



Trinity School Covid-19 Risk Assessment

This risk assessment has been completed in line with government guidance for the full opening of schools published on 2nd July 2020, updated 24th May 2021. The government guidance was compiled with input from school leaders, unions and sector bodies and in consultation with PHE and the Health and Safety Executive to support their request for the reopening of all educational establishments from the start of the school year 2020-2021.

It has been decided that since the prevalence of coronavirus (COVID-19) has decreased, the NHS Track and Trace system is up and running, the fact that 'time out of school is detrimental for children's cognitive and academic development' and that the 'risk to children themselves of becoming seriously ill from coronavirus (COVID-19) is very low' that schools should reopen.

The guidance highlights that in relation to working in schools, 'it is not possible to ensure a totally risk-free environment' but that if schools follow the published guidance 'they can be confident they are minimising the risk effectively' and they are able to 'create an inherently safer environment for children and staff where the risk of transmission of infection is substantially reduced'.

It is accepted that there cannot be a 'one-size-fits-all approach' and that schools are expected to interpret the advice to best apply to their situation and as with broader government guidance this risk assessment will be updated as is appropriate. From 8th March, the Government has deemed that education settings should reopen.

This document refers to a number of accompanying guideline documents that can be accessed separately.

Hazard	Who affected?	Controls	Risk Rating
Safeguarding	All	<ul style="list-style-type: none">The School has revised its child protection policy (led by SLW) to reflect the return of more students. This has been done in reference to the statutory safeguarding guidance, <u>keeping children safe in education</u> and	Low

		the <u>government's actions for schools document</u> that includes a section on safeguarding.	
Staff with underlying health conditions	Staff	<ul style="list-style-type: none"> • <i>Staff who are clinically extremely vulnerable</i>: Shielding guidance was suspended from the 1st April 2021. This said, staff who can work from home continue to be advised to do so. Staff who fulfil front facing roles that are impacted by working from home (e.g. classroom teachers) should have a discussion with their respective line manager to review their personal risk assessment to assist them in a return to school. Individuals in this group will have been identified through a letter from the NHS or from their GP, and may have been advised to shield in the past. Staff should talk to their employers about how they will be supported, including to work from home where possible, during the period of national restrictions. Full guidance can be found <u>here</u>. • <i>Staff who are clinically vulnerable</i>: Clinically vulnerable staff can be in school. While in school they should follow the measures in this risk assessment to minimise the risks of transmission. This includes taking particular care to observe good hand and respiratory hygiene, minimising contact and maintaining social distancing. This provides that ideally, adults should maintain 2 metre distance from others, and where this is not possible avoid close face to face contact and minimise time spent within 1 metre of others. While the guidance suggests risk of transmission between young children and adults is likely to be low, adults should continue to take care to socially distance from other adults including older children/adolescents. • <i>People who live with those who are clinically extremely vulnerable or clinically vulnerable</i> can attend school. • <i>Staff who are pregnant</i>: Pregnant women are in the 'clinically vulnerable' category, and are generally advised to follow the above advice, which applies to all staff in schools. The School will conduct a risk assessment for pregnant women in line with the Management of Health and Safety at Work Regulations 1999 (MHSW). The Royal College of Obstetrics and Gynaecology (RCOG) has also published <u>occupational health advice for employers and pregnant women</u>. This document 	High/Moderate

