

**RISK ASSESSMENT FOR:** Full school attendance for the Spring term based on DfE and Government Guidance of 14<sup>th</sup> January, 2022

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 COVID Policy January 2022

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

<b>Establishment:</b> Thomas's London Day Schools.	<b>Assessment by:</b> H & S Consultant, edited by Clare James	<b>Date:</b> 14 <sup>th</sup> January 2022
<b>Risk assessment number/ref:</b>	<b>Head teacher's Approval:</b> Suzanne Kelly and Miles Chester <b>Principals' Approval:</b> Ben Thomas, Tobyn Thomas	<b>Date:</b> 14 <sup>th</sup> January 2022 <b>Date:</b> 11 <sup>th</sup> January 2022

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	<b>20 HIGH</b>	<b>MINIMISE CONTACT WITH INDIVIDUALS WHO ARE REQUIRED TO SELF-ISOLATE</b> <ul style="list-style-type: none"> <li>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 the last 10 days and don't yet have x2 negative LFD test. <u>Current government stay at home guidance</u>.</li> <li>Ensure pupils or staff who have travelled abroad quarantine in line with <u>Current government guidance on quarantine</u>.</li> </ul>	5	3	<b>15 MEDIUM</b>	

					<ul style="list-style-type: none"> <li>• Ensure anyone developing those symptoms during the school day or has a positive LFD test result is sent home immediately or isolated in the Welcome Room, until they can be picked up. <ul style="list-style-type: none"> <li>o Open windows to provide ventilation while symptomatic pupil is waiting to be collected.</li> <li>o Supervising staff to wear PPE if a distance of 2m cannot be maintained.</li> <li>o Supervising staff to wash hands thoroughly for 20 seconds after the pupil has been picked up.</li> </ul> </li> <li>• 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.</li> <li>• Ensure all staff remain aware of and follow these processes.</li> </ul>				
2.	Spread of COVID-10 infection through airborne transmission	5	4	20 HIGH	<b>USE OF FACE COVERINGS</b> <ul style="list-style-type: none"> <li>• Recognise that some people may wish to wear face coverings in congested or poorly ventilated areas.</li> <li>• Recommend and communicate procedures for pupils and staff who wear face coverings on their journey to school to remove them safely upon arrival.</li> <li>• Recommend that face coverings should be worn by staff and adults (including visitors) when moving around in corridors and communal areas.</li> <li>• Ensure that the school has a spare supply of face coverings in case of need.</li> <li>• Maintain procedures for safe wearing and disposal of face coverings.</li> </ul>	5	3	15 MEDIU M	
3.		5	4	20 HIGH	<b>RESPIRATORY HYGIENE</b> <ul style="list-style-type: none"> <li>• All adults to continue good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.</li> <li>• Ensure that enough tissues and bins available in the school to support pupils and staff to follow this routine.</li> <li>• Support younger children and those with complex needs.</li> </ul>	5	3	15 MEDIU M	
4.	Spreading COVID-19 through touch	5	4	20 HIGH	<b>HAND HYGIENE</b> <ul style="list-style-type: none"> <li>• Maintain regular handwashing/sanitising routines as part of the school day</li> <li>• Employ supervision of hand sanitiser given risks around ingestion.</li> <li>• Help small children and pupils with complex needs clean their hands properly.</li> </ul>	5	3	15 MEDIU M	
5.	Spread of infection through COVID-19 on surfaces	5	4	20 HIGH	<b>ENHANCED CLEANING</b> <ul style="list-style-type: none"> <li>• Continue a cleaning schedule that ensures cleaning is generally enhanced and includes: <ul style="list-style-type: none"> <li>o more frequent cleaning of rooms / shared areas that are used by different groups;</li> <li>o use of standard cleaning products such as detergents;</li> </ul> </li> </ul>	5	3	15 MEDIU M	

