

## **COVID 19 –Risk assessment**

**Academy:** Trinity Academy Cathedral

**Date of Risk Assessment:** Latest update 2<sup>nd</sup> September 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 3/1/2021). The risk assessment will be updated in line with further updates as and when they arise.*

<b>The Activity</b> <b>What are the Hazards?</b>	<b>Who might be affected?</b>	<b>What additional controls have been put in place to reduce the risk of infection in accordance with Public Health advice?</b>	<b>Are there any further actions necessary?</b>
General controls to prevent risk of infection.	Staff, visitors, pupils	<p>General Controls and instruction to staff throughout the school: -</p> <ul style="list-style-type: none"> <li>- Increased cleaning regime following government guidance.</li> <li>- Hand washing and hand sanitiser facilities in place (dispensers in classrooms, on entry and exit and in dining room) and pupils strongly encouraged to use these. Supervision in place to ensure it happens and where there is a skin sensitivity or other issue, handwashing is accessed as an alternative.</li> <li>- Toilets remain accessible at all times with controls on number of people using facilities at any one time. Regular cleaning in place between use of shared toilets.</li> <li>- Follow guidance from government regarding the full re opening of schools, checking for updates frequently: <a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</a></li> <li>- Non-fire safety doors can be propped open to allow ventilation and reduced contact with high touch surfaces.</li> <li>- Some secondary fire doors are propped open to reduce the touching of surfaces.</li> <li>- Windows to be opened where appropriate when weather allows ensuring maximum possible ventilation. Advice to staff is that rooms should have some ventilation at all times when occupied.</li> <li>- Gel hand sanitiser at main entrances and exits, in all offices and classrooms.</li> <li>- Gloves will be available where necessary such as in Science and Medical.</li> </ul>	<ul style="list-style-type: none"> <li>- Check record of cleaning is being maintained.</li> <li>- Regular cleaning throughout the day.</li> <li>- Reminders of regular hand washing/sanitising.</li> </ul>

		<ul style="list-style-type: none"> <li>- Regular cleaning of key touch points such as door handles – will be continually done under the cleaning manager’s control during the day (6 all day cleaners recruited to allow for this).</li> <li>- Designated and enhanced number of day cleaners with a rota of specific areas of the academy to continually clean.</li> <li>- Year 7, 8 and 9 students enter via student entrance and Year 10 and 11 students enter via the yard, controlled by duty leaders.</li> <li>-</li> <li>-</li> </ul>	<ul style="list-style-type: none"> <li>- Staff reminder to use exit 3 slide or verbal reminder to students in the room.</li> </ul>
Use of Classrooms	Staff, visitors, pupils	<ul style="list-style-type: none"> <li>- Consistent hygiene practises evident between movements.</li> <li>- Seating plans in place for all lessons to ensure track &amp; trace can be effective.</li> <li>- Classrooms to be regularly cleaned (check-list to be followed, sign and dated)</li> <li>- Deep cleaning of all classrooms continues.</li> <li>- Pupils and staff to wipe down all desks after use in every lesson/classroom.</li> <li>- Classrooms will be kept well ventilated during warm weather and staff are asked to ventilate intermittently during cold weather.</li> </ul>	<ul style="list-style-type: none"> <li>- Classroom waste bins to be regularly emptied, double bagged and disposed of appropriately.</li> </ul>
Use of Corridors	Staff, pupils, visitors	<ul style="list-style-type: none"> <li>- Quiet corridors in place to minimise potential viral spread through talking. There is a one way system in narrow corridors (Maths and English departments).</li> <li>- Expectation that staff stand on doors at lesson changeover to monitor flow of student traffic</li> </ul>	

Use of face coverings	Staff and pupils	<p>Face coverings are no longer advised for pupils, staff and visitors either in classrooms or in communal areas.</p> <p>The government has removed the requirement to wear face coverings in law but expects and recommends that they are worn in enclosed and crowded spaces where you may come into contact with people you don't normally meet. This includes public transport and dedicated transport to school or college.</p> <p>-</p>	
Use of toilets	Staff, pupils, visitors	<ul style="list-style-type: none"> <li>- Available hand washing facilities with encouragement to use these facilities regularly and prior to eating.</li> <li>- All toilet facilities open (main door propped open during break &amp; lunch), clean (cleaned regularly) and ready to use.</li> <li>- Designated times to use toilets, however only used in lesson time for emergencies.</li> <li>-</li> </ul>	<ul style="list-style-type: none"> <li>- Provide hand towels</li> <li>-</li> </ul>

