

Risk Assessment Thomas Telford School – COVID - 19

Location / Site	Insert location and site where activity taking place
Old Park Telford	
Activity / Procedure	Insert name/type of activity or procedure being assessed
PARTIAL SCHOOL RE-OPENING FOR YEAR 10 AND 12, 15 June 2020	
Assessment date	Insert date when assessment is being carried out
17/5/2020 – to be updated regularly until re-opening	

Identify people at risk	YES or NO
Employees	YES
Children	YES
Visitors	YES
Contractors	YES

Government guidance states for schools states:

“The safety of children and staff is our utmost priority.”

“The advice seeks to support staff working in schools, colleges and childcare settings, to deliver this approach in the safest way possible, focussing on measures they can put in place to help limit the risk of the virus spreading within education and childcare settings.”

“In education, childcare and social care settings, preventing the spread of the coronavirus involves dealing with direct transmissions (for instance, when in close contact with those sneezing and coughing) and indirect transmission (via touching contaminated surfaces.) A range of approaches and actions should be employed to do this.”

Government guidance for parents concerning re-opening of schools states:

“We have provided guidance and support to schools, colleges and child care settings on implementing protective measures in education and childcare settings to help them **reduce the risk of transmission as more children and young people return.**”

“Whilst such changes are likely to look different in each setting, as they will depend upon individual circumstances, they are all designed to minimise risks to children, staff and their families.

Schools and colleges continue to be best placed to make decisions about how to support and educate their pupils during this period. This will include:

Consideration of the pupils’ mental health and well-being

Schools should therefore work through the hierarchy of measure:

- Avoiding contact with anyone with symptoms
- Frequent hand cleaning and good respiratory hygiene practices
- Regular cleaning of settings
- Minimising contact and mixing

...the risk will be lowered.

Where settings can keep children and young people in those small groups 2 metres away from each other, they should do so. While in general groups should be kept apart, brief transitory contact, such as passing in a corridor is low risk.

Red texts are control measures from Government Guidance – Coronavirus (COVID-19); implementing protective measures in education and childcare settings published 11th May 2020

<u>Identify hazard</u>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards		
Lack of social distancing in the classroom resulting in direct transmission of the virus			
Existing level of risk	Consider current level of risk		
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls		
1. Reduce the number of students in the classroom to endeavour to adhere to social distancing (no more than 10 -12).			

2. Remove excess furniture to increase space if appropriate to the sports hall.
 3. Remove furnishing that would need additional cleaning.
 4. Social distancing charter created for the students and shared with them on first day arrival (Include instructions how to line up, use of toilet, moving around the classroom etc.)
 5. Charter re-visited and modelled many times a day and linked to school behaviour system – lots of praise for adherence and sanctions for non-compliance.
 6. Students isolated if cannot adhere to charter and spoken to re the need for social distancing.
 7. Explicit re-teaching of how to wash and sanitise hands and importance around this.
 8. Lessons planned for individual work (not pairings or group work), students to use one book for all work.
 9. Feedback – use interactive whiteboard not close interaction, if written marking, books should not be touched for three days.
 10. Mark out an area for the teacher – 2m distancing at front of room.
 11. Students to use same desk for entire time their group is in the school.
 12. Teachers preferably move to where students are located to teach.
 13. Students stay in the classroom for majority of the day and do not mix with other groups.
 14. No air conditioning to be used in classrooms.
 15. There will be no use of cloakrooms. Students will take all their belongings (Coats, Lunch Pack, Equipment and keep them all in their bag which will be placed underneath the vacant desk next to where they are sitting).
 16. Students to be provided with individual equipment which is not shared with others and is wiped down at the end of each day.
 17. Strictly no use of drinking fountains, FSM students will be provided with a bottle of water. Others can bring a bottle from home.
 18. Doors and windows to be left open where possible to allow for ventilation.
 19. Any student or adult showing symptoms to be removed from the group and taken to the Medical Room by SMT member who should report the case to Saffron Baxter. **Dependent on outcome government guidelines in relation to testing and self-isolation will be invoked for the individual or entire group. If tested positive strict self-isolation for them and adults and children in their groups for 14 days.**
- Staff to be vigilant of students with SEND, those vulnerable or known to have behavioural conditions as they may have an impaired ability to communicate if they're feeling unwell**

Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

Identify hazard	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards		
Lack of social distancing using toilets and poor hygiene resulting in direct and indirect transmission of the virus			
Existing level of risk	Consider current level of risk		
HIGH	MEDIUM	LOW	NEGLIGIBLE

<u>Control measures</u>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls		
<ol style="list-style-type: none"> 1. Teachers to be vigilant of who they are sending to the toilet - only one boy and one girl allowed to go to toilet at a time – toilets will be supervised. 2. There will be 2m distancing lines from toilet doors – students to be told to wait on the markers if another student is in the toilet and only move into the toilets when they are empty. 3. The only toilets in use for the students are on the ground floor next to the cloakrooms. 4. Importance of washing hands after visiting the toilets always reminded. 5. Extra Signs in toilets re washing hands. 6. Dry hands with paper towels, air hand driers are not in use. 7. All doors to be wedged open to avoid touching. 8. Toilets to be included in the high touch points cleaning regime – 4x daily. 9. The quality of cleaning will be monitored. 10. Availability of soap will be monitored to ensure we do not run out. 11. Sinks to be taped off, so only one sink in use. 12. Only one students allowed in the toilet at any one time. 			
Remaining level of risk	Consider level of risk following use of control measures		
HIGH	MEDIUM	LOW	NEGLIGIBLE

