

Trinity Catholic High School

Covid-19 School Reopening Risk Assessment
(March 2021)



Trinity Catholic High School: School Reopening Risk Assessment (March 2021)

Trinity's "Covid-19 School Reopening Risk Assessment – March 2021" has been revised in response to the ongoing threat posed by the Covid-19 Coronavirus and the increased rate of transmission that is associated with the variants of this virus. The systems of control outlined in this Risk Assessment are based on currently available advice and guidance on 'Prevention' and 'Response' to the new variants of COVID-19 and aims to ensure that Health and Safety is our primary responsibility and to ensure that our school sites remain a safe working environment for staff, students and visitors (including parents, outreach specialists and contractors). Live-teaching for all year groups (Y7-Y13) will resume during the week commencing Monday 8th March.

| HAZARD | WHO MIGHT BE HARMED | CONTROLS TO BE PUT IN PLACE | RESPONSIBLE PERSON | DEADLINES | ADDITIONAL NOTES | RAG |
|--|--|--|--|--------------------|---|-------------------|
| <p>School Reopening:</p> <p>Spreading Covid-19 infection due to excessive contact and mixing between students and/or staff in both classroom and non-classroom settings.</p> | <ul style="list-style-type: none"> • Staff • Students • Contractors • Visitors | <p>Lateral Flow Device (LFD) Testing:</p> <p>Lateral Flow Device (LFD) testing on students will commence in school in line with DfE & LA guidance from Monday 8th March 2021.</p> <ul style="list-style-type: none"> • For students, the current guidance is that a testing regime will be implemented so that: <ul style="list-style-type: none"> ➢ All students (with parental consent) will be tested on their return to school in March (this means three LFD tests 3-5 days apart each). ➢ Students are provided Home Testing Kits to allow twice weekly testing to be implemented at home after the first 2 weeks of in-school testing. ➢ Students will be supported in learning how to undertake home-testing to make sure they are confident in how to carry out these tests. ➢ In order for students to be tested, we require the consent of parents. ➢ Students will return to lessons after their first "negative result". • For staff, the current guidance is that a testing regime will be implemented so that: <ul style="list-style-type: none"> ➢ Staff will be provided Home Testing Kits so that they can conduct their own Covid-19 LFD Tests at home. ➢ Staff should conduct the test twice a week before coming into work, ➢ Staff must report their result to NHS Test and Trace as soon as the test is completed as per the instructions in the home test kit. ➢ It is important that tests assigned to staff are not used by anyone else. ➢ If a member of staff receives a 'positive result' from their LFD Test they must report to a testing centre for a confirmatory PCR Test. ➢ Negative test results do not need to be reported to the school however all 'Positive Test Results' must be reported to the school via the Covid Committee. • All negative tested people are clearly informed this does not mean categorically they do not have Covid-19, therefore they must continue to observe social distancing rules, sanitising etc. | <p>Directors of Site Covid Committee Site Marshals Agency Testing Operatives</p> | <p>Established</p> | <p>Lateral Flow Device (LFD) tests are simple, easy to use tests that will enable staff at school to rapidly test students and staff, without the need for a laboratory.</p> <p>Secondary schools have been provided with these test kits to conduct the LFD Tests on site.</p> <p>Tests are free of charge and will be provided (to staff and students) by the school.</p> <p>If a student, at any point, tests positive, they will need to self-isolate in line with government guidance</p> <p>Home testing (staff and students) will continue until we are advised to stop by the LA or government.</p> <p>Minimising contacts and mixing between people reduces transmission of coronavirus (COVID-19). This is important in all</p> | <p>Low</p> |

