

 <p>Telford & Wrekin COUNCIL</p>	Risk Assessment of Reopening HTA (post C19 lockdown)	School: Holy Trinity	Carried out by: JDoust	Checked by: ANeal / MGough / SRoberts / AWelsh
Date: 14 May 2020	Review date: Ongoing throughout visit	Specialist assessment needed**: PPE, Hand gels, Anti-bacterial wipes		
What are the hazards?	Who might be harmed and how?	What are we already doing?		Risk rating* L, M or H
<p>The school lapses in following national guidelines and advice, putting everyone at risk</p>	<p>Any person who is in school</p> <p>Households of returning peoples from school</p> <p>[C19 infection, cold & flu-like complaints, breathing difficulties, death]</p>	<p>To ensure that all relevant guidance is followed and communicated:</p> <p>The school to keep up to date with advice issued by, but not limited to, DfE, NHS, Department of Health and Social Care, PHE, Telford & Wrekin Council advice and review its risk assessment accordingly</p> <p>Information on the school website is updated.</p> <p>Pupils updated via classrooms/email/text as necessary</p> <p>Any change in information to be shared with Chair of Governors, consulted with employees directly, or through a safety representative that is either elected by the workforce or appointed by trade union and passed on to parents and staff by email</p>		<p>L</p>
<p>Poor communication with parents and other stakeholders</p>	<p>All parents / families of pupils from HTA</p> <p>[C19 infection, cold & flu-like complaints, breathing difficulties, death]</p>	<p>All staff / pupils aware of current actions and requirements and reminded frequently using school communication systems</p> <p>Head teacher to share risk assessment with all staff</p> <p>Parents notified of risk assessment plan and shared with parents via website.</p> <p>As a result, all pupils and all staff working with pupils are adhering to current advice.</p>		<p>L</p>

<p>Lack of awareness of policies and procedures</p>	<p>Any person who is in school</p> <p>Households of returning peoples from school</p> <p>[C19 infection, cold & flu-like complaints, breathing difficulties, death]</p>	<p>School leaders will ensure that all policies impacted on by coronavirus controls are updated</p> <p>All staff, pupils and volunteers will make themselves aware of all relevant policies and procedures including, but not limited to, the following:</p> <ul style="list-style-type: none"> i) Health and Safety Policy ii) Infection Control Policy iii) First Aid Policy iv) Behaviour policy <p>All staff have regard to all relevant guidance and legislation including, but not limited to, the following:</p> <ul style="list-style-type: none"> i) The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 ii) The Health Protection (Notification) Regulations 2010 iii) Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities' iv) DfE and PHE (2020) 'COVID-19: guidance for educational settings' <p>The relevant staff receive any necessary training that helps minimise the spread of infection, e.g. infection control training.</p> <p>A comprehensive and current list of key staff members available each day</p> <p>Staff are made aware of the school's infection control procedures in relation to coronavirus via email</p> <p>Parents are made aware of the school's infection control procedures in relation to coronavirus via letter/social media/poster at entrance to school – they are informed that they must contact the school as soon as possible if they believe their child has been exposed to coronavirus</p>	<p>L</p>
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Bringing C19 infection into school	<p>Any person who is in school</p> <p>Households of returning peoples from school</p> <p>[C19 infection, cold & flu-like complaints, breathing difficulties, death]</p>	<p>All peoples coming into school will enter via single entrance of the Food Technology room external door</p> <p>All peoples will have to wash their hands for 20 to 30 secs in the Food Technology Room with the soaps provided</p> <p>Each of the 5 x sinks in the Technology will be at least 2m apart</p> <p>All peoples will use the hand gels (min 60% alcohol) provided</p> <p>Each individual is responsible for wiping down their own work area before and after use</p> <p>Those peoples queuing to enter the Food Technology room will do so outside at least 2m apart from one another</p> <p>Parents will be permitted to bring their cars into the carpark and queue in the bus drop off zone. Pupils must wait in the car until told they are told to come in</p> <p>Issue information to parents about arrival and departure procedures, including safe drop-off and pick-up</p> <p>Make it clear to parents and pupils that they cannot congregate at the front of school prior to the start of the school day</p> <p>Issue information to pupils in relation to restrictions on their movement around the site</p>	M

