

Trinity Academy Akroydon Risk Assessment

COVID 19 – General Risk assessment

School: Trinity Academy Akroydon

Date of Risk Assessment: 1st March 2021

This risk assessment should be completed in line with Government guidance for the particular challenges of your school and reviewed regularly as and when circumstances change. All staff need to be trained/issued with the risk assessments relevant to their work and this must be recorded. All documents should be version controlled and saved each time they are revised rather than over-typed. This will enable easy retrieval of the relevant document applicable at any material time if required in future for an investigation.

The risk assessment is about demonstrating your school is reducing and mitigating risk so far as is reasonably practicable following the most up to date Government advice. If the guidance cannot be achieved after plans have been put in place, then the school has to consider whether that activity or part of the school should be open.

This proforma may assist you in documenting your practical arrangements and ensure you are complying with minimum statutory requirements. COVID is a biological agent and comes under the COSHH Regulations and Health and Safety at Work Act. If you require any assistance with this process it is recommended you contact your health and safety consultant/adviser.

**Please note that this risk assessment has been produced in line with the current Government guidance and advice available at the time of production (issued 11/05/2020). The risk assessment will be updated in line with further updates as and when they arise.*

RED = No Amber = Working on but not complete Green = Complete

The Activity What are the Hazards?	Who might be affected?	What additional controls have been put in place to reduce the risk of infection in accordance with Public Health advice?	Are there any further actions necessary?	Action by whom	Action by When?	Done
PREVENTION						
<p>Prevention 1 Minimise contact with individuals who are unwell</p>	<p>Staff and pupils</p>	<ul style="list-style-type: none"> - Staff, pupils and other adults who have COVID-19 symptoms, or have tested positive in the last 7 days, or someone in their household who does, should not attend school - Anyone who develops symptoms during the school day will be sent home and advised to follow the 'stay at home guidance for households with possible or confirmed coronavirus infection' - Guidance: to self-isolate for 10 days if have symptoms and arrange to have a test. Other members of the household (including siblings) should self-isolate for 10 days from when the symptomatic person first had symptoms - Child awaiting collection will be moved to the identified 'medical isolation room' where they can be isolated and supervised by an adult - Adult should stay 2m distance and if this cannot be maintained e.g. very young child or a child with complex needs, they should wear PPE - Open window in medical isolation room for ventilation - If person with symptoms needs to use the bathroom while waiting to be collected, they should use a separate bathroom if possible - This bathroom will be cleaned and disinfected before 	<ul style="list-style-type: none"> - Staff training (INSET day) - Staff training to include reminder of symptoms and procedures to be revisited in briefings, email etc. - Guidelines document for staff MAT booklet (for parents and staff) - Communication to parents (letter and frequent reminders e.g. via weekly newsletters) regarding Covid-19 symptoms and procedures to follow - 'Stay at home guidance' emailed to member of staff/parent of child who has been sent home - Ensure all staff know where the medical isolation room is located - Ensure all First Aiders in school have own individual PPE in zipped plastic wallet - All staff who have been provided with PPE equipment to have PPE training on how to use this (MAT training) and record kept of who has completed the training - Cleaning equipment to be available 	<p>Principal</p> <p>Senior Leaders (SL in charge of medical matters)</p>	<p>1/9/20</p>	

		<p>being used by anyone else</p> <ul style="list-style-type: none"> - In an emergency, a Senior Leader (or First Aider) will call 999 if the person is seriously ill or their life is at risk - Member of staff who has helped someone with symptoms (close contact), or any pupils who have been in close contact will only need to self-isolate if they develop symptoms, or if the symptomatic person tests positive, or if requested to do so by NHS Test and Trace - Everyone must wash hands thoroughly for 20 seconds with soap and water or use hand sanitiser after any contact with someone who is unwell - Area around the person with symptoms to be cleaned with household bleach after they have left to reduce risk of passing the infection to others 	<p>in medical isolation room</p> <ul style="list-style-type: none"> - Updated RA shared with staff 1.3.21 			
<p>Prevention 2 Clean hands thoroughly and more often than usual</p>		<ul style="list-style-type: none"> - Teachers and support staff to ensure that pupils clean their hands regularly throughout the day and routines and times for hand washing/sanitising are established: <ul style="list-style-type: none"> • Before they enter the school building in the morning • Before they leave the school building at the end of the school day • At the end of break time • Before and after eating their lunch or snack • When/if they change classrooms • After using the toilet - Teachers and support staff should supervise the use of hand sanitiser as there are risks around 	<ul style="list-style-type: none"> - Locate hand sanitiser stations at entrance and exit points for each class to be used at the start and end of the school day (signage in place) - Install outdoor sinks in the playground to increase hand washing facilities available - Locate hand sanitiser stations around the school building - Posters in classrooms and toilets to remind pupils and included in Additional Behaviour Principles - Staff training (INSET) and frequent reminders via email, briefings etc. 	Principal/ Senior Leaders/ Teachers/ Support staff	1/9/20	

