

# Two Mile Ash School Risk Assessment

Covid-19

Autumn Term 2021





**TMA Risk Assessment for Covid-19 – Autumn Term 2021**

<b>Risk Assessment Completed By:</b>	Head of School – Lucy Eldridge	<b>Risk Assessment Reviewed &amp; Accepted By:</b>	Jason Smith - Head of Operations
<b>Risk Assessment Completed On:</b>	Wednesday 1 <sup>st</sup> September 2021	<b>Review Date For Risk Assessment:</b>	Friday 10 <sup>th</sup> September 2021
<b>Reviewed On:</b>			

Due to the changing circumstances of Covid-19, this risk assessment will be reviewed weekly and updated in line with any new guidance.

**Risk Matrix**

	Unlikely (1)	Possible(2)	Likely (3)	Highly Likely (4)
Minor (1)	1	2	3	4
Serious (2)	2	4	6	8
Major (3)	3	6	9	12
Death/Full Loss (4)	4	8	12	16

Risk Level	Actions & Timescales
1 - 2	Low risk. Proceed with the activity but consider whether risks could be further controlled or eliminated. Monitor to ensure controls are maintained
3 - 4	Medium risk. Risk reduction measures should be implemented within a defined period. Monitor to ensure measures are taken.
6 - 8	High risk. Activity cannot proceed without reducing or removing the risk. This should be prioritised.
+9	STOP. Activity cannot even be considered until risk reduction measures are implemented and the risk is reduced to an acceptable level.

**Section 1. Full Opening of all classes in school for academic year 2021-2022**

Task / Activity	Who might be harmed?	Existing control measures (what do we already do to control the risk?)	Current risk level			Further action necessary? By whom? When?	Date completed	New risk level		
			Likelihood	Severity	Total			likelihood	Severity	Total
<b>1.1 Net Capacity</b>										
Full opening of school for all Pupils.	Pupils and Staff Members	Schools COVID-19 Operational Guidance - 17.8.21 states that bubbles are no longer recommended in schools or that it is necessary to keep children in consistent groups (bubbles) as they can have a detrimental impact on the quality of education that can be delivered. This means assemblies can resume and alternative arrangements to stop children mixing at lunchtime are not necessary.	2	1	2	Inset Day Wednesday 1 <sup>st</sup> September 2021 – Staff made aware of expectations of attendance and the updated Government Guidance.	01/09/2021	2	1	2
Offering the full TMA curriculum with coverage of all subjects. Ensuring there is a broad and balanced curriculum.	Pupils	Upper School and Lower School break times and lunchtimes have been reintroduced.  Regular handwashing and use of hand sanitizer will continue at intervals throughout the school day to maintain good levels of hand hygiene.  For any children who are unable to attend school as a result of Covid-19, the TMA remote learning strategy remains in place which has been shared with all staff regarding				TMA Covid-19 contingency plan to be shared with all staff and parents / carers.  Individual risk assessments to be completed for pregnant staff members and these are to be regularly reviewed and updated.  Health status of staff members is known and staff are to inform their line manager of any changes so that HR documentation can be updated and individual risk assessments carried out if appropriate.  Line managers to inform Sharon Stimpson HR Officer of any changes.  Year 3 parents to be provided with log in details	01/09/2021  Week Beginning 06/09/2021  On-going.  13/09/2021			

		<p>expectations and requirements. This is also available on the school website.</p> <p>Communication has taken place with parents and carers in Years 4, 5 and 6 regarding the use of Microsoft Teams for remote learning.</p> <p>Staff will continue to follow the school absence management policy and report absences in the same way to line managers.</p> <p>TMA Staff are able to work between school settings (SLE, Core Trust Team, School to School support work etc.)</p> <p>Pregnant employees less than 28 weeks can still attend the workplace. An individual risk assessment will be put in place and this will be revisited regularly.</p>				and information regarding the use of Microsoft Teams.			
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**1.2 Organisation of Teaching Spaces**

