

## Dr Thomlinson CE Middle School Coronavirus Health and Safety Risk Assessment - from September 2021

The risk assessment has been developed alongside the [Trust Risk Assessment](#), [HSE guidance](#) and [DfE guidance](#). The risk assessment should be read alongside the school plan which is [here](#).

Identify the Hazards and who is affected	Specific Focus	Assess the Risks Before Control Measures Applied			Control Measures	Post Control Assessment			School Review and Planning
		Likelihood	Impact	Score		Likelihood	Impact	Score	School Plan
<p><b>Infection</b> - both to individuals and across a large group of staff and students and onward transmission to families and broader communities. Highest risk groups are those considered clinically extremely vulnerable or clinically vulnerable, in line with guidance from Public Health England</p>	Classrooms	3	5	15 - high	<ul style="list-style-type: none"> <li>In line with Schools Covid-19 Operational Guidance, it is no longer necessary to keep children in consistent groups ("bubbles"). However the guidance does ask that schools "make sure your outbreak management plans" cover the possibility that in some local areas it may become necessary to reintroduce "bubbles" for a temporary period, to reduce mixing between groups. The school has done outlined what form this would take in our Dr Thomlinson Contingency Plan</li> <li>School Business Manager will ensure compliance with NHS test, track and trace systems and that communication with PHE is effective</li> <li>Good hand hygiene is promoted in school with all stakeholders, hand washing instructions in all toilet blocks, hand sanitiser bottles and dispensers positioned in all rooms and around school corridors. Staff will ensure that pupils clean their hands when they arrive at school; when they return from breaks; when they change rooms; before and after eating. Everyone is advised to clean their hands thoroughly and more often than usual. All classes will clean their hands with hand sanitiser half way through each lesson.</li> <li>Every classroom has been provided with a disinfectant "hygiene kit" so computer terminals used by staff can be cleaned</li> <li>In classrooms children will use their own equipment - however each room will have a stock of pencils / black pens / rulers in each form class to be given to pupils if they do not have the correct equipment at the beginning of the lesson.</li> <li>The planned timetable will be followed. All teachers have been issued with their individual timetable. These can only be altered with prior agreement of Headteacher for each individual lesson change</li> <li>Our school will continue to ensure that appropriate support is made available for pupils with SEND by deploying teaching assistants and enabling specialist staff from both within and outside school to work with pupils in different classes. behaviour (or for other reasons) during a lesson or form time.</li> <li>Teachers are reminded that all windows and doors are to be kept open where possible to aid ventilation - please note that external doors may be used for ventilation as long as they are not fire doors and where it is safe to do so. Windows will be opened in all classrooms before the start of the day. In cooler weather windows should be opened just wide enough to provide constant background ventilation</li> <li>If an individual is in a room alone the window can be closed.</li> <li>Rooms without ventilation should not be in use by groups.</li> </ul>	2	3	6 - moderate	

				<ul style="list-style-type: none"> <li>• The school uses extraction systems in some classes however these work in conjunction with windows being open and this should continue</li> <li>• CO2 monitors have been provided so staff can quickly identify where ventilations needs to be improved.</li> <li>• During morning/registration / afternoon registration and during every class period, the teacher of the class will make sure every child uses hand sanitiser. Hand Sanitiser is available in every room and at strategic points around the school.</li> <li>• Children are asked to bring tissues with them to school</li> <li>• The school will continue to promote good respiratory hygiene - "catch it; kill it; bin it" - there will be lidded bins in every room for tissue disposal.</li> <li>• Wipes are to be used after using Chromebooks</li> <li>• Any student that shows signs of Covid-19 is to be immediately reported to office staff; they will be isolated and parents contacted so they can be removed from the site</li> <li>• Teachers are to be isolated and sent straight home should they show any symptoms</li> <li>• Cleaning of frequently touched areas will take place twice a day</li> <li>• All classrooms to be cleaned each day.</li> <li>• From Nov 1st all all parents evenings; Key Stage Worship / Whole School Worship and staff meetings will be conducted online and not face-to-face -this will be reviewed in light of Public Health guidance in January 2022</li> <li>•</li> </ul>				
	Staff and students in school with symptoms			<p>Follow this Trust guidance:</p> <ul style="list-style-type: none"> <li>• Headteacher to identify staff and students with underlying medical conditions and risk assess individually how best to protect them from infection. Headteacher and School Business Manager to follow Trust guidance to assess staff availability to work</li> <li>• Headteacher to assess school operation with available staff and understand capacity available to deliver DfE expectations. Stress test this assessment against increased absence and understand minimum safe staffing levels</li> <li>• Remind parents/staff/student of policy - regular updates</li> <li>• Information on letters sent home to parents, staff briefings and student communications</li> <li>• Parents to inform school immediately of any positive test of a student</li> <li>• First Aid Staff to deal with student in school in line with procedure</li> <li>• Isolate the student in the send out room - ensure it is well ventilated</li> <li>• Immediate contact with parents for pick up and removal from school site</li> <li>• Staff with possible symptoms to go home immediately and obtain a test</li> </ul>				
	Movement around school including toilets			<ul style="list-style-type: none"> <li>• One way system used at all times with clear signage will continue to be in place</li> <li>• Signage displayed regularly around school to indicate directions and instruction on hand cleaning and social distancing</li> <li>• From January 4th, 2022 children in KS3 are advised to wear face coverings in corridors and classrooms. Adults are recommended to wear face coverings in corridors. It is not ordinarily expected that teachers wear a face covering in the classroom if they are at the front of the class, to support education delivery, although Dr Thomlinson Middle school is sensitive to the needs of individual staff should they wish to do so.</li> </ul>				

