



Tomlinscote School COVID 19 Risk Assessment

Spring Term 2022

(Changes included in blue)



Updated: 24th January 2022

This Risk Assessment has been undertaken based on the latest available guidance from the Government and Unions (Appendix A) regarding the full return to college and schools of all students and staff for the Spring Term 2022. This risk assessment will be reviewed and updated periodically, or if there is reason to suspect that it is no longer valid, or if there has been a significant change in matters to which it relates (e.g. confirmed cases at the college or schools, or an increase in the local prevalence of the virus).

This risk assessment is based on the most recent guidance from the Department for Education (January 2022) published following the Government announcement in December of the move to Plan B and the subsequent revised guidance regarding the return to school/college in light of the escalating numbers of the Omicron variant.

Department for Education

"COVID-19 continues to be a virus that we learn to live with and the imperative to reduce the disruption to children and young people's education remains. Our priority is for you to deliver face-to-face, high-quality education to all pupils. The evidence is clear that being out of education causes significant harm to educational attainment, life chances, mental and physical health."

The **key changes** in the revised guidance are the recommendations that:

From 17th Jan "You can stop self-isolating at the start of day 6 if you get 2 negative rapid lateral flow test results on days 5 and 6 and do not have a temperature. If either test is positive, wait until the next day before testing again."

From Jan 19th "You are no longer asked to work from home if you can. Talk to your employer to agree arrangements to return to your workplace."

From Jan 20th "Staff and pupils in secondary schools and colleges will not be required to wear a face covering in classrooms."

From Jan 27th "Staff, pupils and visitors will not be required to wear a face covering, including in communal areas of schools, but the government suggests you continue to wear one in crowded and indoor spaces where you may come into contact with people you do not normally meet."

Risk Assessment Scope: Staff, Students, Visitors and Contractors using the Trust sites.

Ref	Hazard or Perceived Hazard	Risk	Controls	Mitigated Risk Rating		Residual Risk	Lead
				Severity	Likelihood		
1.	Travel to site	Not able to social distance Spread of infection.	<ul style="list-style-type: none"> • Advise staff and students to: <ul style="list-style-type: none"> ○ Walk or cycle to school where possible. ○ Avoid the use of public transport and car sharing where possible. ○ Maintain social distancing where possible. ○ Minimise numbers in a car. ○ Wearing a protective face covering is recommended. ○ Keep car windows open – good ventilation. ○ Avoid touching surfaces and face. ○ Use hand sanitiser regularly. 	5	1	5	SLT
2.	Accessing building and classrooms	Spread of virus between attenders through droplet infection, touching contaminated surfaces etc.	<ul style="list-style-type: none"> • Social Distancing rules to be maintained wherever possible • One way systems to be used where possible - agreed in advance. • Points of entry and exit to be agreed and monitored. • All users to be advised of measures to be observed. • Face coverings are recommended for all internal spaces including classrooms, for both students and staff. 	5	1	5	SLT Estates SLT/Staff
3.	Use of Classroom/office	Spread of virus between attenders through droplet infection, touching contaminated surfaces etc.	<ul style="list-style-type: none"> • Ensure social distancing as far as reasonably practicable by identification of workstations (no longer specific distance requirement). • Do not lean across or stand over individuals whilst talking to avoid droplet infection. 	5	1	5	Estates SLT

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			<ul style="list-style-type: none"> • Face coverings are recommended for all internal spaces including classrooms, for both students and staff. • Use venues that have good ventilation, open windows in preference to A/C, prop doors open where possible unless fire door. • Handwashing and hand sanitiser to be readily available. • Students to be encouraged to use hand-sanitiser as they enter communal areas and classrooms. • Avoid activities that require sharing of resources. • Review department specific risk assessment where the inclusion of practical activities requires it e.g. PE, Music, Art, Science etc. • Wipes available for individuals to clean equipment before and after use. • Provision of bins for disposal of tissues etc. • Daily cleaning to continue on current basis focussing on “touch points”. • All areas to be cleaned at the end of each day to recommended standard i.e. cleaned and disinfected. • Use electronic communication rather than physical/material where possible. • Keep personal belongings close to you. • Screens to continue to be used in high volume areas e.g. Receptions. 				All Estates SLT HoD and H&S Advisor Estates HoD HoD Estates Estates Estates Estates All All
4.	Interaction with students	Spread of virus between attenders through droplet	<ul style="list-style-type: none"> • Limit interaction. • Maintain social distancing where possible. 	5	1	5	Staff All Estates

