




**Walthamstow School for Girls: Autumn return
Risk Assessment**

Description of Activity / Person / Area / Equipment being assessed	Preventing Covid-19 spread in a School Environment
Section(s) / Team(s) covered	Staff and students
Location(s) covered	Walthamstow School for Girls
Date of Original Assessment	July 2020

What date did staff, covered by this risk assessment, have the opportunity to comment on this risk assessment?	1/9/2020	
Are staff covered by this risk assessment aware of the controls noted and understand them?	Yes	
Copy of form sent to Trade Union Safety Representative	Yes	

Has action been taken	YES / NO / ONGOING / NONE REQUIRED (Please circle)
Confirmed by Line Manager?	YES / NO
Lead Assessor's name	David Kilgallen, Director of Learning and System Leadership, London Borough of Waltham Forest
Lead Assessor's signature	
Date:	July 2020

Has action been taken	YES
Headteacher's name (print)	Meryl Davies
Manager's signature	
Date:	19 th July 2020
Other Persons Involved	Sally Kennedy, Deputy Headteacher & Associate Headteacher, Jane Snowsill, Deputy Headteacher, Romi Jalil, School Business Manager
	Gillian Barker, Chair of Governors



Review Dates

Future Review Date (depends on Action Plan findings)	Actual Review Date	Were Changes Made?	Name of Lead Reviewer	Date Staff updated about change
29/07/2020	29/07/20	Yes-to incorporate two points suggested by LA H&S team.	Meryl Davies	31/7/20
30/8/2020	30/08/20	Yes to add key change from government guidance issued 28/08/20	Meryl Davies	2/9/20
3/09/2020	3/0920	Following meeting with union representatives and informing all staff	Meryl Davies	3/09/20
29/09/2020	14/12/20	Adapted with additional suggestions from LA H&S team.	Meryl Davies	

Significant hazards and current controls

No	Hazard/Hazardous Event (What can go wrong)	People at risk	What is currently being done to control the hazard/hazardous event	Risk Rating -High/Med/Low
1	Spread of Covid-19 Coronavirus	Everyone at school, including contractors and visitors	<p>The school will follow the government guidance on fully opening schools where reasonably practicable</p> <ul style="list-style-type: none"> • Minimise contact with individuals who are unwell by regular contact with parents and staff to identify those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school. • Ensure that pupils, staff and other adults do not come into the school if they have coronavirus (COVID-19) symptoms, or have tested positive in the last 10 days. • If anyone in the school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell, they must be sent home and advised to follow 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection', which sets out that they must self-isolate for at least 7 days and should arrange to have a test to see if they have coronavirus (COVID-19). Any household members of that individual that are also within school should also be sent home (e.g siblings). If a pupil or member of staff tests positive without symptoms but then develops symptoms when in isolation, they should restart the 10-day isolation period from the day they develop symptoms. Other household members, including siblings, should self-isolate for 14 days from the onset of their symptoms • Any student awaiting collection will be moved to the Hewett Hall with external ventilation (open window) where they can be isolated behind a closed door, with appropriate adult supervision if required. A separate toilet for them to use is the Access toilet G24. The toilet will be cleaned using standard disinfectant before use by anyone else. Staff will always maintain 2m distance from the young person. • Where a 2m cannot be maintained, the following guidance will be followed safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE). • Any members of staff who have helped someone with symptoms, and any students who have been in close contact with them, do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive, or they have been requested to do so by NHS Test & Trace. 	Low