		<p>includes advice for women from 28 weeks gestation or with underlying health conditions who may be at greater risk. We will continue to monitor for future updates to it and staff who are pregnant should speak to the Senior Deputy Head as soon as they are able/comfortable to do so.</p> <ul style="list-style-type: none"> • <i>Staff who may otherwise be at increased risk</i> from coronavirus (COVID-19): Some people with particular characteristics may be at comparatively increased risk from coronavirus (COVID-19), as set out in the <u>COVID-19: review of disparities in risks and outcomes report</u>, which looked at different factors including age and sex, where people live, deprivation, ethnicity, people’s occupation and care home residence. Guidance states that these staff can be in school as long as the system of controls are in place. The guidance states that ‘the reasons for the disparities are complex and there is ongoing research to understand and translate these findings for individuals in the future’. The School will act accordingly to any future updates. • People who live with those who have comparatively increased risk from coronavirus (COVID-19) can attend the workplace. • Staff have been asked to share medical or care issues that may relate to any of the above with the Senior Deputy Head and should continue to do so. There are inevitably extenuating circumstances and where the School can be supportive of individuals and their individual situations we will try to be. • Staff are invited to complete an Individual Risk Assessment Form if they feel that an underlying medical condition puts them at additional risk. There is scope for them to note additional steps they feel are required in relation to their condition that will be discussed with their line manager. • Staff have been asked to revisit their risk assessments in light of any changes to the national situation and the school will support measures as required and appropriate. 	
Students with underlying health conditions	Students	<ul style="list-style-type: none"> • Owing to increased knowledge of the coronavirus (COVID-19) the government has stated their belief is that there will be far fewer children and young people advised to shield whenever community 	High/Moderate

		<p>transmission rates are high in the future. Therefore, the majority of pupils will be able to return to school.</p> <ul style="list-style-type: none"> • The key guidance in relation to reduce the transmission of coronavirus should be followed by all students which will minimise risk within the school setting. • Shielding advice has been suspended from 1st April 2021. All CEV students should attend school unless they are one of the very small number of pupils under paediatric or other specialist care and have been advised by their GP or clinician not to attend. • If there is any confusion on the above, parents have been advised to speak to their child’s GP or specialist clinician if they have not already done so, to understand whether their child should still be out of school. They should read the current advice on shielding and consider their position. • You can find more advice from the Royal College of Paediatrics and Child Health at COVID-19 - ‘shielding’ guidance for children and young people • Those children whose medical professionals confirm they are still clinically extremely vulnerable are advised to not attend school while national restrictions are in place. The school will facilitate hybrid learning wherever this is the case. • Where a student is unable to attend school because they are complying with clinical and/or public health advice, we are able to immediately offer them access to remote/hybrid education. • Where children are not able to attend school as parents are following clinical and/or public health advice, absence will not be penalised. 	
Contact with others in School	Staff (teaching, support, peripatetic, governors) Students Visitors (parents, contractors, speakers, primary schools, etc.) Volunteers (TPA, charitable events,)	<ul style="list-style-type: none"> • Government guidance states that the ‘over-arching principle’ should be wherever possible, 2-metre social distancing measures must be adhered to. A variety of specific ways this will be achieved are found throughout this document in line with Government guidance found here. • Signage is present around site to remind the community and visitors of the requirements and distances. • Consistent and continual messaging through tutors and teachers to reinforce the need to minimise contact and maintain the distancing. 	Moderate/Low

		<ul style="list-style-type: none"> • Notices provided for tutors to put up in their tutor bases to refer students to. More notices to remind students are in place around the school site. • One-way system has been put in place to ensure there is limited crossing in school corridors. Details are published in tutor bases and signage is in place around school to remind students and staff. • As much as possible, students will remain in the same rooms and sit at the same desks and teachers will circulate to limit inter-lesson contact. This includes critical worker supervision. • Students are assigned specific entrances to spread footfall through key areas at certain times of day (e.g. start and end of the school day). • Wherever possible students to occupy outdoor/large spaces during non-lesson time. • A rota for lunch hall access/lunchtimes/break times is in place to ensure that students are not mixing unnecessarily. Students may not arrive any earlier/later except in special circumstances. • Larger spaces are used for specific activities where required (e.g. TCH for dining). • Staff are encourage to spread themselves out where possible for example: <ul style="list-style-type: none"> ○ Not congregating in small or crowded department offices ○ Limits on numbers in offices and shared spaces is indicated on doors of shared spaces ○ Using the staff room/staff work room more often to work in ○ Additional seating arranged in the LCR to expand work spaces 	
<p>Passing on the virus</p>	<p>Staff (teaching, support, peripatetic, governors) Students Visitors (parents, contractors, speakers, primary schools, etc.) Volunteers (TPA, charitable events,)</p>	<ul style="list-style-type: none"> • The school community are reminded to not to send in students (or to come in yourself) if they are showing even the mildest symptoms of a high temperature, loss of sense of taste/smell and/or a new persistent cough. Actions to be taken if you are showing symptoms can be found here. • All members of the school community are expected to engage with the NHS Track and Trace process if required. • Staff have the key processes shared with them. 	<p>Moderate/Low</p>

