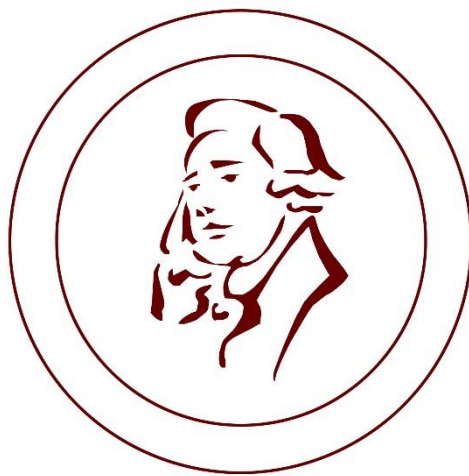


Thomas Telford School



COVID-19 Risk Assessment April 2022

Reviewed April 2022

Thomas Telford School Risk Assessment

April 2022

Key principles:

- Face coverings on school coaches and around the school site are optional
- Staggered finish to the day
- Cleaning regime during the day with cloakroom/toilet supervisors keeping toilet areas monitored, with additional measures to be undertaken by staff/students after using venues
- Strong emphasis on personal hygiene
- Good ventilation to be maintained in all working areas whenever possible and CO2 monitors are installed and air purifiers in priority venues
- Supportive and caring environment for staff and students
- Timely and measured response to any symptomatic staff or students working closely with public health authorities and readiness to apply contingency measures if required

Content

- Face coverings when travelling on school coaches and around the school are optional
- Hygiene and cleaning
- Ventilation and social distancing in venues
- Students or staff displaying symptoms
- Student emotional distress
- Vulnerable staff and family members

Risk Assessment Thomas Telford School – COVID - 19

Location / Site	Insert location and site where activity taking place
Old Park Telford	
Activity / Procedure	Insert name/type of activity or procedure being assessed
Review of Risk Assessment	
Assessment date	Insert date when assessment is being carried out
1 April 2022	

Identify people at risk	YES or NO
Employees	YES
Children	YES
Visitors	YES
Contractors	YES

Control measures

You should:

- Ensure good hygiene for everyone
- Maintain appropriate cleaning regimes
- Keep occupied spaces well ventilated
- Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19
- Take preventative measures

Identify hazard		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Risk of spread of virus concerning asymptomatic students and staff			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. If a student or member of staff tests positive, they are expected to notify the school immediately by emailing covidresults@ttsonline.net. Government recommendation is that “If a child or young person has a positive COVID-19 test result they should try to stay at home and avoid contact with other people for 3 days after the day they took the test, if they can. After 3 days, if they feel well and do not have a high temperature, the risk of passing the infection on to others is much lower”. 2. Staff and students will adhere to the latest Government guidance. 3. Contacts of positive cases will be managed by the local Public Health Team but there is no longer a legal requirement to self-isolate- 4. If there is a localised outbreak of cases in the School the Public Health Team may insist on further preventative controls to be re-introduced. 5. Perspex screens are used around school, for example in Reception and the Careers Centre, giving additional protection to staff and students. 6. Vertical tutor groups are to continue 7. Meetings with parents/visitors are permitted to be on site including spectators who wish to watch sporting events. 8. The use of face coverings for staff and students is optional but are strongly advised for any suspected or confirmed COVID-19 cases of those who are attending school. 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

Identify hazard		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Air born transmission whilst students are being transported to and from and moving around the school resulting in direct transmission of the virus			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Face coverings on school coaches are optional, but are strongly advised for any suspected or confirmed cases of COVID-19 who are attending school. 2. Hand sanitiser will be provided and should be used when getting on and off the coach. 3. A natural staggered start with students arriving between 7.45am and 8.20am. 4. A staggered finish for students between 3.10pm – 3.20pm. 5. Year group assemblies and staff briefings have resumed. 6. Face coverings are optional for staff and students on the school premises, but are strongly advised for any suspected or confirmed cases of COVID-19. 7. Staff and students must use hand sanitiser when entering and exiting the Restaurant. 8. Overseas trips and local day trips are to go ahead, with the appropriate robust safety measures and risk assessments in place. 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

Identify hazard		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Risk of spreading virus due to poor hygiene around school resulting in indirect transmission of the virus			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Extra sanitisers and refills in each classroom/venue. 2. Regular hand washing/sanitising to be undertaken. 3. Tissues and anti-bacterial wipes are available in classrooms and should be used to wipe telephones and photocopiers. 4. Photocopiers and telephones must be wiped down thoroughly before and after each use. 5. Use of shared resources to be minimal and equipment and resources sanitised regularly including computer work stations. 6. Students/staff hand wash or sanitise on entry to school, before and after breakfast and lunch, using the toilet, after handling any practical equipment and any time they cough or sneeze. 7. Cloakroom and toilet supervisors at main toilet areas throughout the day monitoring student numbers and ensuring facilities are cleaned on a constant basis. 8. Washing hands posters in all washing areas and displayed around the school. 9. Regular reminders on the importance of good personal hygiene to be shared on broadcast, in assemblies and in staff briefings. 10. Explicit teaching & posters on how to cough/sneeze into the bend in your arm and catch it, bin it, kill it. 11. Bins with lids to be emptied regularly and high touch points cleaned. 12. Cleaning team will be available all day to assist with cleaning procedures. 13. Student toilets to be monitored to ensure limited numbers of students mixing and reduced contact time. 14. When approached, the School will participate in the COVID-19 vaccination programme, run by the local Immunisation Team. 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

