



Coronavirus Risk Assessment

School year 2021/22

Completed by: Guy McCurley, Health and Safety Manager, Wymondham College

18 August 2021

Version 2, reviewed 26 August 2021

1. Introduction

This record of the Covid 19 risk assessment, forms part of the planning and preparation for the 2021/22 school year and the August 2021 summer school. Since the College closed for the summer, there has been a national relaxation of the protective measures required within society and workplaces. This assessment and the approach taken aligns with these changes as reflected in the guidance at section 3. However, Wymondham College also recognises the continued presence of the virus and the fundamental importance of protecting our students, employees and visitors.

2. Scope of the assessment

The assessment has considered the buildings, their occupancy and use, the facilities and activities both across the Campus and off site.

3. Methodology

The same methodology as used in 2020 has been employed but with the current guidance steering the approach taken by the College. The assessment has primarily been informed by the following:

- Department for Education, Contingency Framework: Education and childcare settings, August 2021
- Department for Education, Schools COVID 19 Operational Guidance, 17 August 2021
- UK Govt., Covid19: Cleaning in non-healthcare settings outside the home, 19 July 2021
- UK Govt., NHS Test and Trace in the Workplace, 13 August 2021
- UK Govt., Face coverings, 20 July 2021
- Covid 19 Guidance and policy from the Sapientia Education Trust, August 2021
- Covid 19 Guidance provided by the HSE, August 2021

4. Review

The assessment will be routinely reviewed weekly during term time by the Senior Emergency Management Team (SEMT). A review will also take place in response to-

1. An update to DfE, HSE or SET guidance.
2. A requirement to step up measures in response to an outbreak of cases locally or at the College, as defined within the Contingency Framework.
3. A failure of any measure put in place to reduce the risk, as identified by the SEMT.
4. Any safety related issue identified through the ongoing planning by the SEMT.

5. Responsibility

The strategic approach and reviews of the risk assessment will be led by the Headteacher. In their absence the designated senior member of the Leadership Team will deputise.

The Health and Safety Manager is responsible for ensuring a record is maintained. The routine reviews will include an update of the action plan.

All employees have a responsibility to adopt and support the control measures and to seek the same from all students and visitors. General responsibilities are as set out in the College Health and Safety Policy.

6. Action plan

The improvement actions identified in the action plan to further reduce the risk, are a combination of those emerging from the risk assessment (annex A) and the review of the systems of control (annex B).

Wymondham College Risk Assessment for the opening of the school, September 2021							
	Hazard	Risk	Initial Rating L, M, H	Control Measures to Reduce Risk	Responsibility	Further Actions	Final Rating L, M, H
ILLNESS	1. Unwell pupils and staff	Coronavirus may enter the school and spread to other children, staff and visitors	H	<ul style="list-style-type: none"> a. There is well established national awareness of the symptoms and the need for testing. College will refresh and maintain that awareness. b. Communication will go to parents/carers before the start of term reminding them of the symptoms, information about isolation procedures and testing and the expectation that only healthy students with no symptoms may attend. c. All employees will be reminded about the testing and the symptoms and to be alert for these in others as well as themselves. This will be included at CPD training d. All students will be reminded about the symptoms and to be alert for these in others as well as themselves. e. In the event of any student or employee displaying signs or symptoms, College will follow the guidance for self-isolation and testing. Staff will be alert for any display of signs or symptoms. 	<p>All persons have a responsibility to identify and react to symptoms.</p> <p>All persons have a responsibility to follow and maintain control measures.</p> <p>All employees to supervise actions of students and promote Covid 19 safety.</p> <p>Headteacher, SLT and all staff will monitor and review the effectiveness of</p>	Action points 1,2,3,4,5	M