	First Aid Arrangements				<ul style="list-style-type: none"> <li>• PPE is available for first aiders</li> <li>• Designated area is the send out room for children potentially showing Covid-19 symptoms.</li> <li>• Parents are informed they will automatically have to pick up their children from this point and the child sent home immediately</li> <li>• Treatment for minor injuries if required but where possible self help, e.g. putting on plasters</li> <li>• Policy to contact home/ambulance for more serious injuries</li> </ul>				
	Student pastoral and behaviour support				<ul style="list-style-type: none"> <li>• Teaching or supervising staff to identify any concerns over student anxiety and stress, and refer to SLT</li> <li>• We will continue to apply normal behaviour policy in class</li> <li>• Behaviour Policy now has a Covid-19 related section - "amendments to behaviour for learning policy in light of Covid-19" and this will be used if the school has to use its contingency planning</li> <li>• The school has carried out risk assessments for pupils with SEND as these will be reviewed regularly</li> </ul>				
	Visitors				<ul style="list-style-type: none"> <li>• Hand sanitiser used on entry to the building</li> <li>• Reception staff or visit coordinator will induct visitors into school covid hygiene practises</li> <li>• All visitors are asked to complete a LFT test before visiting the school</li> <li>• Any contractors or suppliers will provide a risk assessment for their visit for approval in advance</li> </ul>				
	Parents and carers visiting school during or after school time ie Y5 coffee morning, Y4 parents evening, come read and dine with me				<ul style="list-style-type: none"> <li>• All visitors as asked not to attend if they have any symptoms of COVID-19</li> <li>• Parents and visitors over age of 11 are asked to wear a mask whilst in the building</li> <li>• Parents and visitors over age of 11 are advised to take part in twice weekly LFT testing</li> <li>• Parents and visitors are asked to sanitise on entry and regularly throughout the building.</li> <li>• Parents and visitors will receive specific instructions on where they are to go, if one way systems are in place and/or if they will be accompanied around a planned route. During <ul style="list-style-type: none"> <li>• Y4 open evening parents and visitors will be led into the hall for a talk from the HT on entry; instructions will be given during the presentation on expectations during the visit. <ul style="list-style-type: none"> <li>○ A one way system will be in place for the guided tour</li> <li>○ Parents and visitors will be escorted around the school with a guide who will take them to the different classrooms to see demonstrations of the subjects.</li> <li>○ Volunteer pupils: are to stay in the same classroom with supervising adult throughout the evening, they are not to wander around the school.</li> </ul> </li> </ul> </li> </ul>				