					<ul style="list-style-type: none"> <li>o frequently touched surfaces being cleaned more often than normal;</li> <li>o Toilet facilities to be cleaned regularly and pupils encouraged to clean their hands thoroughly after using the loo.</li> <li>• Continue to have an additional full-time cleaner on site throughout the day.</li> </ul>				
6.	Spread of COVID-19 through school environment	5	4	20 HIGH	<b>VENTILATION</b> <ul style="list-style-type: none"> <li>• Use natural ventilation to ensure rooms are well ventilated at all times: <ul style="list-style-type: none"> <li>o Open windows to provide natural ventilation (in cooler weather just open a little bit when rooms are occupied).</li> <li>o Open windows fully when rooms are not occupied to purge the air.</li> <li>o Open internal doors to assist with the throughput of air.</li> <li>o Open external doors where they are not fire doors and there is no safety risk.</li> </ul> </li> </ul>	5	3	15 MEDIU M	
7.		5	5	25 HIGH	<b>USE OF PPE</b> <ul style="list-style-type: none"> <li>• Where necessary, wear appropriate personal protective equipment (PPE) for example: <ul style="list-style-type: none"> <li>o 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;</li> <li>o 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.</li> </ul> </li> <li>• <a href="#">Safe working in education, childcare and children's social care</a></li> </ul>	5	3	15 MEDIU M	
8.		5	5	25 HIGH	<b>TESTING</b> <ul style="list-style-type: none"> <li>• Ensure all adults working on site, including specialist and visiting 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 collected from the main school office, ordered online; <a href="#">Order rapid lateral flow home test kits on GOV.UK</a> or collected from local test centres or pharmacies.</li> <li>• Ensure that anyone who has a positive LFD test results self-isolate. No need for follow up PCR from 11<sup>th</sup> January 2022.</li> <li>• Keep an accurate record of all test results.</li> <li>• Report test results to NHS Test and Trace wherever this is required by current government guidance.</li> <li>• Follow government guidance with regards to the results of any tests.</li> </ul>	5	3	15 MEDIU M	
9.	Spread of COVID-19 through school operations	5	5	25 HIGH	<b>ARRIVAL AND DEPARTURE FROM SCHOOL</b> <ul style="list-style-type: none"> <li>• Continue to discourage parents from gathering at the school gates or coming into school without an appointment.</li> <li>• Follow school specific procedures for drop off and collection and days that parents may come to their children's classrooms</li> </ul>	5	3	15 MEDIU M	

					<ul style="list-style-type: none"> <li>Keep a record of attendance and complete register on SIMs twice a day.</li> </ul>				
10.		5	4	20 HIGH	<b>SUPPLY TEACHERS AND VISITORS</b> <ul style="list-style-type: none"> <li>Ensure that the risks associated with managing contractors, visitors, catering staff and deliveries, as well as cleaning staff are addressed and accommodated.</li> <li>Require all visitors and contractors to provide evidence of a negative Lateral Flow Device test result within the past 24 hours before coming on to the school site.</li> </ul>	5	3	15 MEDIU M	
11.		4	4	16	<b>UNIFORM</b> <ul style="list-style-type: none"> <li>Advise that pupils should wear full uniform as a general rule.</li> <li>Follow school specific procedures for when PE kit should be worn.</li> <li>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.</li> <li>Ensure pupils have sufficient layers to keep warm in ventilated classrooms.</li> </ul>	4	3	12 MEDIU M	
12.	Spread of COVID-19 through school activities	5	4	20 HIGH	<b>ACTIVITIES</b> <ul style="list-style-type: none"> <li>Adopt a hybrid approach to face-to-face and virtual meetings as most appropriate to the situation.</li> <li>Monitor carefully, events where adults may congregate in large numbers such as school performances.</li> </ul>	5	3	15 MEDIU M	
13.		5	5	25 HIGH	<b>PUBLIC TRANSPORT</b> <ul style="list-style-type: none"> <li>Encourage parents, staff and pupils to walk or cycle to school if at all possible.</li> <li>Families using public transport should refer to the <a href="#">safer travel guidance for passengers</a>.</li> </ul>	5	3	15 MEDIU M	
14.	Spread of COVID-19 due to a suspected case in school	5	4	20 HIGH	<b>INITIAL RESPONSE TO A SUSPECTED CASE OF COVID-19 ON SITE</b> This is when a pupil or member of staff develops symptoms of COVID-19 <ul style="list-style-type: none"> <li>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).</li> <li><b>Advise that they must follow <a href="#">Guidance for households with possible COVID-19 infection</a>, which sets out that they must self-isolate for 10 days (however from Monday 17th January 2022, fully vaccinated staff who are self-isolating with COVID-19 will have the option to reduce their isolation period after 5 full days if they test negative with a lateral flow device (LFD) test on both day 5 and day 6 and they do not have a temperature. They can return to school on Day 6.</b></li> </ul>	5	3	15 MEDIU M	

