**Trinity Catholic High School**

**Coronavirus (Covid-19) School Risk Assessment**

**(17th May 2021)**



**Trinity Catholic High School: Coronavirus / Covid-19 Risk Assessment (17th May 2021)**

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| Trinity’s “**Coronavirus (Covid-19) Risk Assessment**” was revised following the Prime Minister’s announcement on 10th May 2021 confirming that the country will move to Step 3 of the four stage roadmap out of lockdown from 17th May 2021. Our risk assessment pays regard to the advice and recommendations set out in the revised Department for Education coronavirus (Covid-19) operational guidance to schools, May 2021, and therefore the system of controls outlined in this Risk Assessment are based on currently available advice and guidance on ‘Prevention’ and ‘Response’ to the new variants of COVID-19. This risk assessment 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). It remains imperative that the system of controls to mitigate the spread of the Covid-19 coronavirus continue to be rigorously applied to enable the safest possible school environment. |
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| **HAZARD** | **WHO MIGHT BE HARMED** | **CONTROLS TO BE PUT IN PLACE** | **RESPONSIBLE****PERSON** | **DEADLINES** | **ADDITIONAL NOTES** | **RAG** |
| **Spreading Covid-19 infection due to excessive contact and mixing between students and/or staff in both classroom and non-classroom settings.** | * Staff
* Students
* Contractors
* Visitors
 | **Lateral Flow Device (LFD) Testing:**Rapid testing using Lateral Flow Devices (LFDs) helps to identify people who are infectious but do not have any COVID-19 symptoms. While testing remains voluntary, students are strongly encouraged to self-swab and test themselves twice a week at home.* Results (whether void, positive or negative) must be reported to NHS Test and Trace as soon as the test is completed either online or by telephone as per the instructions in the home test kit.
* Students with a positive LFD test result must self-isolate in line with the stay-at-home guidance. They will also need to arrange a lab-based polymerase chain reaction (PCR) test to confirm the result. If the PCR test is taken within 2 days of the positive lateral flow test, and is negative, it overrides the self-test LFD test and the student can return to school, as long as the individual doesn’t have Covid-19 symptoms. Those with a negative LFD test result can also continue to attend school and use protective measures.
* The asymptomatic testing programme (LFD Test) does not replace the current testing policy for those with symptoms. Anyone with symptoms (even if they recently had a negative LFD test result), should still self-isolate immediately according to government guidelines. Those with symptoms are also expected to order a test online or visit a test site to take a lab-based PCR test to check if they have the virus.
* We have a supply of Lateral Flow Device Test Kits available at school and parents / students are welcome to request these from the main office on either site – there is no cost incurred for this
* 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 and arrange for a PCR test.
* Staff members and parents/carers are reminded that they will need to be ready and willing to:

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 Tracec) 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.

**Offices and Reception Area:*** 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.
* Only one person (apart from Mrs McEvoy, who has her own office space) is allowed to use the Reprographics Room at a time.
* While the key-pads on communal photocopiers/printers are contactless, staff must still sanitise their hands after using these devices. Personal printers, copiers and shredders must not be shared.
* All teachers and staff with offices will implement a “clear desk policy” to facilitate the thorough cleaning of desks at the end of each school day.
* Staff should clean and sanitise their workstation (including chair arms) at the beginning and end of the day.

**Classrooms*** Windows and doors (where appropriate) will be opened to allow fresh air to circulate in classrooms. Students and staff will be allowed to wear coats indoors where necessary. Students are advised to ‘layer-up’ (wear additional undergarments under their uniform) to help keep warm.
* Classrooms and Offices that are not in use will still have windows and doors open to allow for enhanced ventilation.
* Government guidance is that face coverings are no longer recommended for staff or students in classrooms or communal areas from 17th May. However, staff and students may continue to wear face coverings if they wish to.
* It is recommended that face coverings are worn by staff and visitors in situations outside of classrooms where social distancing is not possible (for example, when moving around in corridors and communal areas). Therefore, in line with this, we will continue to expect that visitors to our school will wear face coverings when they come onto our school sites and in any situation on site where social distancing is not possible.
* Wherever possible, the teacher/supervisor should remain in the marked exclusion zone during lessons.
* Students must clean their hands regularly (using the hand sanitisers or washing facilities) including when they arrive at school, when they return from breaks, when they change rooms and before and after eating. Staff will regularly remind students about the importance of this and signage is posted in classrooms and corridors to help reinforce this message.

