

RISK ASSESSMENT FOR: Full Opening of Schools during COVID 19 outbreak.
 Now that circumstances have changed, the prevalence of coronavirus (COVID-19) has decreased, the NHS Test and Trace system is up and running, and there are clear measures that need to be in place to create safer environments within schools.
During this evolving situation please monitor and follow government guidance given in the web links provided

Establishment: Thomas's Fulham	Assessment by: Lee Walters	Date: September 23rd, 2020
Risk assessment number/ref:	Head teacher Approval: Annette Dobson	Date: September 2020

Persons Exposed	Employees	X	Contractor	<input type="checkbox"/>	Young Person	X	Expectant Mother	X	Visitors and/or Public	X	Trespassers	<input type="checkbox"/>
Frequency of Exposure	Continually	X	Hourly	<input type="checkbox"/>	Daily	X	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	X	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	Ensuring that pupils, staff and other adults do not come into the school if they have coronavirus (COVID-19) symptoms, or have tested positive in the last 7 days, and ensuring anyone developing those symptoms during the school day is sent home. All schools must follow this process and ensure all staff are aware of it. . 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 • formal consideration of how to reduce contact and maximise distancing between those in school wherever possible and 	5	3	15 Medium	

				<p>minimise potential for contamination so far as is reasonably practicable</p> <ul style="list-style-type: none"> • 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 • active engagement with NHS Test and Trace. Steps if you have tested positive for Covid- <p>You'll be asked to sign in to the NHS Test and Trace contact tracing website at https://contact-tracing.phe.gov.uk.</p> <p>On the contact tracing website, you'll be asked for information including:</p> <ul style="list-style-type: none"> • your name, date of birth and postcode • if you live with other people • any places you've been recently, such as a workplace or school • names and contact details of any people you were in close contact with in the 48 hours before your symptoms started (if you know these details) 					
	<p>Public health advice to minimise coronavirus (COVID-19) risks</p> <p>Contingency Planning in response to a local outbreak</p>	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 • 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	

	Task / Hazard	Initial			Control Measures	Residual			Extra Controls
		Sev	Prob	Risk		Sev	Prob	Risk	
2.	<p>Public health advice to minimise coronavirus (COVID-19) risks</p> <p>Contacts</p>	4	4	16 HIGH	<p>How contacts are reduced will depend on our school's circumstances and will (as much as possible) include:</p> <ul style="list-style-type: none"> ● grouping children together in pods ● avoiding contact between pods ● arranging classrooms with forward facing desks where possible. Lower school classes to change seating set up where practical to maintain as much social distancing as possible and reduce face to face contact between pupils. ● staff maintaining distance from pupils and other staff as much as possible <p>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 • 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 ONLY TIER 4 RELEVANT TO FULHAM DUE TO REC-YR 6 INTAKE</p>	4	3	12 Medium	
3.	<p>Public health advice to minimise coronavirus (COVID-19)</p> <p>Physical arrangements</p>	4	4	16 HIGH	<p>This is the set of actions we must take. They are grouped into 'prevention' and 'response to any infection' and are outlined in more detail in the sections below.</p> <ol style="list-style-type: none"> 1) 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 2) clean hands thoroughly more often than usual 3) ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach 4) introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach 5) minimise contact between individuals and maintain social distancing wherever possible 6) where necessary, wear appropriate personal protective equipment (PPE) <p>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.</p> <p>Response to any infection:</p>	4	3	12 Medium	

