

Coronavirus Risk Assessment

Chiltern Way Academy Wokingham Campus

All controls to be put in place so that the school can continue to stay open to the pupils. If there was a positive case of the Coronavirus in the school this risk assessment will also support the continued opening of the establishment and will minimise and disruption caused to the pupils learning.

Any new updates issues by the Government will be shared by the Head Teacher in briefings and via emails so that we stay up to date and current with the latest guidance. Any new updates will include reviewing this risk assessment to ensure it continues to be fit for purpose.

Within the Wokingham Campus there are key staff members who oversee the safety in school relating to the virus these members are: Rebecca Archer, Charlene Martin, Carol D'Angelo, Scott Rodger, Iain Munro and Sharon Fletcher. This group is known as the Covid Champions. These members along with the Head Teacher will be in charge of monitoring and overseeing all aspects of the risk assessment is adhered to.

Anyone not following the guidance set out below without prior agreement or justification will be recorded and appropriate action will be taken.

Hazard	Who Might be Harmed	Controls to be put in place	Who will be responsible	Additional Notes
Contact with someone suffering from coronavirus	Staff Pupils Contractors Visitors	<p>Everyone will be asked not to come to into school if they need to self-isolate under current guidance. Regular reminders will be given about this via email and in briefings.</p> <p>Anyone self-isolating with symptoms will be encouraged to access testing and engage with the NHS Test and Trace process.</p> <p>If a symptomatic person comes into school, they will be sent home immediately or isolated until they can be picked up, we will follow the below steps:</p> <ol style="list-style-type: none"> 1. Inform GR or the lead SLT member of the concern 2. Pupil to be sat in the covid specific medical room (Primary - old office, Secondary - Field House) 3. Parent/Carer to be contacted and requested to collect their child, they will also be encouraged to get a test 4. Ensure all windows are open in the room 5. When in the medical room there is a PPE box, in the box you will find an apron, medical mask, gloves, 	<p>GR</p> <p>JH</p> <p>GR/SLT</p>	The school has a QR code for Track and Trace – all visitors are required to use the code when entering the site. Staff have also been encouraged to use the app and sign in frequently

		<p>A deep clean will take place in the areas that the symptomatic person has been in, and PPE will be disposed of properly, following decontamination guidance</p> <p>If the school becomes aware that a pupil or a staff member has tested positive for coronavirus, and needs advice on the next steps, the school will contact the DFE helpline on 0800 046 8687 and select option 1. (If no advice is required, the school will report the case using the DFE's online attendance from daily return). The advice service (or local health protection team, if the call is essential to them), will carry out a rapid risk assessment to confirm who has been in close contact with the person when infectious. The school will ask (using a template letter from the local health protection team) these people to self-isolate for 14 days from the day they were last in close contact.</p> <p>To help with this:</p> <ul style="list-style-type: none"> • The CCTV will be viewed to check where the symptomatic person had been when on site • Record of pupils and staff in each group will be kept <p>Close contact means:</p> <ul style="list-style-type: none"> • Direct close contact – face-to-face contact with an infected person for any length of time, within 1 meter, including: <ul style="list-style-type: none"> ○ Being coughed on ○ A face-to-face conversation, or ○ Unprotected physical contact (skin-to-skin) • Proximity contacts – extended close contact (within 1 to 2 meters for more than 15 minutes) with an infected person • Travelling in a small car with an infected person <p>If there are 2 or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus is suspected, the school will work with the local health protection team to decide if additional action is needed.</p>	<p>JH/POSH</p> <p>GR/SLT</p> <p>GR</p>	
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Contact with coronavirus when getting to and from school	Staff Pupils Contractors Visitors	<p>Pupils who attend school via taxi will be requested to wear a face mask when traveling to and from school</p> <p>All school transport companies have been requested to share their risk assessment and guidance – a copy of this is kept in the front officer. This includes:</p> <ul style="list-style-type: none"> • Following hygiene rules • Try to keep their distance from passengers where possible • Drivers/escorts do not work if they or a member of their household are displaying coronavirus symptoms <p>Any pupil not attending school via provided transport will be encouraged to either walk to school or take single transport (transport will not be shared).</p> <p>Everyone who attends the school will be encouraged to use their own transport and to avoid public transport during peak times if possible. Anyone who needs to take public transport will be referred to government guidance.</p> <p>In addition, the school will work with providers, pupils and parents/carers as appropriate to ensure that, wherever possible:</p> <ul style="list-style-type: none"> • Hand sanitizer is available upon boarding and/or disembarking (when entering the school ALL pupils are required to wash their hands and/or use the provided sanitiser • There is additional cleaning of vehicles • Queuing and boarding is well organized • Pupils practice distancing within vehicles • Children aged 11 and over use face coverings unless they are exempt from wearing them on public 	<p>Pupils/Taxi Companies</p> <p>TH</p> <p>Parent/Carers</p> <p>Everyone</p> <p>Everyone</p>	<p>Exception to face covering this includes (but is not limited to):</p> <ul style="list-style-type: none"> -Children under the age of 11 -People who cannot put on, wear or remove a face covering because of a physical or mental illness or impairment, or disability -Where putting on, wearing or removing a face covering will cause you severe distress -If you are speaking to or providing assistance to someone who relies on lip reading, clear sound or facial expressions to communicate -To avoid harm or injury, or the risk of harm or injury, to yourself or others – including if it would negatively impact on your ability to exercise or participate in a strenuous activity