<p>Organisation of Classrooms and school site.</p>	<p>Pupils and Staff Members</p>	<p>TMA has acknowledged change of Government guidelines that children are no longer required to be taught in separate bubbles.</p> <p>Children are also able to be sat with seating plans that allow for</p>	2	1	2				
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	<p><b>the best educational experiences.</b></p> <p><b>The one-way system around school had been removed.</b></p> <p><b>All areas of school should continue to be well ventilated. Fire doors must not be propped open but windows should be opened regularly.</b></p> <p><b>Upper and Lower School break and lunchtimes have been reintroduced.</b></p> <p><b>Continuation of previous control measures to support in reducing the risk of transmission.</b></p> <ul style="list-style-type: none"><li>• <b>Good hygiene for all</b></li><li>• <b>Regular hand washing and hand sanitizing.</b></li><li>• <b>Cleaning regime continues in classrooms and around the school site or regular touch points.</b></li><li>• <b>Work spaces will be well ventilated.</b></li><li>• <b>Continuing to follow Public Health Guidance on testing.</b></li></ul> <p><b>Should the Covid-19 infection rate increase, the TMA contingency plan will be followed. If this is the case it</b></p>								
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		may be necessary to reinstate Year Group Bubbles.								
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**1.3 The School Day**

<p>The start and end of the day arrangements.</p> <p>Extra-Curricular Clubs / Enrichment Clubs / Kidz Club Provision</p>	<p>School Families Pupils Parents Staff</p>	<p>Start and finish times will continue to be staggered. (Arrivals staggered between 8.30 and 8.55am. Departure times between 3.15pm and 3.30pm).</p> <p>The number of entrances and exits will continue to be maximised. All gate entrances to be used (both side gates on Clay Hill) to support with reducing large crowds of parents and ease movement around the school site.</p> <p>Different entrances and exits to be used by different groups. This information has been shared with all parents and carers in July 2021.</p> <p>Staff will no longer be required to wear a face mask when entering or leaving the school site, when walking around school or in communal areas. Staff may choose to wear a mask if they wish such as when they are on gate duty at the beginning and end of the day when they are meeting a large number of parents.</p>	2	2	4	<p>Communication to be sent out to all parents to remind them of school day arrangements for the new academic year.</p>	02/09/2021	2	2	4
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		<p>Breakfast and After School Club provision will re commence from 03/09/2021 and has been planned to work alongside the Two Mile Ash School risk assessment. Children will no longer be required to remain in consistent bubble groups.</p> <p>Extra-curricular and extended clubs will resume and the children will be able to mix across year groups for these activities.</p>								
<b>1.4 Curriculum Organisation</b>										
<p>Pupils will have fallen behind in their learning during, school closures last year, national lockdown when working remotely and achievement gaps will have widened.</p>	<p>All pupils including disadvantaged, EAL, SEND, Most Able.</p>	<p>The curriculum and Year Group teams, as part of transition activities in preparation for the new academic year, have identified gaps in coverage and are using this to inform planning and teaching for the Autumn term.</p> <p>Contact has been made with feeder schools to gather this information for the new Year 3 pupils.</p> <p>Transition meetings have taken place to support movement to the next year group and curriculum information shared alongside detailed pastoral information.</p>	2	2	4	<p>Planning to be regularly reviewed by SMT, Year Group teams and subject leads to ensure gaps in learning are being appropriately addressed in addition to ensuring pupils are making rapid progress when pupils return to school or through remote learning for any future bubble closures.</p> <p>(Strategic Leadership Team, Senior Management Team and Subject Leaders)</p> <p>The remote learning strategy document will be reviewed and updated as necessary and re shared with all staff to support the delivery of</p>	<p>Ongoing - Planning to be reviewed weekly. Agenda item in all team meetings.</p> <p>10/09/2021</p>	2	2	4

