

Risk Assessment

Title COVID-19 Infection Control following Full Re-opening

Organisation The Thomas Adams School

Date 7 June 2021

Assessor Peter Neale

Headteacher Mark Cooper

Review 21 June 2021, 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
Staff existing exposure to COVID-19	<ul style="list-style-type: none"> ● All staff follow government guidance for symptoms and shielding periods ● Isolation periods are monitored to ensure staff do not return to work too soon ● Staff report suspected or confirmed cases to school ● Staff with symptoms/staff with family with symptoms or have been in contact with COVID-19 case must follow Public Health guidance before safe return ● It is a requirement that people who are ill stay at home 	3 x 5 Med	<ul style="list-style-type: none"> ● Read and act upon government guidance ● Maintain regular contact with all staff ● Update absence records and inform SLT of any developments ● Keep Trust informed ● Submit DfE returns ● Provide staff with up-to-date testing information 	SLT SLT TJO MC SK PN	Daily Ongoing Daily Ongoing Daily Ongoing
Insufficient staff numbers to provide full education for all pupils	<ul style="list-style-type: none"> ● Individual risk assessments conducted with vulnerable staff and measures put in place ● Individual risk assessments conducted with any staff member travelling to school on public transport ● Consider practicalities of establishing a rota system, in case of need, to limit the number of pupils on-site at any one time ● Clinically extremely vulnerable staff instructed to work from home when appropriate, in accordance with government guidance ● Staff who are clinically vulnerable, or have underlying health conditions but are not clinically extremely vulnerable, may continue to attend school in accordance with government guidance 	3 x 1 V Low	<ul style="list-style-type: none"> ● Monitor levels of staff absence ● Ensure appropriate absence cover is in place ● Maintain regular contact with absent staff ● Keep abreast of union announcements 	PN TJO PN SLT	Ongoing Ongoing Ongoing Ongoing
Risk of staff infection	<ul style="list-style-type: none"> ● All measures outlined in this document are designed to reduce the risk of infection ● PPE is currently available, including: <ul style="list-style-type: none"> ● Face shield / Face mask ● Gloves ● Hand sanitiser ● COSHH data sheets stored in medical room 	3 x 5 Med	<ul style="list-style-type: none"> ● Monitor demand and replenish stocks ● Face coverings are no longer required to be worn by staff when inside the 'staff only' zone in classrooms <ul style="list-style-type: none"> ● It is strongly recommended that staff wear face coverings when inside the pupil area in classrooms ● Any individual staff member can choose to continue wearing face coverings inside the 	PN/KD SLT	Ongoing w/c 17/05/2021

			<p>'staff only' zone</p> <ul style="list-style-type: none"> ● Face coverings continue to be worn in communal areas 		
Pupil existing exposure to COVID-19	<ul style="list-style-type: none"> ● Parents adhere to government guidance for symptoms and shielding periods ● Tracking spreadsheet to monitor isolation periods and ensure pupils do not return to school too soon 	3 x 5 Med	<ul style="list-style-type: none"> ● Communication with parents 	MC	Ongoing
Risk of pupil infection	<ul style="list-style-type: none"> ● All measures outlined in this document are designed to reduce the risk of infection ● Face coverings should be worn in classrooms or during activities unless social distancing can be maintained <ul style="list-style-type: none"> ● This does not apply in situations where wearing a face covering would impact on the ability to take part in exercise or strenuous activity, e.g., PE lessons ● Face coverings do not need to be worn by pupils when outdoors on the premises ● Face visors or shields should not be worn as an alternative to face coverings <ul style="list-style-type: none"> ● They may protect against droplet spread in specific circumstances but are unlikely to be effective in reducing aerosol transmission when used without an additional face covering ● They should only be used after carrying out a risk assessment for the specific situation and should always be cleaned appropriately ● Staff should continue to be sensitive to the additional needs of pupils, such as deafness, in deciding whether it is appropriate to wear a face covering 	3 x 5 Med	<ul style="list-style-type: none"> ● Face coverings are no longer required to be worn by pupils in classrooms <ul style="list-style-type: none"> ● Any individual pupil can choose to continue wearing face coverings in classrooms ● Face coverings continue to be worn in communal areas 	SLT	w/c 17/05/2021
Risk of asymptomatic infection	<ul style="list-style-type: none"> ● Asymptomatic testing site (ATS) established at school in March 2021 in accordance with government guidelines ● Pupils returned to face-to-face education from 8 March 2021 with the following testing measures in place: <ul style="list-style-type: none"> ● All pupils whose parents have provided 	3 x 5 Med			

