

# Risk Assessment

<b>Location / Site</b>	
THOMAS TELFORD UTC, Springfield Campus, Cambridge Street, Wolverhampton, WV10 0JR	
<b>Activity / Procedure</b>	
Year 7 Induction	
<b>Assessment date</b>	
13/07/2021 – in preparation for Year 7 Summer School on 22 <sup>nd</sup> - 28 <sup>th</sup> July 2021	

<b>Identify people at risk</b>	
<b>Employees</b>	YES
<b>Students</b>	YES
<b>Visitors</b>	YES
<b>Contractors</b>	N/A

## **Current Government Guidance for Schools States the Following:**

In establishing a suitable risk assessment schools should aim to achieve the following:

- Avoiding contact with anyone with symptoms
- Frequent hand cleaning and good respiratory hygiene practices
- Regular cleaning of settings
- Minimising contact and mixing

## **Mixing and ‘Bubbles’**

It is no longer recommend that it is necessary to keep children in consistent groups (‘bubbles’). When we proceed to Step 4 on 19<sup>th</sup> July bubbles will not need to be used for any summer provision (for example, summer schools) or in schools from the autumn term.

## **Tracing Close Contacts and Isolation**

From Step 4 on 19<sup>th</sup> July 2021, close contacts will only be identified via NHS Test and Trace and education settings will no longer be expected to undertake contact tracing.

## **LFT Testing**

Primary aged pupils will not be tested with rapid lateral flow tests. UTC staff will be testing every Wednesday and Sunday to help reduce the spread of COVID-19.

## **Face Coverings**

Based on the current state of the pandemic and vaccinations in the adult population, it is not necessary to recommend the additional precautionary face covering measures put in place for school children aged 11 and under.

## **Approach to risk estimation and management**

Some types of control are more effective at reducing risks than others. Risk reduction measures should be assessed in order of priority as set out below; schools should not simply adopt the easiest control measure to implement. Controls should be practical to be implemented and, ideally, should be able to be maintained easily over time. It is critical to remember that it will only rarely be feasible to eliminate individual risks completely.

The combination of controls introduced should aim to reduce the risk to as low as reasonably practicable and prioritise structural, environmental interventions over individual level ones. This does not just mean considering risks of transmission, but also balancing these against risks to wider health and well-being and to education. Schools should work through the following steps to address their risks, considering for each risk whether there are measures in each step they can adopt before moving onto the next step.

- Elimination: stop an activity that is not considered essential if there are risks attached.
- Substitution: replace the activity with another that reduces the risk. Care is required to avoid introducing new hazards due to the substitution.
- Engineering controls: design measures that help control or mitigate risk.
- Administrative controls: identify and implement the procedures to improve safety (for example, markings on the floor, signage).
- Having gone through this process, personal protective equipment (PPE) should be used in circumstances where the guidance says it is required.

<b>Identify hazard</b>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
<b>Lack of social distancing in the classroom</b> resulting in direct transmission of the virus			
<b>Existing level of risk</b>		Consider current level of risk	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b>Control measures</b>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> <li>1. Use large teaching rooms to endeavour to adhere to social distancing guidelines.</li> <li>2. On first day students will be told how to move around building. This will include instructions how to line up, use of toilet and giving as much space as possible to others around the classroom.</li> <li>3. Students isolated if can't adhere to instructions and need for social distancing explained.</li> <li>4. Teacher to remain 2m from class for majority of lesson unless circulating room.</li> <li>5. Students stay in one classroom for majority of the lessons and for all breaks during the week and will not mix with other tutor groups.</li> <li>6. Seating plans to be used in all teaching rooms and not altered for duration of week.</li> <li>7. Students to bring no stationery, food or other possessions into school other than a single bottle of water (or other drink).</li> <li>8. Doors and windows to be left open where possible to allow for ventilation.</li> <li>9. A classroom is only used by one set of students in a day and will be cleaned as students exit.</li> <li>10. Any students or adult showing symptoms to be removed from the class, SLT to be notified and parents to be informed where necessary.</li> <li>11. Staff to be vigilant of students with SEND as they may have an impaired ability to communicate if they're feeling unwell.</li> </ol>			
<b>Remaining level of risk</b>		Consider level of risk following use of control measures	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>

<b>Identify hazard</b>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
<b>Lack of social distancing using toilets and poor hygiene</b> resulting in direct and indirect transmission of the virus			
<b>Existing level of risk</b>		Consider current level of risk	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b>Control measures</b>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> <li>1. No use of PPE required unless first aid is being administered. PPE available in first aid room for first aiders.</li> <li>2. Students to wear own school uniforms as this is a short-term visit.</li> <li>3. Only one student allowed to go to toilet at a time.</li> <li>4. Site manager to mark out 2m distancing lines from toilet doors – students to be told to wait on the lines if another student is in the toilet and only move into the toilets when they are empty.</li> <li>5. Importance of washing hands before and after visiting the toilets explained.</li> <li>6. Extra Signs in toilet regarding washing hands.</li> <li>7. Toilets to be included in the high touch points cleaning regime - 4x daily.</li> <li>8. Continue to monitor the quality of cleaning.</li> </ol>			
<b>Remaining level of risk</b>		Consider level of risk following use of control measures	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>

