

 Telford & Wrekin C O U N C I L	Risk Assessment of Full-school Opening HTA	School: Holy Trinity	Carried out by: JDoust	Checked by: ANeal / MGough / SRoberts
Date: 02 January 2021	Review date: Ongoing	Specialist assessment needed**: PPE, Hand gels, Anti-bacterial wipes		
What are the hazards?	Who might be harmed and how?	What are we already doing?		
<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>Poor communication with parents and other stakeholders</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>All staff / pupils aware of current actions and requirements and reminded frequently using school communication systems</p> <p>Reminders will be sent home prior to the start of the 20/21 academic year so that all stakeholders are clear on the 'new normal'</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>School will ask parents to inform them if their child is classed as clinically extremely vulnerable. This will ensure that these children receive additional support in practising frequent hand washing and social distancing</p> <p>As a result, all pupils and all staff working with pupils are adhering to current advice</p>		
<p>Lack of awareness of policies and</p>	<p>Any person who is in school</p>	<p>School leaders will ensure that all policies impacted on by coronavirus controls are updated</p>		

procedures	<p>Households of returning peoples from school</p> <p>[C19 infection, cold & flu-like complaints, breathing difficulties, death]</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>Staff are made aware / reminded 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>Pupils are made aware of the school's infection control procedures in relation to coronavirus via a coordinated programme of delivery from staff on the morning of the 1 September 2020. All are informed that they must tell a member of staff if they begin to feel unwell</p> <p>Regular electronic briefing issued to staff</p> <p>School will ask parents to inform them if their child is classed as clinically extremely vulnerable. This will ensure that these children receive additional support in practising frequent hand washing and social distancing</p>
Extremely clinically vulnerable (High risk) individuals	<p>Any person who is in school</p> <p>Households of returning peoples from school</p> <p>[C19 infection, cold & flu-like</p>	<p>Individual risk assessment to be completed for staff in high risk category exposure to Coronavirus (COVID – 19)</p> <p>Staff who are classed as clinically extremely vulnerable can attend work but should be deployed to enable them to work remotely where possible or in roles in school where it is possible to maintain social distancing. School leaders will reassure staff that they should come forward to discuss individual risk assessments so they can work safely in school.</p>

	complaints, breathing difficulties, death]	'Clinically extreme vulnerable' will only be required to shield if HTA is in Tier 4 (or higher)
Clinically Vulnerable staff and pupils	<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>Individual risk assessment to be completed for vulnerable staff and pupils</p> <p>Protective measures will be put in place for staff and pupils, as far as is possible, to ensure that the risk of transmission is reduced</p> <p>The following parents, children and staff may need additional reassurance from school leaders. The list includes those:</p> <p>who have themselves been shielding previously but have been advised that this is no longer necessary living in households where someone is clinically vulnerable concerned about the comparatively increased risk from C19, including those from Black, Asian and Minority Ethnic (BAME) backgrounds or who have certain conditions such as obesity and diabetes.</p> <p>Leaders will reach out to our community to actively seek such individuals to come forward so that conversations can take place and reassurances given. If it is felt appropriate, individual risk assessments should be written for further reassurance</p> <p>Any member of staff who is pregnant should follow the advice / guidance:</p> <p>a) avoid contact with someone who is displaying symptoms of coronavirus (COVID-19). These symptoms include high temperature and/or a new and continuous cough;</p> <p>b) avoid non-essential use of public transport, varying your travel times to avoid rush hour, when possible;</p> <p>c) work from home, where possible. Your employer should support you to do this;</p> <p>Women who are 28 weeks pregnant and beyond, or are pregnant and have an underlying health condition that puts them at a greater risk of severe illness from COVID-19 at any gestation, should take a more precautionary approach.</p> <p>Employers should ensure pregnant women are able to adhere to any active national guidance on social distancing and/or advice for pregnant women considered to be clinically extremely vulnerable (this group may previously have been advised to shield).</p>
Hand Hygiene	<p>Any person who is in school</p> <p>Households of returning peoples from school</p>	<p>C19 is an easy virus to kill when it is on skin. This can be done with soap and running water or hand sanitiser. Schools must ensure that pupils clean their hands regularly, including:</p> <p>* when they arrive at school,</p>