	<p>consent will take three lateral flow device (LFD) COVID-19 tests as they return to school</p> <ul style="list-style-type: none"> ● After the initial programme of three tests in school, pupils will be provided with two rapid LFD tests to use each week at home <ul style="list-style-type: none"> ● Pupils aged 12 to 17 should self-test and report with adult supervision. The adult may conduct the test if necessary ● Pupils aged 11 should be tested by an adult ● Staff will also be provided with two rapid LFD tests to use each week at home ● Staff and pupils must report their result to NHS Test and Trace as soon as the test is completed, either online or by telephone as per the instructions in the home test kit ● Staff or pupils with a positive LFD test result will need to self-isolate in line with stay-at-home guidance. They will also need to arrange a lab-based polymerase chain reaction (PCR) test to confirm the result if the test was done at home ● Those with a negative LFD test result can continue to attend school ● Pupils who consent to testing should return to face-to face education following their first negative test result ● Vulnerable children and children of critical workers in secondary schools should continue to attend school throughout, unless they receive a positive test result ● Pupils not undergoing testing should attend school in line with phased return arrangements ● 22/03/2021: The school has retained a small ATS on site in order to offer testing to pupils who are unable or unwilling to test themselves at home 				
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Curriculum	<ul style="list-style-type: none"> ● Curriculum provision reviewed ● Year group 'bubbles' created ● Note: Years 12 & 13 are 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 ● Area of school identified 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 ● Limit assemblies ● Limit practical lessons. Teacher demonstrations are risk assessed ● Non-contact PE activities are risk assessed ● No singing or shouting ● No sharing of pens or other equipment between pupils and staff in classroom ● Risk assessed extra-curricular activities (e.g. non-contact sports) can take place after school within Year group 'bubbles' when permitted by government guidelines ● Risk-assessed Year 10 Computer Science classes can take place in specialist classrooms within Year 11 'bubble' ● Separate staircase to be used ● Thorough cleaning between each lesson ● A limited number of risk-assessed Sixth Form practical lessons (e.g. Design Technology, Food, Textiles, Art, Graphics and Drama) can take place on the Lowe Hill site, with social distancing measures in place including use of separate entrances and toilets <ul style="list-style-type: none"> ● CLEAPPS guidance followed where applicable 	3 x 5 Med	<ul style="list-style-type: none"> ● Arrangements reviewed on a fortnightly basis to ensure effectiveness ● To begin a staggered return to traditional schooling, the following measures are being introduced with effect from 07/06/2021: <ul style="list-style-type: none"> ● The Year 7 'bubble' is located on the Maths Floor with access to ICT rooms 5 and 8, and also access to Music at St Peter's Annex under staff supervision ● The Year 8 'bubble' is located on the English Floor with access to rooms 12, 14 and 13B ● Years 9 & 10 will now combine as one 'bubble' located on the ground floor with access to all the specialist spaces and traditional classrooms in this area of the school ● Year 10 Music pupils will have access to St Peter's Annex 	SLT SLT	Fortnightly w/c 07/06/2021
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	<ul style="list-style-type: none"> ● Staff collect pupils at an agreed exterior meeting point and bring them into school safely, away from other pupils ● Pupils and staff hand sanitise at the start and end of lessons ● Visualisers provided to teachers where appropriate ● Thorough cleaning between each lesson ● Risk-assessed Year 11 Music lessons can take place at St Peters Annex, Year 10 Science lessons at the Lamont Centre and Year 11 Drama lessons at the Stanier Hall <ul style="list-style-type: none"> ● Walking routes established ● Thorough cleaning between each lesson ● Risk-assessed Year 10 Art and Graphics lessons can take place in Room 41 at the Lowe Hill site <ul style="list-style-type: none"> ● Separate entrance used ● Thorough cleaning between each lesson ● Risk-assessed Year 11 Design Technology lessons can take place in specialist classrooms at the Lowe Hill site <ul style="list-style-type: none"> ● Separate entrance used ● Thorough cleaning between each lesson ● PE changing rooms can be used ● Thorough cleaning between each use ● Online Microsoft Teams provision maintained in case of isolation of whole class or Year group ● Year group assemblies cannot take place until further notice ● Work to resume after-school educational activities for pupils where this provision is necessary to support parents to work, attend education and access medical care, and to support pupil's wider education and training 				
Classrooms and Exam rooms	<ul style="list-style-type: none"> ● Sixth Form and School sites kept separate, with only essential staff moving inbetween ● Lay out desks facing the front of class ● Remove unnecessary items from rooms, including soft furnishings ● Tape marks on floor for staff only zone 	3 x 5 Med			