| | | | | | |
|--|--|--|-------------|---|--|
| | <ul style="list-style-type: none"> • If a student tests positive for coronavirus (COVID-19) through an LFD Test at school it is the parents'/carers' responsibility to arrange for them to be collected from school as quickly as possible. • Staff members and parents/carers are reminded that they will need to be ready and willing to: <ul style="list-style-type: none"> a) Not come into the school if they have symptoms and must be sent home to self-isolate if they develop them in school. b) Provide details of anyone they or their child have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace c) Self-isolate if they have been in close contact with someone who tests positive for coronavirus (COVID-19), or if anyone in their household develops symptoms of coronavirus (COVID-19) • The NHS COVID-19 app is available to anyone aged 16 or over to download if they choose. This will mean that some students in year 11, and the majority of students in years 12 and above will be eligible to use the app and benefit from its features. Staff members are also encouraged to use the app. <p>Offices and Reception Area:</p> <ul style="list-style-type: none"> • The main office (both sites) is for office/reception staff only. Signage will remind staff, students, and visitors to the school that they are not to enter the school offices. • Access to the office staff is via the reception hatch/window only. • Waiting areas are reconfigured to ensure that social distancing can be maintained. • Office windows will be opened where practical, to encourage as much natural ventilation as possible. • Telephones must not be shared, and staff should transfer calls rather than pass handsets to colleagues. Where this is not possible staff will wipe receivers with anti-bacterial wipes. • Visitors (parents, contractors, outreach specialists...etc.) are informed of the hygiene and social distancing measures operating in the school which they must follow. They will also be asked to engage with the NHS Track and Trace App via the QR Code which is on display at reception desks. • Visitors (parents, contractors, outreach specialists...etc.) must sanitise hands or use the wash stations at the site entrance before entering the school site. Visitors (parents, contractors, outreach specialists...etc.) must wear a face covering at all times when on the school sites. • Disposable sticky labels will be used as ID badges rather than the usual plastic 'visitor passes'. When visitor passes, keys or fobs/ lanyards are required/used, they will be kept stored separately from other items and cleaned and sanitised before reissue. | Office Managers and staff with offices | Established | <p>contexts and staff must do everything possible to minimise contacts and mixing while delivering a broad and balanced curriculum. The overarching principle to apply is reducing the number of contacts between children and staff. Each group should be kept apart from other groups where possible and older children should be encouraged to keep their distance within groups.</p> <p>Parents are reminded that, in accordance with advice from PHE, children and young people aged 11 and over must wear a face covering when travelling on dedicated transport to secondary school.</p> <p>There is strong public health advice that staff in schools should maintain distance from their students, staying at the front of the class, and away from their colleagues where possible. Ideally, adults should maintain 2 metre distance from each other and from children. We know that this is not always possible, particularly when working with younger children, but if adults can do this, when circumstances allow, it will help. In particular, they should avoid close face to face contact and minimise time spent within 1 metre of anyone.</p> | |
|--|--|--|-------------|---|--|

| | | | | | |
|--|---|-----------|-------------|---|--|
| | <ul style="list-style-type: none"> Meetings to take place promptly and conclude fully in the meeting room to avoid attendees congregating in adjoining areas prior to and following meetings. <p>Individual</p> <ul style="list-style-type: none"> Individual Risk Assessment are offered to BAME staff who request this. Staff and students must wash their hands for 20 seconds, or sanitise their hands using a hand sanitiser with an alcohol content $\geq 60\%$ on arrival at either Site, before and after eating, after sneezing or coughing. All staff must wear face coverings at all times on the school sites (indoors and outdoors). Staff with their own offices do not have to wear face coverings in their own office and are reminded that they should only conduct meetings when it is essential – meetings should be rearranged to suitably large spaces to allow for sufficient social distancing. <u>Clinically extremely vulnerable staff</u> (CEV Staff) are advised not to attend the workplace and should follow the guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19. Those living with someone who is CEV can still attend work where home working is not possible, but should ensure they maintain good prevention practice in the workplace and home settings. Current DHSC guidance, informed by PHE, currently advises that CEV individuals should continue to shield even after they have been vaccinated. CEV: Where staff are able to do so, the Headmaster will allow staff to deliver live-teaching from home. <u>Clinically vulnerable staff</u> can continue to attend school where it is not possible to work from home. While in school they should follow the specific measures in this Risk Assessment to minimise the risks of transmission. People who live with those who are clinically vulnerable or clinically extremely vulnerable can attend the workplace but should ensure they maintain good prevention practice in the workplace and home settings. <u>Pregnant women</u> are in the 'clinically vulnerable' category and are generally advised to follow the above advice, which applies to all staff in schools. Pregnant staff must first have a workplace risk assessment through the H&S Officer and should only continue working if the risk assessment advises that it is safe to do so. All pregnant women should take particular care to practise frequent thorough hand washing, and cleaning of frequently touched areas in their home or workspace, and follow the measures set out in the system of controls section of this guidance to minimise the risks of transmission. Pregnant women are not advised to be vaccinated against COVID-19. Pupils who are self-isolating should not attend school. Clinically extremely vulnerable pupils are also advised not to attend school. | All staff | Established | <p>worker (where applicable) and other relevant partners to encourage the child or young person to attend educational provision, particularly where the social worker agrees that the child or young person's attendance would be appropriate.</p> <p>Year leaders liaise closely with subject staff and parents/carers to identify vulnerable students that require focused pastoral support</p> <p>Spiritual, well-being and mental health support are available through the school's website.</p> <p><u>Recording attendance:</u></p> <p>All pupils who are not eligible to be in school will be marked as Code X. They are not attending because they are following public health advice. As vulnerable children are still expected to attend school full time, they will not be marked as Code X if they are not in school (except if they are shielding, self-isolating or quarantining).</p> | |
|--|---|-----------|-------------|---|--|

