

RISK ASSESSMENT FOR: Full school attendance for the summer term based on Government Guidance of 6th April 2021



Thomas's aims to employ best endeavour 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 **and these will be communicated separately.**

This Risk Assessment should be read alongside the **Thomas's COVID-19 Policy 16th April 2021**

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: 16 th April 2021
Risk assessment number/ref:	Head teacher's Approval: Simon O'Malley, Phil Ward, Annette Dobson, Jo Ebner, Principals' Approval: Ben Thomas, Tobyn Thomas	Date: 16 th April 2021 Date: 16 th April 2021

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.	Contact with someone suffering from COVID-19	5	4	20 HIGH	<p>MINIMISE CONTACT WITH INDIVIDUALS WHO ARE REQUIRED TO SELF-ISOLATE</p> <ul style="list-style-type: none"> Ensure that pupils, staff and other adults do not come into the school if they or a member of their household have <u>COVID-19 symptoms</u>, or have tested positive in at least the last 10 days. <u>Current government stay at home guidance.</u> Ensure pupils or staff who have travelled abroad quarantine in line with <u>Current government guidance on quarantine.</u> Ensure anyone developing those symptoms during the school day or has a positive LFD test result is sent home immediately or isolated until they can be picked up. 	5	3	15 MEDIUM	

					<ul style="list-style-type: none"> ○ Open windows to provide ventilation while symptomatic pupil is waiting to be collected. ○ Supervising staff to wear PPE if a distance of 2m cannot be maintained. ○ Supervising staff to wash hands thoroughly for 20 seconds after the pupil has been picked up. ● 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 all staff remain aware of and follow these processes. 				
2.	Spread of COVID-10 infection through airborne transmission	5	4	20 HIGH	USE OF FACE COVERINGS <ul style="list-style-type: none"> ● Require that all visitors, contractors and parents wear face coverings in communal areas where social distancing cannot be maintained, unless they are exempt. ● Ensure that all pupils in Years 7 & 8 on site wear face coverings in communal areas. ● Advise that Year 6 pupils may wear face coverings if they are regularly in indoor communal areas with older pupils. ● Acknowledge that pupils and adults who wish to wear a face covering in classrooms may do so. ● Recommend that staff and pupils in Yr 7 & 8 wear face coverings in classrooms if social distancing cannot be maintained. ● Ensure that all catering and teaching staff wear face coverings while serving food in the dining areas. ● Maintain procedures for safe wearing and disposal of face coverings. ● Maintain and communicate procedures for pupils and staff who wear face coverings on their journey to school to remove safely them upon arrival. ● Ensure that the school has a spare supply of face coverings in case of need. 	5	3	15 MEDIUM	
3.		5	4	20 HIGH	RESPIRATORY HYGIENE <ul style="list-style-type: none"> ● All adults to continue 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. ● Ensure water fountains on only used for water bottle filling, not for drinking from. 	5	3	15 MEDIUM	
4.	Spreading COVID-19 through touch	5	4	20 HIGH	HAND HYGIENE <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 and build time for this into timetables and lesson plans. ● Handwashing/hand sanitiser 'stations' to be available so that all pupils and staff can clean their hands regularly. 	5	3	15 MEDIUM	

					<ul style="list-style-type: none"> • 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.	Spread of infection through COVID-19 on surfaces	5	4	20 HIGH	<p>ENHANCED CLEANING</p> <ul style="list-style-type: none"> • Continue 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; ○ 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. • Continue to have additional full-time cleaners on site throughout the day. 	5	3	15 MEDIUM	
6.	Spread of COVID-19 through mixing and contact in school	5	5	25 HIGH	<p>SOCIAL DISTANCING WITHIN SCHOOL</p> <ul style="list-style-type: none"> • Continue limited contact between children and staff where possible through keeping groups separate (in 'bubbles') and maintaining distance between individuals depending on: <ul style="list-style-type: none"> ○ children's ability to distance; ○ the layout of the school; ○ the feasibility of keeping distinct groups separate while offering a broad curriculum (especially in Year 7 & 8). • Keep 'bubbles' apart from other groups where possible apart from where necessary for: <ul style="list-style-type: none"> ○ specialist teaching; ○ clubs and out of hours activities; ○ on school transport (see Point 18). • Aim to limit interaction, sharing of rooms and social spaces between groups as much as possible. • Ensure that members of staff who need to operate across different groups, keep their distance as much as possible and try to limit the number of changes. • Avoid large gatherings such as assemblies or collective worship with more than one group. • Keep movement around the school to a minimum, avoiding busy corridors, entrances and exits and implement one way routes where beneficial. • Maintain staggered break and lunch times (with time allowed for cleaning surfaces in the dining hall between groups). • Maintain adapted staff rooms and shared staff places to help staff to distance from each other. Continue to provide alternative rooms to enable staff to have a break during the day without congregating in a large group. 	5	3	15 MEDIUM	