				<p>7) engage with the NHS Test and Trace process</p> <p>8) manage confirmed cases of coronavirus (COVID-19) amongst the school community</p> <p>9) contain any outbreak by following local health protection team advice</p> <ul style="list-style-type: none"> Numbers 7 to 9 must be followed in every case where they are relevant. <p>Specialist Teaching Areas</p> <ul style="list-style-type: none"> Avoid multiple groups using shared areas at the same time Clean surfaces/equipment between pod changeover Where safe doors to be propped open to reduce contact and increase ventilation Activities to be planned to avoid close face to face contact Pupils to wash hands before and after specialist activities <p>Offices / IT suites etc</p> <ul style="list-style-type: none"> Work at stations 1m distance apart or occupy alternate workstations Use one side of banks of desks to avoid face to face contact <p>Outside</p> <ul style="list-style-type: none"> Mark out 1m gaps outside the front of the school for parents to observe social distancing during drop off and pick up Establish routes to and from the playground to avoid contact during drop off and pick up All static outdoor equipment (eg climbing frames) to be cleaned regularly and Pods do not share that space. <p>General</p> <ul style="list-style-type: none"> All out of bounds areas to be clearly signed and/or cordoned off <p>Meetings/1-2-1s/training</p> <ul style="list-style-type: none"> Limit face to face meetings to those which are essential. Ensure these are conducted in large enough areas to maintain 1m distancing; or via electronic means (Zoom etc.) 9 portable sanitising units are to be put in specific areas around the school where pupils and staff will be required to clean hands when needed 			
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	Public health advice to minimise coronavirus (COVID-19) risks	5	4	20 HIGH	<p>Pupils who are shielding or self-isolating</p> <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 	5	3	15 M	
	Clinically Vulnerable				<p>Staff who are clinically extremely vulnerable</p> <ul style="list-style-type: none"> • Ensure that clinically extremely vulnerable staff now follow the same guidance as the clinically vulnerable population <p>Staff who are clinically vulnerable</p> <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. <p>Staff who are pregnant</p> <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) <p>Staff who may otherwise be at increased risk from coronavirus (COVID19)</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. 				

	Task / Hazard	Initial			Control Measures	Residual			Extra Controls
		Sev	Prob	Risk		Sev	Prob	Risk	
4.	<p>Public health advice to minimise coronavirus (COVID-19) risks</p> <p>SUSPECTED CASE ON-SITE</p> <p>Prevention</p> <p>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</p>	5	4	20 HIGH	<p>If anyone in the school 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), they must be sent home and advised to follow '<u>stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection</u>', which sets out that they must self-isolate for at least 7 days and should <u>arrange to have a test</u> to see if they have coronavirus (COVID-19). Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms.</p> <p>If a child is awaiting collection, they should be moved, if possible, 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, a window should be opened for ventilation. If it is</p>	5	3	15 Medium	

				<p>not possible to isolate them, move them to an area which is at least 2 metres away from other people. This will be in the Meeting Room behind a screen.</p> <p>If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible (Disabled on Ground Floor should be the first option). The bathroom must be cleaned and disinfected using standard cleaning products before being used by anyone else.</p> <p>PPE must be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs). More information on PPE use can be found in the safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE) guidance.</p> <p>As is usual practice, in an emergency, call 999 if someone is seriously ill or injured or their life is at risk. Anyone with coronavirus (COVID-19) symptoms should not visit the GP, pharmacy, urgent care centre or a hospital.</p> <p>Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive (see below) or they have been requested to do so by NHS Test and Trace.</p> <p>Clinically vulnerable staff, as identified in NHS risk assessment calculator will have a meeting with the Head to assess the risk of returning to work. Staff who return to work may require PPE to assist with duties. If after discussing risk controls in place, they feel unsafe to return to School further information may be required from their Doctor, to confirm if under these conditions any additional controls are required. All reasonable adjustments will be put in place to assist staff to return to School. Most staff require no additional RA but a small number have separate RAs in place with control measures.</p>					
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		Sev	Prob	Risk		Sev	Prob	Risk	

5.	Public health advice to minimise coronavirus (COVID-19) risks SUSPECTED CASE ON-SITE Continued_	5	4	20 High	<p>Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. The area around the person with symptoms must be cleaned with normal household bleach after they have left to reduce the risk of passing the infection on to other people. See the COVID-19: cleaning of non-healthcare settings guidance.</p> <ul style="list-style-type: none"> Supervising staff member and cohort wash hands thoroughly, do not need to go home unless they develop symptoms or the child subsequently tests positive. Head teacher is to follow up if test result is not received. If one student or teacher tests positive for coronavirus, the whole class / pod should be sent home and advised to self-isolate for 14 days (the other household members of the wider class or group do not need to self-isolate unless the child or staff member they with in that group subsequently develops symptoms). Log completed <p>Always call 999 in an emergency.</p> <p>Isolation rules https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance:</p> <ul style="list-style-type: none"> Symptomatic individuals should self-isolate for 7 days, or longer if still unwell or feverish (contact NHS 111 or 111 online if symptoms persist). Household members should self-isolate for 14 days. If household members develop symptoms, they should isolate for 7 days (or longer if still unwell) from the start of their symptoms. There is no need for households to start their isolation again if a second member falls ill. On receipt of a negative test result, a pupil or staff member may return. <p>Testing is available for all staff, pupils who are eligible to return to school, and their households.</p>	5	2	10 Medium	

