

RISK ASSESSMENT FOR: Full opening of Thomas's during the Covid 19 Outbreak. Guidance issued 2nd July 2020, updated 7th, 26th and 28th August 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 September 2020



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

Establishment: Thomas's Battersea	Assessment by: H & S Lead	Date: 1 st September 2020
Risk assessment number/ref:	Head teacher's Approval:	Date:
	Principals' Approval: Ben Thomas, Toby Thomas	Date:

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 the last 7 days, and ensure anyone developing those symptoms during the school day is sent home, Ensure all staff are aware of and follow this process. Essential measures include: 	5	3	15 MEDIU M	

					<ul style="list-style-type: none"> o a requirement that people who are ill stay at home o robust hand and respiratory hygiene o enhanced cleaning arrangements o active engagement with NHS Test and Trace o formal consideration of 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 Contingency Planning in response to a local outbreak	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	LA/PHE Phone number
3.	Public health advice to minimise coronavirus (COVID-19) risks Contacts	4	4	16 HIGH	<ul style="list-style-type: none"> • Within school to reduce unnecessary contact, aim to <ul style="list-style-type: none"> o group children together o avoid contact between groups o arrange classrooms with forward facing desks o staff to maintain distance from pupils and other staff as much as possible o Lower School staff to use discretion due to age of children. 	4	3	12 MEDIUM	Continual reinforcement through Head of Schools
4.	Public health advice to minimise coronavirus (COVID-19) risks Clinically Vulnerable				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 • Clinically extremely vulnerable staff provided with a personal risk assessment. 				Isolated work areas provided for clinically extremely vulnerable staff

					<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) Pregnant staff to fill Expectant Mothers Questionnaire. <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. 				
5.	<p>Public health advice to minimise coronavirus (COVID-19)</p> <p>Physical arrangements to prevent and respond to coronavirus (COVID-19) risk</p>	4	4	16 HIGH	<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, all the time. Number 5 must be properly considered and measures put in place that suit particular circumstances. Number 6 applies in specific circumstances. <ul style="list-style-type: none"> Response to any infection: <ol style="list-style-type: none"> Engage with the NHS Test and Trace process 	4	3	12 MEDIU M	School nurse continually on site for added support.

					<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. 				
6.	<p>Public health advice to minimise coronavirus (COVID-19) risks</p> <p>Arriving at and leaving school</p>	5	5	25 HIGH	<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 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. <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. Guidance on <u>safe working in education, childcare and children's social care</u> provides more advice. 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. Keep a record of all visitors. 	5	3	15 MEDIU M	Sanitising stations positioned around the school and anti-bacterial gel in all classrooms
7.	<p>Public health advice to minimise coronavirus (COVID-19) risks</p> <p>Hand Hygiene</p>	5	4	20 HIGH	<ul style="list-style-type: none"> All staff (teachers/catering/transport teams etc) ensure that all pupils wash their hands at regular intervals throughout the day Handwashing/hand sanitiser 'stations' to be available so that all pupils and staff can clean their hands regularly. Help small children and pupils with complex needs clean their hands properly. Build regular handwashing routines into school culture 	5	3	15 MEDIU M	
8.	<p>Public health advice to minimise coronavirus (COVID-19) risks</p>	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 	5	3	15 MEDIU M	

	Respiratory Hygiene				<ul style="list-style-type: none"> • 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 • 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. 				
9.	Public health advice to minimise coronavirus (COVID-19) risks Indirect transmission of coronavirus through surface contamination - cleaning	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"> o more frequent cleaning of rooms / shared areas that are used by different groups o use of standard cleaning products such as detergents and bleach o frequently touched surfaces being cleaned more often than normal o loos to need to be cleaned regularly and pupils encouraged to clean their hands thoroughly after using the loo • Four full-time cleaners to be on site throughout the day 	5	3	15 MEDIUM	
10.	Public health advice to minimise coronavirus (COVID-19) risks Social Distancing within school	5	5	25 HIGH	<ul style="list-style-type: none"> • Reduce number of contacts between children and staff where possible: • Keep 'bubbles' apart from other groups where possible and encourage older children to keep their distance within groups. • Aim to limit interaction. 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. • 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. 	5	3	15 MEDIUM	<p>No lining up outside classrooms . Children in middle and upper schools to wipe down work station when leaving room.</p>
11.	Public health advice to minimise coronavirus (COVID-19) risks Social Distancing within the classroom	5	5	25 HIGH	<ul style="list-style-type: none"> • Maintain a distance between people whilst inside. <ul style="list-style-type: none"> o 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. 	5	3	15 MEDIUM	