7.	Spread of COVID-19 through mixing and contact in classroom or bubbles	5	5	25 HIGH	<p>SOCIAL DISTANCING WITHIN THE CLASSROOM/BUBBLE</p> <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 pupils 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. ○ Give support as normal to pupils with complex needs or who need close contact care. ○ Encourage older children to keep their distance within groups. ○ Acknowledge that younger children are not able to maintain social distancing, and that it is acceptable for them not to distance within their group. ○ Keep pupils in smaller bubbles where distancing cannot be maintained. • Maintain 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. • Keep a record of seating plans for pupils in Year 3 and above, to help with contact tracing should a pupil test positive for COVID-19. 	5	3	15 MEDIUM	
8.	Spread of COVID-19 through school environment	5	4	20 HIGH	<p>VENTILATION</p> <ul style="list-style-type: none"> • Use natural ventilation to ensure rooms are well ventilated at all times: <ul style="list-style-type: none"> ○ Open windows to provide natural ventilation (in cooler weather just open a little bit when rooms are occupied). ○ Open windows fully when rooms are not occupied to purge the air. ○ Open internal doors to assist with the throughput of air. ○ Open external doors where they are not fire doors and there is no safety risk. • Continue to use mechanical ventilation systems in classrooms and offices. 	5	3	15 MEDIUM	
9.		5	5	25 HIGH	<p>USE OF PPE</p> <ul style="list-style-type: none"> • Where necessary, wear appropriate personal protective equipment (PPE) for example: <ul style="list-style-type: none"> ○ where an individual child or young person becomes ill with COVID-19 symptoms while at school, 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. • Safe working in education, childcare and children's social care 	5	3	15 MEDIUM	

10.		5	5	25 HIGH	TESTING <ul style="list-style-type: none"> Advise Year 7 & 8 pupils and all adults working on site, including peripatetic staff to take a Lateral Flow Device Test at home twice a week. These can be ordered online; Order rapid lateral flow home test kits on GOV.UK or collected from local test centres or pharmacies. Ensure that anyone who has a positive LFD test results self-isolates and follows up with a PCR test. Keep an accurate record of all test results. Report test results to NHS Test and Trace wherever this is required by current government guidance. Follow government guidance with regards to the results of any tests. COVID-19 Asymptomatic testing in schools and colleges. 	5	3	15 MEDIUM	
11.	Spread of COVID-19 through school operations	5	5	25 HIGH	ARRIVAL AND DEPARTURE FROM SCHOOL <ul style="list-style-type: none"> Maintain staggered start and finish times where seen to be beneficial. Continue to allow multiple siblings to arrive at the same time to reduce parental congestion. Continue to discourage parents from gathering at the school gates or coming into school without an appointment. Continue 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. Keep a record of attendance and complete the online attendance form daily return. 	5	3	15 MEDIUM	
12.		5	4	20 HIGH	SUPPLY TEACHERS AND VISITORS <ul style="list-style-type: none"> Ensure that the risks associated with managing contractors, visitors, catering staff and deliveries, as well as cleaning staff are addressed and accommodated. Limit any visitors and keep a record of those who do attend. Ensure that all visitors are aware of distancing and hygiene guidance. Require all visitors and contractors to provide evidence of a negative Lateral Flow Device test result within the past 72 hours before coming on to the school site. 	5	3	15 MEDIUM	
13.		4	4	16	UNIFORM <ul style="list-style-type: none"> Advise that pupils should wear full uniform as a general rule. Advise that pupils come to school in PE kit on days that they have sports activities and remain in it for the day to lessen the need for changing. Advise that 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. Ensure pupils have sufficient layers to keep warm in ventilated classrooms. 	4	3	12 MEDIUM	