		<ul style="list-style-type: none">• Separate advice below details actions to be taken if anyone displays symptoms during the school day.• If you suspect you have coronavirus, everyone is able to book a test and advice on how to do this can be found here.• If you are contacted by the NHS Track and Trace programme you should inform the school and follow their guidance. Advice on track and trace can be found here.• Maintain 2-metre social distancing wherever possible. The guidance accepts this is not possible for students at all times and so the 1m+ concept should be adopted. Staff should remain 2m from others at all times as much as possible; from students and colleagues.• Consistent and continual messaging through tutors and teachers to reinforce the need to maintain good hygiene at all times.• Signage around site to remind the community and visitors of good hygiene practice and maintaining distances.• Hand sanitiser stations at a variety of points around the site. These are regularly topped up.• Toilets are be cleaned regularly throughout the day.• Cleaners clean regularly all high traffic areas (e.g. door handles, railings and other areas that see regular hand contact).• Members of staff are advised to keep desks in classrooms clear of all materials where possible to enable cleaning programme to wash down surfaces.• Students are encouraged to bring in their own personal sets of equipment where this is appropriate (e.g. some Art supplies, headphones for the school computers) to ensure they are limiting the amount of contact made with shared items.• Gloves may be issued by a teacher for some lessons that require practical aspects where this is appropriate. In these instances, it would be expected that they remain on for the full duration of the activity until the teacher asked them to be disposed of.	
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Lessons/Classrooms	Teaching Staff, Students, Cleaning Staff.	<p>Classrooms:</p> <ul style="list-style-type: none"> • A space of 2m from the teacher is maintained, these areas are marked out in classrooms. Other than transiting into/out of the room teachers should remain in the marked areas. • Desks will be spaced to 1m+ wherever possible, in some instances this is not possible. • All desks must be arranged facing forwards. • Desks must not be rearranged. 	Moderate/Low