		<p>All people entering the school site will have their temperature taken.</p> <p>Anyone displaying a high temperature (or other symptoms) will be sent home and not permitted on school site for 7 days (unless they have a negative C19 test result)</p> <p>Staff to sign in using their personal ID cards</p> <p>Staff / Pupils to notify SLT if they (or anyone in their household) are displaying symptoms of C19</p> <p>Pupils are informed which classroom they will be studying in upon arrival</p> <p>Pupils will not be required to wear ties nor blazers (key possible areas of transmission)</p>	
Transmitting the C19 virus whilst in school	<p>Any person who is in school</p> <p>Households of returning peoples from school</p> <p>[C19 infection, cold & flu-like complaints, breathing difficulties, death]</p>	<p>Posters are displayed at the entrance to the school, around school and in every classroom reminding staff, pupils, parents and visitors of the hygiene practice required in school (e.g. washing hands before entering and leaving school)</p> <p>Teachers to reiterate key messages in class-time (when directed) to pupils to:</p> <ul style="list-style-type: none"> i) Cover coughs and sneezes with a tissue, ii) To throw all tissues in a bin iii) To avoid touching eyes, nose and mouth with unwashed hands. <p>Infection control procedures are adhered to as far as possible in accordance with the DfE and PHE's guidance</p> <p>Sufficient amounts of soap (or hand sanitiser where applicable), clean water, paper towels and waste disposal bins are supplied in all toilets and kitchen areas</p>	M

		<p>All doors are to be open. Fire doors will be on magnet locks as usual. Classroom doors, toilet doors and Office doors will be kept open</p> <p>Pupils will be sat at least 2m apart in the classroom ... and staff will also maintain a 2m distance from pupils</p> <p>PPE will be made available to members of staff</p> <p>The one-way system around school will be in operation</p> <p>Pupil toilets will be supervised to maintain social distancing</p> <p>Staff to wear additional PPE when supporting pupils with toileting routines – mask, gloves, apron</p> <p>Pupils go into classrooms immediately on leaving the Food Technology room</p> <p>Staff to remain a minimum of 2m from pupils</p> <p>Hand gel dispensers available around the school site</p> <p>Anti-bacterial wipes available around the school site</p> <p>Pupils to have breaks in their allocated classrooms</p> <p>No use of laptops</p> <p>Staff / Pupils to notify SLT if they (or anyone in their household) are displaying symptoms of C19</p> <p>Cleaners on school site at the end of every school day to clean areas of school that have been in use</p> <p>Follow T&W cleaning in school guidance</p> <p>Assess the school's ability to follow T&W cleaning in school</p>	
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<p>Spread of infection in used classrooms / shared areas</p>	<p>Any person who is in school</p> <p>Households of returning peoples from school</p> <p>[C19 infection, cold & flu-like complaints, breathing difficulties, death]</p>	<p>In addition to what has already been stated ...</p> <p>All unnecessary items to be removed from classrooms and learning environments and stored elsewhere</p> <p>All soft furnishings and items that are hard to clean to be removed</p> <p>Bins to be emptied at the end of each day.</p> <p>Contact with communal surfaces, such as door handles etc to be minimised. Doors to be kept open</p> <p>Where possible, windows to be opened to provide ventilation. Inform all the pupils that they must bring the required equipment to school (stationery, calculators etc) to reduce the risk of infection</p> <p>Shared telephone handsets to be cleaned with anti-bacterial wipes before and after each use</p> <p>If any bodily fluids come into contact with classroom equipment, ensure that gloves are worn to remove the piece of equipment before it is thoroughly cleaned</p> <p>Guidance issued to staff on the use of the staff room and staff toilet area, including maximum numbers at any one time</p> <p>Staff to be reminded to adhere to social distancing at all times</p>	

		Staff must wash and dry their own cups, plates and utensils, using disposable towels.	
Ill health in school	<p>Any person who is in school</p> <p>Households of returning peoples from school</p> <p>[C19 infection, cold & flu-like complaints, breathing difficulties, death]</p>	<p>All staff are informed of the procedure in school relating a pupil becoming unwell in school</p> <p>Any pupil who displays signs of being unwell is immediately referred to a member of the SLT or SRoberts</p> <p>Any staff member who displays signs of being unwell immediately refers themselves to a member of the SLT and is sent home</p> <p>Where the named person is unavailable, staff ensure that any unwell pupils are moved to an empty room whilst they wait for their parent to collect them.</p> <p>School admin team to contact parents. Parents advised to follow the COVID-19: Guidance for households, including accessing testing</p> <p>If a pupil needs to use the bathroom, they should use a separate bathroom (adjacent to Conference Room) which will be cleaned after use.</p> <p>Pupils displaying symptoms of coronavirus do not come in to contact with other pupils and as few staff as possible, whilst still ensuring the pupil is safe. A facemask should be worn by the supervising adult if a 2-metre distance cannot be maintained</p> <p>If contact with a child or young person is necessary, then gloves, an apron and a face mask should be worn by the supervising adult. If there is a risk of splashing, eye protection should also be worn</p> <p>The relevant member of staff calls for emergency assistance immediately if the pupil's symptoms worsen</p> <p>Unwell pupils who are waiting to go home are supervised in the</p>	M

