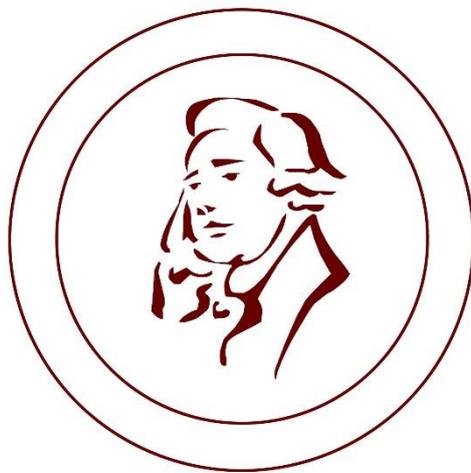


# **Thomas Telford School**



## **COVID-19 Risk Assessment September 2021**

September 2021

# TTS – Risk Assessment

## September 2021

### Key principles:

- Face Coverings no longer recommended in school, but still be worn on school coaches, **in communal areas/moving around school and during PT**
- Students no longer organised in bubbles
- Cleaning regime during day with cloakroom/toilet supervisors keeping toilet areas monitored, with additional measures to be undertaken by staff/students after using venues
- Strong emphasis on personal hygiene
- Good ventilation to maintained in all working areas whenever possible and CO2 monitors to be installed
- Supportive and caring environment for staff and students
- **Parent meetings in first week by Zoom**
- Timely and measured response to any symptomatic staff or students working closely with public health authorities and readiness to apply contingency measures if required

### Content

- Students and staff asymptomatic testing
- Face masks when travelling on school coaches and moving around the school
- Hygiene and cleaning
- Ventilation and social distancing in venues
- Students or staff displaying symptoms
- Student emotional distress
- Vulnerable staff and family members

## Risk Assessment Thomas Telford School – COVID - 19

<b>Location / Site</b>	Insert location and site where activity taking place
Old Park Telford	
<b>Activity / Procedure</b>	Insert name/type of activity or procedure being assessed
Updating Risk Assessment based on latest guidance from 17 August 2021	
<b>Assessment date</b>	Insert date when assessment is being carried out
31/8/21	

<b>Identify people at risk</b>	YES or NO
<b>Employees</b>	<b>YES</b>
<b>Children</b>	<b>YES</b>
<b>Visitors</b>	<b>YES</b>
<b>Contractors</b>	<b>YES</b>

Extract from Schools coronavirus (COVID-19) operational guidance August 2021.

The government continues to manage the risk of serious illness from the spread of the virus. Step 4 marked a new phase in the governments response to the pandemic, moving away from stringent restrictions on everyones day-to-day lives, towards advising people on how to protect themselves and others, alongside targeted interventions to reduce risk. As COVID-19 becomes a virus that we learn to live with, there is now an imperative to reduce the disruption to children and young peoples education - particularly given that the direct clinical risks to children are extremely low, and every adult has been offered a first vaccine and the opportunity for 2 doses by mid-September.

Our priority is for you to deliver face-to-face, high-quality education to all pupils. The evidence is clear that being out of education causes significant harm to educational attainment, life chances, mental and physical health systems of control.

You must comply with health and safety law and put in place proportionate control measures. You must regularly review and update your risk assessments - treating them as living documents, as the circumstances in your school and the public health advice changes. This includes having active arrangements in place to monitor whether the controls are effective and working as planned.

You should have contingency plans (sometimes called outbreak management plans) outlining what you would do if children, pupils, students or staff test positive for COVID-19, or how you would operate if you were advised to take extra measures to help break chains of transmission. Given the detrimental impact that restrictions on education can have on children and young people, any measures in schools should only ever be considered as a last resort, kept to the minimum number of schools or groups possible, and for the shortest amount of time possible.

Central government may offer local areas of particular concern an enhanced response package to help limit increases in transmission.

