

Risk Assessment

Title COVID-19 Infection Control Full Re-opening in September 2020

Organisation The Thomas Adams School

Date 11 July 2020

Assessor Peter Neale

Headteacher Mark Cooper

Review 11 September 2020, and fortnightly thereafter

Also refer to separate Risk Assessment for Adams House boarding

Hazard is something with the **potential** to cause **harm**. **Risk (R)** is the **likelihood** of someone being hurt multiplied by the **severity** of the occurrence.

B. RISK MATRIX - This section is used for guidance to complete Section C.

level of risk = likelihood x severity

5 x 5 RISK ASSESSMENT MATRIX

↑ Increasing consequence or severity	5	5 LOW	10 MED	15 MED	20 HIGH	25 HIGH
	4	4 VERY LOW	8 LOW	12 MED	16 MED	20 HIGH
	3	3 VERY LOW	6 LOW	9 LOW	12 MED	15 MED
	2	2 VERY LOW	4 VERY LOW	6 LOW	8 LOW	10 MED
	1	1 VERY LOW	2 VERY LOW	3 VERY LOW	4 VERY LOW	5 LOW
		1	2	3	4	5

Increasing likelihood or probability →

PRIORITY OF ACTION

HIGH 17 - 25 **Unacceptable - Stop work or activity until immediate improvements can be made.**

MEDIUM 10 - 16 **Tolerable but need to improve within a reasonable timescale e.g. 1-3 months depending on the situation.**

LOW 5 - 9 **Adequate but look to improve by next review.**

VERY LOW 1 - 4 **Residual risk acceptable and no further action will be required all the time the controls measures are maintained.**

Score	Likelihood/Probability	Description
5	Very likely/Almost Certain	The event is expected to occur in most circumstances
4	Likely	The event will probably occur in most circumstances
3	Fairly likely/Possible	The event could occur at some time
2	Unlikely	The event is not likely to occur in normal circumstances
1	Very Unlikely	The event may occur only in exceptional circumstances

Score	Consequence/Severity	Description
5	Catastrophic/Severe/Fatality	Death or permanent disability to one or more persons
4	Major injury/ill health	Hospital admission required e.g. broken arm or leg
3	Moderate (over 3 day injury/ill health)	Medical treatment required, over three day injury
2	Minor injury/ill health	First Aid is required
1	Insignificant/no injury	Injuries not requiring first aid treatment

Issue	Existing Controls	Risk Level	Further Actions	Who	When
Planning and Organising					
Staff existing exposure to COVID-19	<ul style="list-style-type: none"> All staff to follow government guidance for symptoms and shielding periods Tracking spreadsheet to monitor isolation periods and ensure staff do not return to work too soon All staff to report suspected or confirmed cases to SLT Staff with symptoms/staff with family with symptoms or have been in contact with COVID-19 case should be tested before safe return 	3 x 5 Med	<ul style="list-style-type: none"> It is a requirement that people who are ill stay at home Read and act upon government guidance Maintain regular contact with all staff Update tracking spreadsheet and inform SLT of any developments Keep Trust informed Submit DfE returns 	All SLT SLT PN MC SKW	Daily Daily Ongoing Weekly Ongoing Daily
Insufficient staff numbers to reopen school	<ul style="list-style-type: none"> Risk assess staff in vulnerable categories who have been required to shield or work from home 	3 x 1 V Low	<ul style="list-style-type: none"> Confirm availability with each staff member Conduct individual vulnerable staff risk assessments and put measures in place Keep abreast of union announcements 	SLT PN SLT	w/c 13/07/2020 w/c 13/07/2020 Ongoing
Risk of staff infection	<ul style="list-style-type: none"> PPE is currently available 		<ul style="list-style-type: none"> PPE issued to each member of staff on PD day, including: <ul style="list-style-type: none"> Face shield Face mask Gloves Hand sanitiser 	PN	w/c 01/09/2020
Pupil existing exposure to COVID-19	<ul style="list-style-type: none"> Parents adhere to government guidance for symptoms and shielding periods 	3 x 5 Med	<ul style="list-style-type: none"> Communication with parents Tracking spreadsheet to monitor isolation periods and ensure pupils do not return to school too soon 	SLT SKW	w/c 13/07/2020 w/c 13/07/2020
Statutory building checks	<ul style="list-style-type: none"> Regular checks have continued during shutdown 	2 x 5 Med	<ul style="list-style-type: none"> Ensure statutory building checks are up to date, including: <ul style="list-style-type: none"> Integrity of buildings and perimeters Evidence of unauthorised access Roofs and elevated access points CCTV & security systems Fire safety Heating systems Water (legionella) Grounds and walkways Pests 	KD	Ongoing