Task / Hazard	Initial			Control Measures	Residual			Extra Controls
	Sev	Prob	Risk		Sev	Prob	Risk	

6.	Public health advice to minimise coronavirus (COVID-19) risks Hygiene and - Clean hands thoroughly more often than usual	5	4	20 HIGH	Clean hands thoroughly more often than usual All staff must ensure that pupils clean their hands regularly, including when they arrive at school, when they return from breaks, when they change rooms and before and after eating. Regular and thorough hand cleaning is going to be needed for the foreseeable future: Ensure the school has enough hand washing or hand sanitiser 'stations' available so that all pupils and staff can clean their hands regularly Ensure supervision of hand sanitiser use given risks around ingestion. Small children and pupils with complex needs should continue to be helped to clean their hands properly. Skin friendly skin cleaning wipes can be used as an alternative Building these routines into school culture, supported by behaviour expectations and helping ensure younger children and those with complex needs understand the need to follow them Catering staff and teachers/TAs are encouraged to wear masks if they are on duty inside providing table service	5	3	15 Medium	
7.	Public health advice to minimise coronavirus (COVID-19) risks Respiratory Hygiene	5	4	20 HIGH	Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach Ensure that enough tissues and bins are available in the school to support pupils and staff to follow this routine. As with hand cleaning, schools must ensure younger children and those with complex needs are helped to get this right, and all pupils understand that this is now part of how school operates. Some pupils with complex needs will struggle to maintain as good respiratory hygiene as their peers, for example those who spit uncontrollably or use saliva as a sensory stimulant. Public Health England does not (based on current evidence) recommend the use of face coverings in schools. They are not required in schools as pupils and staff are mixing in consistent groups, and because misuse may inadvertently increase the risk of transmission. There may also be negative effects on communication and thus education. Face coverings are required at all times on public transport and in shops (for children over the age of 11) or when attending a hospital as a visitor or outpatient. <ul style="list-style-type: none"> Acknowledge that pupils and adults who wish to wear a mask in school may do so. 	5	3	15 Medium	
Task / Hazard		Initial			Control Measures	Residual			Extra Controls
		Sev	Prob	Risk		Sev	Prob	Risk	

8.	<p>Public health advice to minimise coronavirus (COVID-19) risks</p> <p>INDIRECT TRANSMISSION OF CORONAVIRUS THROUGH SURFACE CONTAMINATION</p> <p>Cleaning</p>	5	4	20 HIGH	<p>Introduce enhanced cleaning, including cleaning frequently touched surfaces often using standard products, such as detergents and bleach. Points to consider and implement: Put in place a cleaning schedule that ensures cleaning is generally enhanced and includes:</p> <ul style="list-style-type: none"> • more frequent cleaning of rooms / shared areas that are used by different groups • frequently touched surfaces being cleaned more often than normal • different groups don't need to be allocated their own toilet blocks, but toilets will need to be cleaned regularly and pupils must be encouraged to clean their hands thoroughly after using the toilet <p>By the end of the summer term, Public Health England will publish revised guidance for cleaning non-healthcare settings to advise on general cleaning required in addition to the current advice on COVID-19: cleaning of non-healthcare settings guidance.</p> <p>Staff Showers</p> <ul style="list-style-type: none"> • All personal equipment to be brought in and bagged after use • Spray clean or wipe anti-bacterial before and after use • Run shower to clear before use • No towels, clothes or any equipment to be left in shower cubicle <p>Employ additional full-time cleaners to be on site throughout the day</p>	5	3	15 Medium	
9.	<p>Public health advice to minimise coronavirus (COVID-19) risks</p> <p>Social Distancing</p>	5	5	25 HIGH	<p>Minimise contact between individuals and maintain social distancing wherever possible</p> <p>Schools must do everything possible to minimise contacts and mixing while delivering a broad and balanced curriculum. The overarching principle to apply is reducing the number of contacts between children and staff. This can be achieved through keeping groups separate (in 'pods') 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:</p> <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 <p>It is likely that for younger children the emphasis will be on separating groups, and for older children it will be on distancing. For children old enough, they should also be supported to maintain distance and not touch staff where possible.</p>	5	3	15 Medium	

