

**Risk Assessment**  
**COVID 19 – General Risk assessment**

**School: Trinity Academy Grammar**

**Date of Risk Assessment: 1<sup>st</sup> September 2021**

This risk assessment has been completed in line with Government guidance for the particular challenges of our school and will be 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.

This document is version controlled (by the date) and saved each time rather than over-typed.

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

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

**Summary of updates**

**Additional section:**

Testing	Students	<ul style="list-style-type: none"> <li>- Consent gained for students to be tested twice before home tests provided.</li> <li>- Testing locations established in school.</li> <li>- Results reported in accordance with the procedures outlined above.</li> <li>- Follow protocol as outlined by Calderdale PH.</li> <li>- A student test area to be provided in school for those who want to be tested but not at home.</li> </ul>	<ul style="list-style-type: none"> <li>- Staff helping to administer student tests as required and offered PPE</li> <li>- Testing locations cleaned after use.</li> </ul>	All staff	01/09/21	
	Staff	<ul style="list-style-type: none"> <li>- Home test provided as required.</li> </ul>	-	All staff	01/09/21	

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
<b>PREVENTION</b>						
<b>Prevention 1</b> Minimise contact with individuals who are unwell	Staff and pupils	<ul style="list-style-type: none"> <li>- Anyone who develops symptoms during the school day will be sent home and advised to take a PCR test.</li> <li>- Asymptomatic cases who later develop symptoms will be asked to take a PCR test and restart their period of self-isolation from the onset of symptoms.</li> <li>- Child awaiting collection will be moved to the identified 'medical isolation room' where they can be isolated and supervised remotely by an adult. Additional rooms are available if required.</li> <li>- As part of our safe systems of work and good working practice, adults should maintain 2m distance; if this cannot be maintained, e.g. very young child or a child with complex needs, they should wear PPE.</li> <li>- For students with symptoms, they should avoid public transport.</li> <li>- Students who test positive should not use public transport.</li> <li>- Open windows in waiting rooms to aid ventilation.</li> <li>- If person with symptoms needs to use the bathroom while waiting to be collected, they will use the toilet in the common room and this will be cleaned after use.</li> </ul>	<ul style="list-style-type: none"> <li>- Staff training (INSET day)</li> <li>- Staff and students reminded of symptoms during form time on the first day back and throughout the term</li> <li>- <b>Guidance information provided for staff and parents</b></li> <li>- Communication to parents with frequent reminders regarding Covid-19 symptoms and procedures to follow</li> <li>- Ensure all staff know where the medical isolation room is located</li> <li>- PPE for first aiders to be placed strategically around school for use in an emergency</li> <li>- Cleaning equipment to be available in medical isolation room</li> </ul>	Principal  Senior Leaders (SL in charge of medical matters)	1/9/21 and ongoing	

		<ul style="list-style-type: none"> <li>- In an emergency, a Senior Leader (or First Aider) will call 999 if the person is seriously ill or their life is at risk.</li> <li>- Member of staff who has helped someone with symptoms (close contact), will only need to take a PCR test if they develop symptoms, or if the symptomatic person tests positive, or if requested to do so by NHS Test and Trace.</li> <li>- Everyone must wash hands thoroughly for 20 seconds with soap and water or use hand sanitiser after any contact with someone who is unwell.</li> <li>- Area around the person with symptoms to be cleaned and sanitised after they have left to reduce risk of passing the infection to others.</li> </ul>				
<p><b>Prevention 2</b></p> <p>Clean hands thoroughly and more often than usual</p>		<ul style="list-style-type: none"> <li>- 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"> <li>• Every time they enter or leave a classroom</li> <li>• After using the toilet</li> <li>• Provided on the entrance/exit from school</li> </ul> </li> <li>- Teachers and support staff offer remote supervision regarding use of hand sanitiser provided in communal areas as there are risks around ingestion and to check that they are being thorough when using</li> <li>- 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</li> </ul>	<ul style="list-style-type: none"> <li>- Locate hand sanitiser stations at entrance and exit points to each classroom to be used at the start and end of the school day (signage in place)</li> <li>- Locate hand sanitiser stations around the school building</li> <li>- Staff training (INSET) and frequent reminders via email, briefings etc. about frequent hand cleaning</li> <li>- Posters re: hand hygiene around school</li> <li>- Sufficient supplies of hand sanitiser and soap required and ongoing tracking of stocks</li> </ul>	Principal/ Senior Leaders/ Teachers/ Support staff	1/9/21	