| | | | | | | |
|---|--|---|---|--------------------|--|--|
| <p>Contact with an infected person carrying symptomatic or asymptomatic Covid-19 infection</p> | <ul style="list-style-type: none"> • Staff • Students • Contractors • Visitors | <ul style="list-style-type: none"> • Individuals will be asked not to come into school if they (or anyone they live with) is experiencing Covid-19 symptoms, and instead they will be advised to adhere to the following NHS guidance: https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/ • Staff, students, contractors and visitors to our school sites will be provided regular reminders about the above. • Anyone self-isolating with symptoms will be encouraged to access testing, and the school will help them do this. Refer to the following guidance which is regularly updated: https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested • Detailed documents are in place for managing the requirements and reporting of suspected Covid-19 cases. • If a symptomatic person comes into school, they will be sent home immediately or isolated until they can be collected. • Medical Rooms have been established on both sites for the care and assessment of students. 999 will be called if they are seriously ill or injured or if their life is at risk. • A first-aider will always be available on site whenever the School is open – at least one first-aider per Site. • First-aiders will have received advice and instructions regarding the care of students / staff that demonstrate Covid-19 symptoms and they will have access to appropriate PPE. • <u>In the case of a member of staff who displays symptoms</u> whilst in school we will ask the member of staff to immediately organise a Covid-19 Test and to self-isolate until the test result is received. • <u>In the case of a student who displays symptoms</u> whilst in school: <ul style="list-style-type: none"> ➢ Parents will be contacted immediately to collect their child. ➢ Student will be isolated in the medical room (one on each site) whilst awaiting collection. ➢ If a distance of 2m can't be maintained, supervising staff will wear a fluid-resistant surgical mask. ➢ If contact is necessary, the supervising staff will also wear disposable gloves and a disposable apron. ➢ If there's a risk of splashing to the eyes, such as from coughing, spitting or vomiting, supervising staff will also wear eye protection. ➢ Supervising staff will wash their hands thoroughly for 20 seconds after the student has been collected. ➢ A detailed record will be maintained to identify the student's class group and areas of the school premises visited prior to attendance at the school office. This will enable deep clean to take place in the | <p>Headmaster via communication with parents and staff members</p> <p>Director of Site</p> <p>First aiders and H&S Coordinator</p> <p>H&S Coordinator</p> <p>Director of Site</p> <p>HR and H&S Coordinator</p> <p>Director of Site</p> <p>H&S Coordinator</p> <p>H&S Coordinator</p> <p>First aiders and H&S Coordinator</p> | <p>Established</p> | <p>First aiders are to receive training in relation to correct use and disposal of PPE in relation to the infection control measures. Health & Safety Co-ordinator is responsible</p> <p>Additional first aiders have received training</p> <p>Class seating plans will be in place and recorded by teacher</p> <p>School have fogging machines to be used after deep clean</p> <p>Detailed document in place with hyper-links to relevant documents</p> | |
|---|--|---|---|--------------------|--|--|