14.	Spread of COVID-19 through school activities	5	4	20 HIGH	PHYSICAL ACTIVITY <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 activities and use large indoor spaces where it is not, maximising distancing between pupils and paying scrupulous attention to cleaning and hygiene. Continue to offer PE activities instead of timetabled swimming lessons Refer to Grassroots Sports guidance when considering participation in team sports. 	5	3	15 MEDIUM	
15.		5	4	20 HIGH	MUSIC, DANCE AND DRAMA <ul style="list-style-type: none"> Ensure that lessons involving physical distancing and playing outside wherever possible or if inside, using large rooms with the space to socially distance; Use seating to help maintain social distancing. Position pupils back-to-back or side-to-side, or, if face to face at a 2m distance. Avoid sharing of instruments or microphones. Wash hands before and after using instruments. Ensure good ventilation. Use microphones where possible or encourage singing quietly. Limit handling of scores, parts and scripts. Limit group activity in terms of numbers. 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. 	5	3	15 MEDIUM	
16.		5	4	20 HIGH	OTHER ACTIVITIES <ul style="list-style-type: none"> Carry out thorough risk assessments in relation to all educational visits to ensure that all day trips, clubs, lectures and community involvement activities are conducted in line with relevant coronavirus (COVID-19) secure guidelines and regulations in place at that time. Make provisional plans for residential trips, with final decisions on confirmation held until after Government guidance on 17th May. Risk assess all other parent and staff meetings to decide whether a Zoom meeting or meeting in person is appropriate, depending on the numbers involved and the location. Continue to hold large PTA meetings and other events on Zoom 	5	3	15 MEDIUM	
17.		5	4	20	EQUIPMENT AND RESOURCES <ul style="list-style-type: none"> Advise against sharing pencils, pens and other personal 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. 	5	2	10 MEDIUM	

				<ul style="list-style-type: none"> • Avoid sharing resources across bubbles or, if unavoidable, frequently and meticulously clean resources that need to be shared. • 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) • Advise that bags are allowed. • Advise that 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 cleaning of the resources and rotation should apply to these resources. • Ensure catering staff 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. 				
18.	5	5	25 HIGH	<p>TRANSPORT 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: <ul style="list-style-type: none"> ○ 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 (COVID-19) boards any school bus. 	5	3	15 MEDIUM	

					<p>Wider public transport</p> <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. 				
19.	Individuals vulnerable to serious infection coming into school	5	5	25 HIGH	<p>VULNERABLE STAFF</p> <p>Staff who are clinically extremely vulnerable (CEV)</p> <ul style="list-style-type: none"> Advise that CEV staff should now follow the same guidance as staff who are clinically vulnerable (CV). <p>Staff who are clinically vulnerable (CV)</p> <ul style="list-style-type: none"> Advise that CV staff can attend school. Advise CV staff to take particular care to follow the system of controls, observe good hand and respiratory hygiene, minimising contact and maintaining social distancing. <p>Staff who are pregnant</p> <ul style="list-style-type: none"> Advise that pregnant staff who are at 28 weeks gestation or more should be classified as CV and follow the guidance above. Conduct a risk assessment for pregnant women in line with the Management of Health and Safety at Work Regulations 1999 (MHSW). <p>Staff who may otherwise be at increased risk from 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 may be at comparatively increased risk from COVID-19, are able to be in school. 	5	3	15 MEDIUM	
20.	Spread of COVID-19 due to a suspected case in school	5	4	20 HIGH	<p>INITIAL RESPONSE TO A SUSPECTED CASE OF COVID-19 ON SITE</p> <p>This is when a pupil or member of staff develops symptoms of COVID-19</p> <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 'Guidance for households with possible COVID-19 infection', which sets out that they must self-isolate for at least 10 days Advise that they should arrange to have a PCR test Getting a test. to see if they have COVID-19. Offer a home testing kit from the school supply if it is believed the symptomatic person may have barriers to access testing elsewhere. If possible move a symptomatic 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 for 	5	3	15 MEDIUM	