Cleaning	<ul style="list-style-type: none"> Areas in current use are cleaned daily 	2 x 5 Med	<ul style="list-style-type: none"> Liaise with Shire Services <ul style="list-style-type: none"> Full site deep clean during summer holidays 	PN/KD	w/c 24/08/2020
Inspection of premises	<ul style="list-style-type: none"> Regular checks are undertaken 	3 x 1 V Low	<ul style="list-style-type: none"> Invite union representatives to inspect premises prior to reopening 	MC	w/c 13/07/2020
Preparation of classrooms	<ul style="list-style-type: none"> Classrooms currently set up for pre-coronavirus circumstances 	3 x 1 V Low	<ul style="list-style-type: none"> Identify best use of classrooms for Year group 'bubbles' Keep Sixth Form and School sites separate, with only essential staff moving inbetween Ascertain maximum occupancy of each room and display signage at room entrance Lay out desks facing the front of class Remove unnecessary items from rooms, including soft furnishings Tape marks on floor for staff only zone Hand sanitising facilities Tissues Lidded bins Doors to be held open where safe to do so Air conditioning not to be used PE water fountain taken out of use 	SLT PN KD	w/c 06/07/2020 Summer holidays Summer holidays
Preparation of staff rooms and offices	<ul style="list-style-type: none"> Rooms currently set up for pre-coronavirus circumstances 	3 x 1 V Low	<ul style="list-style-type: none"> Additional staff rooms to be made available Lay out desks and chairs to keep staff 2m apart Remove unnecessary items, including soft furnishings Tape marks on floor Hand sanitising facilities Tissues Lidded bins Staff asked to use own mugs, teaspoons etc Limit access to Reprographics room 	SLT KD PN	w/c 13/07/2020 Summer holidays w/c 13/07/2020
Lack of suitable equipment and materials	<ul style="list-style-type: none"> Most items are already in stock 	3 x 5 Med	<ul style="list-style-type: none"> Replenish stocks of: <ul style="list-style-type: none"> PPE First Aid kits Handwashing & cleaning materials 	PN RB KD	Summer holidays w/c 13/07/2020 Summer holidays
ICT provision	<ul style="list-style-type: none"> ICT Technicians have been working throughout shutdown 	3 x 1 V Low	<ul style="list-style-type: none"> Ensure ICT equipment is working correctly where required Ensure correct connectivity for staff moving from one classroom to another 	CRF CRF/TG	w/c 13/07/2020 w/c 13/07/2020