		<p>ingestion and to check that they are being thorough when using</p> <ul style="list-style-type: none"> - Younger year groups (EYFS and KS1) and some pupils with complex needs to be supervised and or helped with cleaning their hands properly where necessary, and given support with understanding and following the guidelines/Behaviour Principles (skin friendly skin cleaning wipes can be used as an alternative) - Staff should also clean hands thoroughly and often - The majority of classrooms have a sink and hand sanitiser is always available in each classroom - Academy will have hand sanitising stations at main entrances and exits, and in other areas of the school - Offices/areas for learning other than the classroom e.g. library also equipped with disposable gloves, disinfectant wipes, disinfectant spray, cloths, paper towels and tissues - Hand driers have been isolated in all toilets and paper towels provided instead 	<ul style="list-style-type: none"> - Teaching resources regarding hand hygiene to be used on a regular basis - Additional Behaviour Principles includes hand washing - Posters re: hand hygiene around school (including in all classrooms and by sinks) - Sufficient supplies of hand sanitiser and soap required and ongoing tracking of stocks - Order skin friendly skin cleaning wipes - Audited current resources and additional supplies order for full reopening in the WC 22/2/21 	PKT Site Manager/F &Ops Mgr.		
<p>Prevention 3 Good respiratory hygiene</p>		<ul style="list-style-type: none"> - Promote good respiratory hygiene by communicating and reminding both staff and pupils of the 'catch it, bin it, kill it' approach - Provide staff with a visor as an additional safety measure. It is a recommendation and not compulsory. 	<ul style="list-style-type: none"> - Additional Behaviour Principles – visited regularly and discussed with pupils - Tissues and lidded bins located in all classrooms, offices and other areas of the building - Staff training (INSET) and frequent 	All staff SENDco	1/9/20	

		<ul style="list-style-type: none"> - Younger pupils and those with complex needs to be supported with understanding and following this routine - Some pupils with complex needs, who may struggle to maintain as good respiratory hygiene as their peers, to have details of how staff should support written into their individual risk assessments. - Air ventilation – classroom and office windows should be open as much as possible to allow good air ventilation. Site Manager to ensure open each morning, if not, teacher to support staff to do this - Air ventilation – non-fire safety doors can be propped open to allow good ventilation 	<ul style="list-style-type: none"> reminders via email, briefings etc. - Site Mgr. informed re: opening of windows - Windows opened on a morning to ensure good air flow 			
<p>Prevention 4 Enhanced and frequent cleaning</p>		<ul style="list-style-type: none"> - Cleaning schedule and cleaning logs in place to ensure more frequent cleaning of classrooms and shared areas that are used by different groups and frequently touched surfaces/key touch points such as door handles, are cleaned more often than usual - Teachers and support staff expected to support with cleaning of classroom surfaces, equipment etc. if required - Cleaning schedule in place includes any areas of school in use and offices; admin staff to support with cleaning by wiping down phones, photocopier etc. after each use - Cleaning schedule includes the regular emptying of lidded bins which are double bagged and disposed of appropriately 	<ul style="list-style-type: none"> - Cleaning timetable to be devised - Additional hours and/or recruitment of new staff to ensure cleaning schedule can be delivered - Cleaning records/log on each door to be signed when cleaning completed and filed in central folder at the end of each day - Sufficient supplies of cleaning equipment required and ongoing tracking of stocks - Lidded bins in place - Controls are firmly in place for wider reopening on 8th March 	<p>Principal/ Senior Leaders/ Site Manager/F &Ops Mgr.</p> <p>PKT Site Manager/Fi nance and Ops Manager</p>	1/9/20	