		<p>Intervention support for pupils with SEND or disadvantaged pupils will continue to be set via the use of the online scheme Nessy.</p> <p>The School Improvement Plan along with other key documents such as the Pupil Premium Strategy and the Catch Up Strategy Document, have identified this as an area of priority.</p> <p>Pastoral care and wellbeing continue to be the highest priority at TMA school.</p> <p>Following the end of year Cornerstones and Teacher Assessments, pupils have been identified for additional support and interventions to support with ensuring accelerated progress is made.</p>				<p>teaching and learning during the any future school closures or for when individual pupils are required to isolate.</p> <p>(Sophie Haycock – Deputy Head Teacher and Head of Core Curriculum / Sally Moisii – Assistant Head Teacher and Head of Foundation Curriculum)</p>				
Plan for delivering remote learning of the curriculum.	Pupils Staff	<p>Class Teachers will make regular contact with pupils for pastoral support and to monitor remote learning for those who are at home and needing to self-isolate.</p> <p>TMA will continue to use Microsoft Teams to support remote learning.</p> <p>In September, all pupils will be re issued with guidance on how</p>	2	2	4	<p>The Remote Learning Strategy Document to be revisited and updated if necessary. This is to be re issued to all staff and discussed as teams.</p> <p>(Strategic Leadership Team and Senior Management Team).</p> <p>Further staff training will be scheduled to support new</p>	<p>Week beginning 15/09/2021</p> <p>September 2021</p>	2	2	4



		<p>to access Microsoft Teams for remote learning. This will continue to be used to support weekly home learning which will embed how this platform is used for both pupils and parents.</p> <p>Staff Training has been provided on how to use Microsoft Teams to support Home learning and remote education.</p> <p>A code of conduct has previously been created to cover the use of children working remotely on Teams. This has been discussed with pupils and will continue to be regularly revisited by teachers with their classes as necessary.</p> <p>The code of conduct has been shared with parents and carers and they were asked to discuss this with their child. Teachers will contact parents if they have any concerns that the code of conduct is not being adhered to.</p> <p>Additional Staff Training and support has been provided both internally as part of the CPD Schedule and externally from the Trust and MKTSA. This focused on the additional functions within Microsoft Teams to enhance home</p>				<p>members of staff on the use of Microsoft Teams. (Sophie Haycock – Deputy Head Teacher and Head of Core Curriculum).</p> <p>Remote Learning Code of Conduct to be re issued to all parents and pupils in preparation for when children are working remotely on Microsoft Teams.</p>	<p>September 2021</p>			
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		learning and remote education further.								
<b>1.5 Governance and Policy</b>										
Informing Governors and Staff and involving them in decision making.	Governors Staff	<p>Key communication letters and risk assessment will be shared with the Governing Body.</p> <p>Chair of Governors consulted regarding key communication letters, risk assessment and any confirmed cases of Covid-19. Feedback action before sharing more widely.</p> <p>The Risk Assessment Documentation will be available for all staff on the portal and will also be uploaded onto the Covid-19 tile on the Portal for the IFTL Trust.</p> <p>The Risk Assessment will be reviewed weekly by the SLT. Any changes made to the risk assessment will be highlighted yellow to support staff in identifying any updates and changes. Changes to procedures will be shared via line managers or through team or whole school briefing meetings.</p> <p>All staff will continue to have the option of booking a 1:1 discussion with the Head of School / Member of the</p>	2	1	2	Regular communication between Head of School and Chair of Governors (James Blackhurst) to share updates regarding school organisation, risk assessments and effectiveness of remote learning.	Ongoing	1	1	1

		<p><b>leadership team or line manager to discuss any changes in their current health and personal wellbeing and review measures in place in school.</b></p> <p><b>Staff will continue to be regularly reminded via communication letters and emails of the importance of contacting the Head of School or members of SLT regarding any changes to circumstances or concerns they may have.</b></p> <p><b>All staff have completed Covid-19 training module on Smartlog.</b></p> <p><b>Adaptions to Safeguarding and Child protection policy have been shared with all staff and Governors. Placed on school website.</b></p> <p><b>Bereavement policy has been shared with Governors.</b></p> <p><b>Medical Needs Policy has been reviewed and shared with staff and Governors. Placed revised policy on website at start of Academic year.</b></p>								
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**Section 2. Investing in safety equipment and health and safety equipment to limit the spread of Covid -19**

