**Trinity Catholic High School**

**Post Coronavirus (Covid-19) Returning to school Risk Assessment**

**(21st September 2021)**



**Trinity Catholic High School: Coronavirus / Covid-19 Risk Assessment (21st September 2021)**

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| Trinity’s “**Coronavirus (Covid-19) Risk Assessment**” was revised following the Government’s roadmap for re-opening and lifting of restrictions in four steps. 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, September 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, also the weakened cases due to the vaccine programme. Rules and regulations have mostly been replaced with advice and guidance on the practical steps that can be taken to help manage the risks to themselves and others. 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. A contingency plan has been put in place of how we would mange a local outbreak of Covid-19 |
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| **HAZARD** | **WHO MIGHT BE HARMED** | **CONTROLS TO BE PUT IN PLACE** | **RESPONSIBLE****PERSON** | **ADDITIONAL NOTES** | **RAG** |
| **Risks from environmental contamination** | * Staff
* Students
* Contractor
* Visitors
 | **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.
* 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.) must sanitise hands at the site entrance before entering the school site.
* 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.
* While the key-pads on communal photocopiers/printers are contactless, staff must still sanitise their hands after using these devices.
* 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 in the autumn and winter months.
* 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. However, staff and students may continue to wear face coverings if they wish to.
* 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.
* Students will be reminded that they must not share equipment.

**Meetings*** Meetings between staff, with parents and with other professionals can all still be done via remote communication – online (Zoom, Teams…etc.) or via mobile or telephone. Staff are encouraged to promote this.
* Parents evening will be held remotely via SchoolCloud.
* Where face-to-face meetings are required, attendance should be limited to those essential attendees only. Meeting room capacity must be reduced as far as possible.
* 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.

**Communal Areas*** The caretakers will open doors and windows in communal areas on each site every morning to ensure that these shared spaces are well ventilated throughout the day.
* Students will be encouraged to remain outdoors during breaks and lunchtime in order to promote good ventilation of indoor spaces.
* Fire, first aid and emergency procedures will be regularly reviewed.
* 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.
* Where possible outdoor space will be used for PE lessons and breaks.
 | Directors of Site and the Health & Safety Coordinator | * All staff to receive induction regarding amendments to procedures as appropriate.
* Caretakers responsible for opening windows and doors in communal areas every morning.
* Hand sanitisers will be regularly checked to ensure that they are operational and full.
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| **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.
* Staff and students are recommended to test twice a week with LFD Tests which are provided by the school.
* Anyone with symptoms will be encouraged to access testing, either with a lateral flow test where if positive should be followed by a PCR test. Refer to the following guidance which is regularly updated: <https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested>
* If a symptomatic person comes into school, they will be sent home immediately or isolated until they can be collected.
* 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 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.
* Parents will be advised to arrange a Covid-19 Test for their child.
* Test Results.
* **If the test is negative:**

i) The student / member of staff can return to School.* **If the test is positive:**

i) Only the student / member of staff is required to isolate, anyone that has been double vaccinated or is under the age of 18 is not required to isolate. | Headmaster via communication with parents and staff membersDirector of SiteDirector of SiteFirst aiders and H&S CoordinatorH&S CoordinatorH&S CoordinatorHR and H&S CoordinatorDirector of SiteH&S CoordinatorFirst aiders and H&S Coordinator | * First aiders are to receive training on the correct use and disposal of PPE in relation to the infection control measures. Health & Safety Co-ordinator is responsible.
* Additional first aiders have received training

Students 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
 | * 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. Masks to be worn on coaches.
 | PE Staff |  |  |
| **Arrival on site and spreading infection as a result of sneezing and/or coughing.** | * Staff
* Students
* Contractor
* Visitors
 | * 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. 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 Site | 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.
* 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.
* Clinical waste: The School has a clinical waste contract.
* 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 any areas that have been frequented by someone that has tested positive whilst in school.
* All staff are advised to wash/sanitise their hands with warm soapy water for a minimum of 20 seconds on arrival at work and again prior to leaving work.
* Staff are regularly reminded (staff briefings, daily/weekly bulletin sheets…etc. about the actions that should be taken daily with regard to hands, face, space and ventilation.
 | Caretaker and Cleaning SupervisorCaretaker and Cleaning SupervisorCaretaker and Directors of SiteCaretaker and Cleaning Supervisor | 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. 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 |  |
| **Risk Assessment not understood or implemented** | * Staff
* Students
* Contractor
* Visitors
 | * Risk assessments will be communicated to all staff and shared on the school website.
* 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
 | Director of siteH&S CoordinatorDirector of site H/S Co-ordinator |  |  |

**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

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| **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:** | 4th September 2021 | **Date of signing:** |  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 |