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		infection, touching contaminated surfaces etc.	<ul style="list-style-type: none"> Identify “staff zones” to support staff maintaining distance from students. Continue to use seating plans. Have spare visors and masks available in case required. 				Staff Estates
5.	Cleaning accommodation	Direct contact with contaminated surfaces spreading infection.	<ul style="list-style-type: none"> Follow government guidelines. Wear PPE provided. Empty bins daily. Clean and sanitise surfaces. Continue day-time cleaning – prioritise high-touch areas. 	5	1	5	Estates
6.	Pupil or staff member displaying or reporting possible symptoms or has positive Lateral Flow Test	Potential spread of infection from coughing sneezing, vomiting	<ul style="list-style-type: none"> Encourage students to take up the offer of both doses of the vaccine. Report to Medical Co-ordinator for assessment. Return home if advised or with positive Lateral Flow Test. Keep college/school updated on result/wellbeing. Advise Principal. Area thoroughly cleaned by cleaning staff following guidelines for PPE and disposal of waste. Report positive cases to local Public Health and follow their advice. Test and trace will inform close contacts. 	5	1	5 (All Estates SLT SLT
7.	Confirmed case of COVID	Spread of infection	<ul style="list-style-type: none"> All positive PCR cases must self-isolate for 5 days and then achieve two negative LFTs. There is no requirement to trace possible contacts of positive case, this will be done via Test and Trace, although school 	5	2	10	

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			<p>assistance may be requested e.g. with seating plans.</p> <ul style="list-style-type: none"> • Test and trace will advise possible contacts whether a PCR test is recommended. • Review all risk assessments and update as necessary. • Students with symptoms may be refused readmission to school or college if in the Academy's reasonable judgement they continue to pose a risk to others. 				SLT SLT
8.	Possible outbreak at the school (i.e. 2 or more confirmed cases in 14 days or an overall rise in sickness absence where COVID-19 is suspected).	Spread of infection	<ul style="list-style-type: none"> • Students and staff are requested to continue to test twice weekly until end of year. • All students to be on-site tested at the start of the Spring Term. • Some "surge" testing may be undertaken within the school where particular "hotspots" are identified in an attempt to focus restrictions. • Monitor and log positive cases and sickness absence where COVID is suspected. • Promptly inform all staff of the situation, and of the measure necessary to manage it. • Secondary School to maintain a small test centre to offer on-site testing if required for students who are unable to test at home until further notice. 	5	2	10	SLT Health co-ordinator
9.	Use of toilets	Spread of infection	<ul style="list-style-type: none"> • Display posters to remind of need for thorough hygiene. • Clean regularly. 	5	1	5	Estates Estates

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10.	Use of catering areas	Potential for congestion and therefore spread of virus.	<ul style="list-style-type: none"> • Normal provision can be resumed. • Encourage social distancing and avoid congestion wherever possible. • Encourage good hygiene at all times. • Wear face coverings when in communal areas if not eating etc. 	3	1	3	All SLT
11.	Teacher shortage	Unable to safely cover groups and retain low student numbers	<ul style="list-style-type: none"> • Confirm number of staff available and capacity to increase if a member of staff is unable to attend. • Reduce student numbers or send home where practicable. • Ensure remote learning resources are in place and that all students are able to access them. • Join classes together if required to avoid remote learning. 	4	1	4	SLT SLT SLT
12.	Support staff shortage	Unable to safely operate school	<ul style="list-style-type: none"> • Confirm numbers of staff available and ensure capacity exists to replace staff not available. 	5	1	5	Estates
13.	Risk to Extremely Clinically Vulnerable (including pregnant) or those with Extremely Clinically Vulnerable in household.	Spread of infection with severe potentially consequences	<ul style="list-style-type: none"> • Advice is now to attend but adhere to all precautions rigidly. • Invite any individuals where specific concerns exist to discuss these with HR or line manager, and mitigate further if possible. • Review and update individual risk assessments in context of changed circumstances e.g. confirmed case of COVID at school. • Advise to seek medical practitioner involvement if required. 	5	1	5	SLT HR/SLT/ Staff SLT/Staff

