



RISK ASSESSMENT FOR: Full opening of schools during the Covid 19 Outbreak. Guidance issued 2nd July 2020, updated 7th, 26th, 28th August 2020. Most recent update 23rd September 2020

Thomas's aims to employ best endeavours to reduce risks. This risk assessment is intended to be generic as far as possible across the group so parents have the same guidance whichever school they attend, but there will be some modifications to meet the specific needs of each school.

This Risk Assessment should be read alongside the Thomas's Coronavirus Policy 23rd September 2020

During this evolving situation please monitor and follow government guidance given in the web links provided

Establishment: Thomas's London Day Schools.	Assessment by: H & S Consultant, H & S Leads in each school	Date:
Risk assessment number/ref:	Head teacher's Approval: Principals' Approval: Ben Thomas, Tobyn Thomas	Date: Date: 31 st August 2020

Persons Exposed	Employees <input type="checkbox"/>	Contractor <input type="checkbox"/>	Pupils/ Young People <input type="checkbox"/>	Expectant Mother <input type="checkbox"/>	Parents/ Visitors/ Public <input type="checkbox"/>	Trespassers <input type="checkbox"/>
Frequency of Exposure	Continually <input type="checkbox"/>	Hourly <input type="checkbox"/>	Daily <input type="checkbox"/>	Weekly <input type="checkbox"/>	Monthly <input type="checkbox"/>	Yearly <input type="checkbox"/>
Duration of Exposure	Less than 1hr <input type="checkbox"/>	1-2 hrs <input type="checkbox"/>	3-4 hrs <input type="checkbox"/>	5-6 hrs <input type="checkbox"/>	7-8 hrs <input type="checkbox"/>	More than 8 hrs <input type="checkbox"/>

Probability (Prob)	5= Very Likely, 4= Likely, 3= Quite Possible, 2= Possible, 1= Unlikely	Low	0-8	Low risk no action required
Severity (Sev)	5= Catastrophic, 4= Major, 3= Moderate, 2= Minor, 1= Insignificant	Medium	9-15	Medium risk ensure adequate controls are in use
		High	16-25	High risk stop operation and implement adequate control measures

	Task / Hazard	Initial			Control Measures	Residual			Extra Controls
		Sev	Prob	Risk		Sev	Prob	Risk	
1.	Public health advice to minimise coronavirus (COVID-19) risks Awareness	5	4	20 HIGH	<ul style="list-style-type: none"> Ensure that pupils, staff and other adults do not come into the school if they have coronavirus (COVID-19) symptoms, or have tested positive in at least the last 10 days, and ensure anyone developing those symptoms during the school day is sent home immediately, Ensure all staff are aware of and follow this process. Essential measures include: <ul style="list-style-type: none"> a requirement that people who are ill stay at home robust hand and respiratory hygiene enhanced cleaning arrangements active engagement with NHS Test and Trace 	5	3	15 MEDIUM	

					<ul style="list-style-type: none"> ○ Tell staff and all adults (over the age of 16) on site about the NHS COVID-19 app ○ Formally consider how to reduce contacts and maximise distancing between those in school wherever possible and minimise potential for contamination so far as is reasonably practicable ● Ensure that pupils or members of staff returning from abroad from a country outside the air bridge quarantine for 14 days before returning to school, even if they have a negative test result 				
2.	Public health advice to minimise coronavirus (COVID-19) risks Response to a local restriction	5	4	20 HIGH	<ul style="list-style-type: none"> ● In the event of increased coronavirus (COVID-19) cases in the local community, follow the national directive with regards to the 4 tiers of restrictions https://www.gov.uk/government/publications/how-schools-can-plan-for-tier-2-local-restrictions/how-schools-can-plan-for-tier-2-local-restrictions ● Tier 1: Continue as usual but staff and pupils in Years 7 & 8 to wear face coverings in communal areas ● Tier 2: Adopt a rota system of attendance for Year 7 & 8 pupils ● Tier 3: Restrict Year 7 & 8 pupil attendance to vulnerable children and the children of critical workers ● Tier 4: Restrict all pupil attendance to vulnerable children and the children of critical workers 	5	3	15 MEDIUM	
3.	Public health advice to minimise coronavirus (COVID-19) risks Clinically Vulnerable	5	5	25 HIGH	Pupils who are shielding or self-isolating <ul style="list-style-type: none"> ● Provide pupils who are shielding or self-isolating with work at home, albeit not a full remote schooling programme unless a whole class/year group is required to self-isolate Staff who are clinically extremely vulnerable <ul style="list-style-type: none"> ● Ensure that clinically extremely vulnerable staff now follow the same guidance as the clinically vulnerable population Staff who are clinically vulnerable <ul style="list-style-type: none"> ● Clinically vulnerable staff can return to school in September. ● Advise clinically vulnerable staff to take particular care to observe good hand and respiratory hygiene, minimising contact and maintaining social distancing. Staff who are pregnant <ul style="list-style-type: none"> ● Conduct a risk assessment for pregnant women in line with the Management of Health and Safety at Work Regulations 1999 (MHSW). (Pregnant staff come under the clinically vulnerable group) 	5	3	15 MEDIUM	