	Task / Hazard	Initial			Control Measures	Residual			Extra Controls
		Sev	Prob	Risk		Sev	Prob	Risk	
10.	<p>Public health advice to minimise coronavirus (COVID-19) risks</p> <p>Social Distancing</p>	5	5	25 HIGH	<p>Measures within the classroom</p> <p>Maintaining a distance between people whilst inside and reducing the amount of time they are in face to face to contact. Ideally, adults should maintain 2 metre distance from each other, and from children.</p> <p>Staff to avoid close face to face contact and minimise time spent within 1 metre of anyone. Similarly, it will not be possible when working with many pupils who have complex needs or who need close contact care. These pupils' educational and care support should be provided as normal.</p> <ul style="list-style-type: none"> - For children old enough, they should also be supported to maintain distance and not touch staff and their peers where possible. This will not be possible for the youngest children and some children with complex needs and it is not feasible in some schools where space does not allow. Schools doing this where they can, and even doing this some of the time, will help. - 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. - Schools should make small adaptations to the classroom to support distancing where possible. That should 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. - 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 'pods'. - Keep 'pods' 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 	5	3	15 Medium	

					<p>maintain social distancing, and it is acceptable for them not to distance within their group.</p> <ul style="list-style-type: none"> - 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. - 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. - 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. 				
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	Task / Hazard	Initial			Control Measures	Residual			Extra Controls
		Sev	Prob	Risk		Sev	Prob	Risk	
11.	<p>Public health advice to minimise coronavirus (COVID-19) risks</p> <p>Social Distancing elsewhere and curriculum amendments</p>	5	5	25 HIGH	<p>Measures elsewhere</p> <ul style="list-style-type: none"> - Pods should be kept apart, meaning that schools should avoid large gatherings such as assemblies or collective worship with more than one group. - Live choirs can not go ahead - Class music lessons can take place with all pupils facing the same way, in ranked rows - Individual music lessons to be taught in larger rooms where possible, using a perspex screen for brass/ wind and singing, some to be taught remotely - When timetabling, groups should be kept apart and movement around the school site kept to a minimum. While passing briefly in the corridor or playground is low risk, 	5	3	15 Medium	

				<p>schools should avoid creating busy corridors, entrances and exits. We will implement a 'keep left' system throughout the school, in corridors and stairwells to avoid unnecessary contact We will stagger break times and lunch times where needed (and time for cleaning surfaces in the dining hall between groups). There will be zoned areas in the playground for each Year group including the use of the pirate ship area which will be used by one specific year group each week on a rotational basis</p> <p>The school will be split into Year groups.</p> <p>Most of the time pupils will be in their classes Some of the time pupils will be in year group pods Occasionally children can interact in phases-</p> <p>Lower School Year 3 and 4 Year 5 and 6</p> <ul style="list-style-type: none"> - Staff spaces are set up and used to help staff to distance from each other. Use of staff rooms should be minimised, although staff must still have a break of a reasonable length during the day. Staff will also be able to eat in their rooms but should return plates etc once finished to maintain high standards of hygiene. - The staff room will have a maximum of 10 in the room and nobody should spend more than 15 minutes in there. Tea and Coffee will also be available in the Dining Room to ease congestion. - Staff can eat together within their pod groups but should adhere to 2m social distancing and sanitise the area once finished - The meeting room can be used as an overspill if not in use. Staff are also permitted to eat outside at the picnic benches outside the main reception doors. <p>On the rare occasions that children will be working across pods (ensembles, some clubs) social distancing will be maintained.</p> <ul style="list-style-type: none"> • Hot Desking should not take place and if this may have occurred for any reason the workstation should be sanitised before reuse. 			
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12.	<p>Public health advice to minimise coronavirus (COVID-19) risks</p> <p>Arriving at and leaving school</p>	5	5	<p>Measures for arriving at and leaving school</p> <p>There will be staggered starts and finishing times to keep groups apart as they arrive and leave school. Pupils will also have different entry points into the building at drop off to ease congestion.</p> <ul style="list-style-type: none"> • Allow multiple siblings to all arrive at the eldest siblings allocated time <p>Parents will be reminded about the processes that have been agreed for drop off and collection, including that gathering at the school gates and otherwise coming onto the site without an appointment is not allowed.</p> <p>Schools should also have a process for removing face coverings when pupils and staff who use them arrive at school and communicate it clearly to them. Pupils must be instructed not to touch the front of their face covering during use or when removing them. They must wash their 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 they can take home with them, and then wash their hands again before heading to their classroom. Guidance on <u>safe working in education, childcare and children's social care</u> provides more advice.</p> <p>Parents have now been asked to wear face masks for PM pick up</p> <p>Late room will not be able to happen due to number in the room. While the class teacher dismisses L/Sch late pupils are to stay with their class. A TA is to oversee the 3 classrooms with the doors propped open.</p> <p>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.</p> <ul style="list-style-type: none"> • 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. 	5	3	<p>15 Medium</p>	
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				<p>Clubs after school- New procedures are in place regarding collection of pupils before clubs and at pick up. Social distancing and phase cross over is limited as much as possible.</p> <p>Some of our clubs are in phased pods (Years 3 & 4 and Years 5 & 6) as permitted under government guidance. We will endeavor to keep the year pods as separate as possible, when they are participating in these phased groupings.</p> <p>All of our usual protocols, for example hand sanitizing, will still apply.</p> <p>Snacks will be provided by school, please <u>do not</u> send you child into school with snack.</p> <p>Please take note of the pick-up times and pick-up locations for all clubs and extra activities below. A reminder that <u>parents will not be allowed into school and must maintain social distancing.</u></p> <p><u>Kit for clubs</u></p> <p>For the time being, if your child has a sports club after school, they should come to school in their sports kit. The exceptions to this are ballet and gym club, where they will change in their classrooms, under staff supervision.</p>				
Task / Hazard	Initial			Control Measures	Residual			Extra Controls
	Sev	Prob	Risk		Sev	Prob	Risk	
<p>13. Public health advice to minimise coronavirus (COVID-19) risks</p> <p>Equipment and resources are integral to education in schools.</p>	5	4	20	<p>For individual and very frequently used equipment, such as pencils and pens, it is recommended that staff and pupils have their own items that are not shared.</p> <p>Classroom based resources can be used and shared within the pods but these should be cleaned regularly, along with all frequently touched surfaces.</p> <p>Resources that are shared between classes or pods, such as sports, art and science equipment should be cleaned frequently and meticulously and always between pod use, or rotated 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 pods.</p> <p>Outdoor playground equipment should be more frequently cleaned. This would also apply to resources used inside and outside by wraparound care providers.</p> <p>It is recommended that pupils limit the amount of equipment they bring into school each day, to essentials. Bags are allowed. Pupils and teachers can take books and other shared resources home, although</p>	5	2	10 Medium	