| | | | | | | |
|--|---|---|---|--------------------|--|--|
| <p>Contact with an infected person whilst travelling to and from School.</p> | <ul style="list-style-type: none"> • Staff • Students • Visitors | <ul style="list-style-type: none"> • Everyone will be encouraged to walk, cycle or use private transport to school, and advised to avoid taking public transport during peak times. • For anyone who needs to take public transport, they will be referred to the following advice: https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers . They will also be advised to follow the Government’s guidance/requirement to wear a face covering. • The School will not be employing the use of our minibuses but will use coach transport to off-site playing fields. • For students that will need to be dropped off and picked up: <ul style="list-style-type: none"> ➢ Parents should note the staggered start and finish times that operate for each year group ensuring that they adhere strictly to these times and avoid the mixing of bubble groups. Students can arrive on either Site up to 10 minutes before the stated start time. ➢ Parents should not conduct the drop off or pick-up on either Mornington Road or Sydney Road in order to reduce the congestion on the streets directly outside the school gates. • The School will restrict parental access to the school site: <ul style="list-style-type: none"> ➢ The collection of students in response to sickness or appointments will take place at the school gate. ➢ Communication with parents will be via email, telephone call or video conference call. ➢ Parental meetings will be with approval of the Headmaster and a risk assessment will be put in place. ➢ Parents / carers are requested not to congregate outside of the school premises, and to maintain social distancing requirements with staff, other children and parents. ➢ Only one parent should attend the school site for meetings – this will help reduce the numbers of visitors on the school site. • Staff are advised that if any face-to-face conversation becomes confrontational / threatening (with either adult or student) they should dynamically assess the risk and, if necessary, walk away and contact a member of SMT. • The School’s Behaviour Policy will be amended to include student responsibilities for social distancing and hygiene behaviour. | <p>Headmaster via communication with parents and staff members</p> <p>PE</p> <p>Attendance Officer</p> <p>Directors of Site</p> <p>Director of site</p> <p>Behaviour & Inclusion Coordinator</p> <p>Behaviour & Inclusion Coordinator</p> | <p>Established</p> | <p>Risk assessment will be in place</p> <p>Social distancing signage will be placed on School perimeters fences/wall.</p> <p>Staff supervision rota will include monitoring the arrival and departure of students at the start and end of the School day in accordance with hand washing / sanitisation and social distancing controls. This will also be applicable to break / recreation periods</p> | |
| <p>Arrival on site and spreading infection as a result of sneezing and/or coughing.</p> | <ul style="list-style-type: none"> • Staff • Students • Contractor • Visitors | <ul style="list-style-type: none"> • Mobile handwashing facilities and pedal operated hand-sanitiser units will be provided at the entrances to both sites. • The School has installed automated hand-sanitisers in easy-to-access locations across both sites: <ul style="list-style-type: none"> ➢ Staff / student points of entry. ➢ Inside of most classrooms and hallways. ➢ Outside all toilets. ➢ Inside the dining halls on both sites. | <p>Directors of Site</p> <p>Directors of Site</p> | <p>Implemented</p> | <p>Signage and posters around School premises.</p> <p>Students will receive induction on their return to School regarding key</p> | |

| | | | | | | |
|---|---|--|--|--------------------|---|--|
| | | <ul style="list-style-type: none"> • Staff and students will be encouraged to frequently wash their hands with soap and water for 20 seconds in accordance with NHS guidance as follows: https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/ or use alcohol-based hand sanitiser to cover all parts of their hands. • All staff and students will be encouraged to clean their hands on arrival at school, before and after eating, and after sneezing or coughing. • Students will be encouraged to learn and practise good hygiene habits by posters put up across the school. Reminded and encouraged: <ul style="list-style-type: none"> ➢ Not to touch their mouth, eyes and nose. ➢ To use a tissue or elbow to cough or sneeze. ➢ To use bins immediately for tissue waste. • Help will be available for any students who have trouble cleaning their hands independently. • Supplies for soap, hand sanitiser and disposable paper towels and tissues will be topped up regularly and monitored to make sure they are not close to running out. • Open bins will be available in all locations for the disposal of tissues/wipes and will be emptied at the end of each session throughout the day. These bins are for non-clinical waste. | <p>Directors of Site</p> <p>Directors of Site Caretakers and Directors of Site</p> <p>SENCO and H&S Coordinator</p> <p>Caretaking staff in liaison with Director of Site</p> <p>Caretaking staff</p> | | <p>aspects of personal hygiene practice.</p> <p>Any wet waste (bodily fluid) will be double bagged and disposed of separately.</p> | |
| <p>Spreading infection through contact with Covid-19 on surfaces</p> | <ul style="list-style-type: none"> • Staff • Students • Contractor • Visitors | <ul style="list-style-type: none"> • Cleaning staff will regularly clean frequently touched surfaces using standard cleaning products as recommended by sanitation supplier for Covid-19. Particular attention to: <ul style="list-style-type: none"> ➢ Banisters ➢ Classroom desks, chairs and tables ➢ Bathroom facilities (including taps, flush buttons, door latches, soap & towel dispensers, toilet seats, bowls, and sinks) ➢ Door and window handles ➢ Furniture ➢ Light switches ➢ Reception desks ➢ Teaching and learning aids ➢ Computer equipment (including keyboards and mouse) ➢ Sports equipment ➢ Hard toys ➢ Telephones ➢ Fingerprint scanners • Areas of the school that are used by staff / students will be cleaned thoroughly at the end of use / day. • Any items that require laundering will be washed regularly in accordance with the manufacturer's instructions on the warmest setting. | <p>Caretaker and Cleaning Supervisor</p> <p>Caretaker and Cleaning Supervisor</p> | <p>Established</p> | <p>Cleaning specification have been drawn up for all areas in use. All cleaners to be trained in accordance with specification/frequency/CO SH.</p> <p>All cleaning staff to retain personal supply of equipment and PPE and training in correct use and disposal and to also complete infection control training.</p> <p>Cleaners to be reminded of recommendation for regular washing of clothing in accordance with the manufacturer's instructions on the warmest setting and washing hands with warm soapy water for a minimum</p> | |