No	Hazard/Hazardous Event (What can go wrong)	People at risk	What is currently being done to control the hazard/hazardous event	Risk Rating -High/Med/Low
			<ul style="list-style-type: none"> • Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. The area around the person with symptoms must be cleaned with normal household disinfectant after they have left to reduce the risk of passing the infection on to other people. See the COVID-19: cleaning of non-healthcare settings guidance. • Students and staff are expected to wear masks in communal areas such as corridors. Advice and training re correct usage and disposal or bagging for reusable masks given to parents/carers, staff and students via information letters, WHO you tube clips and tutorials for students. Masks should be removed for lessons as 2m distance between students and teacher to be maintained and desks front facing. • Staff, on request to Headteacher and following assessment, may wear visors only for teaching. Masks must be added in communal areas. • Some students and staff may be exempt from wearing face masks. These exemptions include those who cannot put on, wear or remove a face covering or those who speak to provide assistance to someone who relies upon lip reading, clear sound or facial expression to communicate. Following an assessment by the Headteacher, exempt individuals will wear an exemption card with their lanyard. 	
2	Poor hand hygiene spreads Covid-19	Everyone	<ul style="list-style-type: none"> • Staff and pupils must clean their hands regularly, including when they arrive at school, when they return from breaks, when they change rooms and before and after eating. Regular and thorough hand cleaning is going to be needed for the foreseeable future. • To avoid ingestion of sanitiser, small children and those with complex needs should be assisted with washing their hands. Skin friendly skin cleaning wipes can be used as an alternative. <p>Additional external handwashing stations have been installed to cover eighteen sources. Two of these are on the MUGA (by student entry point) and three additional stations are located on the approach to and in the Dining Hall to promote regular handwashing.</p>	Medium
3	Poor respiratory hygiene spread Covid-19	Everyone	<ul style="list-style-type: none"> • ‘Catch it, Bin it, Kill it’ approach is essential, so the school has enough tissues and bins available in the school to support students and staff to follow this routine. • Staff will support students to ensure that all understand that this is now part of how school operates. 	Low

No	Hazard/Hazardous Event (What can go wrong)	People at risk	What is currently being done to control the hazard/hazardous event	Risk Rating -High/Med/Low
			<ul style="list-style-type: none"> • The e-Bug coronavirus (COVID-19) website contains free resources for schools, including materials to encourage good hand and respiratory hygiene. 	
4	Poor levels of cleanliness spread Covid-19	Everyone	<ul style="list-style-type: none"> • The government guidance for cleaning in non-healthcare settings is applied to ensure appropriate controls are put in place • A cleaning schedule is in place and includes: <ul style="list-style-type: none"> ○ Twice daily cleaning of rooms / shared areas ○ PPE materials such as gloves, sanitiser and alcohol wipes will be left in each room used ○ frequently touched surfaces will be cleaned more often than normal ○ records which are kept detailing cleaning plus will include a tick sheet indicating how the rooms was cleaned on that day • Different groups do not need to be allocated their own toilet blocks, toilets will be cleaned regularly, and students will be encouraged to clean their hands thoroughly after using the toilet. 	High
5	Poor social distancing spreads Covid-19	Everyone	<ul style="list-style-type: none"> • Groups of students will be kept separate (in ‘bubbles’) and the layout of rooms will help maintaining distance between individuals. The groupings and layout have been developed to address: <ul style="list-style-type: none"> ○ Students’ ability to distance ○ the layout of the school ○ the feasibility of keeping distinct groups separate while offering a broad curriculum. ○ For younger children the emphasis will be on separating groups, and for older children it will be on distancing. For children old enough, they will be supported to maintain distance and not touch staff where possible. 	Medium
6	Lack of Personal Protective Equipment spreads Covid-19	Staff	<ul style="list-style-type: none"> • The majority of staff will not require PPE beyond what they would normally need for their work. PPE is only needed where: <ul style="list-style-type: none"> ○ an individual young person becomes ill with coronavirus (COVID-19) symptoms while at schools, and only then if 2 metres cannot be maintained • The guidance on safe working in education, childcare and children’s social care will be followed for when, how PPE should be used, what type of PPE to use, and how to source it. 	Low