Task / Activity	Who might be harmed and how?	Existing control measures (what do we already do to control the risk?)	Current risk level			Further action necessary? By whom? When?	Date completed	New risk level		
			Likelihood	Severity	Total			likelihood	Severity	Total
<b>2.1 Cleaning</b>										
<p><b>Cleaning schedule</b></p>	<p><b>Pupils and Staff</b></p>	<p>Cleaning materials are available in all Year Groups and shared spaces for regular use to support the cleaning schedule. These will be kept out of reach of pupils at all times. Staff will notify the site team if additional cleaning materials are required.</p> <p>A cleaning checklist and schedule has been devised by the site manager and shared with the cleaning team to continue to minimise the spread of infection.</p> <p>At the start of the academic year, all staff were all required to complete COSHH training.</p> <p>Pupil desks should be cleaned regularly between activities and before and after lunch and at the end of each day. If anyone coughs or sneezes over the desk, it will also be cleaned. Teachers will keep the cleaning products out of reach of pupils.</p> <p>All staff are familiar with Government Document Covid-19: Cleaning in non-healthcare settings to support them in their understanding of what to do should someone test positive for Covid-19.</p>	2	1	2	<p>Any new members of staff members that start at TMA will be required to complete COSHH Training on Smartlog. (Heidi Greenhalgh)</p>	Ongoing	2	1	2

		Discussions regarding flexible working hours of the cleaning team have taken place and rotas organised to ensure cleaners are on site during the main school day wherever possible to support with cleaning regular touch points around the school site.							
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**2.2 Hygiene and handwashing**

Ensuring there are adequate supplies of soap and hand sanitizer	Staff and Pupils	<p>An audit of handwashing facilities and sanitiser dispensers is undertaken at the start of the academic year and additional supplies are purchased as necessary.</p> <p>Monitoring arrangements are in place to ensure that supplies of soap, hand towels and hand sanitiser are maintained throughout the day.</p> <p>Promoting the 'Catch it, Bin it, Kill it' approach. This was taught and shared with pupils in the Autumn Term and staff give regular reminders to pupils (verbal and visual posters are used for this.) The 'E Bug' Website contains resources, planning and child friendly posters to support staff in promoting this approach. <a href="https://e-bug.eu/eng_home.aspx?cc=eng&amp;ss=1&amp;t=Information%20about%20the%20Coronavirus">https://e-bug.eu/eng_home.aspx?cc=eng&amp;ss=1&amp;t=Information%20about%20the%20Coronavirus</a></p> <p>Children and staff are to continue to wash their hands regularly using soap and water or hand sanitiser. Pupils will have scheduled hand washing / hand sanitizing sessions timetabled throughout the day including:</p>	2	2	4				
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		<ul style="list-style-type: none"> <li>when they arrive at school</li> <li>when they return from breaks</li> <li>before eating</li> </ul> <p>Pupils who use saliva as a sensory stimulant or who struggle with 'catch it, bin it, kill it' may also need more opportunities to wash their hands through the school day. This will be scheduled in as and when required by the adults supporting the child.</p>								
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### 2.3 Clothing and Fabric

Pupils will be required to wear their school uniform.	Pupils Staff	<p>Parents have been notified that pupils are required to wear full school uniform. They will not need to wash this any more frequently than normal or use any specialised cleaning materials.</p> <p>Pupils will be required to wear their PE Kit and Trainers to school on their allocated PE day to prevent the need for the children to change at school. This has been communicated to parents. The specific PE days will be communicated to parents each term.</p> <p>All staff will be asked to wear normal work attire following the TMA staff code of conduct. Staff should also continue to regularly clean their staff ID badges.</p>	2	1	2	The PE days for pupils will be communicated to pupils and parents and children will be required to come to school 'PE ready' wearing their full TMA PE kit and trainers. Year Groups will be reminded of their PE days on their return to school. (Jake Saville – Head of Physical Education)	03/09/2021	2	1	2
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### 2.4 Testing and Managing Symptoms

