

Autumn Term 2020 COVID-19 Risk Assessment

The purpose of this risk assessment is to reduce the risks from COVID-19 so far as is reasonably practicable and make the school COVID-secure. The preventive and protective measures will be monitored and reviewed on an ongoing basis for as long as Wellington School is required to comply with national guidelines on managing the risks associated with the transmission of the virus.

This document should be read in conjunction with Wellington School's:

- [Safe Working Guidance for staff and pupils in response to the COVID-19 pandemic](#)
- Autumn Term 'Return to School' document
- [Educational Continuity Plan](#)
- [The Remote Learning School](#)
- [Safeguarding & Child Protection during COVID-19](#)
- [Safeguarding & Child Protection during COVID-19 \(Annex 2\)](#)
- [Guidance on the Wearing of Face Coverings in Response to the COVID-19 pandemic](#)



| Identified Risk | Control Measures | Comment |
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| Transmission of the virus through daily interactions | Staff aim to ensure 2m distance between each other as well as between themselves and pupils. | This will not apply to Early Years in line with government guidance. Nursery have specific risk assessments for reference. |
| | Staggered arrival for Junior School pupils at the start of each day. | |
| | Senior school pupils will not enter school building until bell at 8.55am unless weather is very poor. In this instance, they should go straight to period 1 class. | |
| | Pupils go straight to their period 1 class, where the register will be taken. 26/10/2020: Form time re-instated on Monday mornings only | There is no Form Tutor Group meeting at the start of each day. (see 26/10/2020 update) This followed staff/pupil consultation on pastoral support |
| | P1-P6 remain in consistent class groupings for most of the time. P7-S2 remain in consistent class groupings for most of the time. | There will be occasions such as PE/Games and music for P6/P7 when pupils from different classes will be together but they will be with others from the same year group. |
| | S3 & S4 pupils are not in consistent class groupings but will only mix with others in the same year group. S5 & S6 pupils will be considered one 'group' as they share classes but will not mix with younger pupils in a classroom situation. | We considered that keeping S3-S6 in single groupings would be detrimental to their learning as pupils study different combinations of subjects. |
| | Senior School has a clearly signed one-way system in operation to reduce congestion. | |



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| Transmission of the virus through daily interactions | No use of classrooms for socialising except in the case of inclement weather. When this happens, pupils will remain seated in classrooms and not move around from room to room. | This will be subject to the judgement calls of the Senior Management Team on a daily basis. We are investigating ways of developing outdoor sheltered areas. |
| | No large gatherings such as whole school assemblies. | Single year groups will attend for assemblies when required, with appropriately spaced seating. |
| | Designated areas of the outdoor campus for each year group to use during break and lunch. | |
| | Clear and consistent communication with pupils and staff with regards to behavioural changes required. | |
| | Clear and consistent signage around the campus to reinforce the messages of good hand hygiene and distancing. | |
| | Social spaces for staff and senior pupils have clear signage and maximum capacities are clearly displayed. | Face coverings to be worn if physical distancing is difficult to maintain. |
| | Pupils will attend for lunch in year group sittings. | Takeaway food is permitted for outdoor consumption when weather permits. |
| | Adaptations to the Dining Room have taken place – Perspex screens, wearing of visors, disposable cutlery, individually packaged goods. | Catering partners, Sodexo, have conducted their own risk assessments and implemented control measures for catering staff. |



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| Transmission of the virus through daily interactions | 28/08/2020 Face Coverings to be worn by pupils in the senior school when moving between classes, on school dedicated transport and at any other time when in communal area and distancing is difficult to facilitate. Junior School pupils to wear masks when on school dedicated transport. | In response to Scottish Government update on 25/08/2020 School policy updated and communicated to all parents and staff. SMT will monitor & liaise with transport providers and bus drivers. Communication sent to staff and parents. |
| Transmission of the virus through sharing resources/ spaces | Cleaners employed directly by the school have attended training to update their practice in line with COVID-19 regulations and this training is ongoing. | Contract cleaners, Maxx Clean, have completed and provided their own risk assessments for the school and implemented control measures for their staff. |
| | Classrooms are organised to ensure desks face the front of the room rather than being arranged in groups to minimise pupil face to face interaction. | Unnecessary furniture has been put into storage and teaching spaces have been decluttered to maximise space to facilitate distancing. |
| | Seating plans for every class are centrally stored. Pupils are asked, where possible, to maintain consistent seating partners when moving from lesson to lesson. | |
| | Hand sanitising stations have been placed in every classroom and at building entry points. | |
| | Every classroom has been equipped with a cleaning 'pack' containing disinfectant spray, cloths, PPE, wipes. | Packs are refilled as required. |
| | Desks are wiped down after use when one group leaves and another arrives. | |
| | 02/11/2020 Face Coverings to be worn by pupils and staff in the 'senior phase' (S4-S6) when in class. | In response to Scottish Government guidance published on 30/10/2020. S Ayrshire in Tier 3 requirements. |