No	Hazard/Hazardous Event (What can go wrong)	People at risk	What is currently being done to control the hazard/hazardous event	Risk Rating -High/Med/Low
7	Spread of Covid-19 through ventilation system	Everyone	<ul style="list-style-type: none"> The ventilation system has been checked against the CIBSE guidance. Where necessary the maintenance company have carried out checks and provided guidance on the safe operation of the ventilation system 	Low
8	Spread of Covid-19 goes unchecked	Everyone	<ul style="list-style-type: none"> The school will engage fully with the local authority's public health team's Local Outbreak Control Plan and the NHS Test and Trace system. Staff and parents/carers have been advised they will need to be ready and willing to: <ul style="list-style-type: none"> book a test if they are displaying symptoms. Staff and pupils must not come into the school if they have symptoms and must be sent home to self-isolate if they develop them in school. provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test & Trace. self-isolate if they live in a household with someone who develops coronavirus (COVID-19) symptoms or they have been in close contact with someone who tests positive for coronavirus (COVID-19), or if asked to do so by NHS Test and Trace. Tests can be booked online through the NHS testing and tracing for coronavirus website, or ordered by telephone via NHS 119 for those without access to the internet. Staff, as essential workers, have priority access to testing. The business continuity plan has been updated on actions to take to cover the four tiers of restriction identified in the government guidance listed at the end of this risk assessment* 	Low
9	There is a school confirmed case of Covid-19	Everyone	<ul style="list-style-type: none"> As set out in the Local Outbreak Control Plan, if made aware of a positive case in a staff or pupil, the Headteacher will immediately contact the London Coronavirus Response Centre (LCRC) on 0300 303 0450 for advice on isolation of contacts and for a risk assessment to be completed. The Headteacher will notify the Public Health Team. The LCRC will provide guidance on communications and letter templates for schools to send to staff, parents of contacts, and the wider school community. Ongoing infection control advice and support will be made available to schools via the Public Health team. 	Low
10	Pupils and staff use public transport to	Everyone	<ul style="list-style-type: none"> Pupils and staff have been advised to cycle or walk to school. Extra secure cycle parking is available. Start and finish times have been amended for all groups of pupils to reduce the travel risk. 	Medium

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	get to and leave school		<ul style="list-style-type: none"> Families using public transport should refer to the safer travel guidance for passengers 	
11	Member of school community is clinically vulnerable / extremely clinically vulnerable	Extremely clinically vulnerable person	<ul style="list-style-type: none"> Advice for those who are clinically-vulnerable, including pregnant women, will be followed. A separate Individual Health Assessment will be carried out for those members of staff at higher risk upon request. Individuals who were considered to be clinically extremely vulnerable and received a letter advising them to shield are now advised that they can return to work from 1 August as long as they maintain social distancing. Advice for those who are extremely clinically vulnerable can be found in the guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19, along with following the guidance on attendance 	Low
12	Member of staff has reached 28 weeks into their pregnancy	Pregnant worker	<ul style="list-style-type: none"> The school will follow the Royal College of Obstetrics and Gynaecology (RCOG) advice occupational health advice for employers and pregnant women. 	
13	Staff at an increased risk from Covid-19	Staff	<ul style="list-style-type: none"> A separate Individual Health Assessment will be carried out for those members of staff at higher risk on request. 	Medium
14	Pupils and staff at increased risk of mental ill-health	Pupils and Staff	<ul style="list-style-type: none"> The Department for Education is providing additional support for both student and staff wellbeing in the current situation. Information about the extra mental health support for pupils and teachers is available. The Education Support Partnership provides a free helpline 0800562561 for school staff and targeted support for mental health and wellbeing. The school has an employee assistance provider with the following free phone number 0800 XXX and this has been promoted to all staff. Teachers may wish to access the free MindEd learning platform for professionals, which includes a coronavirus (COVID-19) staff resilience hub with materials on peer support, stress, fear and trauma and bereavement. School nurses can assist in line with this programme: healthy child programme. 	Low

