

# Risk Assessment

**Title** COVID-19 Infection Control following Full Re-opening

**Organisation** The Thomas Adams School

**Date** 22 November 2021

**Assessor** Peter Neale

**Headteacher** Mark Cooper

**Review** 6 December 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

“The overarching objective is to maximise the number of children and young people in face-to face education or childcare and minimise any disruption, in a way that best manages the COVID-19 risk” DfE Contingency Framework August 2021

Issue	Existing Controls	Risk Level	Further Actions	Who	When
Staff existing exposure to COVID-19	<ul style="list-style-type: none"> <li>● All staff follow government guidance for symptoms and shielding periods</li> <li>● Isolation periods are monitored to ensure staff do not return to work too soon</li> <li>● Staff report suspected or confirmed cases to school</li> <li>● Staff with symptoms/staff with family with symptoms or have been in contact with COVID-19 case must follow NHS guidance</li> <li>● It is a requirement that people who are ill stay at home</li> </ul>	3 x 5 Med	<ul style="list-style-type: none"> <li>● Read and act upon government guidance</li> <li>● Maintain regular contact with all staff</li> <li>● Update absence records and inform SLT of any developments</li> <li>● Keep Trust informed</li> <li>● Submit DfE returns</li> <li>● Provide staff with up-to-date testing information</li> </ul>	SLT SLT TJO  MC SK PN	Daily Ongoing Daily  Ongoing Daily Ongoing
Insufficient staff numbers to provide full education for all pupils		3 x 1 V Low	<ul style="list-style-type: none"> <li>● Monitor levels of staff absence</li> <li>● Ensure appropriate absence cover is in place</li> <li>● Maintain regular contact with absent staff</li> <li>● Keep abreast of union announcements</li> </ul>	PN TJO PN SLT	Ongoing Ongoing Ongoing Ongoing
Risk of staff infection	<ul style="list-style-type: none"> <li>● All measures outlined in this document are designed to reduce the risk of infection</li> <li>● PPE is available, including: <ul style="list-style-type: none"> <li>● Face coverings</li> <li>● Gloves</li> <li>● Hand sanitiser</li> </ul> </li> <li>● COSHH data sheets stored in medical room</li> <li>● Clinically extremely vulnerable (CEV) people are advised, as a minimum, to follow the same guidance as everyone else. It is important that everyone adheres to this guidance, but CEV people may wish to think particularly carefully about the additional precautions they can continue to take</li> <li>● Face coverings are strongly recommended to be worn by staff in communal areas or when inside the pupil area in classrooms <ul style="list-style-type: none"> <li>● Any individual staff member can choose to</li> </ul> </li> </ul>	3 x 5 Med	<ul style="list-style-type: none"> <li>● Monitor demand and replenish stocks</li> <li>● Face coverings are strongly recommended to be worn by staff and pupils in communal areas and classrooms</li> </ul>	DWM SLT	Ongoing 22/09/2021

	<p>continue wearing face coverings inside the 'staff only' zone in classrooms</p> <ul style="list-style-type: none"> <li>● 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</li> <li>● Revisit risk assessments of clinically extremely vulnerable staff as appropriate</li> <li>● LifeWorks employee assistance programme made available to all staff</li> <li>● A record is kept of staff who have received the vaccine</li> </ul>				
Pupil existing exposure to COVID-19	<ul style="list-style-type: none"> <li>● Parents adhere to government guidance for symptoms and shielding periods</li> <li>● Tracking spreadsheet to monitor isolation periods and ensure pupils do not return to school too soon</li> <li>● If a parent or carer insists on a pupil with symptoms continues to attend school. School leaders can take the decision to refuse the pupil if, in their reasonable judgement, it is necessary to protect other pupils and staff from possible infection with COVID-19. This decision would need to be carefully considered in light of all the circumstances and current public health advice</li> </ul>	3 x 5 Med			
Risk of pupil infection	<ul style="list-style-type: none"> <li>● All measures outlined in this document are designed to reduce the risk of infection</li> <li>● Face coverings are strongly recommended to be worn by staff and pupils in communal areas and classrooms</li> <li>● Risk assessments of clinically extremely vulnerable pupils revisited</li> <li>● COVID-19 vaccinations for children aged 12 to 15 provided at school on 19 November 2021, with parental consent</li> <li>● Children and young people aged 16 or over can get vaccinated in school on vaccination day or by visiting a local walk-in clinic</li> </ul>	3 x 5 Med			
Risk of asymptomatic infection	<ul style="list-style-type: none"> <li>● Asymptomatic testing site (ATS) established at school in accordance with government guidelines</li> </ul>	3 x 5 Med			