		be sent home straight away – if this is not possible please follow the above guidance in section 1.		
Spreading infection due to touch, sneezes and coughs	Staff Pupils Contractors Visitors	<p>Handwashing facilities are provided in the morning at the secondary and primary entrance. When not in use they will be stored in reception for visitors</p> <p>Everyone in school will:</p> <ul style="list-style-type: none"> • Frequently wash their hands with soap and water for 20 seconds and dry thoroughly or use alcohol-based hand sanitizer to cover all parts of their hands • Clean their hands on arrival, after breaks, if they change rooms, before and after eating, and after sneezing or coughing • Be encouraged not to touch their mouth, eyes and nose • Use a tissue or elbow to cough or sneeze, and use bins for tissue waste (bins with lids) <p>Anyone taking a lead in a classroom/office/area will be responsible for wiping down the surfaces of the area with the provided anti-bacterial wipes when ever there is a change over</p> <p>Staff member responsible for dispersal will take the lead of cleaning the area – this can be delegated to another staff member</p> <p>Pupils will be encouraged to learn and practice these habits in lessons and by posters put up across the school</p> <p>Young children will be supervised during hand washing</p> <p>Supplies for soap, hand sanitizer and disposable paper towels and tissues will be topped up regularly and monitored to make sure they are not close to running out.</p>	<p>CB</p> <p>Everyone</p> <p>All Staff</p> <p>SLT</p> <p>All Staff</p> <p>All Staff</p> <p>CB/JH/POSH</p>	<p>There are no identified pupils at this time who have been highlighted as not being able to maintain good respiratory hygiene.</p> <p>Hand washing has been taught specifically in PSHE and in Food lessons</p>

		Lidded bins will be provided in all classrooms. These will be emptied daily	POSH	
Spreading infection through contact with coronavirus of surfaces	Staff Pupils Contractors Visitors	<p>Cleaning staff will ensure frequently touched surfaces will be cleaned using standard products (e.g. bleach, detergent) daily, including:</p> <ul style="list-style-type: none"> • Banisters • Classroom desks and tables • Bathroom facilities • Door and window handles • Furniture • Light Switches • Reception desks • Computer equipment (including keyboards and mouse) • Telephones <p>Staff who take lead of an area or use the following will be required to frequently clean throughout the day, this includes but not limited to:</p> <ul style="list-style-type: none"> • Teaching and learning aids • Books and games and other classroom resources • Sports Equipment • Outdoor play equipment • Hard toys • Stationary sets being handed out • Art equipment <p>Items that need laundering (e.g. PE uniform, lab coats, aprons) will be washed regularly in accordance with the manufacturer's instructions, on the warmest water setting. These items will not be shared between children between washes</p> <p>Pupils and parents/carers will be asked to limit the amount of equipment they bring into school each day to essentials like bags, lunch boxes, hats, coats</p>	<p>JH/CB/POSH</p> <p>All Staff</p> <p>IM/TAD/SF/JH</p> <p>Pupils/Parents /Carers</p>	Any equipment shared between pupils such as sports, art and science will be cleaned by the class teacher frequently and meticulously, and always between groups using them

