

School/ Setting	Wellington School	Date of Assessment	26 th May 2020
Assessment Completed By	Stuart Beeley, Headteacher		

Staying COVID Secure – Our Commitment

- ✓ We recognise the risk posed by Coronavirus (COVID-19) to our staff, pupils and their families. Control measures to minimise the risk of infection and the transmission of the virus are provided in this Risk Assessment.
- ✓ We will ensure, as far as is reasonably practicable, the Health, Safety and Wellbeing of our staff and pupils.
- ✓ We will share this Risk Assessment and its findings with employees and parents and consult on its contents.
- ✓ We will continue to comply with all relevant Health and Safety Legislation

Our Employees

Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
01	All Clinically Extremely Vulnerable employees are required to self-isolate and must not attend school/ setting. Where possible they are required to work from home.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Audit of all staff and their medical conditions and those of household. Also, identified potential childcare issues. SBY has all the details. N.B. colleague with high levels of anxiety over return will discuss with SBY and if solution cannot be found will be assigned other tasks and work from home. Individual RA to be completed by those considered at greater risk.
02	All employees who live with a person who is Clinically Extremely Vulnerable should work from home where possible, if they do attend work then stringent social distancing measures must be adhered to.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	See above
03	All Clinically Vulnerable employees are required to take extra care in observing social distancing and should work from home where possible. If unable to work from home,	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Any clinically vulnerable employees not required to attend work despite our legal entitlement to insist and despite all protective measures in place. Advised to seek medical advice. Department tasks will be assigned accordingly. N.B. evidence suggesting increased

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	they will be offered the safest available on site role, ensuring that they adhere to stringent social distancing measures. (NB employees who live with a person who is Clinically Vulnerable can attend school/setting)				vulnerability of BAME community, so further discussions to be had and appropriate provision made. BAMEed provided individual RA proforma.
04	All employees, themselves or persons within their household, who have COVID-19 symptoms, should self-isolate and should not attend school/ setting until they can be tested. If test is negative they can return to work.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Reinforced via email with colleagues and in staff briefing. Message of 'safety first'. Usual means of communicating absence/illness. N.B. SBY has details of all suspected COVID-19 cases on staff body. School will now ensure compliance with TTI strategy (details provided)
05	We regularly contact / keep in touch with colleagues who are self- isolating/ working from home and monitor / support both their Physical and Mental Health & Wellbeing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Regular communication from SBY throughout via email, phone calls and face-to-face contact in school. ECD has shared wellbeing advice and guidance and availability of counsellor / useful contact numbers. There will be a full staff briefing to cover safeguarding, wellbeing and educational matters prior to reopening.
06	We provide suitable information and equipment to work at home safely and effectively including those staff who require additional aids and adaptations.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Staff are not provided with school IT hardware but have been given network support to access remotely (secure network access via Citrix in accordance with DP Policy) and ongoing guidance around expected provision of learning and associated protocols. Some live on-line contact from beginning of June with guidance / protocols provided by CHT to both staff and parents / students.

Our Pupils

Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
07	All Clinically Extremely Vulnerable pupils are required to self-isolate and must not attend school/ setting.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Parents made aware of guidelines through SBY communications. Parent survey of 'intention to return' completed on 15 th May and to be repeated w/c 8 th June. As with colleagues no obligation for any child to return regardless of medical condition.
08	All pupils who live with a person who is Clinically Extremely Vulnerable should work from home if possible, if they do attend school/setting then stringent social distancing must be adhered to	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Message made clear to parents and will be reiterated in communication w.c. 8 th June. Any student who is CEV or CV and who expresses their intention to return will be contacted directly to verify their position.
09	All Clinically Vulnerable pupils should follow medical advice for their individual circumstances. (NB if a child lives with a person who is Clinically Vulnerable they can attend their school/setting)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Parents advised to err on the side of caution and, I repeat, no obligation to attend if at all uncertain. See note on BAME staff – same risk assessed approach and discussion will apply to students. Given their age, BAME students are at low risk but provision can be made if students wish to attend but are uncomfortable with arrangements as they stand. This differentiated approach would apply to any student with good cause.