	<ul style="list-style-type: none"> <li>● Pupils not undergoing testing must attend school</li> <li>● As pupils will potentially mix with lots of other people during the summer holidays, all secondary school pupils should receive 2 on-site lateral flow device tests, 3 to 5 days apart, on their return in the autumn term</li> <li>● Staff and pupils with a positive LFD test result should self-isolate in line with the stay at home guidance for households with possible or confirmed coronavirus infection. They will also need to get a free PCR test to check if they have COVID-19 <ul style="list-style-type: none"> <li>● Whilst awaiting the PCR result, the individual should continue to self-isolate</li> </ul> </li> <li>● If the PCR test is taken within 2 days of the positive lateral flow test, and is negative, it overrides the self-test LFD test and the individual can return to school, as long as they don't have COVID-19 symptoms</li> <li>● Staff are strongly recommended to take a home lateral flow device test on a daily basis, and report the result on the Gov.uk website</li> <li>● Pupils are strongly recommended to take a home lateral flow device test at least twice per week, and report the result on the Gov.uk website</li> <li>● School to be prepared to reopen Asymptomatic testing site (ATS) at short notice</li> </ul>				
Curriculum	<ul style="list-style-type: none"> <li>● Curriculum provision reviewed</li> <li>● Ensure health &amp; hygiene principles are promoted and reinforced: 'catch it, bin it, kill it'</li> <li>● Ensure pupils sanitise their hands regularly</li> <li>● Online Microsoft Teams provision maintained in case of isolation</li> <li>● Arrangements reviewed on a regular basis to ensure effectiveness</li> <li>● A limited number of lower school classes can take place on the Sixth Form site, with social distancing measures in place including use of separate entrances and toilets</li> <li>● Risk-assessed educational visits are permitted to</li> </ul>	3 x 5 Med			

	<p>go ahead with appropriate COVID-19 infection control measures</p> <ul style="list-style-type: none"> <li>•</li> </ul>				
Classrooms and Exam rooms	<ul style="list-style-type: none"> <li>• Hand sanitising facilities</li> <li>• Ensure used tissues are correctly placed in lidded bins</li> <li>• No eating or drinking in Science or D&amp;T rooms</li> <li>• Arrangements for Exam rooms are the same as for classrooms</li> <li>• Seating plan for each lesson recorded on 'Mega Seating Plan' app</li> <li>• 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"> <li>• Increase the supply of fresh air by opening windows and doors (unless fire doors)</li> </ul> </li> <li>• Air conditioning systems can be used <ul style="list-style-type: none"> <li>• 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</li> </ul> </li> <li>• CO<sub>2</sub> monitors supplied by the Department for Education are used in classrooms to help identify where ventilation needs to be improved <ul style="list-style-type: none"> <li>• CO<sub>2</sub> Monitor readings taken throughout the school are recorded on a spreadsheet, results analysed and appropriate action taken</li> </ul> </li> <li>• Monitoring procedures in place to ensure each room contains adequate supplies of hand sanitising facilities and tissues</li> </ul>	3 x 5 Med			
Staff rooms and offices	<ul style="list-style-type: none"> <li>• Hand sanitising facilities</li> <li>• Ensure used tissues are correctly placed in lidded bins</li> <li>• Staff use own mugs, teaspoons etc</li> <li>• Separate room for pupil reprographics</li> <li>• Room occupancy limits enforced</li> <li>• As it is difficult to wear a face covering when</li> </ul>	3 x 5 Med			

	<p>drinking and eating, staff must ensure they follow the '2 metre rule' when using communal staff areas</p> <ul style="list-style-type: none"> <li>● Face-to-face working eliminated in office spaces where possible</li> <li>● Monitoring procedures in place to ensure each room contains adequate supplies of hand sanitising facilities and tissues</li> </ul>				
ICT provision	<ul style="list-style-type: none"> <li>● ICT Technicians working with remote support from Trust</li> <li>● All state-funded schools should provide remote education for school-aged children who are unable to attend school due to following government guidance or law relating to COVID-19</li> </ul>	3 x 1 V Low			
Restrict movement of pupils around the building	<ul style="list-style-type: none"> <li>● The Department for Education no longer recommends that it is necessary to keep children in consistent groups ('bubbles') or to keep groups apart as much as possible</li> <li>● Pupils enter school one year group at a time at the beginning of the day</li> <li>● Key Stage 3 Drama and Science lessons held on Lowe Hill site to reduce number of pupils walking from one site to the other</li> </ul>	3 x 5 Med			
Transport to and from school	<ul style="list-style-type: none"> <li>● Transport operator follows Shropshire Council and Shropshire Public Health Team guidance</li> <li>● Behaviour is monitored on school transport, and action taken as appropriate</li> <li>● The Department for Education recommends that children and young people aged 11 and over continue to wear a face covering when travelling to secondary school</li> </ul>	3 x 5 Med			
Communication with staff	<ul style="list-style-type: none"> <li>● Communication is via twice-weekly briefings plus several informal emails, phone calls, online broadcasts and Microsoft Teams</li> <li>● Information provided about infection control procedures</li> <li>● Any concerns are acted upon</li> <li>● Unions are consulted about significant changes</li> </ul>	1 x 5 Low			