				<p>unnecessary sharing should be avoided, 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</p> <p>-Parents are not allowed in the building unless absolutely essential or a prior meeting has been organised and sanctioned. NOTE- Apart from Reception parents in the first 2 weeks where they will be able to drop off at the classroom. They will be encouraged to leave quickly.</p> <p>-Parents are not allowed into the school in the morning. Parents will use the same procedures as during our reopening period, pupils will go through either the main entrance or yellow door depending on year group</p> <p>-Afternoon collection will be from the Art side or Main side of the playground with parents and pupils expected to follow a designated one way route onto site and maintain social distancing in the car park until their child is brought down to them.</p> <p>-Each Year group within their pod will have their own breaktime equipment to decrease the chance of contamination between pods, this will be cleaned at the end of each day and stored in their own Year group boxes in the playground.</p> <p>-Pupils will wear PE kit to school on days where Physical Education lessons are taking place. They will bring in a change of clothes (school uniform) for wet weather</p> <ul style="list-style-type: none"> • Catering and teaching staff to serve food to pupils to reduce tong contact where possible 			
	<p>Public health advice to minimise coronavirus (COVID-19) risks</p> <p>Uniform</p>			<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 • 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. 			

	Specific Subject procedures				<p>Points to consider-</p> <p>Classroom layout and lesson modifications Use of equipment Cleaning between lessons Limiting Pod interaction at class changeover</p>				
	PE/Games	5	5	25 HIGH	<ul style="list-style-type: none"> • All children to sanitise hands on arriving and leaving gym/outdoor lesson space and off site lessons. • Children to arrive at school changed in PE kit and will not change out of it unless in bad weather/conditions of clothes. • Lesson modifications - We will endeavour to minimise sharing of equipment and general equipment use. Pupils will be encouraged to work sub maximally (to avoid sweating) and within specified spaces where necessary. • Cleaning of equipment - Equipment will be sanitised between uses but can be used across bigger pod groups (Eg Year 3 and 4 can use the same equipment but where possible it should be sanitised). Gym equipment will be minimised and cleaned when necessary. • Cleaning between lessons - will take place when the classes overlap between big pods. The Gym floor is cleaned after lunch which should minimize the need for general floor cleaning. • Limiting Pod interaction at class changeover - Teachers will need to come and collect children before the lesson time is due to finish to avoid clashes. Children will not remove shoes and socks initially at inside lessons. • Where possible windows open to maintain airflow 	5	2	10 M	