		<ul style="list-style-type: none"> - Cleaning checklists in place for the end of the school day so classrooms and other areas cleaned thoroughly and systematically - Classroom bins to have lids, be regularly emptied, double bagged and disposed of appropriately. - Toilets to be cleaned regularly throughout the day - Each classroom equipped with disposable gloves, disinfectant wipes, disinfectant spray, cloths, paper towels and tissues - EYFS - soft furnishings and certain resources e.g. playdough have been removed 				
<p>Prevention 5</p> <p>Minimise contact between individuals and maintain social distancing wherever possible</p>	<p><u>Grouping of pupils</u></p> <ul style="list-style-type: none"> - Pupils are grouped in year groups ('bubbles') and these will be kept apart as much as possible; the sharing of any spaces will be kept to a minimum and they will be cleaned before another group uses the space - Where possible, staff will teach and support the same class and work in the same year group 'bubble' for the majority of the time - If teachers and other staff are required to teach or support across different classes/year groups, they should try to keep their distance from both pupils and staff as much as they can (ideally 2m, although it is recognised that this might prove difficult with younger children) <p><u>Measures within the classroom</u></p> <ul style="list-style-type: none"> - Staff to maintain distance from other adults in and out of the classroom (2m ideally) 	<ul style="list-style-type: none"> - Staff training (INSET) - Records kept of classes, teachers and timetables for each 'bubble' so that quicker and easier to identify who needs to self-isolate in the event of a positive case - Teacher area marked out at the front of the classroom (2m from pupils) - Behaviour Principles for staff document - Training for staff about how best to support pupils in the classroom (INSET) - Principals to check Site Manager has organised desks correctly and furniture moved out if not required - 2m distance markings in place around the academy building and 	<p>Principal/ Senior Leaders/ Site Manager/F &Ops Mgr.</p> <p>SENDco</p> <p>Pastoral team</p>	1/9/20		