No	Hazard/Hazardous Event (What can go wrong)	People at risk	What is currently being done to control the hazard/hazardous event	Risk Rating -High/Med/Low
			<ul style="list-style-type: none"> Additional resources for SEND pupils are here: successful returns following a period of absence; transition planning for post-year 11 destinations; COVID-19 SEND review guide; handbook; Whole School SEND Resource page 	
15	Lack of staff resources increases risk from Covid-19	Everyone	<ul style="list-style-type: none"> Staff have been working as flexibly as possible. Managers have discussed and shared with staff and agreed any changes before they have been put in place. The school has reviewed existing practices and has referred to the DfE's workload reduction toolkit. Staff have been made aware of the DfE range of teaching resources, and the Leadership Team has referenced case studies to support remote education and help address workload and sure that adequate controls are in place to enable the whole school to reopen. 	Low
16	Peripatetic / supply staff increase risk of Covid-19	Everyone	<ul style="list-style-type: none"> All peripatetic and supply staff will be asked to confirm they are not suffering any Covid-19 symptoms (new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell) before arriving on site. Records of peripatetic and supply teachers are kept for 21 days after their arrival and will be available for any Test and Trace purposes. The DfE guidance will be followed. The Education Endowment Foundation (EEF) has published guidance on making the best use of teaching assistants to help primary and secondary schools. Employers should follow part 3 of keeping children safe in education. 	Low
17	Student behaviour increased risk of Covid-19	Everyone	<ul style="list-style-type: none"> The behaviour policy has been updated to reflect the requirements of minimising Covid-19 spread and have been made available to students and parents at the start of term. Guidance on behaviour and discipline in schools 	Low
18	Students behaviour in alternative provision may increase risk of Covid -19	Everyone	<ul style="list-style-type: none"> None 	High
19	Teaching requires close supervision,	Teacher and student	<ul style="list-style-type: none"> Guidance from CLEAPSS will be followed on how to use power tools safely during the Covid-19 Pandemic. 	Low

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	e.g. power tools in D&T			
20	Exposure to Covid-19 during educational visits	Staff and pupils on visit	<ul style="list-style-type: none"> • The DfE guidance on trips is being followed. • Only non-residential day trips are currently allowed to Covid-19 secure locations. 	Low
21	Exposure to Covid-19 during PE		<p>Only team sports identified in the governments Teams Sports Framework will be allowed at school</p> <ul style="list-style-type: none"> • The DfE guidance will be followed. • The following advice has been followed: <ul style="list-style-type: none"> ○ guidance on the phased return of sport and recreation and guidance from Sport England for grassroot sport ○ advice from organisations such as the Association for Physical Education and the Youth Sport Trust ○ guidance from Swim England on school swimming and water safety lessons available at returning to pools guidance documents • The work with external coaches, clubs and organisations for curricular and extra-curricular activities have been carefully considered and operate within the school's wider protective measures in this risk assessment. • Activities such as making break times and lessons active and encouraging active travel help to enable students to be physically active while encouraging physical distancing. 	Low
22	Exposure to Covid-19 during music, dance and drama	Music staff and students	<ul style="list-style-type: none"> • For specialist Music Dance and Drama schools the government guidance working safely during coronavirus (COVID-19): performing arts will be followed, where reasonably practicable • Reference to the guidance from the Events Industry on live outdoor events will be checked and followed where reasonably practicable • Microphones should be used to prevent the need for shouting, loud speaking or singing, but, if possible, microphones should not be shared • Pupils will be physically distanced (2m) during lessons, where possible the lesson will be undertaken outside; no close physical correction will take place in music, dance or drama 	Med