	Art				<ul style="list-style-type: none"> • All children to sanitise hands on arriving and leaving Art Dept. • Lesson modifications - We will endeavour to minimise sharing of equipment. Shouting will be discouraged. No cross-year sessions, or large group rehearsals • Art work should be individual in the initial stages and children should all be facing the same way, seated shoulder to shoulder or tables at 2m distance. • Where possible windows open to maintain airflow • Cleaning of equipment - this will happen after each lesson Time should be left so that floors can be mopped, specifically between year groups changing (this will include Drama clubs at lunch-times and after school, as these will involve different year groups) • Limiting Pod interaction at class changeover - 5 minutes between each lesson to allow for form groups to return to their form rooms to ensure they are not interacting with another class(pod) and to allow for cleaning of surfaces and equipment 				
	Drama	5	5	25 HIGH	<ul style="list-style-type: none"> • All children to sanitise hands on arriving and leaving Drama studio • Lesson modifications - We will endeavour to minimise sharing of equipment. Shouting will be discouraged. No cross-year sessions, or large group rehearsals • Where possible windows open to maintain airflow • Cleaning of equipment - this will happen after each lesson • Cleaning of Drama studio floor between year group lessons - Time should be left so that floors can be mopped, specifically between year groups changing (this will include Drama clubs at lunch-times and after school, as these will involve different year groups) • Limiting Pod interaction at class changeover - 5 minutes between each lesson to allow for form groups to return to their form rooms to ensure they are not interacting with another class(pod) and to allow for cleaning of surfaces and equipment 	5	2	M	

	Science	5	5	25 HIGH	<ul style="list-style-type: none"> Classroom layout and lesson modifications - We cannot change the layout of the rooms as the furniture is fixed. All pupils will be facing forwards at the fixed benches. Use of equipment - We can clean equipment after each lesson but depending on the activity, time needed will vary from lesson to lesson for different classes across the year groups Cleaning between lessons - In addition to the above, cleaning of chairs, tables and door handles Limiting Pod interaction at class changeover - 5 minutes between each lesson to allow for form groups to return to their form rooms to ensure they are not interacting with another class(pod) and to allow for cleaning of surfaces and equipment 	5	2	M	
	SEN/1to1	5	3	15 M	<ul style="list-style-type: none"> Side to side not face to face PPE available Limit time that staff are in close proximity Pupils to sanitise hands on entry Equipment to be wiped down after use Sanitising kits - gel and wipes provided for staff 	5	2	10 M	
	Music and VMT lessons				<p>VMT lessons</p> <ul style="list-style-type: none"> 1-1 timetables will be on CHQ and linked in the first bulletin PPE can be worn Teach lessons side-by-side where possible. Rooms organised to maximise space between teacher and pupil. Where this is not possible, please use the mirror in the teaching room and ensure that you are at either end of the room. A large perspex screen will be between the teacher and pupil for singing lessons and wind lessons Children may <u>not</u> use any music, instruments, drum sticks and accessories other than their own. Pupils must <u>not</u> collect other pupils for the next lesson. They must return straight to their class after their lesson. Please remind them to do so. 				

- Sanitising sprays, wipes and tissues will be available in every room. Teacher to wipe down the music stand and wash / sanitise hands after each lesson.
- The designated Music Gappie, will supervise lessons for pupils of these teachers. Parents will be informed in September. The necessity for lessons to take place remotely will be reviewed frequently through the term.

Ensembles

- Choirs will not happen until it is deemed safe to do so
- Use all the space to ensure as much distance between members as possible.
- Children may not use any music, instruments, drum sticks and accessories other than their own. NO EXCEPTIONS CAN BE MADE.
- Wind Ensemble, Bold as Brass and Buzzy Ps to take place via ZOOM after school weekly.
- No Senior Singers, New Voices choir, Tallis Singers, Y2S and Mini Choir in the Michaelmas term.
- Children and teachers wipe down music stands and equipment to sanitise after a session.
- Staff are encouraged to wear visors in all ensemble rehearsals.
- All wind ensembles have been scheduled to take place after school from home via ZOOM.
- Musicians must rehearse shoulder to shoulder wherever possible and with 1m distance.
- Percussion ensembles: Sanitise hands before and after using them. Instruments should be washed with the sanitising soap and water and eco-friendly cloths. Wash the cloth and leave to dry.