	<ul style="list-style-type: none"> ● Hand sanitising facilities ● Tissues ● Lidded bins ● Doors held open where safe to do so ● PE water fountain taken out of use ● No eating or drinking in Science labs or D& T rooms ● Ensure used tissues are correctly placed in lidded bins ● Arrangements for Exam rooms are the same as for classrooms ● Seating plan for each lesson recorded on 'Mega Seating Plan' app to enable quick identification of contacts in the event of a positive COVID-19 test ● Good ventilation can help reduce the risk of spreading coronavirus, so focus on improving natural ventilation, preferably through fresh air or mechanical systems <ul style="list-style-type: none"> ● Increase the supply of fresh air by opening windows and doors (unless fire doors) ● Air conditioning systems can be used <ul style="list-style-type: none"> ● If possible, systems should be adjusted to full fresh air or, if not, then systems should be operated as normal as long as they are within a single room and supplemented by an outdoor air supply 				
Staff rooms and offices	<ul style="list-style-type: none"> ● Additional staff room made available ● Desks and chairs laid out to keep staff 2m apart ● Unnecessary items removed, including soft furnishings ● Hand sanitising facilities ● Tissues ● Lidded bins ● Staff use own mugs, teaspoons etc ● Limit access to Reprographics room ● Separate room for pupil reprographics ● Staff members strongly recommended to wear face covering when working for an extended period (15+ minutes) in a communal area with other people in the room 	3 x 5 Med			

	<ul style="list-style-type: none"> ● They should use wipes and/or spray to sanitise the work area before starting ● As it is difficult to wear a face covering when drinking and eating, staff must ensure they follow the '2 metre rule' when using communal staff areas ● Ensure used tissues are correctly placed in lidded bins ● Enforce maximum room occupancy guidance 				
ICT provision	<ul style="list-style-type: none"> ● ICT Technicians working throughout shutdown to ensure ICT equipment is working correctly where required ● USB docking stations purchased to ensure correct connectivity for staff moving from one classroom to another ● Remote support from Trust ● Continue to take steps to ensure vulnerable children and young people who can't attend school or college are able to access education remotely ● Although attendance will be mandatory from 8 March 2021, schools will still be required by law to provide remote education to any pupils who need to continue to learn from home 	3 x 1 V Low			
Restrict movement of pupils around the building	<ul style="list-style-type: none"> ● Pupils in Year group area all day, with teachers moving into classrooms to teach their 'bubble' ● Pupils to remain in the same Year group 'bubble' each time they attend school ● Separate entrances for different Year groups ● Face coverings must be worn in corridors and public areas inside school buildings ● Year group toilet use restricted to designated washrooms at specific managed times 	3 x 5 Med			
Transport to and from school	<ul style="list-style-type: none"> ● Transport operator follows Shropshire Council guidance ● 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 wear face coverings 	3 x 5 Med			