<b>Identify hazard</b>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
<b>Lack of social distancing waiting to enter classrooms</b> resulting in direct transmission of the virus			
<b>Existing level of risk</b>		Consider current level of risk	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b>Control measures</b>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> <li>1. Students will be greeted at the gate and rules on social distancing advised.</li> <li>2. No parents are allowed on site. Parents must leave students outside front entrance.</li> <li>3. Students will be advised about keeping safe distance within classrooms and while moving around school wherever possible.</li> <li>4. Signage for students displayed in corridors, classrooms and on school digital display.</li> </ol>			
<b>Remaining level of risk</b>		Consider level of risk following use of control measures	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>

<b>Identify hazard</b>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
<b>Lack of social distancing in the corridors</b> resulting in direct transmission of the virus			
<b>Existing level of risk</b>		Consider current level of risk	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b>Control measures</b>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> <li>1. Students will be advised about keeping safe distance within classroom and while moving around school.</li> <li>2. One student going to toilet at one time</li> <li>3. Messages to reception/Principal via mobile phones or radio if urgent/ email if not – staff explain to students reasoning to minimise traffic around school.</li> <li>4. Agree instructions with students concerning going and returning to toilet.</li> </ol>			
<b>Remaining level of risk</b>		Consider level of risk following use of control measures	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>

<b>Identify hazard</b>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
<b>Contact of shared resources</b> resulting in indirect transmission of the virus			
<b>Existing level of risk</b>		Consider current level of risk	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b>Control measures</b>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> <li>1. No resources will be shared.</li> <li>2. All students issued personal stationery to be retained and taken home.</li> </ol>			
<b>Remaining level of risk</b>		Consider level of risk following use of control measures	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>

<b>Identify hazard</b>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
<b>Emotional distress of the students</b>			
<b>Existing level of risk</b>		Consider current level of risk	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b>Control measures</b>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> <li>1. Pastoral support on site.</li> <li>2. Students to have access to class teacher in the first instance, and also Head of Year/Principal.</li> <li>3. Reduced timetable for students possible, focussing on core subjects catch-up work.</li> </ol>			
<b>Remaining level of risk</b>		Consider level of risk following use of control measures	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>

<b>Identify hazard</b>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
<b>Risk of spreading virus due to close contact with students from 1:1 support and intervention.</b>			
<b>Existing level of risk</b>		Consider current level of risk	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>

<b>Control measures</b>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> <li>1. Teaching to be done from front of class using projector/whiteboard/visualiser.</li> <li>2. First aiders to wear masks/visors/gloves/aprons – issued to individuals for first aid.</li> <li>3. Disposable aprons, masks, gloves ordered – to be worn for first aid</li> </ol>			
<b>Remaining level of risk</b>		Consider level of risk following use of control measures	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>

<b>Identify hazard</b>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
<b>Risk of spreading virus due to poor hygiene</b> resulting in indirect transmission of the virus.			
<b>Existing level of risk</b>		Consider current level of risk	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b>Control measures</b>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> <li>1. No use of PPE required unless first aid is being administered. PPE available in first aid room for first aiders.</li> <li>2. Sanitiser inside of all classrooms and corridors for adult and student use.</li> <li>3. Tissues to be made available to students in classrooms.</li> <li>4. Students hand wash on entry to school, before leaving school, using the toilet, and any time they cough or sneeze.</li> <li>5. Washing hands posters in all washing areas.</li> <li>6. Site Manager to monitor stock levels regularly.</li> <li>7. A cleaner will be on site to continually wipe high touch points.</li> <li>8. Cleaners will wipe down all desks, chairs, high touch point areas at the end of each day.</li> <li>9. Bins to be emptied regularly when high touch points cleaned.</li> </ol>			
<b>Remaining level of risk</b>		Consider level of risk following use of control measures	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>

<b>Identify hazard</b>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
<b>Risk of infection due to lack of cleaning</b> resulting in indirect transmission of the virus			
<b>Existing level of risk</b>		Consider current level of risk	

<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b><u>Control measures</u></b>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> <li>1. All surfaces, handles, toilets and shared equipment will be cleaned daily.</li> <li>2. Gloves and aprons will be worn by all cleaning staff.</li> <li>3. Masks to be worn when dealing with first aid due to the close proximity.</li> <li>4. High touch points to be cleaned frequently.</li> <li>5. IT equipment to be wiped down after use.</li> </ol>			
<b>Remaining level of risk</b>		Consider level of risk following use of control measures	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>