Class Music

- Singing can take place at low volume and side-by-side.
- No woodwind or brass instruments.
- Prep School must use their own pencil cases.
- Stringed and percussion instruments can be used.

					<ul style="list-style-type: none"> Percussion instruments (Years 1, 4 and 5): Sanitise hands before and after using them. Instruments should be washed with the sanitising soap and water and eco-friendly cloths. Wash the cloth and leave to dry. Stringed instruments (Year 2): sanitise hands before and after using them. Use 70% alcohol wipes (anything stronger may damage the wood/varnish) followed by a recommended cleaner for that instrument to remove residue of the alcohol. 				
	Library	5	5	25 HIGH	<ul style="list-style-type: none"> Books to be wiped down after use. Reading books to be wiped down when returned to the Library. Shelving to be cleaned regularly 	5	3	15 M	
	Co-curricular lesson cleaning note	5	5	25 HIGH	<ul style="list-style-type: none"> In cases where different Pods are accessing Co-Curricular lessons a clean will have to take place in between. The Calabash cleaning team and/or Specialist teacher will clean equipment and surfaces and lessons may have to finish slightly earlier for this to happen. In these cases the class teacher will come and collect the class and supervise them before their next lesson. Pupils can wash their hands during this time as an added measure 			15 M	
14.	Public health advice to minimise coronavirus (COVID-19) risks PPE	5	5	25 HIGH	<p>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:</p> <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 1 metre 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 <p>Read the guidance on safe working in education, childcare and children's social care for more information about preventing and</p>	5	3	15 Mediu m	

Task / Hazard	Initial			Control Measures	Residual			Extra Controls
	Sev	Prob	Risk		Sev	Prob	Risk	
				controlling infection, including when, how PPE should be used, what type of PPE to use, and how to source it.				
15. Public health advice to minimise coronavirus (COVID-19) risks Dedicated School Transport	5	5	25 HIGH	Dedicated school transport, including statutory provision It is important to consider: how pupils are grouped together on transport, where possible this should reflect the bubbles that are adopted within school and family groups use of hand sanitiser upon boarding and/or disembarking additional cleaning of vehicles organised queuing and boarding where possible distancing within vehicles wherever possible 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	5	3	15 Medium	
16. Public health advice to minimise coronavirus (COVID-19) risks Physical activity in schools	5	4	29 High	Schools have the flexibility to decide how physical education, sport and physical activity will be provided whilst following the measures in their system of controls. Pupils should be kept in consistent groups, (Classes/Year groups/Pods) sports equipment thoroughly cleaned between each use by different individual groups, and contact sports avoided. Outdoor sports should be prioritised where possible, and large indoor spaces used where it is not, maximising distancing between pupils and paying scrupulous attention to cleaning and hygiene. This is particularly important in a sports setting because of the way in which people breathe during exercise. External facilities can also be used in line with government guidance for the use of, and travel to and from, those facilities. Schools should refer to the following advice: <u>guidance on the phased return of sport and recreation</u> and guidance from <u>Sport England</u> for grassroot sport advice from organisations such as the <u>Association for Physical Education</u> and the <u>Youth Sport Trust</u> Schools are able to work with external coaches, clubs and organisations for curricular and extra-curricular activities where they are satisfied that this is safe to do so. Schools should consider carefully how such arrangements can operate within their wider protective measures.	5	3	15 Medium	

					<ul style="list-style-type: none"> • Fixtures against other schools and inter-Thomas's to be on hold until further review. Any within school fixtures should not have parental attendance • Swimming lessons on hold pending further review. Timetabled swimming times to be replaced with PE activities • 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 • Some clubs to be put on hold pending further review (judo/swimming) • Lectures – to be held by year group/pods where possible • Community involvement activities generally on hold pending review • Parent meetings to be on Zoom, or in person depending on circumstance • Drama Productions to be in class groups. 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 				
17	Contractors	5	5	25 HIGH	<p>Only contractors carrying out essential maintenance deemed necessary to the safe running of the school are to be allowed on site and will read and comply with signs in reception regarding social distancing and good hygiene.</p> <ul style="list-style-type: none"> • Put notices on external gates with a contact number to call to gain access, if no video intercom available for any reason • Staff and contractors to maintain a safe distance between themselves and others (1m). • All contractors to wash and sanitise their hands upon entering and leaving the site. 	5	3	15 M	