Curriculum

Refresh the timetable	<ul style="list-style-type: none"> Current delivery is online, with occasional on-site provision for Year 10 & Year 12 	3 x 1 V Low	<ul style="list-style-type: none"> Review curriculum provision Create Year group 'bubbles' <ul style="list-style-type: none"> Note: Years 12 & 13 in the same Sixth Form 'bubble' Note: SEN pupils in Room 10 'bubble' Note: Teachers and support staff can work across different classes and Year groups to facilitate delivery of the school timetable but they should maintain social distance of 2m where possible Identify area of school for each 'bubble' Stagger break and lunch times Ensure health & hygiene principles are promoted and reinforced: 'catch it, bin it, kill it' Ensure pupils wash their hands thoroughly for 20 seconds with running water at break times No form time No assemblies No practical lessons. Teacher demonstrations are risk assessed Non-contact PE activities are risk assessed No singing or shouting 	SLT/ELT	w/c 06/07/2020
Restrict movement of pupils around the building	<ul style="list-style-type: none"> Current delivery is online, with occasional on-site provision for Year 10 & Year 12 	3 x 5 Med	<ul style="list-style-type: none"> Keep pupils in one room all day, with teachers moving into their 'bubble' Pupils to remain in the same Year group 'bubble' each time they attend school Separate entrances for different Year groups 	SLT/ELT SLT/ELT SLT	w/c 06/07/2020 w/c 06/07/2020 w/c 13/07/2020
Transport	<ul style="list-style-type: none"> Current transport operation is very limited 	3 x 5 Med	<ul style="list-style-type: none"> Liaise with transport operator to follow Shropshire Council guidance: <ul style="list-style-type: none"> Where possible, pupils are seated to reflect Year group 'bubbles', with the eldest Year Group 'bubble' sitting at the rear, progressing to the youngest at the front in age order Pupils to wear face coverings Note: school to consider making face masks 	PN	w/c 13/07/2020

			<ul style="list-style-type: none"> available Operator to provide hand sanitiser for pupils upon boarding buses Pupils to be socially distanced whilst queuing and boarding buses Whilst travelling, pupils should always stay seated, avoid physical contact, face forwards and away from others, and not shout or raise their voices Ensure drivers do not work if they or a member of their household is displaying coronavirus symptoms 		
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Communication					
Communication with staff	<ul style="list-style-type: none"> Current communication is via twice-weekly briefings plus several informal emails, phone calls, online broadcasts and Microsoft Teams 	1 x 5 Low	<ul style="list-style-type: none"> Plan timing and content of communications Make expectations clear Provide information about infection control procedures and social distancing arrangements Act upon any concerns Undertake risk assessment with any staff member travelling to school on public transport 	SLT PN	w/c 03/07/2020 w/c 13/07/2020
Communication with parents and pupils	<ul style="list-style-type: none"> Current communication is via letter, text, social media, website and Microsoft Teams 	1 x 5 Low	<ul style="list-style-type: none"> Plan timing and content of communications Communicate revised plans Make expectations clear Provide information about infection control procedures and social distancing arrangements Provide list of items for pupils to bring with them each day, including: <ul style="list-style-type: none"> Uniform Hand sanitiser / Tissues Pens / Pencils / Calculator, etc Act upon any concerns Explain that any pupil wearing a face covering will not have assistance to put it on or take it off. Issue these instructions to pupils: <ul style="list-style-type: none"> Do not touch the front of your face covering during use, or when removing it; use the ties at the side or back of your head 	SLT	w/c 13/07/2020

			<ul style="list-style-type: none"> Wash your hands immediately on arrival Put disposable face coverings in a lidded bin Place reusable face coverings in a plastic bag to take home for washing Wash or sanitise your hands again <ul style="list-style-type: none"> Explain that parents must limit visits to school, and for them to communicate via telephone or email Tell parents to report suspected or confirmed COVID-19 cases to school 		
Communication with governors, trust and local authority	<ul style="list-style-type: none"> Current communication is via email and Microsoft Teams 	1 x 5 Low	<ul style="list-style-type: none"> Keep relevant stakeholders informed of developments 	MC	w/c 13/07/2020