		<p>guidelines/Behaviour Principles (skin-friendly skin cleaning wipes can be used as an alternative)</p> <ul style="list-style-type: none"> <li>- Staff should also clean hands thoroughly and often and have been provided with individual bottles of hand sanitiser to support this</li> <li>- Hand sanitiser is always available in each classroom</li> <li>- Offices/areas for learning other than the classroom will have access to a hand sanitiser station on the corridor</li> </ul>	<ul style="list-style-type: none"> <li>- Wipes to be available on hygiene stations</li> </ul>	JLR/MITIE		
<p><b>Prevention 3</b></p> <p>Good respiratory hygiene</p>		<ul style="list-style-type: none"> <li>- Promote good respiratory hygiene by communicating and reminding both staff and student of key government messages such as 'hands, face, space' or 'catch it, bin it, kill it'</li> <li>- Students with complex needs to be supported with understanding and following this routine</li> <li>- Staff know how to support students with complex needs to maintain good respiratory hygiene</li> <li>- Air ventilation – classroom and office windows and doors should be open as much as possible to allow good air ventilation</li> <li>- Air ventilation – non-fire safety doors can be propped open to allow good ventilation</li> </ul>	<ul style="list-style-type: none"> <li>- Tissues and lidded bins located in all classrooms, offices and other areas of the building</li> <li>- Staff training (INSET) and frequent reminders via email, briefings etc.</li> <li>- Lesson checklist produced to remind staff about all routines</li> <li>- SLT to QA routines</li> </ul>	<p>All staff</p> <p>SENDco</p>	1/9/21	
<p><b>Prevention 4</b></p> <p>Enhanced and frequent cleaning</p>		<ul style="list-style-type: none"> <li>- 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</li> </ul>	<ul style="list-style-type: none"> <li>- Cleaning timetable to be devised</li> <li>- Additional hours in place to ensure cleaning schedule can be delivered</li> </ul>	<p>Principal/ Senior Leaders/ Site Manager/F &amp;Ops Mgr</p>	1/9/21	

		<ul style="list-style-type: none"> <li>- Teachers and support staff expected to support with cleaning of classroom surfaces, equipment etc. if required</li> <li>- Cleaning schedule in place includes any areas of school in use and offices; staff to support with cleaning by wiping down phones, photocopier as appropriate</li> <li>- Cleaning schedule includes the regular emptying of lidded bins which are disposed of appropriately</li> <li>- Cleaning checklists in place for the end of the school day so classrooms and other areas cleaned thoroughly and systematically</li> <li>- Classroom bins to have lids, be regularly emptied and disposed of appropriately</li> <li>- Toilets to be cleaned regularly throughout the day</li> <li>- Each classroom equipped with hand sanitiser, disinfectant wipes and tissues</li> </ul>	<ul style="list-style-type: none"> <li>- Cleaning records/log on each door to be signed when cleaning completed and filed in central folder at the end of each day</li> <li>- Sufficient supplies of cleaning equipment required and ongoing tracking of stocks</li> <li>- Cleaning wipes to be placed next to all photocopiers</li> </ul>	JLR/MITIE		
<p><u>Prevention 5</u></p> <p>Hygiene measures for equipment and resources</p>		<p><u>Equipment and resources</u></p> <ul style="list-style-type: none"> <li>- All classrooms with equipment: the expectation is that students should wipe down their equipment at the end of the lesson (along with their desk)</li> <li>- Any equipment which needs to be shared between classes e.g. science, sports equipment, will be cleaned between bubbles where appropriate</li> <li>- Laptops and computers to be cleaned (with disinfectant wipes) before and after use. Computer rooms will be cleaned by the cleaning staff as directed on the enhanced cleaning timetable</li> </ul>	<ul style="list-style-type: none"> <li>- Hand sanitising stations to be set up</li> <li>- Where equipment is shared (PE, Creative Arts and Science) departmental risk assessments outline cleaning guidelines.</li> </ul>	Principal/ Senior Leaders/ JLR/MITIE	1/9/21	