**Meetings*** All in-person meetings should be avoided whenever and wherever possible – meetings between staff, with parents and with other professionals can all be done via remote communication – online (Zoom, Teams…etc.) or via mobile or telephone.
* Parents evening will be held remotely via SchoolCloud.
* Where face-to-face meetings are required (safeguarding, emergencies…etc), attendance is limited to those essential attendees only. Meeting room capacity must be reduced to comply fully with prevailing social distancing measures.
* Meeting rooms should be adequately ventilated with external windows opened during meetings.
* Meeting room users are advised not to share equipment during meetings i.e. pens, stationery etc. Attendees are to remove all items following the meeting.
* Meetings to take place promptly and conclude fully in the meeting room to avoid attendees congregating in adjoining areas prior to and following meetings.

**Individual*** 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 ≥60% on arrival at either Site, before and after eating, after sneezing or coughing.
* Clinically extremely vulnerable staff / clinically vulnerable staff: Current DHSC guidance, informed by PHE, now advises that CEV / CV individuals should no longer continue to shield. While in school they should follow the specific measures in this Risk Assessment to minimise the risks of transmission.
* Pregnant women are in the ‘clinically vulnerable’ category and are 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. The Joint Committee on Vaccination and Immunisation (JCVI) has advised that pregnant women should be offered COVID-19 vaccines at the same time as people of the same age or risk group.
* Pupils who are self-isolating should not attend school.
 | Directors of SiteCovid CommitteeSite Marshals Office Managers and staff with officesAll staffHeadmasterSMTTeachersHODsYear LeadersAll staff | EstablishedEstablishedEstablishedEstablishedEstablished | Lateral Flow Device (LFD) tests are simple, easy to use tests that will enable rapid tests, without the need for a laboratory.Tests are free of charge and will be provided (to staff and students) by the school.If a student, at any point, tests positive, they will need to self-isolate in line with government guidanceHome testing twice a week, (Monday and Thursday) will continue for staff and students until we are advised to stop by the LA or government.Minimising contacts and mixing between people reduces transmission of coronavirus (COVID-19). This is important in all 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.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.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.Coronavirus (COVID-19) is an easy virus to remove when it is on skin. **This remains true for new variants and variants of concern.** This can be done with soap and running water or hand sanitiser. The ‘catch it, bin it, kill it’ approach continues to be very important with the new variants of Covid-19.Students and staff can continue to use public transport where necessary. We encourage everyone to walk, cycle or scoot wherever possible and safe. This will help to reduce pressure on the public transport network and allow social distancing to be practised.The definition of vulnerable children includes children who have a social worker, an education, health and care plan (EHCP) or who may be vulnerable for another reason at local discretion (“otherwise vulnerable”).If students identified as vulnerable do not attend school we will:a) Work together with the local authority and social worker (where applicable) to follow up with the parent or carer to explore the reason for absence, discussing their concerns using supporting guidance considering the child’s circumstances and their best interestsb) Work together with the local authority and social 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.Year leaders liaise closely with subject staff and parents/carers to identify vulnerable students that require focused pastoral supportSpiritual, well-being and mental health support are available via the school’s website.Recording attendance: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). |  |
| **Contact with an infected person carrying symptomatic or asymptomatic Covid-19 infection** | * Staff
* Students
* Contractors
* Visitors
 | * 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.
* In the case of a member of staff who displays symptoms 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.
* In the case of a student who displays symptoms whilst in school:
* 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 areas that the symptomatic person has been in in accordance with Government guidance in non-medical settings.
* Parents will be advised to arrange a Covid-19 Test for their child.
* Used PPE will be disposed of in accordance with medical waste procedures.