					<p>Staff who may otherwise be at increased risk from coronavirus (COVID-19)</p> <ul style="list-style-type: none"> Ensure controls set out in this guidance are in place to allow those people with particular characteristics that means they be at comparatively increased risk from coronavirus (COVID-19), as set out in the COVID-19: review of disparities in risks and outcomes report are able to return. 				
4.	<p>Public health advice to minimise coronavirus (COVID-19)</p> <p>System of Controls: Prevention and Response summary</p>	4	4	<p>16 HIGH</p>	<ul style="list-style-type: none"> Prevention of infection: <ol style="list-style-type: none"> Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school Clean hands thoroughly more often than usual Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach Minimise contact between individuals and maintain social distancing wherever possible Where necessary, wear appropriate personal protective equipment (PPE) Numbers 1 to 4 must be in place in all schools, all the time. Number 5 must be properly considered and schools must put in place measures that suit their particular circumstances. Number 6 applies in specific circumstances. Response to any infection: <ol style="list-style-type: none"> Engage with the NHS Test and Trace process Manage confirmed cases of coronavirus (COVID-19) amongst the school community Contain any outbreak by following local health protection team advice Numbers 7 to 9 must be followed in every case where they are relevant. 	4	3	<p>12 MEDIUM</p>	
5.	<p>Public health advice to minimise coronavirus (COVID-19) risks</p> <p>Arrival at and departure from school</p>	5	5	<p>25 HIGH</p>	<ul style="list-style-type: none"> Stagger start and finish times Allow multiple siblings to all arrive at the eldest siblings allocated time Discourage parents from gathering at the school gates or coming into school without an appointment Establish a one way route for access to school site for parents to drop off and pick up and encourage them to leave as soon as they have collected their children. Establish a process for pupils and staff who wear face coverings on their journey to school to remove them upon arrival and communicate this process clearly to them. 	5	3	<p>15 MEDIUM</p>	