		<ul style="list-style-type: none"> <li>- 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</li> <li>- 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, including homework and knowledge organisers. Staff are directed to clean their hands before and after touching homework.</li> <li>- Exercise books can be taken home by teachers – staff to be reminded about the importance of hand cleaning. Where possible staff are encouraged to mark books whilst in school.</li> </ul>				
<b>RESPONSE TO AN INFECTION</b>						
<b>Response 1</b> Engage with the NHS Test and Trace process		<ul style="list-style-type: none"> <li>- Senior Leaders understand the NHS Test and Trace process and how to contact their local Public Health England health protection team</li> <li>- Staff, parents/carers are aware of the need to book a test if staff or students are displaying symptoms and not attend school.</li> <li>- Senior Leaders, pastoral team and admin to understand all testing avenues so that correct information can be given to parents/carers.</li> <li>- Staff and parents/carers know to inform the school of the results of a test</li> <li>- Negative test: person can return</li> <li>- Positive test: refer to test and trace and follow guidance</li> <li>- Asymptomatic cases that later develop symptoms will be asked to take a PCR test and restart their</li> </ul>	<ul style="list-style-type: none"> <li>- Training prior to start of new term on procedures to follow</li> <li>- Communication to parents/carers prior to start of new term</li> </ul>	Principal SLT Pastoral team	1/9/21	

		period of self-isolation from the onset of symptoms				
<b>Response 2</b> Manage confirmed cases of COVID-19 in school community		<ul style="list-style-type: none"> <li>- Staff understand their responsibility to act swiftly if aware that someone who has attended school has tested positive for COVID-19</li> <li>- Staff to know that details/names of people with COVID-19 not to be shared unless to protect others and to check with Principal</li> <li>- Senior Leaders, pastoral team and admin to know that evidence of a negative test result, or other medical evidence, should not be requested before admitting children back to school after a period of isolation</li> </ul>	- Staff INSET	Principal/SLT	1/9/21	
<b>Response 3</b> Contain any outbreak		- See outbreak management plan	-	Principal / JLR	1/9/21	
<b>SCHOOL OPERATIONS</b>						
Transport		<ul style="list-style-type: none"> <li>- Where the pool car is used to collect students disposable face masks will be provided and sanitiser will be provided prior to entry. Wipes will also be available for the driver to steering wheel etc.</li> <li>- Driver of the pool car will not pick up students who are displaying symptoms of covid</li> </ul>	- JLR / CFR to speak to pool car staff	JLR / Pastoral	1/9/21	
Attendance		- 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	- Clear and consistent expectations around attendance communicated to families	CFR / ECM	1/9/21	



		<ul style="list-style-type: none"> <li>- Exceptions to this are pupils who are following advice from test and trace</li> <li>- Remote learning available to any pupils not able to attend - class teachers and pastoral team to monitor engagement with this</li> <li>- Any parents or pupils with anxieties about attendance at school to be addressed and support plan put in place</li> </ul>	<ul style="list-style-type: none"> <li>- Pastoral teams to identify pupils who are reluctant or anxious about returning or at risk of disengagement and develop individual plan</li> <li>- Pastoral team to work with other professionals to support return to school (e.g. social worker) if needed</li> <li>- Teams training for staff so that remote learning in place as required</li> </ul>			
PPE		<ul style="list-style-type: none"> <li>- 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</li> <li>- Subject-specific risk assessments will be in place to ensure staff use PPE when they need to be within 2m of students for health and safety reasons</li> <li>- PPE packs will be placed at strategic points around the academy to be accessed by any first aider as required</li> </ul>	<ul style="list-style-type: none"> <li>- As mentioned in Prevention 1 re: PPE equipment for each member of First Aid staff</li> </ul>	Principal/JLR/ First Aid/CLs	1/9/21	
Supporting staff		<ul style="list-style-type: none"> <li>- Staff wellbeing monitored regularly</li> <li>- Make staff aware of DfE's information about extra mental health support for pupils and teachers <a href="https://www.gov.uk/government/news/extra-mental-health-support-for-pupils-and-teachers">https://www.gov.uk/government/news/extra-mental-health-support-for-pupils-and-teachers</a></li> <li>- The Education Support Partnership – free helpline shared with staff <a href="https://www.educationsupport.org.uk">https://www.educationsupport.org.uk</a></li> </ul>	<ul style="list-style-type: none"> <li>- Staff questionnaires</li> <li>- Links to DfE support and ESP shared with staff</li> </ul>	Principal	1/9/21	