| | | | | | | |
|--|--|---|---|--|---|--|
| | | <ul style="list-style-type: none"> • Implementation of quality assurance arrangements to ensure consistency and correctness of cleaning operations will be the responsibility of the caretakers – line managed by the Directors of Site. • Waste (relating to Covid-19) will be double bagged in ordinary bags and stored for 72 hrs before disposal and to keep if there are any Covid-19 confirmed cases in the school. Euro bins will be allocated specific days of week for disposal in accordance with 72-hour guidelines. • Clinical waste: The School has a clinical waste contract and increased frequency of collection will be established. • Unnecessary items: Soft furnishings that are hard to clean will be removed from areas being used and stored elsewhere. • Any equipment that is shared will be cleaned between groups of children using it and multiple groups won't use it simultaneously, or rotated so they can be unused and out of reach for 48 hours (72 hours for plastics) between use by different groups. • Shared rooms, such as halls and dining areas, will be cleaned between different groups using them. • Dining Halls: There will be no mixing of students from different year groups during lunchtime – that is, year groups will eat their lunch as part of their 'bubble'. Chairs will be removed from the dining hall spaces as the sanitisation/cleaning of such furnishings is not possible between lunch time services for different bubbles. • The school caterers have increased hygiene measures in the kitchen and serving areas by providing additional PPE for staff and by introducing enhanced handwashing & extra cleaning of equipment and kitchen/eating spaces. They have also introduced social distancing in the kitchen, servery & food collection areas. The caterers have also introduced disposable cutlery (trying to be environmentally friendly when possible!). Food will be served to students in a hand-held disposable container thus removing the requirement to clean crockery and cutlery between services to the different year group bubbles. • If a person with Covid-19 symptoms comes into school, a deep clean will take place in the areas that the person has been following: https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings • Cleaning supplies will be replenished regularly and stock monitored weekly to ensure sufficiency of supply. • The School has purchased fogging/sanitisation machines to facilitate the disinfectant / deep cleaning of frequently used spaces. A record of fogging will be maintained on both sites. | <p>Caretaker and Directors of Site</p> <p>Caretaker and Cleaning Supervisor</p> <p>Directors of Site</p> <p>Directors of Site</p> <p>Directors of Site</p> <p>Caretaker and Cleaning Supervisor</p> <p>Directors of Site</p> <p>Caterers, Caretaker and Cleaning Supervisor</p> <p>Caretaker and Cleaning Supervisor</p> <p>Directors of Site</p> <p>Directors of Site</p> <p>Directors of Site</p> | | <p>of 20 seconds at the end of their cleaning operation in accordance with Government advice regarding hand washing techniques.</p> <p>A cleaning quality assurance record will be displayed at the entrance to all areas (classrooms and public spaces) confirming date and time of last clean. Staff / students will not enter or occupy areas that have not been validated</p> | |
|--|--|---|---|--|---|--|

| | | | | | | |
|---|---|---|---|--|---|--|
| | | <ul style="list-style-type: none"> All staff should wash/sanitise their hands with warm soapy water for a minimum of 20 seconds on arrival at work and again prior to leaving work. Text / exercise books can be used and books marked by teachers although it is advised that students should not mark each other's work. Hands to be washed before and after contact with books. Books can be taken home. Individual and very frequently used equipment like pens and pencils will not be shared. | Directors of Site Directors of Site Directors of Site | | | |
| Spreading Covid-19 infection due to excessive contact and mixing between students and staff in both classroom and non-classroom settings | <ul style="list-style-type: none"> Staff Students | <ul style="list-style-type: none"> School capacity / assessment will be undertaken in preparation for the re-opening of school. Years will be divided into bubbles. Full classroom sizes will be in place with social distancing between staff and students and staff to staff. Students are required to have their own stationery and equipment which must not be shared. Students will be seated side by side and facing forward (wherever possible) and unnecessary furniture will be moved out of the classrooms to allow for this. Our school day has been restructured so that different groups of students start and finish school at different times to avoid unnecessary contact and reduce risk. The student timetables (including breaks and lunchtime) have also been restructured to reduce student movement and mixing of groups and changes of location. The amount of take-home resources will be limited, and the sharing of stationery and other equipment will be prevented. If shared equipment is used, it will be cleaned thoroughly between each group using it. From the start of the spring term 2021, we require that staff, students and visitors to our school will use face coverings at all times on both sites (all internal and external areas). Staff that have offices do not require the use of face coverings in their offices. The school has purchased a face visor and a PPE pack (rubber gloves, face masks, a plastic apron, sanitiser wipes and hand sanitising gel) for all staff. Face coverings are available from the main school office on both sites. A sneeze guard has been installed on the Y13 Reception Desk to provide a protective barrier between staff and students. | SMT SMT SMT Directors of Site SMT SMT Directors of Site SMT Directors of Site | | All risk assessments to be updated and in place by individual departments | |