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			<ul style="list-style-type: none"> Pregnant staff should see specific guidance - gov.uk corona advice for pregnancy. 				
14.	Other Visitors to the site including contractors and deliveries.	Spread of infection	<ul style="list-style-type: none"> Request visitors to take LFT before attending. Restrict visitors to agreed areas, this includes building contractors etc to ensure that there is no interaction with students and staff. Lettings can recommence, but local agreement not to at current time. 	5	1	5	All SLT/ Estates Estates
15.	Non-availability of First Aider	Incident occurs and no first aid available	<ul style="list-style-type: none"> Ensure rota provides FA cover. 	3	1	3	SLT
16.	Safeguarding standards are compromised due to amended procedures	Safeguarding incident	<ul style="list-style-type: none"> Continue to ensure all safeguarding standards are maintained and all revised procedures are considered in context of ensuring safeguarding. 	5	1	5	SLT/Staff
17.	Failure of Hot Water Supply	Unable to carry out cleaning resulting in spread of infection	<ul style="list-style-type: none"> More than one supply available. 	4	1	4	Estates
18.	Inadequate levels of cleaning supplies and PPE	Inability to effectively clean and virus remains	<ul style="list-style-type: none"> Significant stocks of cleaning materials and PPE have been purchased. Stock levels will be closely monitored. 	4	1	4	Estates
19.	Fire	Fire procedures are not adequate during partial opening	<ul style="list-style-type: none"> Communicate fire arrangements to staff and Students as normal. 	5	1	5	Estates SLT/Staff
20.	Use of confined social areas.	Spread of virus	<ul style="list-style-type: none"> Reminder in confined areas of need for social distancing. 	5	5	5	SLT/Staff Estates

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			<ul style="list-style-type: none"> Additional space to be provided where possible. 				
21.	Possible weaknesses or failures in the system of control.	Control measures fail to remove or minimise risks.	<ul style="list-style-type: none"> Provide information and training for all staff, ensuring that they understand the system of controls put in place by the Academy. Establish a procedure for reporting weaknesses or failures of control measures in place, clearly understood by all staff. Clear lines of responsibility for those tasked with monitoring and acting on reports from staff. 	5	1	5	SLT/Staff
22.	Further wave of Corona Virus	Increased risk of infection	<ul style="list-style-type: none"> All academies to develop contingency arrangements and document these in their "Outbreak Management Plan". 	5	2	10	SLT
23.	Educational Visits	Risk of infection Risk of cancellation.	<ul style="list-style-type: none"> Visits may be resumed from the Autumn Term following a thorough risk assessment. 	5	3	15	SLT

Risk Scoring Matrix

S e v e r i t y	5					
	4					
	3					
	2					
	1					
		1	2	3	4	5
	Likelihood					

Prepared by: Alan Poole Director of Operations

Approved by: In accordance with Trust Board Approved Risk Assessment

Revised: [January 24th 2022](#)

Appendix A

Key Guidance Sources:

<https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcaresettings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings>

<https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe>

<https://www.gov.uk/government/publications/covid-19-school-closures/guidance-for-schools-about-temporarily-closing>

<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>

<https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak#re-opening-after-a-lengthy-closure>.

Revised based on additional guidance August 2020

<https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-further-education-provision/what-fe-colleges-and-providers-will-need-to-do-from-the-start-of-the-2020-autumn-term>

March 2021

<https://www.gov.uk/government/publications/coronavirus-covid-19-asymptomatic-testing-in-schools-and-colleges>

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-coronavirus-covid-19-operational-guidance>

Revised based on additional guidance August 2021

[Schools COVID-19 operational guidance - GOV.UK \(www.gov.uk\)](#)

Revised based on additional guidance November 2021

[Schools COVID](#)

Revised based on additional guidance January 2022

[Schools COVID-19 operational guidance \(publishing.service.gov.uk\)](#)