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| Transmission of the virus through sharing resources/ spaces | Windows are opened whenever possible in order to ensure good ventilation. | |
| | The use of shared resources is minimised and staff are aware of the advice on 3 day quarantine of books/textbooks after use. | |
| | Stationery is provided to pupils individually to reduce and where possible eliminate the need for sharing. | The 1-1 Chromebook scheme has been expanded to cover years P4-S2 in order to assist with this. |
| | Perspex screens have been erected in office areas in both the Junior and Senior Schools. | |
| | Pupils attend school in PE kit on appropriate days to avoid use of changing rooms. | There is no use of changing facilities in school or at Doonside. |
| Transmission of the virus on school dedicated transport | Dodds of Troon provide our dedicated school transport service and are liaising with the school on an ongoing basis. | |
| | Ongoing education of pupils who use transport to comply with advice and instructions regarding seating arrangements, hand sanitising, distancing where possible and the wearing of face coverings (required from 31 Aug). | |
| | PE staff reinforce hygiene requirements and appropriate behaviour when using buses for PE/Games. | |
| | School minibus drivers and users adhere to a revised and clearly displayed cleaning regime at the end of every journey. | |



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| Members of the school community with special health considerations | Identified staff members are invited to participate in the creation of individual risk assessments. | Individual meetings have taken place. 02/11/2020 - members of staff who are deemed clinically vulnerable invited to refresh risk assessments. |
| | All staff are invited to request the completion of an individual risk assessment if required. | |
| | Parents are invited to communicate any special circumstances of family members which may increase vulnerability to the virus. | Plans will be in place for pupils who cannot attend due to self-isolation/quarantine will be provided with online learning. Further details can be found in the Educational Continuity Plan. |
| Potential exposure to the virus | Clear and consistent messaging to parents that their child must not attend school if showing any COVID-19 related symptoms. | |
| | Clear and consistent messaging to parents that their child must not attend school if they are in quarantine following foreign travel or if a household member has been contacted through the 'Test & Protect' programme and instructed to self-isolate. | |
| | Members of staff contacted through the 'Test & Protect' system and instructed to self-isolate must not attend school. If advised to self-isolate during the school day, they should put on a face covering, minimise contact, inform SMT and leave the premises. | Teachers are classified as category 3 key workers which qualifies for priority testing. |



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| Potential exposure to the virus | Pupils or staff members presenting with symptoms during the school day will be provided with face coverings and asked to wait in a well ventilated area until arrangements can be made for them to leave the premises and book a test. Any staff in close proximity should also wear face coverings. | |
| | Visiting music specialists and teachers who work in multiple schools will not return until it is deemed safe for them to do so. | |
| | Visitors to the school are strictly limited. Parents are advised to make contact via phone or email and staff are asked to liaise with a member of SMT before inviting visitors into the school. | Contact details of visitors will be taken and retained for two weeks in order to assist with 'Test & Protect'. |
| Increased social interactions during extra-curricular activities | Any member of staff leading an extra-curricular activity is required to complete a COVID-19 specific risk assessment. | Some extra-curricular activities cannot recommence until scientific advice changes. These include choir, orchestra (woodwind instruments) and drama performance. |
| | Some activities are also subject to guidelines from national bodies eg, rugby, hockey, netball and these will be observed. | |
| Covid-related pupil absence | All teachers will continue to use Google Classroom for all classes. Homework and relevant course notes/material will be posted whenever possible. Accurate daily registers are maintained by the school office, who following up unexplained absences daily. | In exceptional cases, where a pupil is likely to be absent long-term, SMT and the relevant Year Heads will liaise with teachers to establish an appropriate pattern of remote learning. |



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| | Accurate records of COVID-related illness are maintained and treated with discretion. Numerical data is submitted in accordance with instruction from the Scottish Government. | N O'Connell acts as the single point of contact with the local South Ayrshire Health Protection Team. |
| Covid-related staff absence | Staff should inform the Deputy Head by 8am on the first morning of absence, in the normal way, stating the reason for absence and expected duration. | Staff have been provided with comprehensive guidance on what to do if they or any member of their household displays COVID-related symptoms. |
| | Staff should book a test if COVID symptoms are present and co-operate fully with any advice or instruction provided by the 'Trace & Protect' team. | |
| | Accurate records of COVID-related illness are maintained and treated with discretion. Numerical data is submitted in accordance with instruction from the Scottish Government. | N O'Connell acts as the single point of contact with the local South Ayrshire Health Protection Team. |
| Covid-related catering staff absence | Sodexo, in partnership with the School, have produced a contingency plan for the continuation of catering. | Parents would be asked to provide packed lunches for 1-2 days to allow for deep cleaning of kitchen and dining areas. |
| Temporary School Closure | Educational continuity plan has been published and is available on the School website. | |

S P Johnson

S P Johnson (Headmaster)

Jennifer Simpson

Jennifer Simpson (Chair) on behalf of the Board of Governors

7 August 2020