Communication with parents and pupils	<ul style="list-style-type: none"> <li>● Communication is via letter, text, social media, website and Microsoft Teams</li> <li>● Information provided about infection control procedures</li> <li>● Any concerns are acted upon</li> <li>● Parents instructed to limit visits to school, and to communicate via telephone or email</li> <li>● Parents instructed to report suspected or confirmed COVID-19 cases to school</li> </ul>	1 x 5 Low			
Communication with governors, trust and local authority	<ul style="list-style-type: none"> <li>● Current communication is via email and Microsoft Teams</li> <li>● Governors' meetings can take place at school, with appropriate social distancing measures in place</li> </ul>	1 x 5 Low			
Arrival at school	<ul style="list-style-type: none"> <li>● Everybody sanitises their hands upon arrival <ul style="list-style-type: none"> <li>● Hand sanitiser available at each entrance</li> </ul> </li> </ul>	3 x 5 Med			
Fire safety	<ul style="list-style-type: none"> <li>● Existing fire drill is thorough and robust</li> <li>● Normal egress routes and muster points are used</li> <li>● PEEPs (Personal Emergency Evacuation Plans) reviewed</li> </ul>	2 x 5 Med			
Behaviour management	<ul style="list-style-type: none"> <li>● School Behaviour Policy is followed</li> <li>● Behaviour expectations poster displayed in every classroom</li> <li>● SLT supervision at breaks and lunchtimes</li> </ul>	4 x 5 High			
Visitor management	<ul style="list-style-type: none"> <li>● Visitors can only access school via Reception</li> <li>● External meetings teleconferenced remotely where possible</li> <li>● Posters advising social distancing measures displayed in Reception</li> <li>● Parent queries telephoned or emailed</li> <li>● Delivery staff are not approached, allowing packages to be left on the doorstep or car park drop off</li> <li>● Persons entering wash their hands on arrival <ul style="list-style-type: none"> <li>● Hand sanitiser is available in foyer</li> </ul> </li> <li>● It is strongly recommended that visitors wear face coverings at school</li> <li>● NHS Test and Trace QR code poster on display for visitors</li> </ul>	4 x 5 High			

Emotional distress of staff	<ul style="list-style-type: none"> <li>● SLT members available onsite during day and by phone, email or Microsoft Teams outside school hours</li> <li>● Counselling service and school chaplain available</li> </ul>	3 x 5 Med			
Emotional distress of pupils	<ul style="list-style-type: none"> <li>● Pastoral team on site every day <ul style="list-style-type: none"> <li>● Lesson Support app in use</li> </ul> </li> <li>● SEN pupils - assessments reviewed to assist pupils who may not understand the changes</li> <li>● Some pupils, parents and households may be reluctant or anxious about attending school <ul style="list-style-type: none"> <li>● Discuss any concerns with parents and provide reassurance on the measures being put in place to reduce any risks</li> </ul> </li> <li>● Remind parents that pupils of compulsory school age must be in school unless a statutory reason applies</li> </ul>	3 x 5 Med			
Suspected COVID-19 case on site	<ul style="list-style-type: none"> <li>● First Aid team on site each day</li> <li>● Additional PPE available for First Aid staff <ul style="list-style-type: none"> <li>● First Aid app in use</li> </ul> </li> <li>● Poorly person is moved to Medical Isolation Room and advised to avoid touching anything</li> <li>● Ensure they cough or sneeze into a tissue and put it in a bin</li> <li>● Keep windows open</li> <li>● A fluid-resistant surgical face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained</li> <li>● Arrange collection ASAP</li> <li>● Staff symptoms – go home immediately</li> <li>● Arrange deep cleaning afterwards</li> <li>● Engage with the NHS Test and Trace process</li> <li>● Close contacts will be identified via NHS Test and Trace, and education settings are no longer expected to undertake contact tracing</li> <li>● Contacts from a school setting will only be traced by NHS Test and Trace where the positive case and/or their parent specifically identifies the individual as being a close contact</li> <li>● Individuals are not required to self-isolate if they live in the same household as someone with</li> </ul>	3 x 5 Med			