	[C19 infection, cold & flu-like complaints, breathing difficulties, death]	<ul style="list-style-type: none"> * when they return from breaks, * when they change rooms * before and after eating. <p>Regular and thorough hand cleaning is going to be needed for the foreseeable future. Points to consider and implement:</p> <ul style="list-style-type: none"> * ensuring the school has enough hand washing or hand sanitiser 'stations' available so that all pupils and staff can clean their hands regularly * supervision of hand sanitiser use given risks around ingestion. Skin friendly skin cleaning wipes can be used as an alternative * building these routines into school culture, supported by behaviour expectations
Poor hygiene practice – specific – school entrance	<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>Staff arrive prior to pupils</p> <p>Staggered start times for pupils</p> <p>All pupils to wash hands prior to lesson 1</p> <p>Specific allocated areas for pupil handwashing</p>
Poor hygiene practice – specific – office spaces	<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>Sanitation sprays / hand wipes made available at each of the photocopiers around school and at any shared surface / keyboard</p> <p>Staff to bring in their own cups and utensils</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</p> <p>All soft furnishings and items that are hard to clean to be removed</p>

<p>System of Controls – Prevention</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>1) minimise contact with individuals who are unwell by ensuring that those who have coronavirus (C19) symptoms, or who have someone in their household who does, do not attend school</p> <p>2) clean hands thoroughly more often than usual</p> <p>3) ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach</p> <p>4) introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach</p> <p>5) minimise contact between individuals and maintain social distancing wherever possible</p> <p>6) where necessary, wear appropriate personal protective equipment (PPE)</p> <p>Note ...Numbers 1 to 4 must be in place in all schools, all the time. Number 5 must be properly considered, and schools must put in place measures that suit their particular circumstances. Number 6 applies in specific circumstances</p> <p>Note ... Prevention measures also addressed throughout Risk Assessment</p>
<p>System of Control – Responsive</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>7) Engage with the Health Protection Hub at Telford & Wrekin Following the process that has been provided to schools and use the notification form provided to advise of any confirmed or suspected cases of staff or pupils within the school</p> <p>8) manage confirmed cases of coronavirus (C19) amongst the school community</p> <p>9) contain any outbreak by following health protection hub and PHE advice</p> <p>Note ...Numbers 7 to 9 must be followed in every case where they are relevant</p>
<p>Poor hygiene practice – specific - spread of potential infection at the start of the school day.</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>The start and end of the days will be staggered to reduce large groups congregating</p> <p>All peoples will have to wash their hands for 20 to 30 secs in an allocated area with the soaps provided</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> <p>Anyone displaying C19 symptoms will be sent home</p> <p>Staff to sign in using their personal IC cards</p> <p>Staff / Pupils to notify SLT if they (or anyone in their household) are displaying symptoms of C19</p> <p>As of 04 Jan 2021:</p> <p>All staff returning to HTA will continue to follow the 'building entry' requirements (take temperature / sanitise hands) and then go immediately to their classroom or office. Staff must maintain a 2m distance from one another and wear a mask. Staff will be issued with a self-test kit and a link to an instruction video. Any member of staff who tests positive must inform ANeal and leave the site immediately and book themselves in for a re-test at a national testing centre</p> <p>As of 05 Jan 2021:</p> <p>Those pupils returning (whose parents are key workers) will be brought into school as 'one bubble'. Will work in school in two classrooms. All pupils returning to HTA to be tested. Any pupil who tests positive will be sent home immediately for their parents to arrange a re-test at a national testing centre</p> <p>As of 11 Jan 2021:</p> <p>All pupils returning to HTA to be tested (to be completed by 19 January for entire school). Any pupil who tests positive will be sent home immediately for their parents to arrange a re-test at a national testing centre</p> <p>After initial testing, then 'Tracing System' will operate</p>
<p>Poor hygiene practice – specific – toilet / changing facilities</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>Changing facilities (e.g. PE changing rooms will not be used / open</p> <p>Pupils doing PE on any given day will arrive in school and remain dressed in their PE kit</p> <p>All toilet areas to be allocated to specific 'bubbles' and staff</p> <p>All toilet areas to be cleaned at the end of the day</p>