				<ul style="list-style-type: none"> f. Enhanced medical support and infection control expertise available through the qualified nursing team at the Medical Centre. g. Pastoral care in boarding houses will contribute to increased likelihood of identifying symptoms. h. Numbers of staff on duty in boarding houses, exceeds National Minimum Boarding Standards further supporting the identification of symptoms and appropriate response. i. Additional PPE for first aiders will be provided at key locations, the Medical Centre and boarding houses. j. Students or employees travelling from Countries for which UK entry requires self-isolation/testing will be required to do this. k. PHE posters providing awareness of symptoms displayed. l. Routine LFD testing arrangements at the College. 	and adherence to the control measures		
SPREAD OF INFECTION	2.Spread of infection	Coronavirus may spread to other children, staff and visitors	H	<ul style="list-style-type: none"> a. Measures to prevent infection being in the College community apply-hazards 1 & 3 b. Enhanced cleaning c. Hand and respiratory hygiene. Provision of ‘red box’ measures and hand sanitiser. d. Maximum ventilation in all rooms will be employed. This will be supported through communication with staff and include consideration of the clothing worn by students. 	<p>All persons have a responsibility to follow and maintain control measures.</p> <p>All employees to supervise actions of students and</p>	Action points 1,2,3,4,5	M

				<p>e. Face coverings remain a requirement when travelling in public or school provided transport</p> <p>f. Protective screens such as in Reception will remain in position.</p> <p>g. Any students or staff attending Medical Centre to wear a face covering.</p>	<p>promote Covid 19 safety.</p> <p>Headteacher, SLT and all staff will monitor and review the effectiveness of and adherence to the control measures</p>		
ASYMPTOMATIC STUDENT OR EMPLOYEE	3. Positive case within the College community	Coronavirus may enter the school and spread to other children, staff and visitors	H	<p>a) Well established arrangements for isolation of a positive case from the College community using Nightingale Landings/Dormitories and collection of students.</p> <p>b) All students will be tested using LFD testing twice 3-5 days apart on return to school.</p> <p>c) All summer school students will be tested twice 3-5 days apart.</p> <p>d) After the initial 2 tests 3-5 days apart, self-testing at school will continue to be employed twice a week. There is a national review at the end of September that may alter this practice.</p> <p>e) Self-testing by students at the start of term will be employed as it:</p> <ul style="list-style-type: none"> • is a quicker way of identifying a positive case as students return, rather than a mass testing 	<p>All persons have a responsibility to self-test.</p> <p>Headteacher, SLT and all staff will monitor and review the effectiveness of and adherence to the testing arrangements.</p>	Action points 5,6	M

				<p>structure with the inherent delays in through put.</p> <ul style="list-style-type: none"> • College can provide enhanced support to students through the boarding staff and is experienced in administering mass self- testing • most new year 7 students will have completed 2 tests before the official start of term. They will have had these tests with the guidance and support of experienced staff. <p>f) LFD kits have been available to all staff over the holiday and will continue to be available to all employees.</p> <p>g) there is an established in-house administrative system to provide for the ordering of kits, distribution and recoding of results.</p>			
HYGIENE & CLEANING	3. Waste	Wipes, clothes, tissues and used PPE may not be disposed of safely.	M	<p>a. Rooms and other locations are provided with waste bins.</p> <p>b. Established protocol for the disposal of any tissues, towels, cloths, wipes or other items used by or on suspected cases to be double bagged, tied and left for 72 hours and then disposed of. This also applies to all disposable PPE used by those in close personal contact with the individual.</p>	<p>All persons have a responsibility to dispose of materials in accordance with safe practice.</p> <p>All persons have a responsibility to follow and maintain control measures</p> <p>All employees to supervise the actions of students and</p>	None	M

					<p>promote Covid 19 safety.</p> <p>Headteacher, SLT and the Cleaning Manager will monitor and review the effectiveness of and adherence to the measures</p>		
	<p>4. Handwashing / hygiene</p>	<p>Poor hand or respiratory hygiene increases risk of infection.</p> <p>Handwashing procedures may not be followed and will cause the virus to spread</p>	H	<ul style="list-style-type: none"> a. College will refresh and maintain the awareness about safe hand and respiratory hygiene. b. Employee and student Covid codes and CPD will include this. c. Frequent hand cleaning for students will be factored into teaching and boarding routines. d. Hand sanitiser dispensers located at key points and in vehicles. e. All classrooms have 'Covid box' with tissues and sanitiser f. All classrooms and general areas have waste bins g. Persons refusing to comply with normal social rules for good hygiene will be required to leave the Campus h. Water fountains where mouth may be placed over dispenser are isolated. i. Non-alcohol-based hand sanitiser used in art, science rooms, Food tech rooms and D&T rooms areas. They have been certified effective against enveloped viruses. j. Safety data sheets for the sanitiser held by the Medical Centre in case of related ingestion 	<p>All persons have a responsibility to apply frequent and thorough hand and respiratory hygiene.</p> <p>All persons have a responsibility to follow and maintain the measures</p> <p>All employees to supervise the actions of students and promote Covid 19 safety.</p> <p>Headteacher, SLT and all staff will monitor and review the effectiveness of and adherence to the measures</p>	<p>Actions points 9,10,11</p>	M