					<ul style="list-style-type: none"> ○ Do not touch the front of the face covering during use or when removing them. ○ Wash hands immediately on arrival (as is the case for all pupils), ○ Dispose of temporary face coverings in a covered bin or place reusable face coverings in a plastic bag to take home ○ Wash hands again before heading to their classroom. ○ Guidance on safe working in education, childcare and children's social care provides more advice. 				
6.	Public health advice to minimise coronavirus (COVID-19) risks Supply teachers and visitors				<ul style="list-style-type: none"> ● Ensure supply teachers, peripatetic teachers and/or other temporary staff moving between school minimise contact and maintain as much distance as possible from other staff. Specialists, therapists, clinicians and other support staff for pupils with SEND should provide interventions as usual. ● Ensure that the risks associated with managing contractors, visitors, catering staff and deliveries, as well as cleaning staff on site who may be working throughout the school and across different groups, are addressed. ● Ensure that site guidance on physical distancing and hygiene is explained to visitors on or before arrival. Where visits can happen outside of school hours, they should. ● Keep a record of all visitors. 				
7.	Public health advice to minimise coronavirus (COVID-19) risks Contact within school	4	4	16 HIGH	<ul style="list-style-type: none"> ● Within school to reduce unnecessary contact, aim to <ul style="list-style-type: none"> ○ group children together ○ avoid contact between groups ○ arrange classrooms with forward facing desks ○ staff to maintain distance from pupils and other staff as much as possible 	4	3	12 MEDIUM	
8.	Public health advice to minimise coronavirus (COVID-19) risks Hand Hygiene	5	4	20 HIGH	<ul style="list-style-type: none"> ● All staff (teachers/catering/transport teams etc) ensure that all pupils wash their hands on arrival and at regular intervals throughout the day ● Handwashing/hand sanitiser 'stations' to be available so that all pupils and staff can clean their hands regularly ● Employ supervision of hand sanitiser given risks around ingestion. ● Help small children and pupils with complex needs clean their hands properly. Use skin friendly skin cleaning wipes as an alternative ● Build regular handwashing routines into school culture 	5	3	15 MEDIUM	
9.	Public health advice to minimise coronavirus (COVID-19) risks Respiratory Hygiene	5	4	20 HIGH	<ul style="list-style-type: none"> ● All adults to ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach ● Ensure that enough tissues and bins available in the school to support pupils and staff to follow this routine. ● Support younger children and those with complex needs 	5	3	15 MEDIUM	

					<ul style="list-style-type: none"> • Acknowledge that pupils and adults who wish to wear a mask in school may do so. • In the event of a local lockdown, ensure that pupils in Years 7 & 8 and adults wear masks in communal areas. • Request that all visitors, contractors and parents follow school guidance on the wearing of face masks when on site. • Strongly recommend that all catering and teaching staff should wear masks while serving food in the dining areas 				
10.	<p>Public health advice to minimise coronavirus (COVID-19) risks</p> <p>Cleaning</p>	5	4	20 HIGH	<ul style="list-style-type: none"> • Put in place a cleaning schedule that ensures cleaning is generally enhanced and includes: <ul style="list-style-type: none"> ○ more frequent cleaning of rooms / shared areas that are used by different groups ○ use of standard cleaning products such as detergents and bleach ○ frequently touched surfaces being cleaned more often than normal ○ loos to need to be cleaned regularly and pupils encouraged to clean their hands thoroughly after using the loo • Employ additional full-time cleaners to be on site throughout the day 	5	3	15 MEDIUM	
11.	<p>Public health advice to minimise coronavirus (COVID-19) risks</p> <p>Social Distancing within school</p>	5	5	25 HIGH	<ul style="list-style-type: none"> • Reduce number of contacts between children and staff where possible: This can be achieved through keeping groups separate (in 'bubbles') and through maintaining distance between individuals. These are not alternative options and both measures will help, but the balance between them will change depending on: <ul style="list-style-type: none"> ○ children's ability to distance ○ the lay out of the school ○ the feasibility of keeping distinct groups separate while offering a broad curriculum (especially at secondary) • Assess circumstances and if class-sized groups are not compatible with offering a full range of subjects or managing the practical logistics within and around school, look to implement year group sized 'bubbles'. • Keep 'bubbles' apart from other groups where possible and encourage older children to keep their distance within groups. • Aim to limit interaction, sharing of rooms and social spaces between groups as much as possible although we recognise that younger children will not be able to maintain social distancing, and it is acceptable for them not to distance within their group. • Acknowledge that whilst pupils may be in class groups for the majority of the time they may mix into wider groups for specialist teaching, wraparound care and transport. Siblings may also be in different groups. 	5	3	15 MEDIUM	