					<p>ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people.</p> <ul style="list-style-type: none"> • Obtain details of anyone they have been in close contact with, in case the test result is positive. • 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 COVID-19 symptoms should not visit the GP, pharmacy, urgent care centre or a hospital or travel on public transport. • As is usual practice, in an emergency, call 999 if someone is seriously ill or injured or their life is at risk. 				
21.		5	4	20 HIGH	<p>FOLLOW UP TO SUSPECTED CASE OF COVID-19 ON SITE</p> <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 sanitizer. • Ensure that supervising staff member and any pupils who have been in contact wash hands thoroughly. They do not need to go home unless: <ul style="list-style-type: none"> ○ they develop symptoms; ○ the pupil subsequently tests positive; ○ they are requested to do so by NHS Test and Trace; ○ they test positive from an LFD test as part of the school testing programme. • Ensure that the area around the person with symptoms is cleaned with detergent after they have left to reduce the risk of passing the infection on to other people. • Advise that the symptomatic person should arrange to have test as soon as possible and inform the school of the result immediately. • Head to follow up if test result is not received. • Ensure all parents and staff are aware of Isolation rules Guidance for households with possible COVID-19 infection. • Advise that a pupil or staff member may return to school if they are eligible to attend on receipt of a negative test result as long as they are feeling better. 	5	2	10 MEDIUM	
22.	Spread of COVID-19 due to a confirmed case in school	5	4	20 HIGH	<p>MANAGEMENT OF A CONFIRMED CASE OF COVID-19 IN SCHOOL COMMUNITY</p> <p>This is when a pupil or member of staff tests positive for COVID-19.</p> <ul style="list-style-type: none"> • Ensure everyone is aware of the need to inform the school community immediately of any positive test result. • If advice is needed contact the DfE helpline on 0800 046 8687. 	5	3	15 MEDIUM	

					<ul style="list-style-type: none"> • Send home any pupils or staff who have been in close contact with the infected person to self-isolate for 10 days counting from the day after the contact with the individual who tested positive. • Keep a general record, of pupils and staff in each group as far as is possible and proportionate to be able to identify close contacts. • Advise that the other household members of the bubble do not need to self-isolate unless the contact in their household subsequently develops symptoms, in which case they must start the 10 day self-isolation from the date their contact develops symptoms. • Ensure that all parents and staff are aware of Isolation rules Guidance for households with possible COVID-19 infection. • Complete a record of any confirmed COVID-19 cases. • Inform parents that there is a confirmed case of COVID-19 in school. However, do not share name of person unless essential to protect others. • Advise the DfE on 0800 046 8687 if there are 2 or more cases in any 14 days or an overall rise in sickness absence where COVID-19 is suspected. 				
23.	Spread of COVID-19 due to a suspected case of a contact of the school community	5	4	20 HIGH	<p>MANAGING A SUSPECTED CASE OF COVID-19 BY ASSOCIATION This is when a family member, friend or household member of a pupil or member of staff has symptoms of COVID-19.</p> <ul style="list-style-type: none"> • Ensure that everyone is aware of the need to report any contact with someone who develops symptoms for COVID-19. • Ensure that the pupil or staff member goes home immediately to self-isolate (and not wait for the contact to get their result). • Advise that if the member of the Thomas's community develops symptoms they should get a test, as in Point 21. • Advise that if the associated contact's test result is negative the pupil/member of staff may return to school as long as they are well. 	5	3	15 MEDIUM	
24.	Spread of COVID-19 due to a confirmed case of a contact of the school community	5	4	20 HIGH	<p>MANAGING A CONFIRMED CASE OF COVID-19 BY ASSOCIATION This is when a family member, friend or household member of a pupil or member of staff tests positive for COVID-19.</p> <ul style="list-style-type: none"> • Ensure that everyone is aware of the need to report any contact with someone who tests positive for COVID-19. • Ensure that that the pupil or staff member goes home immediately to self-isolate. • Advise that the member of the Thomas's community should get a test: <ul style="list-style-type: none"> ○ If the result is positive, the individual must self-isolate for 10 days. ○ If the result is negative, the individual must self-isolate for 10 days in case symptoms develop subsequently. 	5	3	15 MEDIUM	

25.	Spread of COVID-19 due to a confirmed case by secondary association	5	4	20 HIGH	MANAGING A CONFIRMED CASE OF COVID-19 BY SECONDARY ASSOCIATION This is when that a pupil or member of staff is advised that a member of their household has been in contact with someone who has tested positive for COVID-19 <ul style="list-style-type: none"> Advise that the household member should self-isolate for 10 days. Advise that the pupil/member can attend school as normal unless their household member develops symptoms, in which case they should follow the guidance in Point 24. 	5	3	15 MEDIUM	
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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 COVID-19 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.	Customer supported by MBHS		
	HIGH	This risk assessment must be communicated to all staff	Customer supported by MBHS	20 th April 2021	
	HIGH	This risk assessment must be communicated to all parents by putting on the school website	Customer supported by MBHS	20 th April 2021	
	HIGH	Staff to be made aware that they must sanitise their hands on arrival on the site.	Customer supported by MBHS	20 th April 2021	