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10	All pupils, or persons within their household that have COVID 19 symptoms should not attend school/ setting until they can be tested. If test is negative they can return to their school/setting.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Parent / family / community compliance is key to safe and successful reopening. Details of symptoms and testing, tracing and isolation programme repeatedly shared. Also part of reopening 'induction'. Full list of symptoms shared with parents and request that they should assume the worst and proceed with test / isolation. If a student does display CV-19 symptoms in School or at home, evidence of a negative test result and adherence to TTI protocols are necessary prior to any return.
11	We provide on-line/distance learning for all pupils who are not in school/ setting.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Ongoing since closure and, following review, evolved programme each fortnight e.g. teacher feedback, intro videos, live contact. Continues for Year 7 – 9 and non-attending Year 10 and Year 12 (and obviously Y10/12 beyond face-to-face contact in school. N.B. this is still principal form of learning for all students. Work completion and submission monitored through Classcharts (KS3), which is proving exceptionally useful, and email for KS5. Full details from LCR/MTN (KS3), ZHS (KS4), ACR/KSY (KS5)
12	All pupils in school/ setting are required to be in cohort of no more than; 1:13 EYFS, 1:15 Primary, led by one Teacher (or Teaching Assistant working under the direction of a teacher). Where this is not possible, adjustments will be made.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	This refers to primary setting but of course we will reduce sizes by 50% (minimum). All classes halved and learning space allocated according to class size. Groups between 2-15. There has been some suggestion elsewhere that a group size above 8-10 is too much for a single teacher to control under the circumstances – given the levels of compliance and behaviour at Wellington, we do not believe this to be an issue. Furthermore, there will be two members of SLT / the pastoral teams on duty in each building at all times.

Our School Site

Capacity & Access					
Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
13	Designated Entrance and Exit Points to the Building (for each cohort of pupils where possible).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2 gates (1 on Wellington Road and 1 on Moss Lane) for arrival – each with hand sanitising facility (compulsory). There will be a one-way system in operation around the site and within buildings, which will followed in reverse on exit. Staff 'marshals' on duty at all times.
14	Increased number of Entrance and Exit Points to the Building (external class room doors should be used where possible).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4 entrances / exits for the 7 classrooms in Vale building and 4 entrances / exits for the 6 classrooms in Moss building. Students to be informed (marked on timetable) which entrance to use

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15	Develop, share and display drop off/ collection protocols e.g. one way system and one parent/carer only to drop off/ collect child.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Students encouraged to walk or cycle to school. Drop off zone in Vale car park (parents can't leave the car). Parents will not be allowed to gather at the gates.
16	Restrictions on access to school/setting by third parties (parents, members of the public, visitors etc).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Visitors by appointment only. Building works / maintenance programme adapted accordingly.
17	Stagger drop off and collection times, lunch and break times for each cohort/group.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3 cohorts per day (approx. 100, 100, 80 students but likely lower) arriving / leaving at different times. Time between sessions should mean avoidance of overlap. Gates will be manned and we will consider feasibility of staff patrols in locality. Police also to be notified of our plans. Clearly, there is a responsibility on parents and students to behave according to wider government guidelines. Behaviour policy amended to cover expectations on journey to/from school.
Physical / Social Distancing in the Building					
Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
18	Class rooms organised maintaining space between seats/ desks where possible.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All 13 rooms arranged with appropriate spacings. Classrooms (and 2 larger hall spaces) selected for their size, ventilation and, where possible, higher ceilings.
19	Social distancing message is re-enforced to pupils at regular intervals.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Emphasised in all communication with parents and will be reiterated to students in tutor time w/c 15 th June. Staff presence on arrival/exit and on corridors during sessions. Posters to reinforce message.
20	Outside space is used wherever possible for learning.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	On request, given current weather, provision can be made for outdoor learning.
21	Reduced movement around school- ensure group/ cohort move around school together and limit contact with other groups/ cohorts within the school/ setting.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No movement as only 1 lesson per day for each group and strict rules around toilet usage. Staff presence on corridors at all times.
22	Communal spaces such as dining room or assembly hall to be used at reduced capacity	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	No break, lunch or assembly in our model deliberately to avoid any additional contact and supervision.
23	Stagger the use and limit the occupancy of staff room and offices by employees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Staffroom and staff kitchen area 'out of bounds' (except toilet). Colleagues to bring own food if staying on site over lunch. Tea/coffee to be provided in the two breaks between sessions for staff in the Dining Hall.
24	Kitchen staff to maintain social distancing of 2 metres in the kitchen where possible.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Discussed with Catering Manager. Only 2 staff in at any time.
25	Use of Small Meeting Rooms and Confined Areas by more than one person prohibited.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Signage to be displayed.
26	Non-essential repair / contracted works in buildings to be carried outside school hours	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	S Byiers arranged work schedule accordingly.

