

Trinity Catholic High School

Coronavirus (Covid-19) School Risk Assessment
(20th January 2022)



Trinity Catholic High School: Coronavirus / Covid-19 Risk Assessment (20th January 2022)

Trinity's "Coronavirus (Covid-19) Risk Assessment" was revised from 20th January 2022 to reflect new guidance published on 19th January confirming that measures put in place under plan B in England will be lifted. This guidance continues to reflect standing guidance from the government's Autumn and Winter Plan 2021 as well as the Plan A measures introduced to help mitigate the spread of the Omicron variant in schools. This advice remains subject to change as the pandemic develops, 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 individuals can take 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 which details how we would manage a local outbreak of Covid-19.

HAZARD	WHO MIGHT BE HARMED	CONTROLS TO BE PUT IN PLACE	RESPONSIBLE PERSON	ADDITIONAL NOTES	RAG
Risks from environmental contamination	<ul style="list-style-type: none"> Staff Students Contractor Visitors 	Offices and Reception Area: <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. 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 and wear a face covering 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. 	Directors of Site and the Health & Safety Coordinator	<ul style="list-style-type: none"> 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. 	

		<p>Classrooms</p> <ul style="list-style-type: none"> • From 20 January, face coverings are no longer advised for pupils, staff and visitors in classrooms. From 27 January, face coverings are no longer advised for pupils, staff and visitors in communal areas. From 27 January, staff and pupils should follow wider advice on face coverings outside of school, including on transport to and from school • 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. • CO2 Monitors have been circulated to department leaders and key site staff to check the air quality and that ventilation is adequate. • 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. <p>Meetings</p> <ul style="list-style-type: none"> • 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. 			
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<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"> • Where Individuals, with anyone they live with have Covid-19, 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 and will also be asked to wear a face covering. • Staff and students are recommended to test twice a week with LFD Tests which are provided by the school. • Individuals will be asked not to come into school if they are experiencing Covid-19 symptoms and will be encouraged to access a PCR test. • Individuals who have tested positive with a lateral flow test are required to isolate for 5 full days and to take a LFD test on day 5 and day 6, if these tests are negative they can return to school. • 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. 	<p>Headmaster via communication with parents and staff members</p> <p>Director of Site</p> <p>Director of Site</p> <p>First aiders and H&S Coordinator</p> <p>H&S Coordinator</p> <p>H&S Coordinator</p> <p>HR and H&S Coordinator</p> <p>Director of Site</p> <p>H&S Coordinator</p>	<ul style="list-style-type: none"> • 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 	

		<ul style="list-style-type: none"> • 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. • <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 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. • <u>Test Results.</u> <ul style="list-style-type: none"> ➢ If the test is negative: <ul style="list-style-type: none"> i) The student can return to School. ➢ If the test is positive: <ul style="list-style-type: none"> i) Only the student (not close contacts) is required to isolate. ii) People who are self-isolating with COVID-19 have the option to reduce their isolation period after 5 full days if they test negative with an LFD test on both day 5 and day 6 and they do not have a temperature. For example, if they test negative on the morning of day 5 and the morning of day 6, they can return to their education or childcare setting immediately on day 6. iii) The first test must be taken no earlier than day 5 of the self-isolation period, and the second must be taken the following day. All test results should be reported to NHS Test and Trace. iv) If the result of either test is positive, they should continue to self-isolate until they get negative results from two LFD tests on consecutive days or until they have completed 10 full days of self-isolation, whichever is earliest. v) The new rules also apply to people who are already isolating – so if someone was already isolating before Monday 17 January, they can take LFD tests on day 5 and 6 and if they are both negative and they have no temperature they can end their isolation. vi) Anyone who is unable to take LFD tests or anyone who continues to have a temperature will need to complete the full 10-day period of self-isolation. 	First aiders and H&S Coordinator	Students that are isolating are recorded on a remote learning log – staff will provide remote learning materials.	
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Contact with an infected person whilst travelling to and from School.	<ul style="list-style-type: none"> • Staff • Students • Visitors 	<ul style="list-style-type: none"> • 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.	<ul style="list-style-type: none"> • Staff • Students • Contractor • Visitors 	<ul style="list-style-type: none"> • 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. • 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. Staff / students have also been offered their own miniature hand sanitisers. • 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. These bins are for non-clinical waste. 	<p>Directors of Site</p> <p>Directors of Site</p> <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>Signage and posters around School premises.</p> <p>Students will receive induction on their return to School regarding key aspects of personal hygiene practice.</p> <p>Any wet waste (bodily fluid) will be double bagged and disposed of separately.</p>	

		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.org.net ➤ Upper Site: jcantwell@tchs.org.uk ➤ Health and Safety coordinator: imoniz@tchs.org.uk			
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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:	20 January 2022	Date of signing:	2022
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