					<ul style="list-style-type: none"> • Endeavour to keep these groups at least partially separate and minimising contacts between children will still offer public health benefits as it reduces the network of possible direct transmission. • Avoid large gatherings such as assemblies or collective worship with more than one group. • Allow teachers and other staff to operate across different classes and year groups in order to facilitate the delivery of the school timetable. Where staff need to move between classes and year groups, they should try and keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults. • Keep movement around the school to a minimum, avoiding busy corridors, entrances and exits • Implement staggered break and lunch times (with time allowed for cleaning surfaces in the dining hall between groups). • Adapt staff rooms and shared staff places to help staff to distance from each other. Minimise use of staff rooms and provide alternative rooms to enable staff to have a break during the day without congregating in a large group. 				
12.	<p>Public health advice to minimise coronavirus (COVID-19) risks</p> <p>Social Distancing within the classroom</p>	5	5	25 HIGH	<ul style="list-style-type: none"> • Maintain a distance between people whilst inside and reduce the amount of time they are in face to face to contact <ul style="list-style-type: none"> ○ Staff in Years 7 & 8 to maintain distance from their pupils, staying at the front of the class, and away from their colleagues where possible. Ideally, adults should maintain 2 metre distance from each other, and from children, although this is not always possible, especially with younger children. ○ Staff to avoid close face to face contact and minimise time spent within 1 metre of anyone. ○ Pupils with complex needs or who need close contact care should be given support as normal ○ For children old enough, they should also be supported to maintain distance and not touch staff and their peers where possible. ○ When staff or children cannot maintain distancing, particularly with younger children in primary schools, the risk can also be reduced by keeping pupils in the smaller, class-sized groups described above. • Make small adaptations to the classroom to support distancing where possible. This may include seating pupils side by side and facing forwards, rather than face to face or side on, and might include moving unnecessary furniture out of classrooms to make more space. 	5	3	15 MEDIUM	

13.	Public health advice to minimise coronavirus (COVID-19) risks Physical activity in schools	5	4	20 HIGH	<ul style="list-style-type: none"> • Keep pupils in consistent groups, clean sports equipment thoroughly between each use by different individual groups, and adapt contact sports in line with guidance listed below • Prioritise outdoor sports should be prioritised and large indoor spaces used where it is not, maximising distancing between pupils and paying scrupulous attention to cleaning and hygiene. External facilities can also be used in line with government guidance for the use of, and travel to and from, those facilities. • Refer to guidance on the phased return of sport and recreation and guidance from Sport England for grassroot sport • Ensure external coaches, clubs and organisations for curricular and extra-curricular activities are aware of this policy and able to operate within their wider protective measures. • Put on hold fixtures against other schools and inter-Thomas's until further review. • Ensure parents are aware that they should not attend in school fixtures • Replace timetabled swimming times with PE activities until swimming pools are able to welcome schools back 	5	3	15 MEDIUM	
14.	Public health advice to minimise coronavirus (COVID-19) risks Music, Dance and Drama				<ul style="list-style-type: none"> • Give careful consideration to music, dance and drama lessons, particularly when pupils are playing instruments or singing in small groups • Aim to physically distance or go outside wherever possible • Avoid singing, wind and brass playing in larger groups such as school choirs and ensembles, or school assemblies • Arrange class music lessons to take place with all pupils facing the same way, in ranked rows, or sitting back to back • Use microphones and/or encourage singing/speaking quietly • Limit the handling of scripts and scores • Avoid physical correction by teachers and contact in dance and drama • Keep background music to levels which do not necessitate performers having to raise their voices unduly • Adopt additional measures for Individual music lessons. Where appropriate, provide screens or visors to Visiting Music Teachers. Ensure the rooms are ventilated and teachers aim to stay 1 metre apart from pupils. Some Visiting Music Teachers who are clinically vulnerable will continue to teach remotely. 				
15.	Other activities	5	4	20 HIGH	<ul style="list-style-type: none"> • Day trips to take place wherever possibly depending on location and safety • Residential trips not to take place for the time being • Clubs to take place, as consistent groups, with refinement to limit interaction 	5	3	15 MEDIUM	