### **Control measures**

**You should:**

**Ensure good hygiene for everyone.**

**Maintain appropriate cleaning regimes.**

**Keep occupied spaces well ventilated.**

**Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19.**

<b>Identify hazard</b>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
<b>Risk of spread of virus concerning asymptomatic lateral flow testing for students and staff</b>			
<b>Existing level of risk</b>		Consider current level of risk	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b>Control measures</b>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> <li>1. DfE guidelines have been followed when making arrangements for asymptomatic lateral flow testing to be undertaken by students and staff from home and at school.</li> <li>2. All students will be tested on two occasions when they return to school using the Orient Gene Lateral Flow test.</li> <li>3. Students and staff will be supplied with sufficient testing kits to undertake a lateral flow test twice per week on a Wednesday and Sunday evening following the two in school tests.</li> <li>4. Instructions for these tests are provided in the test kits and also on the school website.</li> <li>5. All results should be reported to the NHS Covid results portal.</li> <li>6. If a student or member of staff tests positive they are expected to notify the school immediately by emailing <a href="mailto:covidresults@ttsonline.net">covidresults@ttsonline.net</a> and begin a 10 day isolation. A confirmatory PCR Covid test in the community should be arranged immediately.</li> <li>7. If the PCR Covid test is also positive then the 10 day self-isolation period should continue.</li> <li>8. If the PCR Covid test is negative then the student or staff member should notify the school immediately and will be able to return to school providing they have no symptoms.</li> <li>9. Contacts of positive cases will be managed by the local Public Health Team but there is no longer a requirement to self isolate, although a PCR test may be recommended.</li> <li>10. If there is a localised outbreak of cases in the school the Public Health Team may insist on further preventative controls to be re introduced including self isolation.</li> </ol>			
<b>Remaining level of risk</b>		Consider level of risk following use of control measures	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>

<b>Identify hazard</b>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Air born transmission whilst students are being transported to and from and moving around the school resulting in direct transmission of the virus			
<b>Existing level of risk</b>		Consider current level of risk	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b>Control measures</b>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> <li>1. Students travelling on school coaches or public transport must wear face coverings.</li> <li>2. Hand gel will be provided and should to be used on the journey when getting on the coach.</li> <li>3. A natural staggered start with students arriving between 7.45am and 8.20am.</li> <li>4. Face covering must be worn on entering and leaving school in cloakrooms, when moving on corridors during the day and whilst in personal tutor time.</li> <li>5. Year group assemblies and staff briefings will resume but with students and staff sitting on every other row.</li> <li>6. Parent meetings at the start of the new term will take place using zoom.</li> </ol>			
<b>Remaining level of risk</b>		Consider level of risk following use of control measures	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>

<b>Identify hazard</b>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
<b>Risk of spreading virus due to poor hygiene</b> around school resulting in indirect transmission of the virus			
<b>Existing level of risk</b>		Consider current level of risk	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b>Control measures</b>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> <li>1. Extra sanitisers and refills in each classroom/venue.</li> <li>2. Regular hand washing/sanitising to be undertaken.</li> <li>3. Tissues and anti-bacterial wipes to be made available in classrooms which can be used to wipe telephones and photocopiers. Photocopiers and telephones must be wiped down thoroughly before and after each use.</li> <li>4. Use of shared resources to be minimal and equipment and resources sanitised regularly including computer work stations.</li> <li>5. Students/staff hand wash or sanitise on entry to school, before lunch, using the toilet, after handling any practical equipment and any time they cough or sneeze.</li> <li>6. Cloakroom and toilet supervisors at main toilet areas throughout the day monitoring student numbers and ensuring facilities are cleaned on a constant basis.</li> <li>7. Washing hands posters in all washing areas and displayed around the school.</li> <li>8. Regular reminders on the importance of good personal hygiene to be shared on broadcast, in assemblies and in staff briefings</li> <li>9. Explicit teaching &amp; posters on how to cough/sneeze into the bend in your arm and catch it, bin it, kill it.</li> <li>10. Bins with lids to be emptied regularly and high touch points cleaned.</li> <li>11. Cleaning team will be available all day to assist with cleaning procedures.</li> </ol>			
<b>Remaining level of risk</b>		Consider level of risk following use of control measures	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>

<b>Identify hazard</b>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
<b>Risk of spreading virus due to poor ventilation and social distancing in venues</b>			
<b>Existing level of risk</b>		Consider current level of risk	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b>Control measures</b>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> <li>1. All occupied venues should maximise ventilation whenever possible. This includes opening doors and windows to encourage the circulation of air.</li> <li>2. In colder weather thoughts needs to be given to a balance between good circulation and the room temperature. This may involve intermittent opening of windows during the day.</li> <li>3. Teachers should continue to keep a sensible social distance from students in teaching venues and other areas at all times. They should position students away from the teaching desk space whenever possible.</li> <li>4. A student seating plan should also be kept for every session with students encouraged to distance from each other when appropriate to do so.</li> <li>5. CO2 monitors will be provided to all state-funded education settings from September, so staff can quickly identify where ventilation needs to be improved.</li> </ol>			
<b>Remaining level of risk</b>		Consider level of risk following use of control measures	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>