				<ul style="list-style-type: none"> <li>• For staff/parent- offer a LFD testing kit from the school supply if it is believed the symptomatic person may have barriers to access testing elsewhere.</li> <li>• 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.</li> <li>• Obtain details of anyone they have been in close contact with, in case the test result is positive.</li> <li>• 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). <a href="#">safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE)</a></li> <li>• Ensure that if the pupil needs to go to the toilet while waiting to be collected, they should use a separate facility, if possible. The toilet must be cleaned and disinfected using standard cleaning products before being used by anyone else.</li> <li>• Advise that anyone with COVID-19 symptoms should not visit the GP, pharmacy, urgent care centre or a hospital or travel on public transport.</li> <li>• As is usual practice, in an emergency, call 999 if someone is seriously ill or injured or their life is at risk.</li> </ul>				
15.		5	4	<p><b>20 HIGH</b></p> <p><b>FOLLOW UP TO SUSPECTED CASE OF COVID-19 ON SITE</b></p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• 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"> <li>o they develop symptoms</li> </ul> </li> <li>• 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.</li> <li>• Advise that the symptomatic person should arrange to have a LFD test as soon as possible and inform the school of the result immediately.</li> <li>• Head to follow up if test result is not received.</li> <li>• Ensure all parents and staff are aware of Isolation rules <a href="#">Guidance for households with possible COVID-19 infection.</a></li> <li>• <b>Return to school- From Monday 17th January 2022, if the result of either of their tests is positive on day 5 and day 6 of isolation, they should continue to self-isolate until they get negative results from two LFD tests on</b></li> </ul>	5	2	<p><b>10 MEDIUM</b></p>	

					consecutive days, or until they have completed 10 full days of self-isolation, whichever is earliest.				
16.	Spread of COVID-19 due to a confirmed case in school	5	4	20 HIGH	<p><b>MANAGEMENT OF A CONFIRMED CASE OF COVID-19 IN SCHOOL COMMUNITY</b></p> <p>This is when a pupil or member of staff tests positive for COVID-19.</p> <ul style="list-style-type: none"> <li>• Ensure everyone is aware of the need to inform the school community immediately of any positive test result.</li> <li>• If advice is needed contact the DfE helpline on 0800 046 8687.</li> <li>• Ensure that all parents and staff are aware of Isolation rules <a href="#">Guidance for households with possible COVID-19 infection.</a></li> <li>• Complete a record of any confirmed COVID-19 cases.</li> <li>• 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.</li> <li>• 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.</li> </ul>	5	3	15 MEDIU M	
17.	Spread of COVID-19 due to a suspected case of a contact of the school community	5	4	20 HIGH	<p><b>MANAGING A SUSPECTED CASE OF COVID-19 BY ASSOCIATION</b></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"> <li>• Contacts who have been notified and advised to self-isolate by NHS Test-and-Trace, including the COVID 19 app must do so and follow the lateral flow test regime.</li> <li>• Advise that pupils and fully vaccinated staff do not need to go home or isolate. However, close contacts who are unvaccinated staff, must isolate</li> <li>• Advise that if the member of the Thomas's community develops symptoms they should get a test, as in Point 14.</li> </ul>	5	3	15 MEDIU M	
18.	Spread of COVID-19 due to a confirmed case of a contact of the school community	5	4	20 HIGH	<p><b>MANAGING A CONFIRMED CASE OF COVID-19 BY ASSOCIATION</b></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"> <li>• Ensure that everyone is aware of the need to report any contact with someone who tests positive for COVID-19.</li> <li>• Ensure that the staff member concerned goes home immediately to self-isolate if they are unvaccinated.</li> <li>• Advise that pupils and vaccinated staff do not need to go home</li> <li>• Advise that the member of the Thomas's community should get a test: <ul style="list-style-type: none"> <li>◦ <b>If the result of either of their tests is positive on day 5 and day 6 of isolation, they should continue to self-isolate until they get negative</b></li> </ul> </li> </ul>	5	3	15 MEDIU M	

					<p><b>results from two LFD tests on consecutive days, or until they have completed 10 full days of self-isolation, whichever is earliest.</b></p> <p>o 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.</p>				
19.	Spread of COVID-19 due to a confirmed case by secondary association	5	4	20 HIGH	<p><b>MANAGING A CONFIRMED CASE OF COVID-19 BY SECONDARY ASSOCIATION</b></p> <p>This is when 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> <ul style="list-style-type: none"> <li>• Advise that the household member should take a PCR test</li> <li>• 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.</li> </ul>	5	3	15 MEDIUM	

#### ACTION ARISING FROM RISK ASSESSMENT

No	Risk Rating	Action Required:	Person (s) Responsible	Target Date	Date Completed
	HIGH	<p><b>Risk Assessment is to be reviewed in line with Government Guidance</b></p> <p><a href="#">Department for Business, Energy &amp; Industrial Strategy - Working safely during COVID-19</a></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	12 <sup>th</sup> January 2022	
	HIGH	This risk assessment must be communicated to all parents by putting on the school website	Customer supported by MBHS	12 <sup>th</sup> January 2022	

		Staff sent a Google Form, asking how many COVID vaccinations they have had, to help SLT plan for staff absences and isolations. This is due to unvaccinated close contacts needing to isolate.	S Kelly	12 <sup>th</sup> January 2021	
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