

RISK ASSESSMENT FOR: Full school attendance for the Michaelmas term based on Government Guidance of 27th August 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 September 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: 6 th September 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: 7 th September 2021 Date: 7 th September 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 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 Current government guidance on quarantine. 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"> ● Recognise that some people may wish to wear face coverings in congested or poorly ventilated areas. ● Maintain procedures for safe wearing and disposal of face coverings. ● Recommend 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"> ● Maintain regular handwashing/sanitising routines as part of the school day ● 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. 	5	3	15 MEDIUM	
5.	Spread of infection through COVID-19 on surfaces	5	4	20 HIGH	ENHANCED CLEANING <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 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 school environment	5	4	20 HIGH	VENTILATION <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	
7.		5	5	25 HIGH	USE OF PPE <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	
8.		5	5	25 HIGH	TESTING <ul style="list-style-type: none"> Ensure Year 7 – 9 pupils and all adults working on site, including peripatetic staff take 2 Lateral Flow Tests before the start of term and continue to take a 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. 	5	3	15 MEDIUM	
9.		5	5	25 HIGH	ARRIVAL AND DEPARTURE FROM SCHOOL <ul style="list-style-type: none"> Continue to discourage parents from gathering at the school gates or coming into school without an appointment. Follow school specific procedures for one way systems and days that parents may come to their children's classrooms Keep a record of attendance and complete the online attendance form daily. 	5	3	15 MEDIUM	
10.		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. 	5	3	15 MEDIUM	

				<ul style="list-style-type: none"> 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. 				
11.		4	4	16	UNIFORM <ul style="list-style-type: none"> Advise that pupils should wear full uniform as a general rule. Follow school specific procedures for when PE kit should be worn. 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
12.	Spread of COVID-19 through school activities	5	4	20 HIGH	ACTIVITIES <ul style="list-style-type: none"> Adopt a hybrid approach to face-to-face and virtual meetings as most appropriate to the situation. Monitor carefully events where adults may congregate in large numbers such as school performances. 	5	3	15 MEDIUM
13.		5	5	25 HIGH	TRANSPORT Dedicated school transport <ul style="list-style-type: none"> Recommend 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 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. 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 MEDIUM
14.	Spread of COVID-19 due to a suspected case in school	5	4	20 HIGH	INITIAL RESPONSE TO A SUSPECTED CASE OF COVID-19 ON SITE This is when a pupil or member of staff develops symptoms of COVID-19 <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. 	5	3	15 MEDIUM

					<ul style="list-style-type: none"> • 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 ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people. • 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. 				
15.		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; ○ 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	
16.	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. 	5	3	15 MEDIUM	

					<ul style="list-style-type: none"> • If advice is needed contact the DfE helpline on 0800 046 8687. • Send home any unvaccinated 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. • Advise that pupils and vaccinated staff who have been in close contact with the infected person to take a PCR test. • 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 5 or more cases or more than 10% of the workforce test positive in any 10 days. 				
17.	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</p> <p>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 the staff member concerned goes home immediately to self-isolate if they are unvaccinated (and not wait for the contact to get their result) • Advise that pupils and vaccinated staff do not need to go home • Advise that if the member of the Thomas's community develops symptoms they should get a test, as in Point 14. • Advise that if the associated contact's test result is negative the unvaccinated member of staff may return to school as long as they are well. 	5	3	15 MEDIUM	
18.	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</p> <p>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 the staff member concerned goes home immediately to self-isolate if they are unvaccinated. • Advise that pupils and vaccinated staff do not need to go home • 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 may return to school unless they are over the age of 18 years and 6 months and are unvaccinated. 	5	3	15 MEDIUM	
19.	Spread of COVID-19 due to a confirmed case by	5	4	20 HIGH	<p>MANAGING A CONFIRMED CASE OF COVID-19 BY SECONDARY ASSOCIATION</p> <p>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</p>	5	3	15 MEDIUM	

	secondary association				<ul style="list-style-type: none"> Advise that the household member should take a PCR test Advise that the pupil/member can attend school as normal unless their household member develops symptoms or tests positive, in which case they should follow the guidance in Point 17/18. 				
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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>Department for Business, Energy & Industrial Strategy - Working safely during COVID-19</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		
	HIGH	This risk assessment must be communicated to all staff	Customer supported by MBHS	7 th September 2021	
	HIGH	This risk assessment must be communicated to all parents by putting on the school website	Customer supported by MBHS	7 th September 2021	
	HIGH	Staff to be made aware that they must sanitise their hands on arrival on the site.	Customer supported by MBHS	7 th September 2021	