Use of the outdoor spaces	Staff, Pupils , Visitor s	<ul style="list-style-type: none"> <li>- Staggered break/ lunchtimes for year groups.</li> </ul>	<ul style="list-style-type: none"> <li>- Staff in designated entrance/exit points around the academy</li> </ul>
Drop off/collection areas with parents and Entry/exit of the academy	Staff, pupils , visitor s, parent s	<ul style="list-style-type: none"> <li>- Drop off bay for parents to be closed at the beginning and end of the school day to minimise congestion and utilise spacing.</li> <li>-</li> </ul>	<ul style="list-style-type: none"> <li>-</li> </ul>
Catering and use of exiting food hall	Staff, pupils , Visitor s	<ul style="list-style-type: none"> <li>- Deliveries to be contactless where possible.</li> <li>- Hygiene standards to be maintained</li> <li>- Plastic screens are in use at the canteen tills.</li> <li>- PPE available for catering staff.</li> </ul>	<ul style="list-style-type: none"> <li>-</li> </ul>
ILC	Staff, Pupils , Visitor s,	<ul style="list-style-type: none"> <li>- Room adequately ventilated</li> <li>- Sanitiser available upon entry and exit of students with wiping routine in place</li> <li>- Floor to be kept as clear as possible to eliminate possibility of falls/accidental contact</li> <li>-</li> <li>-</li> </ul>	<ul style="list-style-type: none"> <li>-</li> </ul>
First aid and separate toilet	Staff, Pupils ,	<ul style="list-style-type: none"> <li>- The Medical room has been identified as an appropriate area in which will be used for first aid and maintain cleaning standards and clean after each treatment.</li> <li>- <i>(ideally this room should have door to outside so that the child can be picked up without walking through the school)</i></li> <li>-</li> </ul>	<ul style="list-style-type: none"> <li>-</li> </ul>

Isolation/ Symptomatic staff or pupils	Staff, visitor s, pupils	<ul style="list-style-type: none"> <li>- Ensure enhanced and rigorous procedures for pupil and staffing needs to self-isolation:</li> </ul> <p><u>Pupils with symptoms</u></p> <ul style="list-style-type: none"> <li>- Reception meeting room is available for anyone who is symptomatic so they can wait for a parent to collect.</li> <li>- Area in which symptomatic people are awaiting requires to be cleaned after use.</li> <li>- Those staff who require close supervision while awaiting collection will be provided with PPE i.e. face shield, respirator FFP3, gloves and apron, these will be kept in Medical and the Counselling Office (next to attendance).</li> <li>- Procedure in place for isolating staff and pupils who are symptomatic or who have been formally diagnosed with COVID</li> <li>- Pupils will leave with a letter with instructions to parents advising to take a test and must only enter the academy again on the 11<sup>th</sup> day or once a negative test has been confirmed.</li> <li>- Close monitoring of attendance codes and master tracking sheets to ensure symptomatic pupils do not return until the 11<sup>th</sup> day or confirmed negative test.</li> <li>- Staff who have come into contact/helped somebody with symptoms do not need to go home unless they develop symptoms themselves.</li> <li>- Staff referred for testing if they display symptoms</li> </ul> <p><u>Pupils with a confirmed positive case</u></p> <ul style="list-style-type: none"> <li>-School to discuss and inform family of next steps following the latest guidance at every stage.</li> <li>-Pupils who have tested positive self isolate for 10 days and return to school once the isolation period is over.</li> <li>-Discussion/decision (with PHE) to be taken if parts/whole</li> </ul>	<ul style="list-style-type: none"> <li>- Review where in school this would be best located</li> <li>- Establish a clear procedure of how to access testing and when someone should be tested. Part of staff CPD.</li> <li>- Public Health flow chart posted in key areas</li> </ul> <p>Academy staff to follow MAT policy on reporting symptomatic cases via official online form.</p>
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bubbles need to stay at home for 10 days.

Isolating pupils – Pupils who have been in close contact with a positive case at Trinity Academy Cathedral do not need to self isolate but should still get a PCR test to check if they have COVID-19.

Pupils with members of the household that have one or more symptoms or a member of the household has tested positive

If someone a pupil lives with has symptoms of COVID-19, or has tested positive for COVID-19, the pupil will not need to self-isolate as they are under 18 years. They are advised to get a PCR test. Further information can be found here. <https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/when-to-self-isolate-and-what-to-do/>

Staff members and staff member households

- Staff and school to follow up-to-date advice on when to return <https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/what-your-test-result-means/>
- If a person is asymptomatic and tests positive they must self-isolate for 10days, but if they then develop symptoms the self-isolation period rests and they must self-isolate from the onset of symptoms
- Staff and pupil home testing began from 8<sup>th</sup> March 2021. If a member of staff or a pupil gets a positive LFT then

