

Who might be harmed and how?	Measures to control the risk	How are you already controlling this risk?	What further action (if any) do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
		<p>then gloves, an apron and a facemask will be worn.</p> <ul style="list-style-type: none"> If a risk assessment determines that there is a risk of fluids entering the eye from, for example, coughing, spitting or vomiting, then eye protection will also be worn. 		HT / SLT / SS & all first aiders	01.09.21	Complete
	Reducing face-to-face contact between staff and between staff and visitors	<ul style="list-style-type: none"> Face -to-face meetings between staff and between staff and visitors are reinstated but must still be considered and managed Visitors are allowed on site. Drop in visitors should be kept to a minimum due to risk of infection but also child protection measures Visitor protocol to be observed at all times, including signing in and out, hand washing or provision of sanitiser on arrival. Contractor visits are scheduled outside school hours where possible. 	Contractors manage their own COVID management procedures in consultation with the school	Headteacher / SLT / FOM	01.02.22	Complete
				FOM / SM / Reception staff	01.02.22	Complete
				FOM / SM / Reception staff	01.02.22	Complete
	Social distancing in school office and communal spaces	<ul style="list-style-type: none"> Office spaces will return to normal but will however consider social distancing and minimising footfall where possible and in a way that does not impact the normal working day. 	Barriers have been retained in reception, offices and spaces where social distancing is less easy to achieve	LM's / FOM / Site	01.02.22	Complete

Who might be harmed and how?	Measures to control the risk	How are you already controlling this risk?	What further action (if any) do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
		<ul style="list-style-type: none"> Where possible Staff are reminded to try not to share workstations, telephones, radios or other equipment unless properly sanitised between users; 		HOD / LM / FOM	01.02.22.	Complete
	Routine school events / Open evenings / Immunisation programs etc.	<ul style="list-style-type: none"> All events should be planned to take into account the risks and measures listed 	Risk assessments will be carried out for these events taking into account the current situation and advice available	SLT /FOM / H&S	01.02.22	Ongoing
	Reduction in use of public transport to get to and from school	<ul style="list-style-type: none"> Parents / students encouraged to walk or cycle to school where this is practical, otherwise asked to follow government guidance on travelling safely (ALL students have been surveyed regarding their proposed travel arrangements) If transport providers are used Transport providers working for the school are expected to follow government guidance on transport, including adherence to hygiene and social distancing rules; 		Headteacher / SLT HT / SLT	01.09.21 01.09.21	Complete Ongoing
	Monitoring	<ul style="list-style-type: none"> Management checks to be undertaken each day on the control measures in place and reported back to Headteacher or SLT All policies affected are regularly reviewed and monitored. 	Site team to check general school areas with regards to opening doors, provision of anti bac , signage etc, Teaching staff to monitor classrooms, HOD's to monitor offices spaces and	HT / SLT / FOM / SM HT / SLT / FOM	01.09.21 01.09.21	Ongoing Ongoing

Who might be harmed and how?	Measures to control the risk	How are you already controlling this risk?	What further action (if any) do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
		<ul style="list-style-type: none"> Risk assessments are being put in place where appropriate also monitored and reviewed on a regular basis Staff encouraged to report any breaches of health and safety protocol they have witnessed. 	concerns to be raised with SLT or FOM	HR / H&S HR / H&S	01.09.21 01.09.21	Ongoing Ongoing

Hazard identified	Stress and anxiety relating to coronavirus workload
--------------------------	--

Who might be harmed and how?	Measures to control the risk	How are you already controlling this risk?	What further action (if any) do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
<ul style="list-style-type: none"> • Staff • Volunteers / governors • Homeworking staff <p>Additional work pressures relating to operating under coronavirus restrictions resulting in stress reaction or anxiety</p>	Ensure sufficient rest breaks	<ul style="list-style-type: none"> • Response to changes within school to be monitored by Line Managers and survey • Any staff still working remotely encouraged to ensure that they are monitored closely and have regular contact with the school. • Staff encouraged to take breaks outdoors where practical, maintaining social distancing. 	<p>This will / has been constantly monitored and revisited by SLT and Line Managers</p> <p>Open forum for staff to raise concerns and report issues which is also monitored daily</p>	Headteacher / SLT / LM & HR	01.09.21	Ongoing
	Daily communication with all staff	<ul style="list-style-type: none"> • Provision of a daily update email from school leaders ensuring that all staff are well informed of key messages and reminded about wellbeing issues. 	As above	HT / SLT / HR	01.09.21	Ongoing
	Provision of Employee Assistance Programme / Signposting support	<ul style="list-style-type: none"> • School has signposted suggested sources of support to all staff; • Staff encouraged to come forward confidentially with any concerns they have about workload or wellbeing. 	As above	HR	01.09.21	Ongoing

Hazard identified	Premises Safety and Services (Catering)
-------------------	---

Who might be harmed and how?	Measures to control the risk	How are you already controlling this risk?	What further action (if any) do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
<ul style="list-style-type: none"> • Staff • Students • Volunteers / governors • Visitors Contractors • Homeworking staff 	After a lengthy period of full or partial closure, schools premises must be inspected maintained and cleaned to ensure safe and compliant when open	<ul style="list-style-type: none"> • Full deep clean planned for the Summer 2022 in time for opening to all staff and students in September 2022 • Ensure all statutory site checks have been carried out following DfE guidance • Ensure facilities are well maintained and fit for use (e.g. swimming pools) 		HT / FOM / SM FOM / SM FOM / SM	01.02.22 01.09.21 01.09.21	Complete Complete Complete
<ul style="list-style-type: none"> • Students & Staff 	Plans reviewed to open kitchens	<ul style="list-style-type: none"> • Reactivate catering service and suppliers • Ensure provision of free school meals 	Normal service to be resumed	Twelve 15	01.09.21	Ongoing

OUTBREAK STRATEGY

Tier Level	Tier Description	Measures to be implemented
Tier One	No Lockdown, Restrictions Lifted, normal life with a few existing measures in place	<ul style="list-style-type: none"> • Continual monitoring of cases in school • One way system in place • Largely face to face Assemblies (Virtual assemblies where appropriate) • Visits allowed but managed • Face to face learning & meetings may take place • Although encouraged where possible, social distancing not enforced • Mask wearing optional • Continued increased hygiene measures • Improved ventilation • Normal canteen service • Classroom layout to be at the discretion of the teacher (but seating plans required)
Tier Two	Rise in cases - unconfirmed outbreak Rise in cases seen in the community and a heightened awareness requiring further management required to	<ul style="list-style-type: none"> • Minimise visitors to site • Limited public events (with controls) • Minimal face to face meetings • Virtual Assemblies (face to face where targeted) • Mask wearing in all communal areas to be reinstated • Social distancing where possible

	support safe day to day provision of education	
Tier Three	Further rise in cases – confirmed outbreak. Rise in the local community which is considered to increase risk in school and the day to day running	<ul style="list-style-type: none"> • All assemblies managed virtually • Canteen service limited to pick up and individual wrapping • Possible return to remote learning for some year groups if staffing capacity demands • Revert to Teams for all non-essential meetings
Tier Four	Full implementation before possible Lockdown / Closure	<ul style="list-style-type: none"> • Social distancing to be enforced • Return to staggered day / split lunches / breaks etc • Mask wearing in all communal areas in school and whilst moving around to school to be enforced and whilst teaching • No visitors to site except for safeguarding / essential external agency etc • Remote working in place where needed • Minimal Canteen service / Priority to FSM / PP • Prepare for lockdown and keyworker provision