		<ul style="list-style-type: none">• Where a Form is being taught consistently in the same room, the group should remain at the same desk at all times. The seating plan will be initially set by the form tutor and shared on Teams for tracing purposes.• In practical subjects different measures will be required and subject specific Risk Assessments are available. The key principle of maintaining a 2m distance remains.• For practical subjects CLEAPSS guidance should be followed as far as is practically appropriate.• Ventilation should be maximised at all times: open available windows and doors where possible. In the winter months, students have been advised to bring warm clothing and it may be permissible for them to wear extra clothing in lessons.• Teachers should ensure windows are opened at break and lunch to create a 'purge' of the air.• The timetable has been created to ensure teachers will move and students will remain in their rooms as much as possible. Where this is not possible movement has been minimised.• When students do move, classes will enter the rooms straight away to keep corridors clear – it is imperative that teachers are prompt in dismissal from lessons.• Classroom surfaces, including teacher desks, must be kept entirely clear to facilitate cleaning.• Perspex screening and/or other forms of screening is installed to limit spread though sneezing or where desks/workstations are opposite one another or too close to one another for distancing.• Sterilising wipes are provided on teacher desks for staff to wipe down these shared desks or workstations. Whilst cleaners will circulate the buildings they will not be able to clean every desk in between use. As such, it is best practice to wipe the desk and chair arms down prior/after use.• A rota for cleaning many of the spaces that are 'cross-bubble' has been created.	
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		<p>science goggles, headphones) to ensure they are limiting the amount of contact made with shared items.</p> <ul style="list-style-type: none">○ Gloves may be issued by the teacher for some lessons that require practical aspects where this is appropriate.○ Shared resources should be minimised and where resources are shared these should not then be taken home.○ For this reason, staff should look to share files digitally wherever possible. Computers will have the relevant wipes near them to allow each user to clean the keys before use. <ul style="list-style-type: none">● Student work/feedback:<ul style="list-style-type: none">○ Students in the Sixth Form are invited to bring in their own devices (if they are able to) to limit the shared usage of school computers and facilitate a digital approach to work.○ As much work as possible should be submitted online, e.g. through Onenote or Firefly. Where this is appropriate this could include class work. Other systems and programmes for assessment should be considered for individual subjects (e.g. Forms).○ When marking, ensure you have washed your hands before and after marking the books and avoid touching your face. Studies estimate that it lives on cardboard/paper for 24 hours (although this is dependent on a range of other factors). You may wish to collect books in and wait 24 hours before marking, however, washing your hands before and after are an efficient way of minimising any transmission.○ Students should remain in their seats as much as possible, where a student wishes to show a teacher something in their book, they can briefly approach the 2m box. If room allows have a spare table available for them to place their work on. Limit the time that they are out of their seat and near to the teacher.● Surgeries, clinics and other academic sessions beyond the curriculum can take place within year group bubbles and the other conditions above. Timing and location is crucial. Avoid bringing in a number of	
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		students from a different bubble into another zone during the school day. After school, this presents less of a risk. Students should wipe the desk space they will be using.	
Library	Staff and students	<ul style="list-style-type: none"> • Numbers will be restricted to ensure social distancing can be maintained. • Where computers are 'face-to-face' screens are installed between stations. • Students are directed to specific stations to ensure distancing, where this is possible. • Students should use the wipes that will be provided, to wipe down keyboards prior to their use on shared computers. • Bean bags will be removed owing to the difficulties associated with cleaning these. • Use of board games will be restricted and where appropriate games should be cleaned after use. • Students will be encouraged not to handle books unnecessarily; browsing or flicking through books is to be avoided. • Books being taken out will be wiped down with disinfectant wipes by the library staff when that book is checked out to the student/member of staff • Books being returned will be cleaned with disinfectant wipes by the returnee before being placed in a dated 'holding box'. • Librarians will wait 72 hours before restacking these books. • The Library quiet room will be reallocated to the Upper Sixth for private study. • Library use will be controlled within bubbles after school. • At times of the day when there needs to be students from more than one bubble using the library, there will be significant distance between the groups. 	Low
Examinations	Staff and Students	<ul style="list-style-type: none"> • The government announced that the A-Level and GCSE examinations for 2020-21 would be cancelled. This said there are internal examinations that are due to be held in Summer Term 2021. 	Low

		<ul style="list-style-type: none"> • Where examinations are to be held: <ul style="list-style-type: none"> ○ Examinations should be held in large spaces, where 2m distancing is possible. ○ Students will enter the exam hall in masks and are able to remove these once sat at a distance from others. Students will need to replace their mask if they are asking a question of an invigilator and prior to their departure from the exam room. ○ Spaces should be as well ventilated as possible. ○ One year group only in each space at a time. ○ Hand sanitiser will be available on the way in and out for use. ○ Desks must be cleaned in between use, if another student is to use it. ○ When marking papers, please ensure you have washed your hands before and after and avoid touching your face. 	
Staff Areas/Activities	Staff	<ul style="list-style-type: none"> • Staff are encouraged to maintain 2 metre distancing from one another wherever possible and 1 metre + where this is not possible in line with national guidance. • Departmental offices should be used with caution and when it is not possible to maintain a social distance staff should choose to work elsewhere. • Signage is in place on offices to indicate an acceptable number of people to work in them within the guidance. • Extra workstations have been set up in the LCR to facilitate extra work spaces alternatively, searching an empty room on iSAMS presents an option. Please ensure you follow hygiene rules if you choose this option. • As with classrooms, offices areas should be as well ventilated as possible. • Where it is not possible to distance in offices (e.g. some administrative spaces), a rota of home working will be arranged with the appropriate manager. • Workstations in the LCR have been arranged where necessary to ensure staff are not sat opposite/too close to one another. 	Low