<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings>* Test Results.
* **If the test is negative:**

i) We would request a copy of the test result for our records.ii) The student / member of staff can return to School.iii) Members of their household can then stop self-isolating.* **If the test is positive:**

In line with Government guidelines, it is our aim that all students, in all year groups, remain in school full-time throughout the year. We will not close-down an entire class or year group when a student has been tested positive. If the school is notified that a student has tested positive for Covid-19:i) Classroom seating plans and attendance registers are checked to identify staff and students that will have been in ‘close contact’ with the infected student at any time during the 2 days prior to the infected student becoming symptomatic. If the infected student was asymptomatic, we will identify ‘close contacts’ for the 2 day period prior to the date of the test. We define ‘close contact’ as having face-to-face contact with someone less than 1 metre away, or being within 2 metres of a person for 15 minutes or longer. ii) Staff at school will contact the student and their parents to help identify ‘close contacts’ outside of the classroom setting (breaks, lunchtime, commuting to/from school…etc.iii) Staff and students that have been identified as ‘close contacts’ will be:a) Sent home / told not to attend school.b) Told to self-isolate for a period of 10 days.iv) The household members of these students and staff only need to self-isolate if the student/staff member they live with (same household) subsequently develop symptoms. In such cases the student or member of staff will be told to take a Covid-19 test and will follow procedures noted above in relation to the test outcome.* If other cases are detected at school, the local health protection team from Public Health England will be in touch to advice on appropriate action, such as asking more people to self-isolate.
 | Headmaster via communication with parents and staff membersDirector of SiteFirst aiders and H&S CoordinatorH&S CoordinatorDirector of SiteHR and H&S CoordinatorDirector of SiteH&S CoordinatorH&S CoordinatorFirst aiders and H&S CoordinatorFirst aiders and H&S CoordinatorH&S Coordinator | Established | 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 responsibleAdditional first aiders have received trainingClass seating plans will be in place and recorded by teacherSchool have fogging machines to be used after deep cleanDetailed document in place with hyper-links to relevant documentsStudents that are isolating are recorded on a remote learning log – staff will provide remote learning materials |  |
| **Contact with an infected person whilst travelling to and from School.** | * Staff
* Students
* Visitors
 | * 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:
* 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:
* 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.
 | Headmaster via communication with parents and staff membersPEAttendance OfficerDirectors of SiteDirector of siteBehaviour & Inclusion CoordinatorBehaviour & Inclusion Coordinator | Established | Risk assessment will be in placeSocial distancing signage will be placed on School perimeters fences/wall.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 |  |
| **Arrival on site and spreading infection as a result of sneezing and/or coughing.** | * Staff
* Students
* Contractor
* Visitors
 | * 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:
* Staff / student points of entry.
* Inside of most classrooms and hallways.
* Outside all toilets.
* Inside the dining halls on both sites.
* 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:
* 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.
 | Directors of SiteDirectors of SiteDirectors of SiteDirectors of SiteCaretakers and Directors of SiteSENCO and H&S CoordinatorCaretaking staff in liaison with Director of SiteCaretaking staff | Implemented | Signage and posters around School premises.Students will receive induction on their return to School regarding key aspects of personal hygiene practice.Any wet waste (bodily fluid) will be double bagged and disposed of separately. |  |
| **Spreading infection through contact with Covid-19 on surfaces**  | * Staff
* Students
* Contractor
* Visitors
 | * Cleaning staff will regularly clean frequently touched surfaces using standard cleaning products as recommended by sanitation supplier for Covid-19. Particular attention to:
* 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.
* 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.
* 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.
 | Caretaker and Cleaning SupervisorCaretaker and Cleaning SupervisorCaretaker and Directors of SiteCaretaker and Cleaning SupervisorDirectors of SiteDirectors of SiteDirectors of SiteCaretaker and Cleaning SupervisorDirectors of SiteCaterers, Caretaker and Cleaning SupervisorCaretaker and Cleaning SupervisorDirectors of SiteDirectors of SiteDirectors of SiteDirectors of SiteDirectors of SiteDirectors of Site | Established | Cleaning specification have been drawn up for all areas in use. All cleaners to be trained in accordance with specification/frequency/COSH. 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. 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 of 20 seconds at the end of their cleaning operation in accordance with Government advice regarding hand washing techniques.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 |  |