	5. Sanitising/ cleaning	Infection through virus contaminated surfaces.	H	<ul style="list-style-type: none"> a. Enhanced cleaning routine of 2020 will continue in relation to frequently touched points. b. Enhanced cleaning routine adopted within the dining rooms in 2020 will continue in relation to frequently touched points. c. Good hand and respiratory hygiene measures as at (4) support infection control. d. All classrooms and offices provided with a red 'Covid box' with suitable cloths and spray cleaner. e. Covid boxes have been replenished before the start of term. f. College has 3 fogging machines and experience in use/deep cleaning. 	<p>All persons have a responsibility to follow and maintain the measures</p> <p>All employees to supervise actions of the students and promote Covid 19 safety.</p> <p>Headteacher, SLT and the Cleaning Manager will monitor and review the effectiveness of and adherence to the measures</p>	Action points 10,11,13	M
	6. Maintaining supplies	The College runs out of hygiene and cleaning supplies.	M	<ul style="list-style-type: none"> a. Stock of cleaning and hygiene equipment and products & PPE retained b. Monthly audit of stock will be undertaken. c. Soap, shampoo or washing up liquid will be fall back in event of loss of sanitiser supply. 	Campus Services Manager & Cleaning Manager to ensure supplies	None	M

STAFFING	7. Staff Shortages	Too many staff are unwell or self-isolating at one time to maintain staffing levels.	M	<ul style="list-style-type: none"> a. All measures under 1-6 reduce the risk of staff shortages. b. Majority of staff will be fully vaccinated c. Revised self- isolation rules limit the impact of being identified as a close contact. d. Staff shortages within teaching and support services will prompt a review or the risk assessment. e. Reduced on site provision and /or full or partial closure would be implemented as appropriate. 	Headteacher/SLT	Action points 1-11	M
WELLBEING	8. Excessive mental pressure	Threat of the virus may cause staff increased levels of anxiety.	H	<ul style="list-style-type: none"> a. Staff members are free to phone or email the trusts' designated welfare provider b. Staff to contact senior leaders about any concerns-employee Covid code. c. HR available to advise and support employees. d. Any staff who are extremely critically vulnerable will have a bespoke risk assessment if HR are contacted by the individual. e. Staff wellbeing support through the Employee Assistance Programme via validium.com and availability of HR mental health first aiders. f. Implementation of the improvement action list and evidence of safe systems at work should reduce anxiety. g. Any person preferring to wear a face covering may do so. 	Headteacher/SLT All managers	All action points	M

MISCELLANEOUS	13. Outbreak of Covid 19	Widespread infection with potential closure of the College	M	<ul style="list-style-type: none"> a. SEMT will meet in response to any indication of a Covid outbreak as defined in the Contingency Framework. b. The Outbreak Management Plan will be initiated. c. All employees and students reminded to have face coverings available on site should 'step up' be required 	Heads of Department, Staff, Head Teacher	Action point 16	M
PEOPLE	14. Infection of higher risk people	Some people are at a higher risk in the event of infection as a result of pre-existing conditions or have been identified as higher risk groups.	H	<ul style="list-style-type: none"> a. A bespoke risk assessment will be undertaken for any employee identifying as Clinically Extremely Vulnerable by Human Resources. b. A bespoke risk assessment will be undertaken for any student identifying as Clinically Extremely Vulnerable by the Medical Centre. c. Pregnancy risk assessments will apply current Coronavirus guidance. d. All existing and improvements actions will reduce the risk supported by the outcome of any bespoke individual risk assessment. 	<p>Medical Centre to liaise with Head of House for students</p> <p>HR to liaise with Line Managers and H & S Manager for employees</p>	Action points 14,15	M