		<ul style="list-style-type: none"> • Extra tea/coffee areas will be set up in the staff room to avoid crowding in the central kitchen area. The Staff Dining Room will be opened at break to provide additional space for colleagues to distance in. • Sterilising wipes/gel will be provided in the Photocopier Room as well as on all teaching/ and work desks for staff to wipe down shared spaces once they have been used • Staff changing rooms will remain open, but these will be marked to indicate social distancing requirements. Please do not exceed these areas. It may be required that their use is staggered at peak times. • ‘Hot-desking’ is required to limit the amount of student movement around the site. Staff should use the disinfectant wipes provided whenever they sit at a new desk or work station to ensure that any potential transmission is addressed. If you identify a desk with low/no wipes please inform the Estates team. • Meetings: <ul style="list-style-type: none"> ○ Whole staff meetings (e.g. INSET, Briefing) will take place remotely. Where this is not possible, the meeting should be held in smaller groups. ○ Department meetings must similarly happen in well-ventilated and large enough classroom or other setting. 	
Break/Lunch Time	Staff and students	<ul style="list-style-type: none"> • Students must stay in their year group bubbles at break and lunch to minimise the number of contacts that they have in a day and to limit the amount of time spent with other groups. • Students are allocated specific outside areas of the school grounds for their year group to spend their break and lunch time. • Previously shared areas will be limited to specific year groups (e.g. Sixth Form Centre, Mitre Café, FAFY area). • Wherever possible break and lunch will be spent outside or in well ventilated parts of the school and inside duty staff should encourage this where the weather permits. However, if students are in school buildings they must remain in their year group bases at all times other than when they are getting food from the Student Restaurant. 	Low

		<ul style="list-style-type: none"> • All duty staff should monitor social distancing and remind students when they do not adhere to it. 	
Catering	Staff and students	<ul style="list-style-type: none"> • The school caterers provide a cold/packed option as well as a 'hot box' option for the whole community. All kitchen provision will be managed by the school caterers in line with <u>government advice for food businesses</u>. • Should the catering team need to self-isolate, the Senior Deputy would communicate to parents that students will need to bring in their own food until told otherwise. • Students in the Lower and Middle school are allocated a specific window of time to enter the restaurant, collect their lunch and exit. Lunch has been expanded into morning break to ensure distancing between year groups. • The floor is marked to encourage distancing. • Students may eat their packed option outside, in their bubble zones or in the TCH. Students must eat their 'hot box' option in the TCH. • Year groups must adhere to strict timings in the TCH to ensure that they are out of their allocated area prior to another year groups' time and to leave sufficient time for tables to be wiped down. • Extensive renovations have place to the Mitre Café to ensure this area is more suitable for Sixth Form use as a food destination and general area. Only Lower Sixth are permitted in this area and only Upper Sixth in the SFC. • There is no after school provision, but there is break provision. Students will be required to buy set price tokens from catering at lunchtimes to remove the need for cash and/or change. • Pre-school provision is available for Sixth Form students. • Tea, coffee and milk will be provided for staff before school and from Period 4. • There will be an increase in stations for staff to access refreshment to prevent crowding. Staff are remind to maintain their distance from one another. 	Low