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			<ul style="list-style-type: none"> • Music lessons will be limited to groups of pupils from the same bubble to minimise contacts and mixing • Pupils will be positioned back-to-back or side-to-side. • Instruments are not to be shared during a lesson. • Singing, wind and brass playing will not take place in larger groups such as school choirs and ensembles, or school assemblies. • The schools will keep up to date with DfE guidance • All music equipment will be cleaned before a different bubble uses it • Members of staff moving across bubbles are required to remain 2m away from other adults and pupils at all times 	
23	Extra curricular activities increase risk of Covid-19		<ul style="list-style-type: none"> • The DfE guidance will be followed. • As far as possible, children should be kept in a group with other children from the same bubble they are in during the school day, or if impractical, within small, consistent groups. • Guidance followed includes Protective measures for out-of-school settings during the coronavirus (COVID-19) outbreak 	Low
24	Dedicated school transport increases the risk of Covid-19	Pupils	<ul style="list-style-type: none"> • Schools will follow the transport to school and other places of education: autumn term 2020 guidance • Nobody with Covid symptoms should board vehicles • All non-exempt children aged 11 and over should wear a face covering on the vehicle Dedicated transport providers will be asked for their risk assessments to ensure the DfE guidance is being followed • The school and local authority will work closely and in partnership together to ensure the school bus service is safe and sufficient. 	Med
25	Catering staff increase the risk of Covid-19	Everyone	<ul style="list-style-type: none"> • The catering provider has confirmed they are working to the guidance for food businesses on coronavirus (COVID-19) as a minimum standard. 	Low
26	Building not maintained/used without	Everyone	<ul style="list-style-type: none"> • all the usual pre-term building checks have been undertaken to make the school safe, including managing the risks of Legionnaires' disease. The following guidance has been followed Legionella risks during the coronavirus outbreak. 	Low

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	maintenance undertaken		<ul style="list-style-type: none"> The advice on safely reoccupying buildings from the Chartered Institute of Building Services Engineers' guidance on emerging from lockdown has also been followed. 	
27	Staff and parents unsure what to do in the event of a local lockdown due to a local outbreak of Covid-19	Everyone	<ul style="list-style-type: none"> The school business continuity plan has been updated to include procedures to follow in the event of a local lockdown. The Headteacher/SBM will contact the Public Health Team and follow its advice, including what is in the Local Outbreak Control Plan, and share with staff and parents/carers. Guidance on communications and letter templates for schools to send to parents, carers and staff will be shared via LCRC (London Coronavirus Response Centre). Infection control support and training has been made available to staff via Public Health 	Low
28	There is widespread transmission of Covid-19 in the community	Everyone	<ul style="list-style-type: none"> As set out in the Local Outbreak Control Plan, the school will follow the guidance of the London Coronavirus Response Centre (LCRC) on isolation of contacts and for a risk assessment to be completed. The Headteacher/SBM will be in consultation with the Public Health Team. The LCRC will provide guidance on communications and letter templates for schools to send to staff, parents of contacts, and the wider school community. Ongoing infection control advice and support will be made available to schools via the Public Health team The school will refer to and implement the Face Covering guidance on the Schools Hub 	Low

Risk Rating: if High or Medium use Action Plan

High = current controls totally inadequate with serious consequences: death(s), serious injury, long-term ill health, or there is a very high frequency of the hazard/hazardous event occurring Immediate action required, may require task to be suspended until issue resolved

Medium = current controls still poor but consequences less serious: minor injury, short-term ill health with no lasting effects, Action required in specific timeframe, normally within 3/6 months, may be sooner dependent on how serious an issue it is

Low = current controls are adequate to minimise the risk so far as reasonably practicable, check still relevant at next review date

*Four Tiers of Restriction

Tier 1	Fully open to all pupils full-time, with face coverings required in corridors and communal areas for pupils in year 7 and above.
Tier 2	Secondary schools and colleges in a restricted area to use rotas to help break chains of transmission of coronavirus. Primary schools, alternative provision and special schools remain open to all pupils.

Tier 3	Secondary schools only allow full-time on-site provision to vulnerable children, the children of critical workers and selected year groups (to be identified by the DfE). Remote education provided to all other pupils. Primary schools, alternative provision and special schools remain open to all pupils.
Tier 4	All mainstream schools only allow full-time on-site provision to priority groups. Remote education provided to all other pupils. Alternative provision and special schools remain open to all pupils.