		<ul style="list-style-type: none"> - Teachers and other staff are also encouraged to keep 2m distance from pupils where possible and if circumstances allow - Teachers and other staff should avoid face-to-face contact and minimise time spent within 1 metre of anyone - When working with pupils with complex needs or who need close contact care, it is recognised that this may not be possible - Classroom desks are organised into rows and are forward facing, so pupils are sitting side by side - Set seating plans for all subjects in place so pupils are sitting next to the same children every day - Some furniture in classrooms has been removed to allow for more space - Additional outdoor space provided (MUGA) for early years provision <p><u>Measures outside of the classroom</u></p> <ul style="list-style-type: none"> - Cloakrooms and lockers can be used by one-year group ('bubble') but number of pupils in the area should be limited and staff to supervise at busy times - Lunchtimes – seating plan in place in the dining hall so pupils are next to the same pupils (as in class) - Breaks and lunches are staggered for bubbles in separate areas/playgrounds - Contact sports such as football and basketball are limited to bubbles playing together - Lining up – pupils line up in same order as 	<ul style="list-style-type: none"> posters on walls to remind - Condition of existing 2m markings (spray paint) inside and outside the building to be checked by the Site Manager and Principals to advise if any more required - Staff training (INSET) and frequent reminders via email, briefings etc. to remind about 2m distance and systems in place - On 8th March, children to return to own bubbles and all social distancing and hand/respiratory procedures will be re-emphasised with them <ul style="list-style-type: none"> - Staff training (INSET) to include behaviour principles for break and lunch times - Signs on cloakroom doors and walls - Seating plans - Timetable of breaks and lunches to be given out to staff prior to the start of term - Outdoor learning timetable/booking system - Check condition of 2m markings on corridors and re-do if necessary 			
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		<p>classroom seating plan</p> <ul style="list-style-type: none"> - Outdoor learning – classes allocated times when either playgrounds are available for outdoor learning e.g. science activity - Large gatherings such as assemblies will not take place: these will take place in the classroom instead - 2m markings on all corridors to remind staff and pupils about social distancing - Any movement around school to be kept to a minimum - Arrows, signs, paint markings on ground outside to remind one-way systems are in place - Minimum numbers permitted in shared areas and offices – clear signage in place - Offices and staffroom – staff to be 2m apart - Only four members of staff allowed to use the staffroom and facilities at any one time (clear sign on the door) - Breaks and lunches are staggered for classes. Staff informed of other designated areas for break and lunch times with maximum number of people allowed in each area clearly stated on signs - Coffee and tea facilities removed, and fridge is not to be used (staff to bring own flask and cool bag) - Usual fabric staff chairs out of use to ensure social distancing and cleaning of chairs can be carried out - Chairs not in use to be used marked with tape so 	<ul style="list-style-type: none"> - Arrows mark the one-way system - Designated areas for break and lunch emailed to staff & signs on doors - Chairs set up in staffroom - Tape across facilities which cannot be used 			
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		<p>that 2m apart</p> <ul style="list-style-type: none"> - Main reception desk not open to parents and carers (appointment system in place) <p><u>Measures for arriving at and leaving school</u></p> <ul style="list-style-type: none"> - Drop-off and collection times are staggered and only certain entrance/exit points allowed (nearest to classroom) - Parents/carers follow one-way system when dropping off and collecting their child and will be informed of the process, including an instruction not to gather at the entrance/exit points or whilst following the one-way system within the school grounds - Parents/carers advised to keep 2m distance when dropping off and collecting and clear markings along one-way system - Only one parent/carer to drop off/collect - Lidded bins will be available at the staff entrance and pupil entrance so that any disposable face coverings can be removed and disposed of safely - Reusable face coverings will need to be placed in a plastic bag - Staff to remind pupils not to touch the front of their face covering during use or when removing - Visible staff presence at both dropping off and collection times - Staff to supervise pupils going in and out of the building - Hand sanitising stations (increased number) so pupils can use before entering and leaving the school building 	<ul style="list-style-type: none"> - Communication to parents to remind about systems in place (letters before the start of term and weekly newsletters) - Teachers and support staff to be informed of designated classroom if parents delayed in collection at the end of the school day - Timetable indicates which TA is supervising pupils who arrive with younger sibling(s) and working hours have been adjusted accordingly - Hand sanitising stations set up each day (Site Mgr.) 			
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		<ul style="list-style-type: none"> - Designated classroom for pupils to wait if parents are late in collecting (pupils must be 2m apart and each table to be cleaned with disinfectant when pupil leaves) - Parents allowed to drop off all children even though in different year groups and must follow times allocated to youngest child - Each year group to have a TA allocated to supervising pupils if dropped off with younger sibling - Pupils can be supervised in same classroom but tables must be disinfected before rest of class arrives <p><u>Other considerations</u></p> <p><u>SEND</u></p> <ul style="list-style-type: none"> - SEND pupils to be given specific help and preparation for changes to the school routine (e.g. using social stories) - Specialist teaching/temporary staff – ensure that contact with staff is minimised and maintain 2m distance as much as possible - Specialists, therapists, clinicians and other support staff for pupils with SEND can visit the school if needed: to keep 2m distance as much as possible and to complete visitor form and given visitor leaflet - Wherever possible, visits will be arranged out of school hours. - Records of all visitors to school will be kept <p><u>Pupils who attend more than one setting</u></p>	<ul style="list-style-type: none"> - SENDco to identify pupils who may benefit from social stories and need support with transition to different school setting (before start of new term and contact parents/carers to support) - Adapt individual learning plans as necessary (SENDco and teachers) - Admin staff – training on visitor record - Plastic zipped wallets and individual equipment ordered and organised for the start of term - TAs and teachers given guidelines about cleaning of any shared equipment (between bubbles) and system for recording this - TA or pastoral team to clean each bubble's playground equipment at 			
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		<ul style="list-style-type: none"> - If pupil attends more than one setting on a part time basis (e.g. alternative provision) – academy will work with other organisation to identify any risks and how the curriculum can be delivered <p><u>Equipment and resources</u></p> <ul style="list-style-type: none"> - Staff and pupils will be provided with their own individual classroom equipment (i.e. frequently used items) and a zipped plastic wallet to keep it in - Classroom based resources, e.g. books, will be used and shared within a bubble and will be cleaned regularly - Any equipment which needs to be shared between classes e.g. science, sports equipment will be cleaned frequently, meticulously and always between bubbles. - Laptop timetable to be in place and laptops to be cleaned (with disinfectant wipes) before and 	<p>the end of break or lunchtime, record kept and pastoral team to check</p> <ul style="list-style-type: none"> - Laptop timetable and laptop cleaning log - Communication to parents (letter) 			
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		<p>after use (teachers and support staff responsible for ensuring this)</p> <ul style="list-style-type: none"> - Where possible, shared equipment will be rotated and left for a period of 48 hours (or 72 hours if plastic) between use by different classes - Each bubble to have their own playground equipment which will be cleaned after each break and lunch time - Items brought to and from school to be kept to a minimum (staff and pupils): pupils will be asked to bring only essential items to and from school - Reading books may be taken home and cleaned on return - Exercise books can be taken home by teachers – staff to be reminded about the importance of hand cleaning 				
RESPONSE TO AN INFECTION						
<p>Response 1 Engage with the NHS Test and Trace process</p>		<ul style="list-style-type: none"> - Senior Leaders understand the NHS Test and Trace process and how to contact their local Public Health England health protection team - Staff, parents/carers are ready and willing to book a test if displaying symptoms not attend school; will be sent home to self-isolate if symptoms displayed during school day; provide details of anyone they have been in close contact with if they test positive or if asked by NHS Test and Trace; self-isolate if they have been in close contact with someone who develops coronavirus symptoms or someone who tests positive - Senior Leaders, pastoral team and admin to 	<ul style="list-style-type: none"> - Training prior to the wider opening of school on procedures to follow - Communication to parents/carers prior to start of new term - Revised letter to be sent to parents WC 1.3.21 	Principal SLs Pastoral team	1/9/20	