		<p>Canteen Area where they can be at least two metres away from others</p> <p>Areas used by unwell pupils who need to go home are identified as out of bounds, thoroughly cleaned and disinfected once vacated.</p>	
A pupil is tested and has a confirmed case of coronavirus.	<p>Any person who is in school</p> <p>Households of returning peoples from school</p> <p>[C19 infection, cold & flu-like complaints, breathing difficulties, death]</p>	<p>In line with government advice:</p> <p>i) The rest of the class/group should be advised to self-isolate for 14 days</p> <p>ii) The Head teacher will contact PHE. Then PHE's local protection teams to conduct a rapid investigation and will advise school on appropriate action.</p>	H
Transmitting the C19 virus at the end of the school day	<p>Any person who is in school</p> <p>Households of returning peoples from school</p> <p>Parents picking up their children & public in vicinity of school</p> <p>[C19 infection, cold & flu-like complaints, breathing difficulties, death]</p>	<p>Issue information to parents about departure procedures, including safe pick-up</p> <p>Inform pupils and parents of their allocated times for the end of their school day</p> <p>Make it clear to parents and pupils that they cannot congregate at the front of school prior to the end of the school day. If waiting to collect pupils, parents are to remain in cars and park safely</p>	M
Insufficient staff to run face-to-face sessions for pupils.	<p>Staff & Pupils</p> <p>[C19 infection, cold & flu-like complaints, breathing difficulties, death]</p>	<p>Leaders to ensure that they have a complete list of shielded and vulnerable adults for their school</p> <p>Protocols for staff to inform leaders if they need to self-isolate are clearly in place</p> <p>Leaders ensure there is a rota in place for cover in the instance that</p>	L

		staff must self-isolate.	
Emergency evacuation due to fire etc.	Any person who is in school [C19 infection, cold & flu-like complaints, breathing difficulties, death]	Lockdown, fire and emergency evacuation procedures to be reviewed so that social distancing can be maintained Practice fire drill completed in first week Leaders to communicate procedures to all staff Staff to communicate emergency evacuation procedures to pupils at the beginning of each day. As a result, social distancing is maintained in the event of an emergency evacuation.	M
Contractors, deliveries and visitors increase the risk of infection.	Any person who is in school Households of returning peoples from school [C19 infection, cold & flu-like complaints, breathing difficulties, death]	All contractors to be checked to ensure that they are essential visitors prior to entry to the school Agree arrival and departure times with contractors to ensure that there is no contact with staff or pupils All contractors / visitors to wash hands either prior to or on entry to the school site Contractors and visitors are directed to specific/designated handwashing facilities All areas in which contractors work are cleaned in line with government guidance Contractors to bring own food, drink and utensils onto site. Staff who receive deliveries to the school to wash hands in line with government guidance after handling Where possible, staff to identify safe/designated place for delivery	M

		<p>without need for contact with staff. Drivers are not permitted to enter the school premises when making deliveries</p> <p>If drivers must enter school site, ensure that they are asked to maintain social distancing and use hand sanitiser before entering the building</p> <p>Surfaces to be cleaned after any deliveries have been made.</p>	
Professional Visitors	<p>Any person who is in school</p> <p>Households of returning peoples from school</p> <p>Visitor</p> <p>[C19 infection, cold & flu-like complaints, breathing difficulties, death]</p>	<p>All visitors to be checked to ensure that they are essential visitors prior to entry to the school</p> <p>Pre-questionnaire completed by professional visitor</p> <p>Agree arrival and departure times with professional visitor to ensure that there is no contact with staff or pupils</p> <p>All professional visitors to wash hands on entry to the school site Professional visitors are directed to specific / designated handwashing facilities</p> <p>All areas in which Professional visitor work are cleaned in line with government guidance</p> <p>Professional visitors to bring own food, drink and utensils onto site.</p> <p>Professional visitors to be responsible for cleaning their own equipment and personal belongings</p>	M
Mental Health and Wellbeing for pupils	<p>Staff & Pupils</p> <p>[anxiety, depression, self-harm]</p>	<p>Refer staff to the Stress Management Risk Assessment</p> <p>Remind staff to be vigilant for signs of stress in others</p> <p>Where year groups are returning to school, we would expect leaders and teachers to:</p>	M

		<p>i) consider their pupils' mental health and wellbeing and identify any pupil who may need additional support, so they are ready to learn</p> <p>ii) assess where pupils are in their learning, and hence what adjustments to their curriculum may be needed over the coming weeks</p> <p>iii) identify and plan how best to support the education of high needs groups, including disadvantaged pupils, and SEND and vulnerable pupils</p> <p>iv) support pupils in year 6, who will need both their primary and secondary schools to work together to support their upcoming transition to year 7</p>	