		<ul style="list-style-type: none"> • Tea, coffee and milk will be provided for staff to make their own drinks. It is important to remember that items such as milk will have been touched by other people, so it is essential to wash your hands before and after using these facilities. • Staff are advised to bring in (and use) their own mug and should either wash it up themselves or put it in and retrieve it from the dishwasher themselves. • Staff are welcome to eat their lunch in the staff dining room but they are reminded to distance and seating capacity is reduced to that effect. • Staff must wash up all mugs they have used or place these in the dishwasher themselves. It is advised, that you use the same mug for your own use and clean your own mug afterwards. 	
Sports	Staff and students	<ul style="list-style-type: none"> • On Games/Sports days students must come to school in a full school tracksuit and bring their other sports clothing. Shorts/Skorts/Leggings must not be worn to lessons. • Changing rooms are avoided as much as possible or have their use staggered where not possible. • Where possible all sport will be held outdoors or in large, well-ventilated spaces (e.g. sports halls at half their capacity). • Groups are kept within their year groups. • No contact sport is played until the guidance changes. • External fixtures have resumed. All the governing body guidelines will be adhered to. In addition: <ul style="list-style-type: none"> ○ Supporters will not be permitted. ○ Teams must arrive and leave changed. ○ Opposition schools will be asked to inform us of any positive cases that might emerge in their teams. ○ If teas are provided, these will be packed and teams will occupy separate spaces to consume them. • In line with return to sport procedures, 1 spectator is permitted per player. They are asked to remain 2m from other individuals, to not approach the players, to remain outside and not gather in groups. 	Moderate/Low

		<ul style="list-style-type: none"> • All shared equipment is wiped down after it has been used, by the student who has used it. • Where possible, students are told to bring in their own equipment (e.g. Tennis rackets, Hockey sticks, etc.). • Students are required to wash their hands at the start of a Games lessons and at the end before going to their next lesson/activity. • A dynamic approach for a return of individual sports is being undertaken by the Director of Sport. This is in line with Government guidance as well as in being in line with guidance from sporting governing bodies. • Individual sports and sporting activities will update their current Sport specific Risk Assessments with Covid-19 guidance in line with advice from their governing bodies. These Risk Assessments are held within the Sports Department and are available on demand. 	
Music and Drama	Staff and students	<ul style="list-style-type: none"> • Supply teachers, peripatetic teachers and/or other temporary staff can move between schools. They should ensure they minimise contact and maintain as much distance as possible from other staff. • Peripatetic staff will be required to inform us of all other schools they work in/when and provide contact details for these as relevant. • A full explanation of measures can be found in the accompanying documents: 'Covid-19 Guidelines for Music'. 	Low
Wrap-around care and Co-curricular Activities	Staff and students	<ul style="list-style-type: none"> • As with other elements of education, all co-curricular clubs, extension and enrichment activities should work on the principles of year group bubbles and zones. • Activities that would require students entering another populated zone (e.g. Zones for Years J-5th) should take place after the school day. The classroom principles outlined above remain key. • Activities that take place in a zone that is not populated during break and lunch (e.g. Science Labs, Sports Halls, etc.) may take place during the school day in line with • Classroom and other hygiene principles outlined above remain. 	Low

		<ul style="list-style-type: none"> • More detailed, activity specific, risk assessment will be undertaken in consultation with the Director of Co-curricular Activities as and when these specific activities resume in school. • Co-curricular activities should happen 'in-bubble' except where this is not possible. Where this is not possible (eg some top music ensembles), registers and seating plans are required to ensure tracing can occur. • Students can no longer all mix in the Library for before and after school care. • Before school, students are able to enter the buildings from 8.00am and go straight to their year group zones, or from 7.30am when there is inclement weather but should remain in their allocated year group areas until 8.00am. • After school, activities will continue as part of our childcare and educational provision, for study students have allocated rooms within their zones that are supervised by a member of staff. 	
General Hygiene	<p>Staff (teaching, support, peripatetic, governors) Students Visitors (parents, contractors, speakers, primary schools, etc.) Volunteers (TPA, charitable events,)</p>	<ul style="list-style-type: none"> • Regular washing of the hands for 20 seconds with soap and water is encouraged. • All are reminded to cough or sneeze into tissues or their elbow. Where a tissue is required this should be disposed of quickly into a lidded bin, where one is available. As with any other shared surface, good hand hygiene should be followed at all times. • All are encouraged not to touch their faces. • Previous guidance has been explained in relation to the wearing of face coverings. Students have been directed in the proper use of face coverings (eg. Avoid touching the parts of the mask that will cover the mouth, store masks in a clean place when not in use, wash reusable masks appropriately, ensure you have clean hands prior to the removal of a mask, etc. Bins are provided for the disposal of single-use masks. • Anti-sneeze Perspex screens are fitted in areas where there is a need (e.g. Reception). In other areas, other forms of barrier will be deployed. • Hand sanitiser dispensers around site and regularly refilled. • Signage around site encourages good hygiene habits. 	Moderate/Low