| | | | | | |
|--|---|---|--|--------------------|---|
| <p>Spreading infection due to excessive contact and mixing between students and staff around the school</p> | <ul style="list-style-type: none"> • Staff • Students | <ul style="list-style-type: none"> • Students will always be kept in the same Year Group Bubbles as far as possible each day. • To avoid too many students being in one place at the same time Year Group Bubbles will have staggered timetables that will facilitate different drop-off times, different pick-up times, and different break / lunch times. • A one-way system has been established for the commute between sites. This will ensure that Year Group Bubbles do not mix during the commute between lessons. • Staff can work across different groups to deliver the School timetable, but they will keep their distance from students and other staff as much as they can (ideally more than 2 metres apart). • Face-to-face assemblies and collective worship will not take place until further notice. Assemblies will be held virtually. • Students will receive induction on their return to School about Hygiene control measures, social distancing and the School's revised behaviour policy / code of conduct. • Students will always be supervised to ensure mixing between Year Group Bubbles does not occur, and they will be reminded about the rules/procedures throughout the day by teaching staff and staff on supervision duty. • All shared rooms, such as sport halls and dining areas, will be kept at reduced capacity to allow groups to keep apart and apply social distancing when using them. They will be cleaned between each use. • Toilet use will be managed to avoid crowding. Single cubicle and staff toilets will be installed with engaged door lock signage to prevent multiple persons entering. Larger student toilet blocks will be appropriately supervised as part of staff supervision rota duties to avoid incidents of crowding. • Clear signage displayed in classrooms promoting social distancing. • Clear signage on stair wells demonstrating one way up / down system. • Staff will be reminded to use only personal items of cutlery / crockery / consumables such as tea, coffee, milk biscuits etc. and not to share any items as these represent points of contact and possible cross contamination. • Staff use of staff rooms and the main offices will be staggered to limit occupancy. • Staff and contractors not working with student groups will be asked to maintain 2m distances from each other. | <p>Site Marshalls</p> <p>Site Marshalls</p> <p>Site Marshalls</p> <p>Directors of Site Directors of Site</p> <p>SMT Directors of Site</p> <p>Site Marshalls</p> <p>Directors of Site</p> <p>Site Marshalls</p> <p>H&S Manager</p> <p>Directors of Site</p> <p>Directors of Site Directors of Site</p> <p>Directors of Site</p> | <p>Established</p> | <p>Site Marshals have been employed for both sites to support with implementing the school's Risk Assessment.</p> |
|--|---|---|--|--------------------|---|