					<ul style="list-style-type: none"> • Some clubs to be put on hold pending further review (judo/swimming) • Lectures – to be held by year group/pod • Community involvement activities generally on hold pending review • Parent meetings and meetings between staff to be on Zoom, or in person depending on circumstance • Drama Productions to be in class groups. Parental attendance to be allowed if able to distance. All performances filmed and available to parents of that year group • PTA meetings and Council meeting to be held outside or on Zoom • Other PTA events to be on hold in line with government guidelines for large gatherings • Reception assessment procedure amended for 2021 intake 				
16.	<p>Public health advice to minimise coronavirus (COVID-19) risks</p> <p>Equipment and resources integral to education in schools.</p>	5	4	20	<ul style="list-style-type: none"> • Advise against sharing pencils, pens and other equipment • Regularly clean classroom based resources, such as books and games, that are used and shared within the bubble; along with all frequently touched surfaces. • Frequently and meticulously clean resources that are shared between classes or bubbles, such as sports, art and science equipment always, cleaning between bubbles, or rotating to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles. • Clean outdoor playground equipment and resources more frequently. • Limit the amount of equipment pupils bring into school each day, to essentials such as coats, books, stationery, school iPads and mobile phones (for year groups for whom this applicable – see Personal Devices and Photography Policy. Bags are allowed. Pupils and teachers can take books and other shared resources home, although should avoid unnecessary sharing, especially where this does not contribute to pupil education and development. Similar rules on hand cleaning, cleaning of the resources and rotation should apply to these resources • Catering staff to serve food to pupils to reduce tong contact • Ensure water fountains are turned off and encourage use of personal reusable water bottles • Provide take away containers or plates for staff to take their lunch to eat away from the dining rooms 	5	2	10 MEDIUM	
17.	<p>Public health advice to minimise coronavirus (COVID-19) risks</p> <p>Uniform</p>	4	4	16	<ul style="list-style-type: none"> • Pupils to wear full uniform as a general rule • On days when pupils have PE or sports activities they should come to school in PE kit and remain in it for the day to lessen the need for changing 	5	2	10 MEDIUM	

					<ul style="list-style-type: none"> Uniforms do not need to be cleaned any more often than usual, nor do they need to be cleaned using methods which are different from normal. 				
18.	<p>Public health advice to minimise coronavirus (COVID-19) risks</p> <p>PPE</p>	5	5	25 HIGH	<ul style="list-style-type: none"> Where necessary, wear appropriate personal protective equipment (PPE) The majority of staff in education settings will not require PPE beyond what they would normally need for their work. PPE is only needed in a very small number of cases, including: <ul style="list-style-type: none"> where an individual child or young person becomes ill with coronavirus (COVID-19) symptoms while at schools, and only then if a distance of 2 metres cannot be maintained where a child or young person already has routine intimate care needs that involves the use of PPE, in which case the same PPE should continue to be used It is strongly recommended that catering staff wear masks when serving lunch to pupils 	5	3	15 MEDIUM	
19.	<p>Public health advice to minimise coronavirus (COVID-19) risks</p> <p>Transport</p>	5	5	25 HIGH	<p>Dedicated school transport</p> <ul style="list-style-type: none"> Consider how pupils are grouped together on transport, where possible this should reflect the bubbles that are adopted within school. Allocate seating as follows for the morning and afternoon bus runs:- Morning bus runs – seating is allocated within family and/or year group bubbles Afternoon bus runs – pupils are seated in year groups/family groups. Those who alight first will board the bus last and sit in the front. Advise use of hand sanitiser upon boarding and/or disembarking Ensure additional cleaning of vehicles Establish organised queuing and boarding where possible Enable distancing within vehicles wherever possible Ensure the use of face coverings for children over the age of 11, where appropriate, for example, if they are likely to come into very close contact with people outside of their group or who they do not normally meet Ensure drivers wear face masks when assisting children on and off the bus Drivers are not required to wear faces masks when driving, however they are able to wear face masks if they wish (this will be down to the personal preference of the driver) Ensure good ventilation of fresh air throughout the bus, wherever possible, by keeping windows and/or roof lights open. Ensure no one with any symptoms of coronavirus (Covid-19) boards any school bus <p>Wider public transport</p>	5	3	15 MEDIUM	