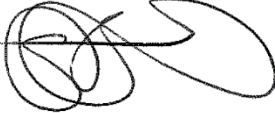
Identify hazard		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Risk of spreading virus due to poor ventilation and social distancing in venues			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. All occupied venues should maximise ventilation whenever possible. This includes opening doors and windows to encourage the circulation of air. During winter months, students should wear their long sleeved PE top under their uniform for additional warmth. 2. In colder weather thoughts needs to be given to a balance between good circulation and the room temperature. This may involve intermittent opening of windows during the day. 3. Teachers should continue to keep a sensible social distance from students in teaching venues and other areas at all times. They should position students away from the teaching desk space whenever possible. 4. A student seating plan should also be kept for every session with students encouraged to distance from each other when appropriate to do so. 5. 45 CO2 monitors have been provided to the school and, along with the purchase of additional monitors, one will be placed in every classroom in order to monitor CO2 levels. These monitors measure the level of ventilation and are not an indication of infection risk. Where there are spaces that are identified as having reduced ventilation, this will be kept under review. 6. The School has installed air purifiers in teaching venues that will most benefit. 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

Identify hazard		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Transmission of the virus by a students’ or staff displaying symptoms			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Students and staff will be strongly advised to remain at home if they are feeling unwell, as the legal requirement to isolate has been removed. Government recommendation is that “If a child or young person has a positive COVID-19 test result they should try to stay at home and avoid contact with other people for 3 days after the day they took the test, if they can. After 3 days, if they feel well and do not have a high temperature, the risk of passing the infection on to others is much lower”. 2. All staff to remain vigilant of student welfare throughout every session and around school. 3. The Medical Room will be the designated area for holding students with COVID-19 symptoms and will be cleaned thoroughly between users. 4. Students and staff will sit on plastic chairs only. 5. PPE clothing will be available for staff who may have to attend to a student or colleague requiring support or medical attention. 6. A good stock of disposable aprons, gloves and face masks are available in addition to face visors offered to all staff that might be involved in managing students presenting symptoms. 7. The school will work closely with the local health protection team where necessary. 8. Guidance from the DfE/LA and Government medical advisers is regularly updated and staff will be informed accordingly. 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

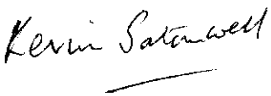
Identify hazard		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Emotional distress by students			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Small numbers of students may require support for their emotional needs. 2. Students may have lost a loved one or experienced a difficult time because of COVID-19. 3. Refer all cases of concern to Jamie Norman who will delegate referrals as appropriate. 4. The Nurture Room is in operation and will be used as a safe space to support vulnerable children. 5. The Personal Tutor remains the first point of contact. Communication can still continue via email and telephone and personal tutors should make a concerted effort to look out for the welfare of all their students as always. 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

Identify hazard		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Risk of illness of vulnerable staff and family members through direct and indirect transmission of the virus			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Those who are clinically extremely vulnerable (those who have received a letter from government or clinician) must take particular care while community infection rates continue to rise and fall. Clinically extremely vulnerable staff are advised to discuss concerns with the School in line with Government guidance. An individual risk assessment should be agreed with the line manager. 2. Those who are clinically vulnerable e.g. asthmatic or people with particular characteristics which may put them at comparatively increased risk of COVID-19. If individuals are concerned we recommend a discussion takes place with their line manager and the school will try and accommodate any additional measures that may be necessary. 3. Risk Assessments are in place for anyone classed as CV or CEV. 4. Once informed of a pregnancy, the School will consider how best to ensure the individuals health and safety in the workplace. 5. Pregnant colleagues and the School will refer to the latest guidance from the Royal College of Obstetricians and Gynaecologists https://www.rcog.org.uk 6. The School will consider the risks before and after 28 weeks of pregnancy. 7. Those living with someone who is clinically extremely vulnerable or clinically vulnerable can attend school and work with children. 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

OVERALL level of risk	Consider level of risk following use of control measures		
HIGH	MEDIUM	LOW	NEGLIGIBLE
Assessor's comments	Insert comments relevant to findings as appropriate		
This risk assessment complies with advice offered by the DfE relating to COVID – 19. The measures taken will reduce the risk of COVID-19 infection but the measures taken are not able to eliminate the risk entirely.			

Name of assessor	Signature of assessor	Date
Saffron Baxter COVID-19 Officer		08/04/2022

Headteachers comments	Insert comments relevant to assessment as appropriate
We have endeavoured to comply with Government recommendations and at the same time optimise the safest conditions possible for students and staff.	

Name of Headteacher	Signature of Headteacher	Date
Sir Kevin Satchwell		08/04/2022

Risk assessment reviews	Reviews will be regularly made and at least weekly.
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