EVENTS/ACTIVITIES	15. Infection through participation in activities, off site visits or on-site events	Higher risk created through large numbers of people coming onto the Campus, attending a specific location	M	<ul style="list-style-type: none"> a. Any off site school visits will follow national guidance and include Covid within the risk assessment. b. Normal College arrangements for the authorisation and planning of special events. c. On site venues assessed to enhance ventilation and reduce crowding. d. Entry of visitors to occupied classrooms will be for essential reasons only. Restrictions will be applied to events such as Open Days as part of the planning process. e. Spectators will be permitted for external sporting fixture/ event. Point B applies should the event be within a building or potentially congested space. 	All visit leaders and organisers of events/special activities	None	
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METHODOLOGY FOR DETERMINING THE LEVEL OF RISK

ASSESSOR: G.McCurley
DATE OF ASSESSMENT: 18 August 2021
DATE OF NEXT REVIEW: as per section 4

THREAT LEVEL:
L = LOW - Control measures acceptable no further action required
M = MEDIUM - Control measures adequate but could be improved
H = HIGH - Control measures inadequate urgent action required

IMPROVEMENT ACTIONS

ACTION NUMBER	ACTION	PERSON RESPONSIBLE	PROGRESS	DATE COMPLETE
1	Communication to be sent to parents/carers that highlights the symptoms and protective measures being employed.	D.Browning	Green	1.9.21
2	Communication to be provided to employees to ensure understanding of the measures to be followed .	D.Browning	Green	1.9.21
3	Plan and deliver awareness in CPD training.	D.Browning, G.McCurley	Green	1.9.21
4	Review existing protocol for action to be taken should a student or employee display symptoms. Amend as necessary.	K.Chinn	Red	
5	Review existing protocol of what to do in the event of a confirmed case.	K.Chinn	Red	
6	Check sufficient suitable PPE for the Medical Centre	K.Chinn	Red	
7	Review and revise the protocol for College vehicle use.	G.McCurley	Green	1.9.21
8	Review and revise the protocol for disposal of potentially contaminated materials.	G.McCurley	Green	1.9.21
9	Check all red boxes replenished for start of term, including vehicles	K. Hanlon	Yellow	
10	Review adequacy of existing sanitising points	G.McCurley	Yellow	

12	Make arrangements for a revised cleaning regime with greater focus on touch points. Provide training and guidance to the cleaning team regarding this.	K.Hanlon		
13	Implement a revised cleaning regime in the dining areas. This will include 'fogging' and cleaning after meal times but not between sittings.	R.Bales		1.9.21
14	Employees who are ECV to be identified by HR. Line Manager and H& S Manager to be informed for onward action.	Human Resources		
15	Students who are ECV to be identified by the Medical Centre. Head of House and H & S Manager to be informed for onward action.	K.Chinn		
16	Review and update the Outbreak Management Plan	D.McMorran		

RECORD OF REVIEWS

DATE	REASON FOR REVIEW	OUTCOMES
26.8.21	C19 planning meeting and adoption of the RA	<ul style="list-style-type: none"> • 2 d added regarding ventilation • 3 a added regarding isolation arrangements • 15d and 15e added for events



CORONAVIRUS (COVID 19)

REVIEW OF THE DfE SYSTEM OF CONTROLS

Review by: G. McCurley, Health and Safety manager 18 August 2021

INTRODUCTION

The DfE guidance, Schools COVID-19 operational guidance 17 August 2021, sets out 4 systems of control-

1. Ensure good hygiene for everyone. This is hand and respiratory hygiene and the very limited use of PPE in certain situations.
2. Maintain appropriate cleaning regimes. This should include regular cleaning of areas and equipment with a particular focus on frequently touched surfaces.
3. Keep occupied spaces well ventilated.
4. Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19.

This is reduction from the 9 systems of control from those expected of a school during the 2020 school year. The wording and detail of the systems partly accounts for this reduction. The most significant changes since the last school year are that the following systems of control are no longer seen as being required-

- The use of face coverings.
- Minimising contacts across the site and maintaining social distancing wherever possible.

The fuller detail of measures to minimise contacts included such things as the use of year group bubbles, not sharing resources or equipment and associated cleaning if shared, limitations on singing, music and sports. The guidance no longer sets out these expectations.