		<p>understand all testing avenues so that correct information can be given to parents/carers, including circumstances in which to give out a home testing kit (provided to schools in autumn term)</p> <ul style="list-style-type: none"> - Staff and parents/carers know to inform the school of the results of a test - Negative test: person can stop self-isolating (if well and no symptoms) and members of their household - Positive test: follow 'stay at home' guidance and must continue to self-isolate for 10 days from onset of symptoms. Staff to understand that they and pupils can return to work only if no symptoms other than a cough or anosmia. Members of household should continue to self-isolate for the full 10 days. 				
<p><u>Response 2</u> Manage confirmed cases of COVID-19 in school community</p>		<ul style="list-style-type: none"> - Staff understand their responsibility to act swiftly if aware that someone who has attended school has tested positive for COVID-19 - Senior Leaders to contact the local health protection team who will carry out a rapid risk assessment and advise on next steps - Pupils and staff who have been in close contact to be sent home and self-isolate for 10 days since last in close contact with that person - Senior Leaders to understand 'close contact' definition: Direct close contacts: face-to-face contact with an infected individual for any length of time, within 1m, including being coughed on, a face to 	<ul style="list-style-type: none"> - Staff training (INSET) - Staff guidelines document - Records kept of pupils and staff in each bubble, BC and ASC etc. - Public Health letters to be used 	Principal/SLs	1/9/20	

		<p>face conversation or unprotected physical contact</p> <p>Proximity contacts: extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual</p> <p>Travelling in a small vehicle, e.g. a car, with an infected person</p> <ul style="list-style-type: none"> - Staff to know that details/names of people with COVID-19 not to be shared unless to protect others and to check with Principal - Household members of those contacts who are sent home do not need to self-isolate unless the person who is self-isolating develops symptoms within their 10-day isolation period, in which case they should follow the 'stay at home' guidance; get a test and if negative, remain in 10-day isolation period. If positive, to isolate for 10 days and inform their setting. Members of household to self-isolate for 10 days. - Senior Leaders, pastoral team and admin to know that evidence of a negative test result should not be asked for or other medical evidence before admitting children back to school after a period of isolation 				
<p>Response 3 Contain any outbreak</p>		<ul style="list-style-type: none"> - Senior Leaders and pastoral team to monitor sickness absence: <ul style="list-style-type: none"> • Two or more confirmed cases within 14 days • Overall rise in sickness absence (suspected coronavirus) could indicate an outbreak - Work with local health protection team and follow advice 	<ul style="list-style-type: none"> - Daily attendance tracker emailed to Principal and Vice Principal/Assistant Principal - Alert to be sent to the Principal - Covid reporting questionnaires to be filled in when a potential/positive case comes to 	<p>Pastoral team Principal/ VP/AP</p>	<p>1/9/20</p>	

			light - Covid Reporting Form to be sent to COO who will send it to PHE, if a positive case is reported			
SCHOOL OPERATIONS						
Transport		<ul style="list-style-type: none"> - Encourage parents, staff and pupils to walk or cycle to school if it all possible - LA contacted regarding blocking off Grantham Road at peak times i.e. drop-off - Any families using public transport to and from school to be made aware of safer travel guidance for passengers (given link to document) - Pupils who develop symptoms at school will be advised not to catch public transport home. 	<ul style="list-style-type: none"> - Communication to parents prior to the start of the full reopening 	Principal	1/9/20	
Attendance		<ul style="list-style-type: none"> - Parents/carers informed that attendance at school is mandatory and usual attendance policy applies, therefore all absences will be followed up by the pastoral team - Exceptions to this are pupils who are self-isolating or under care of specialist health professional and if rate of disease in local area rises and advised to shield - SENDco to be aware of any pupils who remain under care of a specialist health professional and discuss before returning to school - Remote learning available to any pupils not able to attend - class teachers and pastoral team to monitor engagement with this - Any parents or pupils with anxieties about attendance at school to be addressed and support 	<ul style="list-style-type: none"> - Clear and consistent expectations around attendance communicated to families (Principal's letter WC 01/03/21) - Pastoral teams and class teachers to identify pupils who are reluctant or anxious about returning or at risk of disengagement and develop individual plan - Pastoral team to work with other professionals to support return to school (e.g. social worker) if needed - HR staff survey to be carried out and follow-up conversations if required 	Principal/ SENDco/ Pastoral team R Morgan	End summer term 2020 1/9/20	