					<ul style="list-style-type: none"> • Approach to scheduled / ongoing building works to be agreed • Schools to seek confirmation of the contractors method statement / risk assessment if needed 				
18	Provision of first aid	5	5	25 HIGH	<ul style="list-style-type: none"> • Establish stock monitoring and ordering system. • PPE stocks to be stored in First Aid cupboard and designated Isolation Room (meeting room/ welfare room) • PPE is only needed in a very small number of cases • Children, young people and learners whose care routinely already involves the use of PPE due to their intimate care needs should continue to receive their care in the same way • PPE as appropriate is required if a child or staff falls ill and requires direct personal care on site: • PPE should be worn if a distance of 1m cannot be maintained from any child, young person or other learner displaying coronavirus symptoms <ul style="list-style-type: none"> ○ Fluid resistant surgical mask worn by supervising adult if 1m distance cannot be maintained ○ Disposable gloves, disposable apron, fluid-resistant surgical mask worn if contact is necessary ○ Eye protection if there is a risk of splashing (e.g. coughing, spitting, vomiting) • Review PPE protocols for routine provision of intimate care and ensure adequate supply. 	5	3	15 M	
19	Emergency procedures (Fire alarm activations etc)	5	5	25 HIGH	<ul style="list-style-type: none"> • Emergency evacuations are to take place following social distancing principles as far as is reasonably practicable (this will be impacted during evacuation, but will be for short period). • Staff have been made aware of new procedures for Assembly areas, this will be reinforced when we return in September • Pupils to be informed that should the fire drill sound the priority is to get out of the building (over social distancing) • Try to maintain 1m separation at assembly areas (where space permits). Increased supervision and reiteration of messages to occupants 	5	3	15 M	

					<ul style="list-style-type: none"> Review any Personal Evacuation Emergency Plans (PEEPS) to ensure that arrangements are still adequate and relevant. Fire Marshalls to be advised to make extra checks to close any doors that may have been wedged open to allow ventilation 				
20	Deliveries & Waste collection	5	5	25 HIGH	<ul style="list-style-type: none"> Delivery staff should not be approached, packages to be left in a safe place. Hands to be thoroughly washed after handling all deliveries or waste materials. Waste collections made when the minimum number of persons are on site (i.e. after normal opening hours). Members of staff should not arrange for deliveries to be made to school unless they are part of the core team working on site. 	5	2	10 M	
21	Premises safety				<ul style="list-style-type: none"> Ensure all 'normal' tasks / compliance checks are being carried out/planned such as fire alarm testing, legionella controls, servicing of equipment, PAT testing etc. Ensure all key services are operational Flush all water outlets thoroughly in areas of the school which have been closed for period of time. Ensure key fire doors are not being compromised / wedged open (those protected stairwells, cross corridor, on single directional routes etc.) Ensure all water fountains are cordoned off 	5	2	10 M	
22	Other activities specific to Thomas's	5	4	20	<ul style="list-style-type: none"> Day trips dependent on location and safety but aim to get out if possible Residential trips not to take place for the time being Clubs can take place, as consistent groups, with refinement to limit interaction Some clubs on hold pending further review (judo/swimming) Lectures – can be held by year group/pod Community involvement activities generally on hold pending review Parent meetings on Zoom, or in person depending on circumstance Drama Productions in class groups. Parental attendance if able to distance, All performances filmed and available to parents 	5	3	15 M	

				<ul style="list-style-type: none"> • PTA meetings and Council meeting to be held on Zoom • Other PTA events on hold in line with government guidelines for large gatherings • Review of Reception assessment procedure 			
ACTION ARISING FROM RISK ASSESSMENT							
No	Risk Rating	Action Required:			Person (s) Responsible	Target Date	Date Completed
	HIGH	<p>Risk Assessment is to be reviewed in line with Government Guidance</p> <p><u>Department for Business, Energy & Industrial Strategy - Working safely during coronavirus (COVID-19)</u></p> <p>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.</p>			Customer supported by MBHS	Ongoing	
	HIGH	This risk assessment must be communicated to all staff			Customer supported by MBHS	Before start up	
	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	Before start up	