<b>Significant staff and student absence</b> - illness (including mental health), self-isolation, shielding and childcare availability will impact staff and student attendance and may make the viability of running schools difficult	Staff capacity	2	5	10 - significant	<ul style="list-style-type: none"> <li>School and staff to follow government guidelines for hand and respiratory hygiene</li> <li>Pupils, staff and other adults should follow public health advice on when to self-isolate and what to do. They should not come into school if they have symptoms, have had a positive test result or other reasons requiring them to stay at home due to the risk of them passing on COVID-19 (for example, they are required to quarantine).</li> <li>All secondary pupils (Yr 7 &amp; Yr 8) from the beginning of Autumn Term 2021 will receive 2 on-site lateral flow device tests, 3 to 5 days apart, on their return to school in the autumn term. <ul style="list-style-type: none"> <li>Staff should undertake twice weekly home tests whenever they are on site</li> <li>Staff and pupils with a positive LFD test result should self isolate in line with the stay at home guidance. They also need to get a free PCR test. A negative PCR test taken within two days of a LFD test which is negative overrides the self test LFD and the pupil can return to school as long as the individual doesn't have Covid 19 symptoms</li> </ul> </li> <li>Children consideration:</li> <li>Parents of compulsory school age must be in school unless a statutory reason applies</li> </ul>	2	4	8 - moderate	
<b>Unacceptable premises safety and cleanliness standards</b> - maintenance and cleaning standards are poor due to a period of closure, staff absence, contractor delays and poor implementation/communication of new processes	Site safety and cleanliness	2	5	10 - significant	<ul style="list-style-type: none"> <li>One-way system signage in place</li> <li>Hand sanitiser at entry points; in corridors near all classrooms and in classrooms</li> <li>Touch points disinfected several times throughout the day <ul style="list-style-type: none"> <li>Cleaning of frequently touched areas will take place twice a day</li> <li>All classrooms to be cleaned each day.</li> </ul> </li> <li>Sufficient stocks of cleaning materials and sanitiser maintained</li> <li>Rooms have been assessed for capacity under covid restrictions and location of furniture</li> <li>Additional bins have been provided</li> </ul>	1	3	3 - low	
	Building evacuation procedures				<ul style="list-style-type: none"> <li>Assembly point will be on the front yard as usual</li> <li>Staff to stagger exits from classrooms to ensure no build up at an exit point</li> <li>Fire drill to take place in first 2-3 weeks</li> </ul>				
	Staff safety				<ul style="list-style-type: none"> <li>Adhere to DfE guidance on hand and respiratory hygiene,</li> <li>Any staff member that shows any symptoms to inform the school; not attend and arrange a test via school for Covid-19</li> <li>Staff to follow government guidelines for self isolation if a household member tests positive for Covid-19</li> <li>Promote staff well being by sharing details of 3 Rivers Counselling Service and the Educational Support Helpline; continuing to consult with all staff the measures we are putting in place as well as making points to review our plans <ul style="list-style-type: none"> <li>Individual risk assessments will be reviewed for all staff and students in higher risk categories</li> </ul> </li> </ul>				

<p><b>Travel restrictions</b> - school trip and public transport restrictions affecting daily school transport, school trips and staff/student holidays as well as quarantine arrangements delaying returns from holidays and school trips</p>	<p>School Transport</p>	<p>3</p>	<p>3</p>	<p>9 - significant</p>	<ul style="list-style-type: none"> <li>• Children will continue to assemble for school buses in the Year 5 yard at the end of the school day</li> <li>• School Business to check transport arrangements and safety measures with LA and travel companies for daily commutes</li> <li>• Headteacher and School Business Manager will continue to liaise with School Transport and communicate any change in organisation</li> <li>• Dr Thomlinson's will only organise residential trips in the UK and overseas in line with Trust and government guidance.</li> <li>• Check insurance cover directly with the insurer</li> <li>• If a trip is being cancelled, can it be put on hold and reorganised for a later date?</li> <li>• Ensure systems are in place for quarantine, self isolation, transport cancellations so that staff and students are safe under these conditions</li> <li>• If a decision is taken to proceed with a trip consider health screening prior to staff or students returning to school if possible</li> </ul>	<p>3</p>	<p>3</p>	<p>9 - significant</p>	
<p>Difficult access to and engagement with learning</p>		<p>3</p>	<p>3</p>	<p>9 - significant</p>	<ul style="list-style-type: none"> <li>• Headteacher and Deputy Headteacher to plan a curriculum and timetable for remote education in the event of an outbreak <ul style="list-style-type: none"> <li>a. Deputy Headteacher to communicate and enforce expected new routines and behaviours with students</li> <li>b. School will follow Remote Education Plan which is part of the School's Contingency Planning</li> </ul> </li> </ul>	<p>1</p>	<p>4</p>	<p>4 - moderate</p>	