

Risk Assessment

Title COVID-19 Infection Control

Organisation The Thomas Adams School

Date 6 June 2022

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Review September 2022

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 ● Staff report suspected or confirmed cases to school ● Staff with symptoms must follow UKHSA guidance 	3 x 5 Med	<ul style="list-style-type: none"> ● Read and act upon government guidance ● Provide staff with up-to-date information ● Adults with a positive COVID-19 test result should try to stay at home and avoid contact with other people for 5 days 	SLT SLT	Daily From 01/04/2022
Insufficient staff numbers to provide full education for all pupils		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 BJH 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 continues to be available if required, including: <ul style="list-style-type: none"> ● Face coverings ● Gloves ● Hand sanitiser ● COSHH data sheets stored in medical room ● 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 ● Any individual staff member can choose to continue wearing face coverings ● 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 ● Risk assessments of clinically extremely vulnerable staff are revisited from time to time as appropriate ● LifeWorks employee assistance programme is made available to all staff ● A record is kept of staff who have received the vaccine 	3 x 5 Med	<ul style="list-style-type: none"> ● Staff are encouraged to retain a pack of Lateral Flow Test devices at home, and to self-test if displaying symptoms of COVID-19. This recommendation remains in place until school stocks of Lateral Flow Test devices come to an end 	SLT	From 01/04/2022

Pupil existing exposure to COVID-19	<ul style="list-style-type: none"> ● Parents are encouraged to follow UKHSA guidance ● Pupils with a positive COVID-19 test result should try to stay at home and avoid contact with other people for 3 days 	3 x 5 Med			
Risk of pupil infection	<ul style="list-style-type: none"> ● All measures outlined in this document are designed to reduce the risk of infection ● 12 to 15 year olds are able to access a vaccine outside of schools at a vaccination centre, pharmacy or walk-in centre. Parents can book a Covid-19 vaccination appointment online or by speaking to their GP, or calling 119 	3 x 5 Med			
Risk of asymptomatic infection	<ul style="list-style-type: none"> ● Staff and pupils in mainstream secondary schools are no longer expected to continue taking part in regular asymptomatic testing 	3 x 5 Med			
Curriculum	<ul style="list-style-type: none"> ● Curriculum provision reviewed ● Ensure health & hygiene principles are promoted and reinforced: 'catch it, bin it, kill it' ● Ensure pupils sanitise their hands regularly ● Arrangements reviewed on a regular basis to ensure effectiveness ● Risk-assessed educational visits are permitted to go ahead with appropriate COVID-19 infection control measures 	3 x 5 Med			
Classrooms	<ul style="list-style-type: none"> ● Hand sanitising facilities ● Ensure used tissues are correctly placed in lidded bins ● No eating or drinking in Science or D&T rooms ● Arrangements for Exam rooms are the same as for classrooms ● 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 	3 x 5 Med			

	<p>within a single room and supplemented by an outdoor air supply</p> <ul style="list-style-type: none"> • CO₂ 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"> • CO₂ Monitor readings taken throughout the school are recorded on a spreadsheet, results analysed and appropriate action taken • Three air cleaning units are used in classrooms with consistently high CO₂ monitor scores • Monitoring procedures in place to ensure each room contains adequate supplies of hand sanitising facilities and tissues 				
Exam rooms	<ul style="list-style-type: none"> • PPE available in each Exam room, including: <ul style="list-style-type: none"> • Face coverings • Gloves • Hand sanitiser • Tissues • Antibacterial spray • Antibacterial wipes • Ensure health & hygiene principles are promoted and reinforced: 'catch it, bin it, kill it' <ul style="list-style-type: none"> • Ensure used tissues are correctly placed in lidded bins • No eating or drinking • 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"> • CO₂ monitors used to help identify where ventilation needs to be improved 	3 x 5 Med	<ul style="list-style-type: none"> • Scribes working one-to-one with pupils in an Exam room are advised to use PPE • Check ventilation prior to Exam in each room where Scribes will be working one-to-one with pupils 	TAs Lead Invigilator	Throughout Exam season Throughout Exam season
Staff rooms and offices	<ul style="list-style-type: none"> • Hand sanitising facilities • Ensure used tissues are correctly placed in lidded bins • Monitoring procedures in place to ensure each room contains adequate supplies of hand sanitising facilities and tissues 	3 x 5 Med			
ICT provision	<ul style="list-style-type: none"> • Online Microsoft Teams provision maintained in case of isolation 	3 x 1 V Low			

Transport to and from school	<ul style="list-style-type: none"> There is no longer a requirement for pupils to wear a face covering on school transport 	3 x 5 Med			
Communication with staff	<ul style="list-style-type: none"> Any concerns are acted upon Unions are consulted about significant changes Weekly face-to-face staff briefings reintroduced 	1 x 5 Low			
Communication with parents and pupils	<ul style="list-style-type: none"> Any concerns are acted upon Parents instructed to report suspected or confirmed COVID-19 cases to school Face-to-face pupil assemblies reintroduced 	1 x 5 Low			
Communication with governors and trust	<ul style="list-style-type: none"> Governors' meetings take place at school, with appropriate social distancing measures in place 	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 	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 PEEPs (Personal Emergency Evacuation Plans) reviewed 	2 x 5 Med			
Behaviour management	<ul style="list-style-type: none"> School Behaviour Policy is followed Behaviour expectations poster displayed in every classroom 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 External meetings teleconferenced remotely where possible Posters advising social distancing measures displayed in Reception Parent queries telephoned or emailed Persons entering are encouraged to wash their hands on arrival <ul style="list-style-type: none"> Hand sanitiser is available in foyer Information leaflet handed to visitors 	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 and school chaplain available 	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 	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 	3 x 5 Med			

	<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 ● Staff symptoms – go home immediately ● Arrange deep cleaning afterwards 				
Catering	<ul style="list-style-type: none"> ● Reintroduction of seating in the Dining Room ● Surfaces cleaned regularly ● 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 <ul style="list-style-type: none"> ● During an outbreak, 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 ● Years 7 & 8 take lunch at a different time to Years 9, 10 & 11 	3 x 5 Med			
Cleaning	<ul style="list-style-type: none"> ● Cleaning takes place during the day on door handles, handrails, table tops and other smooth surfaces ● Dining room surfaces cleaned regularly ● Full site clean at the end of each day 	3 x 5 Med			
Minibus and Boarding House Car protocols	<ul style="list-style-type: none"> ● Each 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 passenger is experiencing significant symptoms of COVID-19. In this instance report to school or boarding First Aid staff 	3 x 5 Med			
Sports Hall community protocols	<ul style="list-style-type: none"> ● Players should not attend if they have symptoms of COVID-19 ● Hand sanitiser, antibacterial spray and wipes are made available 	3 x 5 Med			