		<ul style="list-style-type: none"> • Signage is up at water fountains to insist on the use of water bottles when students are using them. • As many doors as are able are propped open to reduce the need for people to make contact with handles. • Extra cleaning of high traffic areas such as handles, bannisters, toilets, throughout the school day. 	
School trips and visits	Staff, students, school drivers	<ul style="list-style-type: none"> • Educational day trips are permitted from 12th April 2021. Domestic residential educational visits are permitted from the 17th May. The School will carefully risk assess any of these that are proposed and is likely to minimise these if run any at all. • The government continues to advise against domestic (UK) overnight and overseas educational visits at this stage see coronavirus: travel guidance for educational settings. • Any trip that Trinity decides to run will be done in line with protective measures, such as keeping children within their consistent group, and the COVID-secure measures in place at the destination, if applicable. • As we normally would, full and thorough risk assessments in relation to all educational visits would be undertaken to ensure they can be done safely. We will consult the health and safety guidance on educational visits when considering visits. • Additional COVID specific guidance will be followed for all trips. This can be found in the accompanying document: 'COVID 19 Guidelines for Trips'. • A meeting must be held with the Director of Co-curricular to consider the full implications and COVID safety of any trip. 	Low
Travel to and from school.	Staff and students	<ul style="list-style-type: none"> • The advice remains that parents, staff and students should walk or cycle to school if at all possible. It is understood that this is not always possible. • School Transport: Students on dedicated school services do not mix with the general public on those journeys and tend to be consistent. This means that the advice for passengers on public transport to adopt a social distance of two metres from people outside their household or 	Moderate

		<p>support bubble, or a '1m+' approach where this is not possible, will not need to apply on dedicated transport. Measures that will be introduced include:</p> <ul style="list-style-type: none">○ Recommended that students sit next to members of their year groups where possible.○ Students need to use hand sanitiser upon boarding and/or disembarking.○ Our coach providers are required to engage in additional cleaning of vehicles.○ Distancing within vehicles wherever possible.○ The use of face coverings for children (except those under the age of 11).○ Students are required to be in year group supervised activity or their year bubble's supervised study area every evening from 3.45-5.15pm. At 5.15pm students who catch a school bus should head to their bus in masks and get on it to ensure they remain in their 'bus bubble'.○ School drivers will be issued with PPE. <ul style="list-style-type: none">● Wider public transport: Trinity students make extensive use of the wider public transport system, particularly public buses. Dedicated school services are available on our major routes.● Lidded bins are available at entrances to ensure disposable masks are disposed of properly.● The bus queue has additional support in terms of supervision to ensure that distancing is adhered to whilst queuing. Marking is in place to indicate 1m distancing and the queue will extend within the school gate into the bus waiting area (prior to no buses being present) immediately after school.● Families using public transport should refer to the <u>safer travel guidance for passengers</u>.● For some families, driving children to school will also be an option. Where driving a number of measures have been considered:	
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Contractors and visitors to the school site	Contractors	<ul style="list-style-type: none"> ● All contractors/visitors must book in at reception and are reminded of the one way system, the requirements of social distancing around the site and the availability of hand sanitiser on site. ● All contractors/visitors are asked if they have been in contact with anyone who has shown symptoms of the Coronavirus in the last 14 days. If they have, they will be asked to leave. ● In the case of contractors, their Covid-19 Risk Assessments are confirmed prior to their arrival. ● The area of the site that the contractor visits are circumscribed and cleaned once the contractor has left. ● Contractors and visitors are sent and must confirm they have read the accompanying document: 'Covid-19 Guidelines for Contractors and Visitors'. 	Low
Students, staff and visitors who develop symptoms whilst on school site.	Staff, students, contractors and visitors	<ul style="list-style-type: none"> ● If a member of staff, contractor or visitor becomes ill with symptoms of coronavirus whilst on site they should immediately isolate themselves from others, contact the Senior Deputy Head (via email) or the relevant person (for a visitor/contractor), leave the school site immediately and follow government advice. If their life is at risk or if they are seriously ill, then a member of staff should call 999. ● If a student becomes ill with symptoms of coronavirus whilst on site, they must be sent home with their parent/carer as soon as possible and should follow government advice. If their life is at risk or if they are seriously ill, then a member of staff should call 999. 	Moderate/Low