		<p>Shared rooms, such as halls, changing rooms and dining area, will be cleaned after every use.</p> <p>Cleaning supplies will be topped up regularly and monitored to make sure they're not close to running out</p> <p>Staff will wash their hands and surfaces before and after handling pupils books.</p>	<p>All Staff</p> <p>JH/POSH</p> <p>All Staff</p>	
<p>Spreading infection due to excessive contact and mixing between pupils and staff in lesson</p>	<p>Staff Pupils Contractors Visitors</p>	<p>The school is broken into two bubbles and within these bubbles are smaller groups.</p> <p>Primary site is one bubble and consists of two class groups. Where possible the groups will be kept separate – exception to this is break/lunch/PE When these activities take place staff will be vigilant and reminding pupils of hands, face, space. When having lunch, the pupils will sit on tables in the class groups and will not mix When taking part in PE this will be non-contact and where possible delivered outside (as stated in the sports guidance relating to covid-19)</p> <p>Secondary site is also classed as one bubble and consists of 4 classes. All groups are taught in the year groups for the exception of CE which is taught at the end of the day. There is a clear register to mark who has been in and an awareness of where pupils have been. During lunch the pupils share the same dining hall but are expected to sit in their year groups maintaining hands, face, space guidance.</p> <p>All staff and pupils entering and exiting rooms are required to use hand sanitiser.</p> <p>All rooms have hand gel and anti-bacterial wipes, these are to be used between each lesson and the class teach is responsible for this.</p>	<p>GR</p> <p>GR/Primary Team</p> <p>GR/Secondary Team</p> <p>Everyone</p> <p>Class Teachers</p>	

		<p>Pupils will be seated in the classroom with an empty seat between them to allow for social distancing</p> <p>We will follow the government's guidance for lessons involving drama, singing, chanting, shouting and playing instruments. These will take place outside wherever possible. If taking place inside, larger, well-ventilated rooms will be used, and the number of people will be limited to allow for social distancing.</p> <p>During music lessons and performances, pupils will be positioned either back-to-back or side-to-side at an appropriate distance.</p> <p>For physical activity, we will follow the same guidance for cleaning equipment and grouping pupils as in all areas of the school. Outdoor sports will be prioritised where possible – where it is not we will use the sports hall ensuring small groups to keep social distance.</p> <p>Staff can work across different groups in order to deliver the school timetable, but they will keep their distance from pupils and other pupils as much as they can. This won't always be possible, particularly when working with younger children or children who are presenting as unsafe and require physical intervention.</p> <p>Any pupil with complex needs who need close contact care will have the same support as normal as distancing isn't possible here. Staff will be rigorous about hand washing and respiratory hygiene.</p> <p>Supply teachers, peripatetic teachers and other temporary staff will be told to minimise contact and maintain as much distance as possible from other staff. The number of temporary staff entering the school premises will be kept to a minimum and if temporary staff are used this will be done for a continuous basis where possible</p>	<p>Class Teachers</p> <p>Everyone</p> <p>RG / RDR</p> <p>SA / IM</p> <p>All Staff</p> <p>Everyone</p> <p>JH</p>	
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<p>Spreading infection due to excessive contact and mixing between pupils and staff around and outside of school</p>	<p>Staff Pupils Contractors Visitors</p>	<p>Everyone will be asked to put on face coverings when moving around the school, unless they are exempt from wearing one. Everyone will be given clear instructions about how to put on, remove and store/dispose of face coverings</p> <p>Staff and visitors will wear face coverings in areas of the school where social distancing isn't possible, such as in staffrooms. They will be asked to keep on or put on a face covering when arriving at school and moving to classrooms or offices, unless they are exempt from wearing one. They will be given clear instructions about how to put on, remove and store/dispose of face coverings safely.</p> <p>For pupils who routinely attend other settings on a part-time basis, such as an alternative provision setting, the school will work with these other settings to work out a system to keep these pupils safe</p> <p>Toilet use will be managed to avoid crowding</p> <p>All visits to the site will be considered by the Head Teacher. In such cases where a visitor comes to the site they will sign the visitor agreement which details if the person has recently traveled, health and where they plan to go in the school</p>	<p>GR / Everyone</p> <p>JH / Everyone</p> <p>RA / SF</p> <p>Everyone</p> <p>Admin</p>	