<u>Identify hazard</u>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards		
Lack of social distancing whilst students are being transported to the school waiting to enter the school or classroom in morning resulting in direct transmission of the virus			
Existing level of risk	Consider current level of risk		
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls		
<ol style="list-style-type: none"> 1. Markers outside the entrances to the school by cloakrooms for the students and or parents to wait 2 metres apart 2. Allocated different gates for students to arrive and leave as directed by staff. 3. Controlled supervised entry in to and exit from the school via cloakroom and other identified entrances/exits. Students must go directly to their teaching venue immediately. Cloakrooms out of use. 4. No parents to enter grounds without permission from Saffron Baxter who will be contacted by Tom Martin. 5. Instructions shared by security (Tom Martin and others who control the Gatehouse) re social distancing between families or visitors who may arrive at the school. 6. Signage for parents and students displayed at Gatehouse and other entrances if used, entrance outside the classroom, on school noticeboard and on the playground. 7. Social time after lunch to be closely supervised. 			

8. All parents will be encouraged to bring the students to school by car and collect then when school finishes. Some students may need to use coaches provided by the school.
9. Students may wear face masks whilst being transported to and from school.
10. A used face mask or face covering must not be brought in to the school unless deposited in a plastic bag.
11. A supply of plastic bags will be available at entrances.
12. The plastic bag must be deposited in the students bag and remain there until they have left the school grounds.
13. Face masks may be dispensed with in the bin provided prior to entry to the school.
14. Bus Stewards to implement strict seating arrangements as advised by Browns own Risk Assessment.

Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

<u>Identify hazard</u>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards		
Lack of social distancing during and lunchtimes and on the playground resulting in direct transmission of the virus			
Existing level of risk	Consider current level of risk		
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls		
<ol style="list-style-type: none"> 1. Staggered social time after lunch and allocated area in the first instance. 2. Reduced activities that encourage interaction– all equipment to be cleaned after use see cleaning rota. 3. Shared use of equipment should be discouraged. 4. Staff supervision throughout – actively encouraging and insisting on social distancing. 5. Students practice talking 2 meters apart – modelled by staff. 6. Students to wash or sanitise their hands before and straight after post lunch social time. 7. Students to line up at 2m distance using the markers on the playground as a guide before coming back into the school. 8. The shortest route to returning to teaching areas should be taken, but not through the restaurant which is likely to be in use. Teachers will advise. 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

Identify hazard		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Lack of social distancing when eating lunch resulting in direct transmission of the virus			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. The restaurant will be clearly labelled where students and staff must eat respecting social distancing. 2. 2m markings will assist queuing. 3. Thumb print can be used for payment. Sanitised after each individual use by person operating the till. 4. Maximum of 30 children in the restaurant eating at one time, enables 2 metre distancing. 5. Students will always be called to lunch, no time rota. 6. If cups and cutlery needed, an adult wearing gloves will hand these to individual students so they are not touching crockery and cutlery. 7. Trays and cutlery can be returned in the normal way respecting social distancing. 8. Students who bring packed lunches into the school will have their plastic boxes disinfected before entering the restaurant. 9. Parents will be requested not to use plastic boxes for packed lunches. 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

Identify hazard		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Lack of social distancing in the corridors resulting in direct transmission of the virus			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Students must stay in their classroom. 2. Report via phone to Rob Furlong, Phil Nicholls or Ian Rawlings if a student goes missing from your classroom. 3. One student allowed to go to the toilet at one time. 			

<ol style="list-style-type: none"> 4. Messages to the Head via mobile phones if urgent/ email if not – staff explain to students reasoning to minimise traffic around the school. 5. Staff are encouraged to work from home when they are not teaching. 6. When moving a teaching group around the school – 2 metres between students – adult at back insisting the distance is maintained –practice of this in the first few days using the markers where appropriate. 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

Identify hazard		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Contact of shared resources resulting in indirect transmission of the virus			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Students to be allocated individual items of stationery/books to use for the time they are in the school. 2. Equipment to be wiped down at the end of every day using anti-bacterial wipes by cleaning team. 3. Resources washed/disinfected each evening and left to dry if not same person using them the next day. 4. Tables, door handles and other surfaces incl. chairs to be cleaned every evening by cleaners. 5. Lessons planned so resources are individual and not shared – or on whiteboard. 6. Resources on tables ready for lesson and not distributed within the lesson. 7. Avoid using plastic polypockets as they can transmit the virus. 8. Staff to ensure all equipment used by themselves is wiped down after use. 9. Children and adults to wash or sanitise hands regularly throughout the day. 10. Doors and windows to be left open where possible to allow for ventilation. 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