		<ul style="list-style-type: none"> plan put in place - Any staff in extremely clinically vulnerable or vulnerable category to maintain social distancing 	<ul style="list-style-type: none"> - Staff who are shielding to be reported to HR and SLG to keep in regular contact - Remote learning in place, in the case of any bubble closures - Laptops, Microsoft Teams work and paper packs to be made available to those who need to isolate 			
PPE		<ul style="list-style-type: none"> - PPE only required where an individual child becomes ill with COVID-19 symptoms while at school and only if a distance of 2m cannot be maintained - Where a child already has routine intimate care needs that involves the use of PPE, in which case the same PPE should continue to be used 	<ul style="list-style-type: none"> - As mentioned in Prevention 1 re: PPE equipment for each member of First Aid staff and dinner staff 	Principal/ SFR / First Aid staff		
Supporting staff		<ul style="list-style-type: none"> - Staff wellbeing calendar in place - Make staff aware of DfE's information about extra mental health support for pupils and teachers - The Education Support Partnership – free helpline shared with pupils and parents/carers - If using Teaching Assistants in different role e.g. to cover a class under direction of a teacher, discuss with member of staff; ensure safe ratios met; any necessary training in place - Some staff with particular characteristics who may be at comparatively increased risk from COVID-19 to have concerns discussed with Line Manager - Extremely clinically vulnerable and vulnerable staff to maintain 2m distance (as for all staff) - CEO communication to staff during summer 	<ul style="list-style-type: none"> - Wellbeing calendar communicated to staff - Email to staff re: DfE support - Email to staff re LA Well-Being support - Communication to parents/carers ESP re LA Well-Being support - Well-being support links on website - CPD for staff re Managing stress and change - Buddy System set up, pairing staff together for support - Extremely clinically vulnerable to shield until 31st March 	Principal	1/9/20	

		break regarding travel: Principal to know the trust's guidelines and refer to HR for advice				
Supply teachers or peripatetic teachers		<ul style="list-style-type: none"> - Academy's COVID-19 leaflet emailed/given to member of staff on first day, plus induction (walk-through) 	<ul style="list-style-type: none"> - Communication with supply agency regarding academy's guidelines - Leaflet and guidance is sent out in advance of visitors coming into school - INSET day - Updates regularly sent to staff - Pastoral Team undertake social distancing when home visits are being carried out. 	Principal/ Admin team/F&O ps Mgr.	1/9/20	
Safeguarding		<ul style="list-style-type: none"> - DSL to provide training to relevant members of staff regarding COVID-19 safeguarding in schools - DSLs to be provided with more time in the first few weeks of term in order to support staff and pupils regarding any new safeguarding and welfare concerns and the handling of referrals to children's social care and other agencies - The Trinity MAT's home visit guidance to be followed 		DSL Pastoral team	1/9/20	
Catering and dining hall arrangements		<ul style="list-style-type: none"> - Principals and Finance and Ops Manager to ensure that kitchen complies with guidance for food businesses on coronavirus - Kitchen staff and any staff involved in the preparation of food should wear a vented face covering (provided by the trust) - Midday supervisors involved in the serving of food should wear a face covering (provided by the trust) - Deliveries to be contactless where possible. - Hygiene standards to be maintained 	<ul style="list-style-type: none"> - Disposable face coverings to be ordered and training for kitchen staff prior to start of new term - Seating plans for dining hall - 2m marking in place for middle of hall to separate two bubbles 	Principal/ F&Ops Mgr.	1/9/20	

		<ul style="list-style-type: none"> - Seating plan in place for each bubble so pupils sitting next to same pupils as in class (as much as possible) - Pupils will be brought to the dining hall by a member of staff and directed to seating plan - Dining tables for pupils to be set up to accommodate two 'bubbles' with a 2m distance between each area - Dining table to be cleaned between each bubble - Reminders that staff need to wash hands and clean utensils after use (staffroom) - EYFS - all tables in the nursery provision to be cleaned thoroughly before and after lunchtime 				
Estates		<ul style="list-style-type: none"> - Usual pre-term building checks completed prior to reopening in September (e.g. Legionella check) - Good ventilation guidance in place for Site Managers (Health and Safety Executive guidance) 	<ul style="list-style-type: none"> - Confirmation emailed to Principal - Daily H&S checks undertaken by Site Managers - H&S Walk conducted by Finance and Ops, Site Manager and H&S Governor - Check by COO 	Principal Site Mgr. F&Ops Mgr./ M. Rhodes	31 st Aug	
Educational visits		<ul style="list-style-type: none"> - These will not take place in the spring term and this will be reviewed before the summer term 	N/A	N/A	N/A	
School uniform		<ul style="list-style-type: none"> - If a pupil is not wearing a tie, a clean tie will be provided for the day and collected at the end as usual - All ties will be washed in the school's washing machine before being available to loan to another child the following day 	<ul style="list-style-type: none"> - Enough ties and shoes have been ordered and are sanitised/washed daily 	Principal Pastoral team	1/9/20	