<p>Poor hygiene practice – specific - end of the school day</p>		<p>The start and end of the days will be staggered to reduce large groups congregating</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>
<p>Ill health in school</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>A first-aider (assigned appropriate full-PPE) will always be on site</p> <p>The ill child will be removed from the bubble for the first aider to administer the required support in the first-aid area</p> <p>Children, young people, or learners who require first aid should continue to receive care in the same way</p> <p>No additional PPE for the pupil is needed because of coronavirus (COVID-19) for anyone who does not have coronavirus (COVID-19) symptoms</p> <p>Relevant staff to read:</p> <p>safe working in education, childcare and children’s social care settings, including the use of personal protective equipment (PPE)</p>
<p>Mental Health and Wellbeing for pupils</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>Leaders and teachers to:</p> <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>A pupil is tested and has a confirmed case of coronavirus in school</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>Staff awareness of the previous coronavirus risk assessment</p> <p>If someone tests positive, they must continue to self-isolate for at least 10 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 10 day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 14 days.</p> <p>Leaders must take swift action when they become aware that someone who has attended has tested positive for coronavirus (COVID-19) – see below. The Principal or a person delegated by the Principal will contact the local health protection team. This team will also contact school directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school – as identified by NHS Test and Trace.</p> <p>The health protection team will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate.</p> <p>The health protection team will work with school in this situation to guide them through the actions we need to take. Based on the advice from the health protection team, leaders must send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious. Close contact definition as above.</p> <p>The health protection team will provide definitive advice on who must be sent home. To support them in doing so, records of pupils and staff in each group will be maintained including seating plans and records will also be kept of any close contact (as above that takes places between children and staff in different groups.</p> <p>In line with government advice, we do not need to ask pupils to record everyone they have spent time with each day or ask staff to keep definitive records in a way that is overly burdensome.</p> <p>A template letter will be provided to school, on the advice of the health protection team, to send to parents and staff if needed. We must not share the names or details of people with coronavirus (COVID-19) unless essential to protect others.</p> <p>Household members of those contacts who are sent home do not need to self-isolate themselves unless the child, young person or staff member who is self-isolating subsequently develops symptoms. If someone in a class or group that has been asked to self-isolate develops symptoms themselves within their 14-day isolation period they should follow ‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’. They should get a test, and:</p> <p>if the test delivers a negative result, they must remain in isolation for the remainder of the 14-day isolation period. This is because they could still develop the coronavirus (COVID-19) within the remaining</p>
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<p>Insufficient staff to run face-to-face sessions for pupils.</p> <p>Supply teachers and temporary staff</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 / have symptoms are clearly in place</p> <p>Leaders ensure there is a plan / rota in place for cover in the instance that staff must self-isolate.</p>
<p>Pupil movement between lesson, at break time and lunchtime increases the risk of infection</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>Staggered start, lunch and finish times for each Year group preventing any one Year Groups from meeting another</p> <p>Specific canteen seating times for each Year Group</p> <p>Separate school building re-entry points for Year 7s and Year 8s who will have lunch at the same time</p> <p>All pupils to wash hands before and after lunch</p> <p>One-way system in operation</p> <p>No break times</p>
<p>Spread of infection in</p>	<p>Any person who is in school</p>	<p>Pupils will be in a bubble comprising their peers in the same Year group</p>

classrooms / shared areas	<p>Households of returning peoples from school</p> <p>[C19 infection, cold & flu-like complaints, breathing difficulties, death]</p>	<p>All classes will have seating plans drawn up by the class teacher</p> <p>Children will sit in forward-facing rows</p> <p>Years 9-11 will remain in one classroom for all their lessons on any one given day</p> <p>Actual rooms for each class will be detailed on a student's timetable</p> <p>'Bubbles' will not mix due to the specific area designated to each Year group</p> <p>Pupils to stay within their bubbles at all times of the day</p> <p>Sixth Form will be its own bubble and students will not meet lower school students</p> <p>Pupils instructed to limit the amount of equipment they bring into school each day, to essentials such as lunch boxes, hats, coats, books, stationery. Bags are allowed</p> <p>Pupils and teachers can take books and other shared resources home</p> <p>Use of lockers will be suspended</p> <p>Where pupil already has routine intimate care needs that involves the use of PPE, in which case the same PPE should continue to be used</p> <p>All teachers and other staff can operate across different classes and year groups to facilitate the delivery of the school timetable</p> <p>Where staff need to move between classes and year groups, they should try and keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults</p> <p>Most staff will not require PPE beyond what they would normally need for their work. PPE is only needed in a very small number of cases, including:</p> <p>where an individual child or young person becomes ill with coronavirus (C19) symptoms while at schools, and only then if a social-distance of 2 metres cannot be maintained</p> <p>or</p> <p>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</p>
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Music Lessons	<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>Music Dept has produced its own Risk Assessment</p> <p>Shared equipment limited to Year group 'bubbles' and DfE guidance followed on cleaning</p> <p>Play / sing outdoors where possible</p> <p>Limit group sizes to no more than 15</p> <p>Position pupils back to back or side to side</p>
Physical Activities	Any person who is in school	PE Dept has updated its own Risk Assessment