<u>Identify hazard</u>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Emotional distress by students			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Small numbers of students may require support for their emotional needs. 2. Students may have lost a loved one. 3. Refer all cases of concern to Phil Nicholls who will delegate referrals as appropriate. 4. Timetabled lessons will be reduced initially to enable delivery of subjects in the restricted learning environments, slowly increasing the cognitive load. 5. Staff should encourage discussion about the ‘new normal’ we are now all living with exerting care regarding information that is shared. 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

<u>Identify hazard</u>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Emotional distress of the staff – including anxiety			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. All staff and team meetings – virtually. 2. Staff should share any concerns with their line manager who will where appropriate communicate with the Head. 3. Regular well-being advice will be made available to staff as appropriate. 4. Risk assessments reviewed after day one, week one and fortnightly after that – this is flexible. 5. No more than two teachers in one classroom at any one time. 6. Small offices must only occupy one person. 7. Only one person at a time allowed in the Heads office. 			

8. Only one person at a time is allowed in the General Office.
9. Ask reception to call Saffron Baxter if you need to see her or the Head.
10. Division of labour to provide remote learning or teaching within the school will be organised by SLT.
11. Staff to wear business casual clothing, no neck ties required.
12. Extremely vulnerable staff (Shielding) will work from home and take a lead role in remote learning provision or other delegated responsibilities.
13. Vulnerable staff can work from home or at school with strict 2 metre distancing measures in place.

Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

Identify hazard		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Risk of spreading virus due to close contact with children, 1:1 and restraint			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Guidance from the DfE/LA/ and Government medical advisors is regularly updated and staff will be informed accordingly. 2. PPE clothing will be available for staff who may have to attend to a student or colleague requiring support or medical attention. 3. DfE advise that there is no requirement for students to be wearing face masks whilst at school– see guidance from government. 4. Students can wear face coverings when using public transport. 5. A good stock of disposable aprons, gloves and face masks has been ordered. 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

Identify hazard		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Risk of spreading virus due to poor hygiene resulting in indirect transmission of the virus			

Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Soap order in large quantities. 2. Extra sanitisers and refills in each classroom. 3. Regular hand washing/sanitising to be undertaken. 4. Separate hand gel inside of all classrooms for adult use. 5. A good supply of hand gel will be maintained. 6. Tissues to be made available in classrooms 7. Students hand wash or sanitise on entry to school, before lunch, after lunch, before leaving school, using the toilet, after any sporting activity and any time they cough or sneeze.. 8. Washing hands posters in all washing areas and displayed around the school. 9. Reminders how to wash hands and sanitise properly – videos and posters. 10. Explicit teaching & posters on how to cough/sneeze into the bend in your arm and then catch it, bin it, kill it. 11. Darren Crook to monitor stock levels regularly and report any diminishing of stock to Stephen Turton. 12. Students to wear PE kit to school so that it can be cleaned on a daily basis. 13. Staff to wear fresh, clean clothes on a daily basis – see staff guidelines. 14. Bins to be emptied regularly when high touch points cleaned. 15. Cleaning team will be available all day to assist with cleaning procedures. 16. Vending machines and microwave ovens will be out of use. 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE


Identify hazard		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Risk of infection due to lack of cleaning resulting in indirect transmission of the virus			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. All surfaces, handles, toilets and shared equipment will be cleaned each day 2. Gloves and aprons will be worn by all cleaning staff including masks to be worn when dealing with first aid due to the close proximity. 3. High touch points including photocopiers, trimmers etc to be cleaned x4 daily. 			

<ol style="list-style-type: none"> 4. Some resources will be rotated and left to de-contaminate for 3 or 4 days after cleaning to reduce the risk of indirect transmission. 5. Pens, pencils and any other individual equipment which has been used by students to be wiped down using anti-bacterial wipes. 6. Soft furnishings will be removed from use in classrooms. 7. Plastic packed lunch boxes to be disinfected, but sparingly. 8. IT equipment after use to be wiped down (incl. iPads, laptops and PCs). 9. Deep cleaning of the whole school paying particular attention to areas that have been in use. 10. The school will be closed on Fridays for year 10 and 12 students to allow a deep clean to be undertaken by the cleaning team until further notice. 11. Apart from teachers involved with key workers and vulnerable children staff should work from home on Fridays until further notice. 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE


<u>Identify hazard</u>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Risk of illness of vulnerable staff and family members through direct and indirect transmission of the virus			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Those who are clinically extremely vulnerable (those who have received a letter from Government or clinician) or living with someone who is clinically extremely vulnerable are to work from home. 2. Those who are clinically vulnerable – those strongly advised to social distance in the original guidance are to work at home or work in school adhering to strict 2 metre social distancing from colleagues and children. 3. Those living with persons that are clinically vulnerable can attend school and work with children or adults adhering to this and other re-opening risk assessments. 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

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

Name of assessor	Signature of assessor	Date
Stephen Turton		19 May 2020

Headteachers comments	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.	

Name of Headteacher	Signature of Headteacher	Date
Sir Kevin Satchwell		19 May 2020

Risk assessment reviews	Reviews will be regularly made and at least weekly.
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