| | | | | | | |
|---|---|--|---|-------------|--|--|
| | | <ul style="list-style-type: none"> Where contractors are visiting the school premises such operations will be assessed in advance by the Directors of Site to determine whether such work is essential. In cases where work is essential a separate risk assessment will be conducted and communicated for each such operation. All members of staff will receive certified training in relation to infection / prevention and control measures. A record of training will be retained. All staff members will also receive an induction briefing on the School's risk assessments, working methods and operational procedures. | <p>Directors of Site</p> <p>H&S Manager H&S Manager</p> | | | |
| Risks from environmental contamination | <ul style="list-style-type: none"> Staff Students Contractor Visitors | <ul style="list-style-type: none"> Checks to the premises will be conducted to make sure the school is up to date in relation to statutory testing / inspection regime and health and safety standards before reopening. https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak Fire, first aid and emergency procedures will be reviewed to make sure they can still be followed within the new timetable and considering the changes to how the school space is being used. Areas in use will be well ventilated by opening windows and doors. Doors will be propped open, where fire safety and safeguarding wouldn't be compromised, automatic fire door stops have been fitted to all fire doors to reduce multiple door contact points. Open bins will be provided in classrooms and other key locations to dispose of tissues and general waste. These will be emptied at the end of each session and Covid-19 disposal procedures will be followed. Outdoor space will be used for PE lessons and breaks and, where possible, for some lessons. | <p>Directors of Site and the Health & Safety Coordinator</p> <p>Directors of Site and the Health & Safety Coordinator</p> <p>Directors of Site and the Health & Safety Coordinator</p> <p>Directors of Site and the Health & Safety Coordinator</p> | | <p>Documents to be filed</p> <p>All points of entry or entry / exit to be open when building is in use to ensure safe evacuation.</p> <p>All staff to receive induction regarding amendments to procedures as appropriate</p> <p>Social distance markings will be placed in areas of student recreation.</p> | |
| Spreading Covid-19 infection due to excessive contact and mixing in meetings | <ul style="list-style-type: none"> Staff Students Visitors | <ul style="list-style-type: none"> Where possible, all meetings will be conducted by telephone or using video conferencing. This includes meetings with staff, parents, visitors and governors. Where this isn't possible, essential meetings will be conducted outside, or in a room large enough to allow for social distancing. Such meetings will be risk assessed prior to event and approved by Director of Site. | <p>Line managers</p> <p>Directors of Site</p> | Established | | |

| | | | | | | |
|--|---|--|--|--|--|--|
| <p>Individuals (staff and students) vulnerable to Covid-19 infection attending school</p> | <ul style="list-style-type: none"> • Staff • Students • Visitors | <ul style="list-style-type: none"> • The School will continue to follow any shielding guidance in place to decide who should come into School. Otherwise, when not in lockdown, all staff and students are expected to come into School. • Individual risk assessments will be completed where appropriate and in line with government guidance: https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19 | <p>H/R for staff members</p> <p>SENCO and Year Leaders for vulnerable students</p> | <p>Prior to individuals attendance</p> | | |
| <p>Risk Assessment not understood or implemented</p> | <ul style="list-style-type: none"> • Staff • Students • Contractor • Visitors | <ul style="list-style-type: none"> • Risk assessments will be communicated to all staff. It should be read and understood by all staff with a record kept as evidence to demonstrate this sharing of knowledge was conducted. • Staff will receive regular updates through briefings and email circulars. • The Schools risk assessment procedures are open to constant review and if staff identify the need for additional control measures or a lack of compliance with existing measures in relation to their work / school function they must bring this to the attention of the School's health and safety coordinator and the appropriate Director of Site: <ul style="list-style-type: none"> ➢ Lower Site: ndoherty@tchs.uk.net ➢ Upper Site: jcantwell@tchs.uk.net ➢ Health and Safety coordinator: imoniz@tchs.uk.net • Staff will be reminded of handwashing advice and of correct social distancing and to refrain from sharing equipment and catering items. • Copy of risk assessment is displayed on the Health and Safety noticeboard (both sites), on the school website and on Office 365 SharePoint. • Staff will receive induction briefings in relation to risk assessments and implementation arrangements. • First-aiders and premises staff will receive role specific induction including infection control and PPE. | <p>Director of site</p> <p>H&S Coordinator</p> <p>Director of site</p> <p>H/S Co-ordinator</p> <p>Directors of Site</p> <p>H&S Coordinator</p> <p>Directors of Site and the H&S Coordinator</p> <p>First-aiders</p> | <p>Established</p> | | |