| **Spreading Covid-19 infection due to excessive contact and mixing between students and staff in both classroom and non-classroom settings** | * Staff
* Students
 | * School capacity / assessment will be undertaken.
* 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.
* 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.
* A sneeze guard has been installed on the Y13 Reception Desk to provide a protective barrier between staff and students.
* A sneeze guard has been installed in the main office to provide a protective barrier between office staff.
 | SMTSMTSMTDirectors of SiteSMTSMTDirectors of SiteSMTDirectors of Site |  | All risk assessments to be updated and in place by individual departments |  |
| **Spreading infection due to excessive contact and mixing between students and staff around the school** | * Staff
* Students
 | * 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.
* 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.
 | Site MarshallsSite MarshallsSite MarshallsDirectors of SiteDirectors of SiteSMTDirectors of SiteSite MarshallsDirectors of SiteSite MarshallsH&S ManagerDirectors of SiteDirectors of SiteDirectors of SiteDirectors of SiteDirectors of SiteH&S ManagerH&S Manager | Established | Site Marshals have been employed for both sites to support with implementing the school’s Risk Assessment. |  |
| **Risks from environmental contamination** | * Staff
* Students
* Contractor
* Visitors
 | * 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.
 | Directors of Site and the Health & Safety CoordinatorDirectors of Site and the Health & Safety CoordinatorDirectors of Site and the Health & Safety CoordinatorDirectors of Site and the Health & Safety Coordinator |  | Documents to be filedAll points of entry or entry / exit to be open when building is in use to ensure safe evacuation.All staff to receive induction regarding amendments to procedures as appropriateSocial distance markings will be placed in areas of student recreation. |  |
| **Spreading Covid-19 infection due to excessive contact and mixing in meetings** | * Staff
* Students
* Visitors
 | * Where possible, 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.
 | Line managersDirectors of Site | Established |  |  |
| **Individuals (staff and students) vulnerable to Covid-19 infection attending school** | * Staff
* Students
* Visitors
 | * 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> | H/R for staff members SENCO and Year Leaders for vulnerable students | Prior to individuals attendance |  |  |
| **Risk Assessment not understood or implemented** | * Staff
* Students
* Contractor
* Visitors
 | * 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:
* Lower Site: ndoherty@tchs.uk.net
* Upper Site: jcantwell@tchs.uk.net
* Health and Safety coordinator: lmoniz@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.
 | Director of siteH&S CoordinatorDirector of site H/S Co-ordinatorDirectors of SiteH&S CoordinatorDirectors of Site and the H&S CoordinatorFirst-aiders | Established |  |  |
| **Risk of infection from contractors** | Caretaker/ contractors | * 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.
 | Director of Site and CaretakersDirector of Site and CaretakersCaretakers Caretakers Caretakers Caretakers Caretakers Health & Safety coordinator and Caretakers Caretakers  | Established |  |  |
| **Increased risks to vulnerable / SEN students** | SEN and Vulnerable Students | * 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.
* 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.
 | SENCO and Pastoral / Year LeadersSENCOSENCOSENCOSENCOPastoral / Year LeadersPastoral / Year Leaders | Prior to individuals attendance |  |  |
| **Psychological / Staff Wellbeing*****All staff- Workload Impacts*** of the developing pandemic and organisations responseStress and anxiety arising through uncertainty and lack of control. | StaffStudentsParents | * 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 jdoherty@tchs.uk.net.
* Additional resources (MindEd) can be found [here](https://covid.minded.org.uk/) or through the NHS (every mind matters) site [here](https://www.nhs.uk/oneyou/every-mind-matters/). Public Health England also has a dedicated Mental Health/wellbeing site [here](https://campaignresources.phe.gov.uk/schools/topics/mental-wellbeing/overview).
* The [Think Ninja](https://www.healios.org.uk/services/thinkninja1) 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.
 | HRHODsDSLDSLDSLHOYs / DSL | Established | 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. |  |

**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:** | 17th May 2021 | **Date of signing:** | 17th May 2021 |
| **Date of next Review:** | Weekly review or if there is any significant changes or Government guidance changes. | **Signed by (Site Manager):**  | J Cantwell |
| **Review Date** | Ongoing | **Signed by (Site Manager):**  | J Cantwell (17th May 2021) |