When Open

Arrival at school	<ul style="list-style-type: none"> Hands are washed upon arrival 	3 x 5 Med	<ul style="list-style-type: none"> Bollards at entrances to form queues outside 2m apart Ensure everybody washes their hands upon arrival at school <ul style="list-style-type: none"> Hand sanitiser available at each entrance Note: Government guidance suggests it is not necessary to take temperatures 	KD SLT KD	w/c 01/09/2020 w/c 01/09/2020 Summer holidays
Fire safety	<ul style="list-style-type: none"> Existing fire drill is thorough and robust 	2 x 5 Med	<ul style="list-style-type: none"> Hold a fire drill during first week of reopening <ul style="list-style-type: none"> Normal egress routes and muster points to be used Ensure social distancing is promoted and observed Review PEEPs (Personal Emergency Evacuation Plans) 	MC/PN SKW	w/c 01/09/2020 w/c 01/09/2020
Enforce social distancing	<ul style="list-style-type: none"> Small groups currently controlled by teaching staff 	3 x 5 Med	<ul style="list-style-type: none"> Movement around school policed and limited Where social distancing cannot be followed, activity to be stopped Staff to remain 2m from pupil 'bubble' <ul style="list-style-type: none"> PPE to be used where this is not possible (e.g. Teaching Assistants) Pupils can move within classroom (e.g. different seating plan for each subject) but must take resources with them 	SLT	w/c 01/09/2020

			<p>but can be moved to another classroom within their 'bubble'</p> <ul style="list-style-type: none"> ● Lesson Support app available 	DLT	w/c 01/09/2020
Suspected COVID-19 case on site	<ul style="list-style-type: none"> ● First Aid team on site each day 	3 x 5 Med	<ul style="list-style-type: none"> ● SEN pupils - review assessments to assist pupils who may not understand the changes 	PN First Aid staff	w/c 06/07/2020 w/c 01/09/2020
			<ul style="list-style-type: none"> ● Additional PPE available for First Aid staff ● First Aid app available ● Ensure poorly person is moved to Medical Room and advised to avoid touching anything ● Ensure they cough or sneeze into a tissue and put it in a bin ● Keep windows open ● A fluid-resistant surgical face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained ● Arrange collection ASAP <ul style="list-style-type: none"> ● Note: schools will be provided with a small number of home testing kits that they can give directly to parents/carers collecting a child who has developed symptoms ● Staff symptoms - go home immediately ● Arrange deep cleaning afterwards ● Isolation periods observed before individual returns to school. Ensure they have been tested before return ● If supervising staff displays symptoms arrange for them to have a test ● Engage with the NHS Test and Trace process <ul style="list-style-type: none"> ● Note: Any member of staff who has helped someone with symptoms and any pupils 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 Track and Trace 		
COVID-19 case identified by NHS Track and Trace	<ul style="list-style-type: none"> ● Follow instructions from Public Health England 	3 x 5 Med	<ul style="list-style-type: none"> ● Actions may include: <ul style="list-style-type: none"> ● Small groups of staff and/or pupils being 	SLT	Ongoing

			<p>asked to self-isolate for up to 14 days</p> <ul style="list-style-type: none"> ● If there are two or more confirmed cases in a two-week period, a larger group of pupils (perhaps a whole 'bubble' or two) may have to self-isolate as a precautionary measure ● If an outbreak is suspected a mobile testing unit may be deployed on site 		
Catering	<ul style="list-style-type: none"> ● No catering provision during lockdown 		<ul style="list-style-type: none"> ● Pupils enter dining room in Year group 'bubbles' ● Menu limited to 'grab and go' food and drinks ● Disposable containers and cutlery ● No trays ● Chairs removed from dining room to reduce cleaning time ● Surfaces cleaned between each sitting ● Wet lunch in Sports Hall ● SEN pupils take lunch to Room 10 ● Sixth Form students allowed into Wem at lunch time provided hands are sanitised upon return 	MC/PN	w/c 13/07/2020
Cleaning	<ul style="list-style-type: none"> ● Cleaning limited to areas in use each day during lockdown 		<ul style="list-style-type: none"> ● Liaise with Shire Services to ensure that cleaning takes place throughout the day on door handles, handrails, table tops and other smooth surfaces ● Dining room surfaces cleaned between each sitting ● Cleaning. following after-school staff meetings 	PN	w/c 13/07/2020