		<p>they must begin their self-isolation for 10-day. They must also book a PCR confirmatory test to be completed within 2 days from the positive LFT.</p> <ul style="list-style-type: none"> <li>- If the member of staff or a pupil receives a negative PCR result and has no symptoms they can return to school. However, if they have symptoms, even with a negative PCR test then they must continue to self-isolate.</li> <li>- Staff members follow the same above guidance as pupils</li> </ul>	
Transport arrangements	Staff, Pupils, Contractors	<ul style="list-style-type: none"> <li>- Very few students travel on buses to CA. T</li> <li>- If a student tests positive, they should not use public transport to return home.</li> <li>-</li> </ul>	-
Personal Protective Equipment (PPE)	Staff, Pupils	<ul style="list-style-type: none"> <li>- PPE required for personal/intimate care only.</li> <li>- PPE signed out when used.</li> <li>- Risk assessment already in place for children with intimate care need (PPE to continue to be used in usual way)</li> <li>- Masks and PPE to be worn outside before and after school. For all pupils.</li> </ul>	<ul style="list-style-type: none"> <li>- Inform staff of the requirements for PPE and provide information for their safe usage – staff CPD.</li> <li>- Individual risk assessments to be conducted.</li> <li>- PPE available in medical and key designated areas</li> </ul>
Home visits into the property	Staff, families, pupils	<ul style="list-style-type: none"> <li>- No home visits to be conducted for those who are symptomatic.</li> <li>- Hand sanitiser provided for staff required to conduct home visits</li> <li>-</li> </ul>	
Supporting SEND and LSA deployment	Staff, pupils	<ul style="list-style-type: none"> <li>- Pupils with SEND will continue to have individual support and specific help.</li> <li>- Base open for potential Year 7 for withdrawal/support.</li> <li>- Any close/prolonged classroom support by LSA's available for pupils with the greatest need – ensuring pupils are seated closest to a designated classroom channel.</li> </ul>	-

		<ul style="list-style-type: none"> <li>- One Page Profiles reflect student need and consideration on how their needs are supported in classroom</li> </ul>	
Safeguarding and Pastoral support		<ul style="list-style-type: none"> <li>- Revised Child Protection and KCSIE policies and staff INSET.</li> <li>- All safeguarding and well-being support and interventions continue as normal.</li> <li>- Behaviour expectations regularly re-visited and re-established with a focus on consistency and routines.</li> </ul>	<ul style="list-style-type: none"> <li>- Well-being and support will need extra vigilance and time to ensure the support is made available within the pastoral/chaplaincy team.</li> <li>- New inclusion rooms and booths available to ensure sanctions and high routines/expectations for BFL.</li> </ul>
School uniform		<ul style="list-style-type: none"> <li>- Return to the uniform policy, expectations and sanctioning of uniform and appearance.</li> <li>- This plays an important part to Cathedrals ethos and high standards.</li> <li>- All pupils to wear full uniform entering and exiting the academy.</li> <li>-</li> <li>- All pupils have their own changing room peg number for consistency, clarity and potential track and trace purposes.</li> </ul>	<ul style="list-style-type: none"> <li>- Consideration for families who are experiencing financial difficulties who may need school support.</li> <li>- Ensure regular cleaning by cleaning team with rota to include PE and CAPA changing rooms.</li> </ul>
Curriculum Expectations		<ul style="list-style-type: none"> <li>- All pupils to continue to receive a broad, balanced, and ambitious curriculum.</li> <li>- Significant staff training in the delivery of planning &amp; teaching remote lessons to ensure an excellent remote and digital education will continue.</li> <li>- Contingency plans in place for blended learning</li> <li>- Exit 3 slides and KO work between lessons to ensure minimal low-level disruption.</li> </ul>	<ul style="list-style-type: none"> <li>- High quality T + L in a full curriculum with minimal BFL issues will continue to ensure high overall standards across the academy.</li> </ul>
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 while isolating until collection any tissues or waste to be double bagged up and stored for 72 hours prior to collection.</li> </ul>

<p>Health and Safety general considerations</p>	<p>Staff and pupils</p>	<ul style="list-style-type: none"> <li>- School will continue to maintain all statutory requirements for maintenance of mechanical and electrical systems e.g. water system, fire system etc.</li> <li>- Site inspection to be conducted prior to reopening of any section of the school</li> <li>- Fire drill to take place at start of Term 1.</li> <li>- Invacuation procedure has been reviewed and the arrangements have been given to staff</li> <li>- New CCTV in operation to maintain security and vigilance for Health and Safety.</li> </ul>	<ul style="list-style-type: none"> <li>- Regular review and, where necessary, update of RA.</li> </ul>
<p>The new variant of COVID-19 has a higher rate of transmutability and can spread faster than the previous variant, which will potentially lead to more absenteeism</p>	<p>Staff and pupils</p>	<p>The MAT and Academy will continue to monitor case rates, on the COVID-19 tracker to see if there is 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.</p> <p>Staff and pupil home testing began from 8<sup>th</sup> March 2021. If a member of staff or a pupil gets a positive LFT then they must begin their self isolation for 10 days and book a PCR test. If the member of staff or pupil receives a negative PCR result and has no symptoms then they can return to school. However, if they have symptoms, even with a negative PCR then they must continue to self isolate.</p> <p>In September 2021, students will be tested twice upon return (if consent provided), 3 – 5 days apart. If COVID cases rise and we hit trigger points, the outbreak management plan will be put in place.</p>	<p>Continue the monitoring of case rates.</p>



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