<b>Identify hazard</b>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
<b>Transmission of the virus by a students’ or staff displaying symptoms</b>			
<b>Existing level of risk</b>		Consider current level of risk	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b>Control measures</b>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> <li>1. Students and staff will be instructed not to attend school if they are displaying symptoms and need to book a PCR test immediately and self-isolate.</li> <li>2. We will ask parents/carers/staff to inform the school immediately on receipt of the result.</li> <li>3. All staff to remain vigilant of student welfare throughout every session and around school.</li> <li>4. If any student or member of staff reports feeling unwell with any of the symptoms the medical room and the nurture room will be used to support students and the “Sportshall” will be used as an additional quarantine area if required.</li> <li>5. The quarantine area will be cleaned thoroughly between users. This includes use of the fogging canisters to ensure all fabric screens are cleansed.</li> <li>6. Students and staff will sit on plastic chairs only.</li> <li>7. PPE clothing will be available for staff who may have to attend to a student or colleague requiring support or medical attention.</li> <li>8. A good stock of disposable aprons, gloves and face masks are available in addition to face visors offered to all staff that might be involved in managing students presenting symptoms</li> <li>9. Staff and students need to understand if they are displaying symptoms they will be sent home and need to get a test immediately and self-isolate.</li> <li>10. If the result is negative the individual can return when they are feeling well.</li> <li>11. If the result is positive the individual should follow the stay at home guidance for households with possible or confirmed Covid 19 infection and must continue to self-isolate for at least 10 days and then return to school when symptoms have gone.</li> <li>12. The school will act swiftly if there is a confirmed case of Covid 19 and work closely with the local health protection team and follow the NHS Test and Trace protocols.</li> <li>13. If any individuals need to be isolated at home then the school’s remote learning resources will be in place immediately.</li> <li>14. The school will constantly review student and staffing absence and would not rule out the possibility of a partial or full school closure in the event of an outbreak.</li> <li>15. Guidance from the DfE/LA and Government medical advisers is regularly updated and staff will be informed accordingly.</li> </ol>			
<b>Remaining level of risk</b>		Consider level of risk following use of control measures	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>

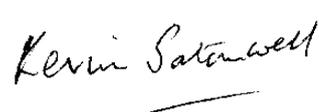
<b>Identify hazard</b>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
<b>Emotional distress by students</b>			
<b>Existing level of risk</b>		Consider current level of risk	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b>Control measures</b>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> <li>1. Small numbers of students may require support for their emotional needs.</li> <li>2. Students may have lost a loved one or experienced a difficult time because of Covid 19.</li> <li>3. Refer all cases of concern to Jamie Norman who will delegate referrals as appropriate.</li> <li>4. The nurture room is now in operation and will be used as a safe space to support vulnerable children.</li> <li>5. The personal tutor remains the first point of contact. Communication can still continue via email and telephone and personal tutors should make a concerted effort to look out for the welfare of all their students as always.</li> </ol>			
<b>Remaining level of risk</b>		Consider level of risk following use of control measures	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>

<b>Identify hazard</b>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
<b>Risk of illness of vulnerable staff and family members</b> through direct and indirect transmission of the virus			
<b>Existing level of risk</b>		Consider current level of risk	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b>Control measures</b>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> <li>1. Those who are clinically extremely vulnerable (those who have received a letter from government or clinician) must take particular care while community infection rates continue to rise and fall. Clinically extremely vulnerable staff are advised to discuss concerns with the School in line with Government guidance. An individual risk assessment should be agreed with the line manager.</li> <li>2. Those who are clinically vulnerable eg asthmatic or people with particular characteristics which may put them at comparatively increased risk of Covid 19. If individuals are concerned we recommend a discussion takes place with their line manager and the school will try and accommodate any additional measures that may be necessary.</li> <li>3. Once informed of a pregnancy, the School will consider how best to ensure the individuals health and safety in the workplace.</li> <li>4. Pregnant colleagues and the School will refer to the latest guidance from the Royal College of Obstetricians and Gynaecologists <a href="https://www.rcog.org.uk">https://www.rcog.org.uk</a></li> <li>5. The School will consider the risks before and after 28 weeks of pregnancy.</li> <li>6. Those living with someone who is clinically extremely vulnerable or clinically vulnerable can attend school and work with children.</li> </ol>			
<b>Remaining level of risk</b>		Consider level of risk following use of control measures	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>

<b>OVERALL level of risk</b>	Consider level of risk following use of control measures		
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b>Assessor's comments</b>	Insert comments relevant to findings as appropriate		
This risk assessment complies with advice offered by the DfE relating to COVID - 19			

<b>Name of assessor</b>	<b>Signature of assessor</b>	<b>Date</b>
Stephen Turton		31/8/2021

<b>Headteachers comments</b>	Insert comments relevant to assessment as appropriate
We have endeavoured to comply with Government recommendations and at the same time optimise the safest conditions possible for students and staff.	

<b>Name of Headteacher</b>	<b>Signature of Headteacher</b>	<b>Date</b>
Sir Kevin Satchwell		31/8/2021

<b>Risk assessment reviews</b>	Reviews will be regularly made and at least weekly.
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