This review identifies how the College will meet the 4 systems of control and provides an assessment of the adequacy of arrangements. It has served to also inform the Covid 19 risk assessment and the action plan.

SYSTEM 1 ENSURE GOOD HYGIENE

- 1.1 Hand sanitising is available in all classrooms, offices and vehicles on the Campus.
- 1.2 Sanitising dispensers have been positioned at key locations such as in the dining rooms and boarding houses.
- 1.3 Standard facilities for hand washing with soap and water in washrooms and some other areas continues to be available.
- 1.4 Frequent and thorough hand cleaning is an established practice. New students at year 7 will be introduced to this through the Summer School and also when they commence in their boarding houses at the start of term.
- 1.5 Respiratory hygiene is supported by the availability of tissues in all classrooms, offices and other areas. Posters remain on display in washrooms.
- 1.6 PPE is not routinely required for the care of College students. It is however available at the Medical Centre and with first aid kits should a symptomatic person require close contact assistance or care. Should a boarder who has tested positive be unable to return home and require nursing care, there is sufficient professional expertise through the Medical Centre for this to be manageable.

Summary: the public awareness of the need for more frequent hand cleaning and for this to be a normal routine has not diminished since the end of last term. College has in place additional measures to support hygiene. This College system of control meets the expectations set out within the guidance.

SYSTEM 2 MAINTAIN APPROPRIATE CLEANING REGIMES, USING STANDARD PRODUCTS SUCH AS DETERGENTS

- 2.1 Cleaning routines were established during 2020 to achieve more targeted cleaning of touch points across the Campus. This included the employment of additional cleaners. This targeted approach will continue.
- 2.2 Suitable cleaning materials were provided in each classroom for teaching and support staff to clean their workstation and resources as they consider necessary. This provision will continue.

2.3 The cleaning materials were purchased specifically for their suitability in combating Covid 19. These will continue to be used rather than standard products.

2.4 Three fogging machines were purchased and used. Where necessary these will be employed should deep cleaning be used. The Refectory machine will be used between meal times.

2.5 College employs a Cleaning Manager and the cleaning team rather than this be a service provided by external contractors. This enables greater flexibility and in house monitoring of standards.

Summary: enhanced cleaning will continue to be employed with a targeted approach to frequently touched points. It will be supported by more frequent supervision of the cleaning team. This system of control will be significantly more robust than the standard provided by the guidance and that experienced at many other schools.

SYSTEM 3 KEEP OCCUPIED SPACES WELL VENTILATED

3.1 All classrooms have windows that may be open.

3.2 Some rooms such as the International Centre and Drama studios and store rooms do not have windows but doors may safely be held open. The main staff and conference room is served with roof vents and also open doors will improve ventilation. Similarly, the Sports Hall can be afforded increased natural cross ventilation through the opening of external doors.

3.3 Common and prep room areas of boarding houses are busy areas at certain times of day. Each has windows or external doors that will improve ventilation.

3.4. Where rooms are served by mechanical ventilation or air conditioning units these are all subject to routine servicing.

3.5 Where a large scale event is taking place, such as for CPD or parent evenings, the need for a well ventilated space will form part of the planning.

3.6 Ventilation was a system of control employed during the 2020 school year. Staff are alert to the requirement for this.

3.6 College employs and has on site a Maintenance Team who are able to address any defects relating to window openings or heating/air flow systems.

Summary: ventilation will continue to be employed as a system of control. This is an existing measure used during the last school year.

SYSTEM 4 FOLLOW PUBLIC HEALTH ADVICE ON TESTING, SELF ISOLATION AND MANAGING CONFIRMED CASES OF COVID 19

4.1 College has had experience of managing cases and has suitable protocols and arrangements in place.

4.2 The arrangements and protocols have been tested and found to be suitable during the 2020 school year.

4.3 The Medical Centre team can provide a professional lead at a level beyond that available in many schools.

4.4 A system of self-testing of students at school is employed. This provides a more reliable arrangement than relying on the testing taking place outside the setting.

Summary: College is able to address the public health and associated care considerations with greater in-house medical expertise than most schools. The testing arrangements provide for a more robust system of control than implied by the DfE guidance.