		<ul style="list-style-type: none"> <li>- Some staff with particular characteristics who may be at comparatively increased risk from COVID-19 to have an individual risk assessment if requested</li> <li>- Extremely clinically vulnerable and vulnerable staff to maintain 2m distance (as for all staff)</li> <li>- CEO communication to staff during summer break regarding travel: Principal to know the trust's guidelines and refer to HR for advice.</li> </ul>				
Supply teachers or peripatetic teachers		<ul style="list-style-type: none"> <li>- Supply staff will be issued with a teacher pack including equipment needed</li> <li>- Supply staff to sign covid visitor log</li> </ul>	<ul style="list-style-type: none"> <li>- Communication with supply agency regarding academy's guidelines</li> </ul>	Admin team/JLR	1/9/21	
Safeguarding		<ul style="list-style-type: none"> <li>- DSL to provide training to relevant members of staff regarding COVID-19 alongside KCSIE Sept 2021 safeguarding on INSET day</li> <li>- 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</li> <li>- The TAG home visit guidance to be followed</li> </ul>	<ul style="list-style-type: none"> <li>- INSET day</li> </ul>	DSL Pastoral team	1/9/21	
Catering and dining hall arrangements		<ul style="list-style-type: none"> <li>- Principals and Finance and Ops Manager to ensure that kitchen complies with guidance for food businesses on coronavirus</li> <li>- Deliveries to be contactless where possible</li> <li>- Hygiene standards to be maintained</li> <li>- Reminders that staff need to wash hands and clean utensils after use (staffroom)</li> <li>- Finger scanner cleaned regularly by catering staff</li> </ul>	<ul style="list-style-type: none"> <li>-</li> </ul>	Principal/JLR/MITIE	1/9/21	

		<ul style="list-style-type: none"> <li>- Tables cleaned between sittings where possible</li> </ul>				
Estates		<ul style="list-style-type: none"> <li>- Usual pre-term building checks completed prior to reopening in September (e.g. Legionella check)</li> <li>- Ventilation is in line with most recent government guidance</li> </ul>	<ul style="list-style-type: none"> <li>- This risk assessment has been shared with MITIE</li> </ul>	Mitie	On-going	
Educational visits		<ul style="list-style-type: none"> <li>- Kept under review and to follow the latest guidance</li> </ul>	<ul style="list-style-type: none"> <li>- Additional layers to the risk assessment will be added as required when trips recommence</li> </ul>	JLR (EVC)	TBC	
Visitors & Contractors in schools		<ul style="list-style-type: none"> <li>- Obtain confirmation from those who will be on site that they are not showing signs of COVID-19</li> <li>- Provide handwashing or hand sanitiser facilities for visitors/contractors</li> <li>- All visitors to be given guidance leaflet</li> <li>- Records of all visitors to the school will be kept</li> </ul>	<ul style="list-style-type: none"> <li>- Aspects relating to Covid-19 to be included in the contractor rules for the school</li> <li>- Contractors and visitors to complete the Trust's Covid-19 Visitor Form before visiting (via email, if not, when they arrive at the school)</li> <li>- Guidance for Visitors leaflet</li> <li>- Ensure all staff aware of guidance re: visitors (e.g. SENDco, pastoral team)</li> <li>- Visitor record (remind admin)</li> </ul>	Admin team JLR HR	1/9/21	

Physical restraints/ comforting, first aid	Staff, pupils	<ul style="list-style-type: none"> <li>- Ensure wash facilities are available after a close contact event</li> <li>- No child or member of staff should be in school if they are symptomatic and haven't had a negative PCR test</li> </ul>	<ul style="list-style-type: none"> <li>- Staff training (INSET) on guidelines</li> </ul>	Principal	1/9/21	
Waste	Staff, pupils	<ul style="list-style-type: none"> <li>- Waste to be regularly removed from within the building and in the outdoor bins</li> </ul>	<ul style="list-style-type: none"> <li>- If someone is symptomatic and isolating until collection any tissues or waste to be bagged up and stored for 72 hours prior to collection</li> </ul>	MITIE	1/9/21	
Hygiene standards	Staff and Pupils	<ul style="list-style-type: none"> <li>- It is the responsibility of all staff members to ensure good hygiene is maintained. As soon as stocks begin to get low staff should email: <a href="mailto:TAG-hygiene@grammar.trinitymat.org">TAG-hygiene@grammar.trinitymat.org</a></li> </ul>	<ul style="list-style-type: none"> <li>- Share hygiene email address with all staff</li> </ul>	JLR/Admin	1/9/21	