| | | | | | | |
|--|------------------------------------|---|---|--|--|--|
| <p>Risk of infection from contractors</p> | <p>Caretaker/contractors</p> | <ul style="list-style-type: none"> • Prior to any contractor visiting the School premises they will be required to provide their Covid-19 risk assessment. On arrival, they will also be required to confirm their health status and that of their household members. Contractors will also be asked to engage with NHS Track and Trace via the QR Code that is on display at the reception of both sites. • All maintenance and repairs will be conducted outside of student's times of attendance (where practical). • Caretaker and operative to wear appropriate PPE when dealing with contractors. • Caretakers and contractors are to adhere to social distancing (at least 2 metres) and they must not pass keys, documents, equipment... etc. • Site to be opened prior to operative's attendance and wedge open access doors to eliminate cross contamination. • Relevant logbooks to be completed by the caretaker to document the timing and location of work completed. • Area of working to be cleaned after operation in accordance with Government guidance on cleaning in a non-clinical setting. • All routine maintenance visits and statutory inspections should continue as far as practically possible wherever this can be achieved whilst adhering to all current social distancing guidelines. If works cannot be carried out safely then they should be suspended other than in an emergency. Any repairs to the outside of the building can proceed after they have been risk assessed. • All School held registers of attendance, services and inspections to be completed by the caretaker and communicated to the Health and Safety coordinator for central record. | <p>Director of Site and Caretakers</p> <p>Director of Site and Caretakers</p> <p>Caretakers</p> <p>Caretakers</p> <p>Caretakers</p> <p>Caretakers</p> <p>Caretakers</p> <p>Health & Safety coordinator and Caretakers</p> <p>Caretakers</p> | <p>Established</p> | | |
| <p>Increased risks to vulnerable / SEN students</p> | <p>SEN and Vulnerable Students</p> | <ul style="list-style-type: none"> • Provision for vulnerable students across all year groups will be maintained across the period of full return to School. • EHCP reviewed/risk assessed by SENCO and amendments communicated to the Headmaster and LA as required. • Support staff to adhere to social distancing (at least 2 metres) where this is possible. • Prior to any outreach worker visiting the School premises they will be required to provide their Covid-19 risk assessment. On arrival, they will also be required to confirm their health status and that of their household members. | <p>SENCO and Pastoral / Year Leaders</p> <p>SENCO</p> <p>SENCO</p> <p>SENCO</p> | <p>Prior to individuals attendance</p> | | |

| | | | | | | |
|--|---|---|--|--------------------|--|--|
| | | <ul style="list-style-type: none"> • The additional support that vulnerable children require was reviewed in line with COVID-19 guidance– in particular, where one-to-one support is required. • Staff have a clear approach to support children’s emotional development and wellbeing upon return – the curriculum is allowing for this time. • Children will be re-introduced to school with a focus on wellbeing and safety, before formal learning becomes the priority. | <p>SENCO</p> <p>Pastoral / Year Leaders</p> <p>Pastoral / Year Leaders</p> | | | |
| <p><u>Psychological / Staff Wellbeing</u></p> <p><i>All staff- Workload Impacts</i> of the developing pandemic and organisations response</p> <p>Stress and anxiety arising through uncertainty and lack of control.</p> | <p>Staff</p> <p>Students</p> <p>Parents</p> | <ul style="list-style-type: none"> • HR will organise regular information sharing and communication with regard to wellbeing support for staff. • Heads of Department will conduct regular Department Meetings (remotely) to ensure all staff that require additional support are identified and will have access to the support that they need. • There are trained staff available to support students and staff with mental health issues if required. Support for staff is available from the Brentwood Catholic Children’s Society – see Mr J Doherty. • There is access to designated staff for all students who wish to talk to someone about wellbeing/mental health. Parents/ carers can be advised to contact Mr J Doherty on jdoherly@tchs.uk.net. • Additional resources (MindEd) can be found here or through the NHS (every mind matters) site here. Public Health England also has a dedicated Mental Health/wellbeing site here. • The Think Ninja app (freely available and adapted for COVID-19) educates 10-18 year olds about mental health, emotional wellbeing and provide skills young people can use to build resilience and stay well. | <p>HR</p> <p>HODs</p> <p>DSL</p> <p>DSL</p> <p>DSL</p> <p>HOYs / DSL</p> | <p>Established</p> | <p>Public Health England's advice and guidance for parents and professionals on supporting children and young people's mental health and wellbeing includes key actions that can be taken to support mental health and wellbeing, such as supporting safe ways to connect with friends. It also emphasises the importance of children continuing to remain fit and active and, wherever possible, having the 60 minutes of daily physical activity, recommended by the Chief Medical Officers.</p> | |

RAG rate your control measures

- > **Red:** This measure cannot be put in place in our school at any time
- > **Amber:** This measure can be put in place, but not in time for when we've been asked to reopen
- > **Green:** This measure is in place, or can be in place for when we've been asked to reopen

| | | | |
|---|---|--|---|
| Description of the task/activity: | Covid-19 School based attendance, teaching, administration and premises sanitisation tasks. Remote teaching / administration tasks for those temporarily working off site. | Location: | Trinity Catholic High School, IG8 |
| Name of person(s) completing assessment: | L Moniz | Job title(s): | Health and Safety Officer |
| Date of this assessment: | 2 nd March 2021 | Date of signing: | 2 nd March 2021 |
| Date of next Review: | Weekly review or if there is any significant changes or Government guidance changes. | Signed by (Department Manager): | J Cantwell |
| Review Date | Ongoing | Signed by (Department Manager): | J Cantwell (2 nd March 2021) |