		<ul style="list-style-type: none"> - If a pupil is not wearing school shoes, these will also be provided and then not worn for 72 hours before being given to another pupil 				
Breakfast and after-school provision		<ul style="list-style-type: none"> - Maximum number of 20 pupils in both clubs and school hall to be used - Desks will be set up in 'bubble' rows to minimise transmission - Individual plastic zipped wallets with frequently used equipment provided for each child - Breakfast and snacks to be brought to and from the pupils' desks by staff (face coverings to be worn by staff when doing this) - Parents/carers asked to limit the number of wraparound providers they access as far as possible and to check that providers are considering protective measures 	<ul style="list-style-type: none"> - Communication regarding B & ASC (booking etc.) sent out before the summer break - Inform Site Mgr. of plans so desks can be set up in the hall at the start and end of each day - Seating plans in place - Cleaning equipment in hall - Disposable face coverings for member of staff preparing/serving food - Communication to parents/carers re: number of wraparound providers - Learning resources for BC and ASC ordered 	Principal F&Ops Mgr. BC/ASC Leaders	1/9/20	
Main reception area		<ul style="list-style-type: none"> - Parents/carers to be informed that the school's main reception area is not to be used unless it is an emergency situation - Parents/carers to contact the school via phone or email and emergency mobile number also given out to parents 	<ul style="list-style-type: none"> - Communication to parents - Home Learning to be collected from trays in the school entrance lobby, socially distanced 	Principal	1/9/20	
First Aid	Staff, Pupils,	<ul style="list-style-type: none"> - Identify First Aid areas - Maintain cleaning standards and clean after each treatment 	<ul style="list-style-type: none"> - First Aid staff have received training 	SL for medical matters	1/9/20	

Visitors & Contractors in schools		<ul style="list-style-type: none"> - Where possible avoid visitors and contractors from attending the school - Obtain confirmation from those who will be on site are not showing signs of COVID-19 - Provide handwashing or hand sanitiser facilities for visitors/ contractors - Allow for social distancing for the contractor while in place such as contactless signing in, hand washing and an isolated area for the contractor to work in; any supervision conducted with a distance of at least 2m - Guidance for visitors leaflet to be given to all visitors - Records of all visitors to the school will be kept 	<ul style="list-style-type: none"> - Aspects relating to Covid-19 to be included in the contractor rules for the school - Contractors and visitors to complete the Trust's Covid-19 Visitor Form before visiting (via email, if not, when they arrive at the school) - Guidance for visitors' leaflet emailed out in advance - All staff area aware of guidance re: visitors (SENDco, site/pastoral team) - Visitor record received electronically by admin 	Principal Admin team Site Mgr.	1/9/20	
Physical restraints/ comforting, first aid	Staff, pupils	<ul style="list-style-type: none"> - Ensure Team Teach training has been achieved by teachers who are required to carry out physical restraining - Ensure wash facilities are available after a close contact event - No child or member of staff should be in school if they are symptomatic - Principal to reassess inclusion policy based on each case as it arises 	<ul style="list-style-type: none"> - An audit has been done of which staff currently have TT training - Staff training (INSET) on guidelines 	Principal	1/9/20	
Waste	Staff, pupils	<ul style="list-style-type: none"> - Waste to be regularly removed from within the building and in the outdoor bins 	<ul style="list-style-type: none"> - If someone is symptomatic and while isolating until collection any tissues or waste to be bagged up and stored for 72 hours prior to collection 	Site Mgr. F&Ops Mgr.	1/9/20	

Health and Safety general considerations	Staff and pupils	<ul style="list-style-type: none"> - School will continue to maintain all statutory requirements for maintenance of mechanical and electrical systems e.g. water system, fire system etc. - Site inspection to be conducted prior to full reopening on March 8th - Fire drills, invacuation and lockdown practices to take place as usual (policies adapted accordingly) - Security on external gates and perimeter to be monitored by senior management and the Site Manager as the school will be more open accessible with staggered starts etc. 	<ul style="list-style-type: none"> - Fire, invacuation and lockdown practices to be scheduled - Above policies to be reviewed and amended if necessary - All staff to be informed of any changes to procedures beforehand - Site staff to conduct H&S Walk prior to reopening on 8th March. 	Principal/ Site Mgr./ F&Ops Mgr.	1/9/20	
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Assessors Name:

Assessment Review Date:

The Activity What are the Hazards?	Who might be affected?	What additional controls have been put in place to reduce the risk of infection in accordance with Public Health advice?	Are there any further actions necessary?	Action by whom	Action by When?
Classroom ventilation during the cold weather	Staff and pupils	The HSE have stated that the enforcing authority would be satisfied if windows were closed during lessons, but then opened when children go out to break/lunch so a quick air change could be done. The HSE has stated that schools need to balance the risk between having adequate ventilation for COVID purposes and causing children to develop chest colds etc. during the winter months because the environmental conditions are too cold.	Communication with staff regarding procedure for classroom ventilation process.	Principals and SLGs, Site Managers and teams	5/11/20

		<ul style="list-style-type: none"> - The Academy will adopt the above working practice during the winter months. - Recirculating air conditioning systems should not be being operated during the pandemic as they can increase the risk of transmission. 			
Clinically extremely vulnerable staff who asked not to attend work due to health condition	Staff	<ul style="list-style-type: none"> - In line with government guidance staff who are clinically extremely vulnerable have received a letter from the government not to attend work until 31st March, but to work from home where possible and if not do not attend work. 	<p>Identified staff in this cohort and have validate the government has written to them to confirm they need to stay at home. Reported to HR.</p> <p>Communication has been given to these members of staff to work from home, or where this is not possible to stay at home for the lock down, and where practical assigned other meaningful work that can be done from home.</p>	Line Mangers	5/11/20
Clinical vulnerable staff	Staff	<ul style="list-style-type: none"> - Staff in the clinically vulnerable cohort can continue to come to work, but line managers should update individual risk assessments to ensure mitigations are relevant and robust. 	Line managers meet with staff in this cohort and update the individual risk assessments.	Line Managers	5/11/20
Blended learning Provision being available to pupils who have to self-isolate.	Staff and Pupils	<ul style="list-style-type: none"> - Remote learning has been developed and refined, so children who need to learn from home are learning the same curriculum to keep up with their counterparts in school 	Remote Learning is up and running and the procedures are advertised on the website. Parents have been updated regularly and offered training to access Teams, by the IT Specialist. Teachers have worked hard to ensure	Blended Learning Group and Executive	23/11/20

			engagement with home learning has been high. Live lessons are delivered for English, Maths, Guided Reading, Science and History/ Geography (once a week), plus Celebration Assembly.		
The new variant of COVID-19 has a higher rate of transmutability and can spread faster than the previous variant, which will lead to potentially more staff and pupil absenteeism	Staff and pupils	<ul style="list-style-type: none"> - The MAT and Academy will continue to monitor case rates, on the COVID-19 tracker to see if there are trends. The COO will monitor LA case rates and advise senior leaders if there are any spikes or trends developing – seeking local public health input, as necessary. - The MAT has implementing Lateral Flow Testing (LFT) for staff initially and then secondary and post-16 pupils to identify early positive cases so that can self-isolate and reduce the risk of forward transmission. 	<p>Continue the monitoring of case rates.</p> <p>Implement mass LFT for staff and then Secondary and post-16 pupils.</p> <p>LFT have been implemented and rolled out in all the academies throughout the Trust.</p>	COO/ Principals	3/1/21
Staff Meetings are to be held virtually to limit the transmission of the virus	Staff	<ul style="list-style-type: none"> - Meetings, staff meetings, to be held virtually. 	Teams meetings carried out for meetings to be delivered.	Principal	3/1/17
Remote learning to be provided for all children working at home		<ul style="list-style-type: none"> - Lessons will be shared daily on Microsoft Teams/ Sway - Laptops will be made available to vulnerable families who do not have devices at home. - Paper packs will be provided for the day's lessons, if families have problems with connectivity or device 	<p>Remote learning – teachers will deliver this from school site/premises.</p> <p>Home learning has been working well and engagement has been good.</p> <p>Home Visits and telephone calls to parents have been made when</p>	Teachers	5/1/21

		failure.	engagement has been lacking.		
Face coverings are mandatory and are to be worn in classrooms where social distancing is not possible.	All staff	<ul style="list-style-type: none"> - Face coverings to be worn by staff and adult visitors in situations where social distancing between adults is not possible (e.g. moving around corridors and communal areas and in classrooms). Face visors or shields should not be worn as an alternative to face coverings. Ventilated face coverings to be being ordered and will be offered to those staff who wear glasses, so they have the option as the face coverings without ventilation can cause problems. 	<ul style="list-style-type: none"> - Ventilated face covering for those wearing glasses have been ordered. 		
Self-isolation is mandatory if an RFT or PCR produces a positive result.	All staff	<ul style="list-style-type: none"> - Staff will self-isolate for 10 days, if a positive result is positive. - If staff or pupils are asymptomatic and test positive then self-isolate, but afterwards develop symptoms then they have to restart the self-isolation period. 	-Guidance and procedures in place		