Testing to be used to help	Staff and Parents	Lateral Flow Testing should continue for all TMA staff members who choose to use this	2	2	4	All stakeholders will be regularly reminded of the protocols.	Ongoing	2	2	4
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<p>manage staffing levels and support staff wellbeing.</p>		<p>testing process and reported to both the NHS and IFTL Trust.</p> <p>The updated Government guidance states that individuals are not required to self-isolate if they live in the same household as someone with Covid-19, or are a close contact of someone with Covid-19 if any of the following apply:</p> <ul style="list-style-type: none"> <li>• they are fully vaccinated</li> <li>• they are below the age of 18 years and 6 months</li> <li>• they have taken part in or are currently part of an approved Covid-19 vaccine trial</li> <li>• they are not able to get vaccinated for medical reasons</li> </ul> <p>Instead they will be contact by NHS Track and Trace, informed they are a close contact with a positive case and advised to take a PCR test. The school encourages all individuals to take a PCR test if advised to do so.</p> <p>Staff who do not need to isolate and children and young people under the age of 18 years and 6 months who usually attend school, and informed they have been a close contact, should continue to attend school as normal.</p>				<p>Families will continue to be given information if their child develops symptoms or any member of their household. (Cathie Stone – School Matron. Strategic Leadership Team and Senior Management Team)</p>	<p>Ongoing</p>			
<p>Lateral Flow Testing</p>	<p>Staff Parents</p>	<p><u>Distribution of Testing to Staff</u></p> <p>DfE and NHS guidance issued – all staff have been given access to applicable guidance.</p> <p>Cathie Stone appointed as named Covid-19 coordinators to take responsibility for coordination and allocation of tests.</p>	<p>2</p>	<p>2</p>	<p>4</p>					

		<p>Kits to be collected from Cathie Stone in medical room.</p> <p>All lateral flow test reporting is carried out online. NHS platform and IFtL form are to be completed by all staff from their location. Positive reporting directly to school line manager and SLT team to be by telephone.</p> <p>Staff do not have to take part in the Lateral Flow Testing but are encouraged to do so to support in limiting the transmission of Covid-19 in school through early identification.</p> <p>To limit the risk of a data breach, all reporting is via online systems with in-built security.</p> <p>Allocation log only contains data that internal staff will already know (list of names against lot numbers – no other personal data is required here).</p>								
Infection transmission within the school due to staff / pupils (or members of their household) displaying symptoms.	Staff Pupils Families Parents / Carers	<p>Robust collection and monitoring of absence data is already in place.</p> <p>Procedures are in place to deal with any pupil or staff displaying symptoms in school. This includes the use of testing for both staff and pupils and appropriate action in line with Government guidance should the test prove positive or negative.</p> <p>Information has been shared with parents / carers and staff so they are aware of what steps to take if they, or a member of their household, displays symptoms of Covid-19.</p>	2	2	4	Parents / Carers and staff members will be regularly reminded of what steps to take if they, or any member of their household displays symptoms.	On going	2	2	4



		A record of any Covid-19 symptoms or positive test result will be reported to the Trust through uploading the spreadsheet to the Covid-19 Portal tile and to the DFE.								
<b>2.5 First Aid / Designated Safeguarding Leads</b>										
Availability of designated first aiders and designated safeguarding leads put children's safety at risk.	Staff Pupils	Records are held of all first aiders in school.  All members of the Strategic Leadership Team are designated Safeguarding Leads.  School Matron has a staff audit which identifies which members of staff are currently in date and those requiring their training to be updated.	1	1	1	New members of staff and those needing their training renewed will be booked onto first aid training. (Cathie Stone – School Matron)	Date to be confirmed.	1	1	1
Medical rooms are not adequately equipped or configured to maintain infection control.	Staff Pupils	The boardroom has been allocated for pupils with suspected Covid-19 whilst collection is arranged. An adult will supervise the child and wear PPE garments. The windows will be opened for ventilation. Procedures are in place for the boardroom and other affected areas including toilets to be cleaned after suspected Covid-19 cases.  The boardroom will be cleaned in accordance with the gov.uk guidance on cleaning in non-healthcare settings. See link below-  <a href="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/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</a>  Checklist has been created using the government guidance on cleaning in a non-	2	2	4					