	<p>COVID-19, or are a close contact of someone with COVID-19, and any of the following apply:</p> <ul style="list-style-type: none"> <li>● They are fully vaccinated</li> <li>● They are below the age of 18½ years</li> <li>● They have taken part in or are currently part of an approved COVID-19 vaccine trial</li> <li>● They are not able to get vaccinated for medical reasons</li> <li>● Instead, they will be contacted by NHS Test and Trace, informed they have been in close contact with a positive case and advised to take a PCR test</li> <li>● Staff who do not need to isolate, and children and young people aged under 18 years 6 months who usually attend school, and have been identified as a close contact, should continue to attend school as normal</li> <li>● 18-year-olds will be treated in the same way as children until 6 months after their 18th birthday, to allow them the opportunity to get fully vaccinated. At which point, they will be subject to the same rules as adults and so if they choose not to get vaccinated, they will need to self-isolate if identified as a close contact</li> </ul>				
COVID-19 case identified by NHS Test and Trace	<ul style="list-style-type: none"> <li>● Follow instructions from NHS Test and Trace, and the UK Health Security Agency (formerly Public Health England)</li> </ul>	3 x 5 Med			
Catering	<ul style="list-style-type: none"> <li>● Surfaces cleaned regularly</li> <li>● Wet lunch in Sports Hall</li> <li>● SEN pupils take lunch to Room 10</li> <li>● Sixth Form students allowed into Wem at lunch time provided hands are sanitised upon return <ul style="list-style-type: none"> <li>● During an outbreak, Sixth Form students allowed into Wem in small groups for essential needs only</li> </ul> </li> <li>● Increase the supply of fresh air in dining areas by opening windows and doors</li> <li>● Years 7 &amp; 8 take lunch at a different time to Years 9, 10 &amp; 11</li> <li>● Chairs removed from Dining Room</li> </ul>	3 x 5 Med	<ul style="list-style-type: none"> <li>● Review the provision of catering at Lowe Hill, with a view to a partial reintroduction of seating in the Dining Room a week after completion of the NHS vaccination programme for vaccinations for children aged 12 to 15 years</li> </ul>	SLT	w/c 29/11/2021

Cleaning	<ul style="list-style-type: none"> <li>● Full site deep clean during summer holidays</li> <li>● Cleaning takes place during the day on door handles, handrails, table tops and other smooth surfaces</li> <li>● Dining room surfaces cleaned regularly</li> <li>● Full site clean at the end of each day</li> <li>● Increased daytime cleaning introduced</li> </ul>	3 x 5 Med			
Contractors on site	<ul style="list-style-type: none"> <li>● Ensure contractors include COVID-19 controls are included in their Risk Assessment Method Statement</li> </ul>				
Minibus and Boarding House Car protocols	<ul style="list-style-type: none"> <li>● Each vehicle has a supply of tissues, a waste bag, hand sanitiser and disinfectant wipes</li> <li>● Do not set out on the journey if the driver or a passenger is experiencing significant symptoms of COVID-19. In this instance report to school or boarding First Aid staff</li> <li>● Driver and passengers should use hand sanitiser before entering the vehicle</li> <li>● 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</li> <li>● At least one window should be open for ventilation if possible</li> <li>● Driver and passengers should wear face coverings throughout the journey</li> <li>● No eating or drinking</li> <li>● After the journey, wipe down all surfaces with disinfectant wipes. This includes the driver's area</li> </ul>	3 x 5 Med			
Sports Hall community protocols	<ul style="list-style-type: none"> <li>● Players should not attend if they have symptoms of COVID-19</li> <li>● Face coverings are strongly recommended to be worn in communal areas</li> <li>● Hand sanitiser, antibacterial spray and wipes are made available</li> <li>● Sports Hall external doors are opened for ventilation if suitable for the sporting activity</li> <li>● Changing rooms are open but the showers are not in use</li> <li>● Equipment is cleaned inbetween uses</li> </ul>	3 x 5 Med			

	<ul style="list-style-type: none"><li>• These protocols are included in the Lettings agreement signed by users</li><li>• NHS Test and Trace QR code poster on display for visitors</li></ul>				
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