	<p>Additional information regarding safe use of space to detailed below.</p> <ul style="list-style-type: none"> • All corridors and outdoor areas (queuing for entry) marked with 2m spacing. • SLT on duty throughout lesson time. • Staggered dismissal to maintain social distancing. • One-way system across site N.B. decided against designated gate of entry due to geographical features of site and most notably congestion in narrow passageway on school boundary. • Signage • Behaviour policy amended according to aid enforcement (hopefully unnecessary).
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Infection Control, Cleaning and Hygiene Arrangements

Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
27	Staff and/or pupils who are experiencing symptoms associated with COVID-19 are instructed not to attend the school/ setting and to refer to current advice and guidance	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Guidance shared and SBY reinforced in all communication. Staff/parents aware of TTI programme.
28	Staff who experience symptoms as above whilst at work should immediately go home and follow the guidance set out above.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	First-aiders available with PPE to assist.
29	Pupils who experience COVID-19 symptoms should be collected from school/ setting as soon as possible. They should be kept 2m apart from all other pupils and staff whilst on site. If pupil needs direct personal care until they can return home, staff should wear the appropriate PPE.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Isolation areas (x3) set up (Medical room, pupil reception and in reception outside SBY's office) Signage. PPE and instructions of use (N.B. 2 first aiders on site at all times).
30	Provision of hand-washing / hand-hygiene facilities at entrances and throughout school/setting. (regularly monitored & maintained).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Mandatory sanitising on entry (at gates) on departure (classroom) and toilets permanently supervised. PHE posters displayed. Sanitiser in each classroom.
31	All staff and pupils are encouraged to regularly wash their hands with soap and water, especially upon arrival at school/setting, prior to eating, following break/lunch time and any other time deemed necessary (after coughs/sneezes).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Not possible to wash with soap and water due to numbers and toilet capacity, hence hand sanitiser. Soap and water when toilets used. Sanitiser in each classroom (sneezing / coughing). N.B. Only Y7 toilets (Moss) and Year 10/11 boys and girls (Vale) open to students to facilitate cleaning. All staff to use staffroom toilets.

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32	Different hand wash facilities should be available for each cohort/group within school/setting where possible.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Sanitiser for each classroom. Toilets cleaned during sessions as well as between.
33	Remove unnecessary items from class rooms and soft toys/toys that are hard to clean.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Surplus desks, chairs and units removed.
34	Sharing of pencils/ pens and other items of stationery is avoided where possible. (Pupils have their own stationery in their own pencil case).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Expectations around equipment shared with parents and reinforced in tutor period i.e. they must bring everything they need for lesson. Spare stationery/pens available in exceptional circumstances but single person use only.

Ref	Control Measure	Yes	No	N/a	Actions Taken Details / Further Information
35	Equipment that may need to be shared (laminators, guillotines etc.) should be cleaned and sanitised before and after use.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	None in classroom setting. Equipment in resources and main office included on cleaning team schedule.
36	All staff and pupils are encouraged to cough / sneeze into tissues and dispose of these in appropriate waste disposal bins. (Catch it, Kill it, Bin it)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Signage and teacher reminder/enforcement.
37	Additional lidded bins and increased emptying / replacement are provided / in-place.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The only lidded bins in classrooms are the paper recycling bins – these would suffice for 'catch it, kill it, bin it' purposes with bin bags inside and disinfectant spray after each deposit but S Byiers to investigate availability of lidded bins with pedals. Bins will be emptied after each session.
38	All working areas within the building should be well-ventilated (Windows and Doors open) where safe and appropriate to do so.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Site staff to prop open all doors (check issue of Fire doors, which can be manned if kept closed), external corridor windows (Moss building), open ceiling lights in Vale building before school. Teacher to open all windows and ensure classroom doors remain open.