	<p>Households of returning peoples from school</p> <p>[C19 infection, cold & flu-like complaints, breathing difficulties, death]</p>	<p>No contact sports</p> <p>Outdoor sports to be prioritised</p> <p>Scrupulous attention to cleaning and hygiene</p> <p>PE Dept to use guidance on the phased return of sport and recreation and guidance from Sport England for grass root sport advice from organisations such as the Association for Physical Education and the Youth Sport Trust</p>
Before & After school provisions	<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>	Any / all after school provision will maintain the Year Group 'bubble'
Poor pupil behaviour increases the risk of the spread of the infection	<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 Classroom Behavioural practices remain in place ('Strike system)</p> <p>Any pupil reaching 4 x Strikes will be removed from lesson and warned by SLT that the next incident will result in being sent home immediately</p>
Pupils with complex needs are not adequately prepared for a return to school or safely supported	<p>Vulnerable Pupils</p> <p>[anxiety, stress]</p>	<p>Where a pupil is unable to attend school because they are complying with clinical and/or public health advice, HTA to immediately offer them access to remote education.</p> <p>Monitor engagement with this activity</p>

Vulnerable pupils and pupils with SEND do not receive appropriate support	Vulnerable Pupils [anxiety, stress]	Appropriate support is available for pupils with SEND, for example the deployment of Teaching Assistants to specific Year Group 'bubbles' Specialist staff from both within and outside the school to work with pupils in within allocated spaces that continue to protect the Year Group 'bubble'
Increased number of safeguarding concerns reported after lockdown	Pupils [emotional, mentally, and physically]	SLT Lead & Pastoral Team to monitor number and instances via normal school channels Liaise with T&W Authorities / Safeguarding stakeholders any major concerns
Emergency evacuation due to fire etc	Any person who is in school Households of returning peoples from 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 half term Leaders to communicate procedures to all staff Staff to communicate emergency evacuation procedures to pupils
Cleaning is not sufficiently comprehensive	Any person who is in school Households of returning peoples from school [C19 infection, cold & flu-like complaints, breathing difficulties, death]	Cleaners will be directed what specific areas will need to be 'C19 cleaned' in addition to the 'normal' cleaning routine
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	Any visitor on school site has registered their contact details in case they need to be notified by Track & Trace 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 un-necessary contact with staff or pupils

	complaints, breathing difficulties, death]	<p>All contractors / visitors to clean hands either prior to or on entry to the school site</p> <p>All areas in which contractors work are cleaned in line with government guidance</p> <p>Contractors to bring own food, drink, and utensils onto site</p> <p>Staff who receive deliveries to the school to wash hands in line with government guidance after handling</p> <p>If drivers must enter school site, ensure that they use hand sanitiser before entering the building</p> <p>Surfaces to be cleaned after any deliveries have been made</p>
Transport	<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>HTA has liaised with Bus companies / T&W to ensure that protocols have been put in place</p> <p>Those pupils travelling by 'school bus' will adhere to guidance from T&W</p>
Educational Visits	<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>No overnight or overseas educational visits</p> <p>Non-overnight domestic educational visits can resume</p> <p>Pupils to be kept to the school bubbles</p> <p>Destination should be COVID-secure</p>

Risk rating system*

SEVERITY			PROBABILITY	
outcome	example	score	outcome	score
MINOR	Bruising, minor cuts, mild irritation to skin or eyes	1	Unlikely (eg no previous history)	1
SERIOUS	Loss of consciousness , burns, broken bones, injury or condition resulting in 3 or more days absence	2	Possible (eg similar incidents have happened in the past)	2
MAJOR	Permanent disability , major notifiable injury or disease	3	Probable (eg same situations have happened in the past)	3
FATAL	DEATH	5	Highly probable (eg has occurred recently here or in another organisation)	5

Probability score x Severity score = Risk Rating total

Risk rating total

1-4 low risk

5-10 medium risk

15-25 high risk

****Specialist assessments will be need for:** fire, hazardous substances, significant manual handling tasks, computer workstation users (DSE), nursing or expectant mothers, working at height, noise and use of personal protective equipment.

if activities include another organisation/Activity Centre/ or other area visited: Special needs of specific pupils – medical, behavioural