					<ul style="list-style-type: none"> o Pupils with complex needs or who need close contact care should be given support as normal o For children old enough, they should also be supported to maintain distance and not touch staff and their peers where possible. o Small adaptations to the classroom to support distancing where possible. Pupils facing the front. 				
12.	Public health advice to minimise coronavirus (COVID-19) risks Social Distancing elsewhere and curriculum amendments	5	5	25 HIGH	<ul style="list-style-type: none"> • Keep groups apart, avoiding large gatherings such as assemblies or collective worship with more than one group. • Give careful consideration to music lessons, particularly when pupils are playing instruments or singing in small groups • Where singing, wind and brass playing is taking place in mixed pods ensure that an appropriate distance is maintained. • Adopt additional measures for Individual music lessons. Where appropriate.. Ensure the rooms are ventilated and teachers aim to stay 1 metre apart from pupils. Some Visiting Music Teachers will continue to teach remotely. • 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). 	5	3	15 MEDIUM	11 maximum in Music Room 1 for wind, brass and singing (3m distance) 6 in Music Room 2 (3m distance) 22 in Great Hall
13.	Public health advice to minimise coronavirus (COVID-19) risks Equipment and resources are integral to education in schools.	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. • 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 <u>Personal Device Policy</u>). Bags are allowed. Pupils and teachers can take books and other shared resources home, although should avoid unnecessary sharing. • Catering staff to plate and serve food at the table. 	5	2	10 MEDIUM	Specific duty for Gap students to clean PE equipment
14.	Public health advice to minimise coronavirus (COVID-19) risks Uniform				<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 				

					<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. 				
15.	Public health advice to minimise coronavirus (COVID-19) risks PPE	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. 	5	3	15 MEDIU M	
16.	Public health advice to minimise coronavirus (COVID-19) risks School Transport	5	5	25 HIGH	Dedicated school transport <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 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 Wider public transport <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. 	5	3	15 MEDIU M	
17.	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 a 	5	3	15 MEDIU M	Specific duty for Gap students to clean PE equipment

					<ul style="list-style-type: none"> • 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 				
18	<p>Public health advice to minimise coronavirus (COVID-19) risks</p> <p>Shared counselling room</p>	5	5	20 HIGH	<ul style="list-style-type: none"> • Prior to a session, counsellor will email relevant consent forms to parents with the explanation about the plans in place during the current pandemic • Parents will be requested to agree to specific measures in place, including the track and trace system • Regular hand washing • Antibacterial spray available • Open windows • 2 metre social distancing • Removal of previously shared toys • Each child now receives an individual 'create & play pack' 	5	3	15 MEDIUM	<p>Consistent cleaning of the counselling room using antibacterial spray after each session</p> <p>Continual washing of hands before and after each sessions for both child and counsellor</p>
19.	<p>Other activities specific to Thomas's</p>	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 • 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 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 	5	3	15 MEDIUM	

					<ul style="list-style-type: none"> Reception assessment procedure amended for 2021 intake 				
20.	<p>Public health advice to minimise coronavirus (COVID-19) risks</p> <p>SUSPECTED CASE</p> <p>ON-SITE 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	<ul style="list-style-type: none"> Anyone in the school 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), 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). Pupils or teachers who have tested positive whilst not experiencing symptoms but develop symptoms during the isolation period, must restart the 10 day isolation period from the day they develop symptoms. Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms. An unwell pupil awaiting collection 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 not possible to isolate them, move them to an area which is at least 2 metres away from other people. 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. 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). 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. Advise members of staff who have helped someone with symptoms and any pupils who have been in close contact with them that they 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. 	5	3	15 MEDIU M	COVID isolation room - PE changing room.

21.	Public health advice to minimise coronavirus (COVID-19) risks SUSPECTED CASE ON-SITE Continued	5	4	20 HIGH	<ul style="list-style-type: none"> • Ensure everyone is aware they 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. • 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. See the COVID-19: cleaning of non-healthcare settings guidance. • Supervising staff member and cohort must wash hands thoroughly. They do not need to go home unless they develop symptoms or the child subsequently tests positive. • Head teacher to follow up if test result is not received. • Advise that if one student or teacher tests positive for coronavirus, the whole class / group 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). • Ensure log of illness is completed • Ensure all parents and staff are aware of Isolation rules https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance: <ul style="list-style-type: none"> o Symptomatic individuals should self-isolate for 7 days, or longer if still unwell or feverish (contact NHS 111 or 111 online if symptoms persist). o Household members should self-isolate for 14 days. o If household members develop symptoms, they should isolate for 7 days (or longer if still unwell) from the start of their symptoms. o There is no need for households to start their isolation again if a second member falls ill. o On receipt of a negative test result, a pupil or staff member may return. 	5	2	10 MEDIUM	
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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 of term	7.09.2020
	HIGH	This risk assessment must be communicated to all parents by putting on the school website	Customer supported by MBHS	Before start of term	11.09.20
	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 of term	2.09.2020