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39	<p>Increased frequency of cleaning of communal areas and locations / high contact points (using detergent and hot water followed by a chlorine based disinfectant solution) including:</p> <ul style="list-style-type: none"> • Toilets • Door Handles/ Access Buttons • Kitchen areas and associated equipment • Water dispensers/ coolers • Printers/ Photocopiers • White Boards • Play Equipment 	☒	☐	☐	<p>J Rogerson has organised cleaning teams – 45 minutes between sessions to clean each room (between 6-13 in any one session). Cleaning checklist displayed outside each classroom and to be completed after each session. Toilets cleaned during as well as after each session. All photocopying via Resources (avoided if possible). Water fountains out of use.</p>
40	<p>If staff bring in their own food this should be food which does not require heating or additional preparation in kitchen / canteen/ staff room areas.</p>	☒	☐	☐	<p>Staff instructed accordingly. See 23.</p>
41	<p>Use of kitchen areas to be limited to preparation of hot drinks, cleaning of cups / mugs etc. Employees to use own / designated cup or mug.</p>	☒	☐	☐	<p>Staff kitchen out of use. Refreshments in DH between sessions.</p>
42	<p>Employees to store, where possible, coats, bags and non-work essential items in personal lockers. Where lockers are not provided, employees will not use shared coat racks / stands and will store coats on the back of their chairs and bags safely under their desks.</p>	☒	☐	☐	<p>Advised to bring minimal belongings/equipment – to be kept in classroom.</p>
43	<p>Staff and pupils are provided with instructions on how to achieve effective hand-washing; for example in the form of posters, written guidance and videos clips etc.</p>	☒	☐	☐	<p>Hand-Washing Guidance Hand-Washing Video Hand-Washing Poster</p>
44	<p>Office staff who receive deliveries, post etc. are encouraged to wash their hands more frequently and are provided with sanitiser.</p>	☒	☐	☐	<p>Office Manager checklist. Limit of 2 in office at any time. Plentiful supply of sanitiser and cleaning equipment.</p>
45	<p>Increased frequency of toilet inspections and checks to ensure sufficient supplies of liquid soap and paper towels are maintained. Staff to report shortages to site staff.</p>	☒	☐	☐	<p>Will be inspected throughout sessions and after, by J Rogerson, cleaners and SLT.</p>

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46	Suppliers and Contractors advised if attending premises of infection control arrangements, no-access areas and expectations around personal hygiene.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All contractors / visitors will be by prior arrangement and controls will be advised in advance of visit. S Byiers will advise.
<p>Additional Infection Control, Cleaning and Hygiene Measures applied (Please detail below)</p> <ul style="list-style-type: none"> • SBY has met repeatedly with J Rogerson who has in turn briefed his team – procedures to be reviewed daily once re-open. • Similarly, daily SLT/ estates team review to identify any necessary amendments to procedures. • PPE offered to staff if they wish to wear during sessions (all cleaning staff to be issued with PPE). 					

Key Roles and Responsibilities

Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
47	Sufficient staffing / resources are in place to maintain the security of the building and its occupants.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	School has never closed and has remained safe and secure with reduced staffing. Once we re-open, there will be an increased number of support staff on site but not yet a full complement. Gates have and will continue to be locked once sessions have begun.
48	Sufficient staffing / resources are in place to maintain the cleanliness of the building and to carry out necessary inspections of consumables needed to maintain hygiene (including their replenishment).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	J Rogerson discussed with SBY. See 39.
49	Sufficient numbers of trained staff are in place to provide Emergency First Aid.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Minimum of 2 at any time, including SBY who will be on site every day.

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50	Sufficient numbers of staff are in place to enable safe evacuation of the building in the event of an emergency.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SLT, Pastoral Manager's and Site Staff. Fire procedures amended accordingly, in terms of where to line up and registers.
Statutory Premises Compliance and Maintenance					
Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
51	PPM (Planned Preventative Maintenance) work continues to be delivered for critical building systems (Life-Safety) including: <ul style="list-style-type: none"> • Fire Alarm and Detection • Powered Doors / Gates • Legionella and Water Testing • Electrical Safety • Gas Safety • PAT Testing • Asbestos Management 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	See S Byiers' documentation. All checks / works have continued throughout 'closure'.
52	Defect Reporting arrangements are in place.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Site Staff
	Additional Statutory Compliance and Maintenance issues.				

Any Additional Information and Control Measures (Detail Below)					
Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
	Monitoring of infection rates in locality in addition to regional and national picture.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Contact with local GPs and Trafford PH leads.
	Hierarchy of controls reinforced with parents – including a full list of symptoms. This forma part of an extensive action plan shared with parents.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Parents encouraged to have self/child tested if any symptom evident, notify school and keep child at home. 5 key control measures underpin / inform RA and other planning.
	Random temperature checks	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Digital thermometers on order – sample checks on arrival and used with any adult / child feeling unwell / displaying symptoms.
	Monitor/patrol journey to/from school	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Police and residents to be informed of 'reopening'. Where possible, SLT / PMs to check potential 'hot spots' (golf course, Pickering Lodge, Navigation)

Approved by (Head Teacher/ Chair of Governors)	S Beeley	Date of Approval	26 th May 2020
Date Provided to Unions	Issued to staff Monday 8 th June 2020	Date of Review	4 th June 2020
Date shared with Parents/Carers	Monday 8 th June 2020	Date shared with LA	Monday 8 th June 2020