	<ul style="list-style-type: none"> ● School makes limited supplies of face masks available to transport operator ● Operator provides hand sanitiser for pupils upon boarding and leaving buses ● Staggered leaving times for each Year group at the end of the day ● Pupils 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 ● Continue to monitor behaviour on school transport, and adherence to guidelines. Take action as appropriate 				
Communication with staff	<ul style="list-style-type: none"> ● Communication is via twice-weekly briefings plus several informal emails, phone calls, online broadcasts and Microsoft Teams ● Information provided about infection control procedures, testing availability and social distancing arrangements ● Any concerns are acted upon ● Unions are consulted about significant changes ● Staff informed that face coverings must be worn in corridors and public areas inside school buildings 	1 x 5 Low			
Communication with parents and pupils	<ul style="list-style-type: none"> ● Communication is via letter, text, social media, website and Microsoft Teams ● Information provided about infection control procedures and social distancing arrangements ● List provided of items for pupils to bring with them each day ● Any concerns are acted upon ● Explain that any pupil wearing a face covering will not have assistance to put it on or take it off ● Instructions issued to pupils: <ul style="list-style-type: none"> ● Do not touch the front of your face covering 	1 x 5 Low			

	<p>during use, or when removing it; use the ties at the side or back of your head</p> <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"> ● Parents instructed to limit visits to school, and to communicate via telephone or email ● Parents instructed to report suspected or confirmed COVID-19 cases to school ● Parents and pupils informed that face coverings must be worn in corridors and public areas inside school buildings 				
Communication with governors, trust and local authority	<ul style="list-style-type: none"> ● Current communication is via email and Microsoft Teams ● Meetings held online away from school 	1 x 5 Low			
Arrival at school	<ul style="list-style-type: none"> ● Everybody sanitises their hands upon arrival <ul style="list-style-type: none"> ● Hand sanitiser available at each entrance ● Note: Government guidance suggests it is not necessary to take temperatures 	3 x 5 Med			
Fire safety	<ul style="list-style-type: none"> ● Existing fire drill is thorough and robust ● Normal egress routes and muster points are used ● Social distancing is promoted and observed ● PEEPs (Personal Emergency Evacuation Plans) reviewed 	2 x 5 Med			
Enforce social distancing	<ul style="list-style-type: none"> ● Movement around school policed and limited ● Where social distancing cannot be followed, activity is risk assessed ● Staff remain 2m from pupil 'bubble' <ul style="list-style-type: none"> ● Face coverings to be worn by any staff member working outside the 'staff only' zone ● Pupils allowed to move within classroom but must take resources with them ● Rooms ventilated with open windows and doors wherever practical 	3 x 5 Med	<ul style="list-style-type: none"> ● It is strongly recommended that staff wear face coverings when inside the pupil area in classrooms 		