<p>Spreading infection due to the school environment</p>	<p>Staff Pupils Contractors Visitors</p>	<p>Checks to the premises is completed weekly by the caretaker. The Covid champions will be vigilant and report any concerns to the head teacher – this is to ensure health and safety standards are continued to a high standard</p> <p>First aid, fire and emergency procedures will continue as before</p> <p>Areas in use will be well ventilated by opening windows and opening internal and external doors, where fire safety and safeguarding wouldn't be compromised.</p> <p>We will allow flexibility to allow additional, suitable clothing to be worn indoors should the temperature in the room feel too low to work in.</p> <p>Increase the level of ventilation while spaces are unoccupied. This means keeping windows slightly open while the room is occupied and leaving these open when the room is empty (permitted it is safe and sensible to do so).</p> <p>Lidded bins have been provided in classrooms to dispose of tissues and any other waste.</p> <p>Outdoor spaces will be used for exercise and breaks wherever possible.</p>	<p>JH / CB</p> <p>Everyone</p> <p>Everyone</p> <p>GR</p> <p>Everyone</p> <p>JH / CB</p> <p>Everyone</p>	
<p>Spreading infection due to excessive contact and mixing in meetings</p>	<p>Staff Pupils Contractors Visitors</p>	<p>Where possible, all meetings will be conducted by telephone or using video conferencing. This includes meetings with parents/carers, visitors and governors.</p> <p>Where this isn't possible or unsuitable meetings will be conducted outside, or in a room large enough to allow for social distancing.</p> <p>If a professional is coming in to the school to work with a pupil (early help / social care / therapists) there will be a allocated room in the admin building, this will be to avoid</p>	<p>Everyone</p> <p>Everyone</p> <p>JH / RA</p>	

		movement between the different sites. There will also be allocated visitor toilets.		
Individuals vulnerable to serious infection coming into school	Staff Pupils Contractors Visitors	<p>Staff who have received a shielding letter will not come into school and will be provided with the necessary equipment so that they may continue to work at home (this may not be all duties)</p> <p>Staff who have been advised to stay at home by their GP/Clinician will undertake an in school risk assessment. If the risk assessment is suitable the individual will be able to continue working on site (it is important to note not all duties may be able to be carried out).</p> <p>Staff who are clinically vulnerable or clinically extremely vulnerable and coming into school will be placed in the safest possible on-site roles where it is possible to maintain social distancing.</p> <p>For staff who are otherwise at risk (e.g. BAME staff), we will consider putting specific protective measures in place.</p> <p>It is up to the individual staff to make SLT aware of their additional risks and request a risk assessment. No risk assessment will be completed without the individuals input and will be reviewed throughout the year.</p> <p>It is the individual staffs responsibility to update SLT of any changes they may need on their risk assessment.</p>	<p>JH</p> <p>GR / JH / RA</p> <p>JH / GR</p> <p>RA</p> <p>All Staff</p> <p>All Staff</p>	
Physical intervention	Staff Pupils Contractors Visitors	<p>A dynamic risk assessment will be had with all situations and if a risk is deemed higher through non engagement staff will use physical intervention.</p> <p>Following a physical intervention showers will be available to those who were involved should they wish</p> <p>All staff have been offered to bring a change of clothing into to school should they wish and following an incident can choose to change</p>	<p>All Staff</p> <p>All Staff / JH</p> <p>RA / All Staff</p>	

		<p>Following a physical intervention, a decision will be made by the SLT members to determine if the pupil/s are safe to be on site and if further plans/actions are required</p> <p>All physical interventions will be recorded on the electronic system and monitored by the behavior team and risk assessments will be updated.</p> <p>All staff unless exempt should always have a face masks on their person and when using physical intervention will wear these.</p> <p>If a pupil is spitting, staff will request to swap with another member allowing them time to get a face shield.</p>	<p>SLT</p> <p>All Staff / ST</p> <p>All Staff</p> <p>All Staff</p>	
Area Lock Down / School Lock Down	Staff Pupils Contractors Visitors	<p>In the event we enter another lock down or the school is requested to close we will:</p> <ul style="list-style-type: none"> • Inform all parents/carers • Ensure all pupils have access to their chromebooks and will delivery these to the home address if needed • Begin online leaning and video lessons (all pupils have been taught how to access this previously) • In the event a child is unable to access the internet boomerang folders will be used • The head teacher will monitor the news and follow guidance as soon as the required safeguards can be put in place. • Members of staff will be allocated set roles by the SLT to follow (e.g. responsibility for set pupil check ins) • Tutors will be the first to contact pupils to implement the new timetable • Work will be monitored by the set subject teacher • Any concerns or unable to contact the pupil staff will report this to the DSL for further follow up • A DSL will be available on site and throughout the normal school hours 	GR / SLT	

Policies which support this risk assessment:

- Health and Safety Policy
- Health and Safety addendum Covid-19
- Safeguarding and Child Protection Policy
- Safeguarding and Child Protection Covid-19
- Behavior Policy