					<ul style="list-style-type: none"> Encourage parents, staff and pupils to walk or cycle to school if at all possible Families using public transport should refer to the safer travel guidance for passengers. 				
20.	Public health advice to minimise coronavirus (COVID-19) risks SUSPECTED CASE ON-SITE Initial Response	5	4	20 HIGH	<ul style="list-style-type: none"> Send anyone home as soon as possible who becomes unwell with a new, continuous cough or a HIGH temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia). Advise that they must follow 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection', which sets out that they must self-isolate for at least 10 days and should arrange to have a test to see if they have coronavirus (COVID-19). If possible move an unwell pupil awaiting collection, to a room where they can be isolated behind a closed door, depending on the age and needs of the child, with appropriate adult supervision if required. Ideally, open a window should be for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people. Ensure staff caring for the child while they await collection wear PPE if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs). safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE) Ensure that if the pupil needs to go to the loo while waiting to be collected, they should use a separate loo if possible. The loo must be cleaned and disinfected using standard cleaning products before being used by anyone else. Advise that anyone with coronavirus (COVID-19) symptoms should not visit the GP, pharmacy, urgent care centre or a hospital. As is usual practice, in an emergency, call 999 if someone is seriously ill or injured or their life is at risk. 	5	3	15 MEDIUM	
21.	Public health advice to minimise coronavirus (COVID-19) risks SUSPECTED CASE ON-SITE Follow up to treating a suspected case of coronavirus (COVID-19)	5	4	20 HIGH	<ul style="list-style-type: none"> Ensure everyone who has contact with someone who is unwell washes their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser Ensure that supervising staff member and any pupils who have been in contact wash hands thoroughly. They do not need to go home unless they develop symptoms or the child subsequently tests positive or they are requested to do so by NHS Test and Trace. Ensure that the area around the person with symptoms is cleaned with normal household bleach after they have left to reduce the risk of passing the infection on to other people. 	5	2	10 MEDIUM	

					<ul style="list-style-type: none"> • Advise that the symptomatic person should arrange to have test as soon as possible and inform the school of the result immediately, Arrange to have a test, www.coronatestcentre.com • Head to follow up if test result is not received. • Ensure all parents and staff are aware of Isolation rules https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance: • Advise that a pupil or staff member may return to school on receipt of a negative test result as long as they are feeling better. 				
22.	Public health advice to minimise coronavirus (COVID-19) risks Managing a confirmed case of coronavirus (Covid-19) amongst the school community	5	4	20 HIGH	<ul style="list-style-type: none"> • Ensure everyone is aware of the need to inform the school community immediately of any positive test result • Contact the DfE helpline on 0800 046 8687 and follow the advice of the local health protection team (HPT). • Send home any pupils or staff who have been in close contact (class or year group) with the infected person to self-isolate for 14 days • Keep a general record, of pupils and staff in each group as far as is possible and proportionate • Advise that the other household members of the wider class or group do not need to self-isolate unless the contact in their household subsequently develops symptoms, in which case they must start the 14 day self-isolation from the date their contact develops symptoms • Isolation rules https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance: • Complete a record of any confirmed coronavirus (COVID-19) cases. • Inform parents that there is a confirmed case of coronavirus (COVID-19) in the school. However, the name of the person will not be shared unless essential to protect others 				

ACTION ARISING FROM RISK ASSESSMENT

No	Risk Rating	Action Required:	Person (s) Responsible	Target Date	Date Completed
	HIGH	Risk Assessment is to be reviewed in line with Government Guidance Department for Business, Energy & Industrial Strategy - Working safely during coronavirus (COVID-19)	Customer supported by MBHS		

		Guidance to help employers, employees and the self-employed understand how to work safely during the coronavirus pandemic. The government in consultation with industry, has produced guidance to help ensure workplaces are as safe as possible.			
	HIGH	This risk assessment must be communicated to all staff	Customer supported by MBHS	Before start of term	
	HIGH	This risk assessment must be communicated to all parents by putting on the school website	Customer supported by MBHS	Before start of term	
	HIGH	Staff to be made aware, once they enter the site regardless of putting hand sanitiser on their hands or not, everyone must proceed to the bathroom to wash hands thoroughly for 20 seconds with soap and hot water	Customer supported by MBHS		