		<p>healthcare setting to ensure guidance is being followed correctly in the event of suspected Covid 19 Cases. This has been displayed in the boardroom.</p> <p>Provision for PPE is available to any staff member needing to support pupils with injuries or illness in school including the school matron when required.</p> <p>Children whose care routinely involves the use of PPE due to their intimate care needs should continue to receive their care in the same way.</p> <p>When PPE is used, it is essential that it is used properly. This includes scrupulous hand hygiene and following guidance on how to put PPE on and take it off safely in order to reduce self-contamination.</p>								
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**Section 3 Continuing enhanced protection for pupils and staff with underlying health conditions**

Task / Activity	Who might be harmed?	Existing control measures (what do we already do to control the risk?)	Current risk level			Further action necessary? By whom? When?	Date completed	New risk level		
			Likelihood	Severity	Total			likelihood	Severity	Total
<b>3.1 Pupils with underlying health issues</b>										
Pupils with underlying health issues	Pupils Families Staff	Matron has identified all pupils who have fallen into the categories clinically vulnerable and clinically extremely vulnerable. These pupils'	2	2	4					

		<p>medical conditions have been discussed with parents and medical guidelines followed.</p> <p>Where a pupil is unable to attend school because they are complying with clinical and/or public health advice, remote learning will be provided. Schools should monitor engagement with this activity. (Class Teacher / Head of Year).</p>								
<b>3.2 Staff with underlying health issues</b>										
Staff with underlying health issues.	Staff Pupils Parents Carers	All members of staff with any underlying health issues need to make their condition or circumstances known to the school. Records are kept of this and updated as necessary, including contributions to an individual risk assessment that is agreed with the staff member.	1	2	2					

**Section 4. Enhancing Mental Health Support for Pupils and Staff**

Task / Activity	Who might be harmed and how?	Existing control measures (what do we already do to control the risk?)	Current risk level			Further action necessary? By whom? When?	Date completed	New risk level		
			Likelihood	Severity	Total			likelihood	Severity	Total
<b>4.1 Mental Health Concerns for Pupils</b>										
Pupils' mental health has been adversely affected during the period that the school has been closed and by the Covid-19 crisis in general.	Pupils Pupil Families	<p>Through our normal pastoral support and curriculum planned activities, children will receive support for their mental health and wellbeing.</p> <p>There is access to designated staff for all pupils who wish to talk to someone about well- being.</p> <p>Weekly phone calls will take place for all pupils who are not attending school. This is an opportunity to speak to the parents and for them to raise and concerns or support they require in addition to providing pastoral support to the pupils.</p> <p>Weekly call log to be updated. Any safeguarding concerns to be raised immediately with a designated safeguarding lead.</p> <p>If two unsuccessful attempts have been made to speak to the family, the teacher will request an email is sent from the Head's email address notifying the family to contact the school.</p> <p>If there are concerns that contact has not been made, Heads of Year and link SLT members to be informed and a home visit to be arranged if required.</p>	2	2	4					

**5.2 Mental Health Concerns Staff**

<p>The mental health of staff has been adversely affected during the period that the school has been closed and by the Covid-19 crisis in general.</p>	<p>Staff Staff Families</p>	<p>Staff have been regularly reminded to contact the Head Teacher, members of the leadership team or line managers should they need support or have any concerns.</p> <p>All staff are able to book in a 1:1 meeting with the Head Teacher, SLT member or their line manager if they wish to ask any questions they have or share any concerns.</p> <p>All communication has been shared with staff so they continue to be fully aware of any further developments during this period.</p> <p>Some staff members have individual risk assessments in place. Staff are able to meet with their line managers if they have any further concerns or wish to discuss further measures that can be put in place.</p> <p>Staff will be reminded to focus on their well-being and staff briefings and training will include staff being signposted to useful websites and resources. School Wellbeing Lead and Children’s Wellbeing Lead will continue to share information on ways to support mental health and wellbeing with staff members.</p> <p>As part of IFtL Staff benefits, all staff have access to wellbeing support. Sharon Stimpson has shared the details with staff members.</p> <p><a href="https://www.educationsupport.org.uk/helping-you/telephone-support-counselling">https://www.educationsupport.org.uk/helping-you/telephone-support-counselling</a></p>	<p>2</p>	<p>2</p>	<p>4</p>					
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