Use of resources	<ul style="list-style-type: none"> ● Use of classroom resources limited ● Resources handed out by pupil monitor, who sanitises hands afterwards ● Resources wiped after use ● Pupils reminded not to touch soft materials such as curtains or hessian notice boards <ul style="list-style-type: none"> ● If so, hands washed ● Teacher packs issued on PD day, including whiteboard pens and erasers ● The assignment tool on Microsoft Teams is the primary method with which to provide Teacher / pupil feedback. Paper / text book marking is permitted, provided that resources are left untouched in quarantine for 2 days between being handled by pupils or staff, who are in different ‘bubbles’, and then for a further 2 days in quarantine before they are returned <p>Further clarification provided by the DfE (March 2021):</p> <ul style="list-style-type: none"> ● For individual and very frequently used equipment, such as pencils and pens, staff and pupils should have their own items ● Classroom based resources, such as books and games, can be used and shared within the bubble <ul style="list-style-type: none"> ● These should be cleaned regularly, along with all frequently touched surfaces ● Resources that are shared between classes or bubbles, such as sports, arts, and science equipment should be cleaned frequently ● When sharing equipment between different bubbles, you should either: <ul style="list-style-type: none"> ● Clean it before it is moved between bubbles ● Allow them to be left unused for a period of 48 hours (72 hours for plastics) 	3 x 5 Med			
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Behaviour management	<ul style="list-style-type: none"> ● COVID-19 School Behaviour Policy is followed ● Behaviour expectations poster displayed in every classroom ● SLT supervision at class changeovers, supported by Teaching Assistants and Administrators ● SLT supervision at breaks and lunchtimes 	4 x 5 High			
Visitor management	<ul style="list-style-type: none"> ● Visitors can only access school via Reception ● All non-essential visits stopped (volunteers, curriculum visitors, clubs, lettings, music tuition, parents etc) ● External meetings teleconferenced remotely where possible ● Posters advising social distancing measures displayed in Reception ● Parent queries telephoned or emailed ● Delivery staff are not approached, allowing packages to be left on the doorstep or car park drop off ● Persons entering wash their hands on arrival <ul style="list-style-type: none"> ● Hand sanitiser is available in foyer 	4 x 5 High			
Emotional distress of staff	<ul style="list-style-type: none"> ● SLT members available onsite during day and by phone, email or Microsoft Teams outside school hours ● Counselling service available ● School chaplain appointed 	3 x 5 Med			
Emotional distress of pupils	<ul style="list-style-type: none"> ● Pastoral team on site every day <ul style="list-style-type: none"> ● Lesson Support app in use ● SEN pupils - assessments reviewed to assist pupils who may not understand the changes ● Some pupils, parents and households may be reluctant or anxious about attending school <ul style="list-style-type: none"> ● Discuss any concerns with parents and provide reassurance on the measures being put in place to reduce any risks ● Remind parents that pupils of compulsory school age must be in school unless a statutory reason applies 	3 x 5 Med			

Suspected COVID-19 case on site	<ul style="list-style-type: none"> ● First Aid team on site each day ● Additional PPE available for First Aid staff <ul style="list-style-type: none"> ● First Aid app in use ● Poorly person is moved to Medical Isolation 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 ● 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 ● 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 	3 x 5 Med			
COVID-19 case identified by NHS Track and Trace	<ul style="list-style-type: none"> ● Follow instructions from Public Health England ● Actions may include: <ul style="list-style-type: none"> ● Small groups of staff and/or pupils being asked to self-isolate for up to 10 days ● 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 	3 x 5 Med			

	<ul style="list-style-type: none"> ● If an outbreak is suspected a mobile testing unit may be deployed on site ● Contingency blended learning provision put in place ● Clarification that contact day is 'day zero', and a self-isolating person can return on day 11 				
Catering	<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 ● Face masks to be worn in Ruscoe Centre and Lamont Centre but not when sitting at tables ● During national lockdown, or while the area is in Tiers 3 or 4, Sixth Form students allowed into Wem in small groups for essential needs only ● Increase the supply of fresh air in dining areas by opening windows and doors 	3 x 5 Med			
Cleaning	<ul style="list-style-type: none"> ● Full site deep clean during summer holidays and in January 2021 ● Cleaning takes place throughout the day on door handles, handrails, table tops and other smooth surfaces ● Dining room surfaces cleaned between each sitting ● Full site clean at the end of each day ● Staff encouraged to hold after-school meetings online from home ● Practical rooms used by different 'bubbles' thoroughly cleaned between each lesson <ul style="list-style-type: none"> ● Cleaning timetable established 	3 x 5 Med			
Minibus and Boarding House Car protocols	<ul style="list-style-type: none"> ● Vehicles not used during shutdown ● Ensure that the vehicle has a supply of tissues, a waste bag, hand sanitiser and disinfectant wipes ● Do not set out on the journey if the driver or a 	3 x 5 Med			

	<p>passenger is experiencing significant symptoms of COVID-19. In this instance report to school or boarding First Aid staff</p> <ul style="list-style-type: none">● Driver and passengers should use hand sanitiser before entering the vehicle● Passengers to sit apart from each other and the driver as much as practical. If there is one passenger in the car, they should sit in the rear nearside seat● At least one window should be open for ventilation if possible● Driver and passengers should wear face coverings throughout the journey● No eating or drinking● After the journey, wipe down all surfaces with disinfectant wipes. This includes the driver's area				
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