		<ul style="list-style-type: none"> • If a student, staff member, contractor or visitor cannot leave site immediately, they should be moved to the medical room; the Nurses should be informed prior to sending them, so that they can put on their PPE. Where possible, a window will be opened for ventilation and they will be moved to the interview room. If it is not possible to isolate them, move them to an area which is at least 2 metres away from all other people. If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. • The tutor of the relevant group(s) will remind tutees of their next steps at the next registration period: that there is no need to isolate until told to do so or if they develop symptoms themselves. • Parents/carers/family members attending site to collect a student/member of staff/contractor displaying symptoms may also have the virus themselves, and so will not be permitted to access the school to collect belongings. They should wait in the car for their son/daughter to be brought out to them. • If a member of staff has helped someone displaying symptoms they do not need to go home unless they develop symptoms themselves. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. • Staff, contractors visitors and students with symptoms must inform the relevant member of school staff prior to leaving the site (students: Nurse or supervising staff member, staff: Senior Deputy, contractors: Estates Manager). They should not just leave the site without informing that school that they have developed symptoms of Coronavirus). • Staff should ensure the Senior Deputy Head is kept up to date on the results of tests. Parents should ensure that HoYs are kept up-to-date on results of tests. • The School will hold a central sheet to monitor the number of cases, suspected and/or confirmed to work with PHE as required. • Our staff members and parents will need to be ready and willing to: <ul style="list-style-type: none"> ○ <u>Book a test</u> if they or their child are displaying symptoms. Staff and students must not come into the school if they have 	
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		<p>symptoms, and will be sent home to self-isolate if they develop them in school.</p> <ul style="list-style-type: none"> ○ provide details of anyone they (or their child) have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace ○ <u>Self-isolate</u> if they have been in close contact with someone who tests positive for coronavirus (COVID-19), or if anyone in their household develops symptoms of coronavirus (COVID-19). <ul style="list-style-type: none"> ● Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. Tests can be booked online through the NHS testing and tracing for coronavirus website, or ordered by telephone via NHS 119 for those without access to the internet. Essential workers, which includes anyone involved in education or childcare, have priority access to testing. ● If a member of staff is confirmed as having COVID-19, and there is reasonable evidence that it was caused by exposure at work, this must be reported to the enforcing authority under RIDDOR 2013 as an exposure to a biological agent using the case of disease report form. Further information is available from the Health & Safety Executive (HSE). 	
Fire hazards as a result of implementing control measures	Visitors (parents, contractors, speakers, primary schools, etc.) Volunteers (TPA, charitable events,)	<ul style="list-style-type: none"> ● Staff need are made familiar with surroundings again and to look at the nearest fire exits and escape routes. ● Students are reminded of these and where possible walk through them again. ● All changes to fire risk assessment will be communicated to staff and students. ● Tutors/teachers should exit the building via the nearest fire exit and assemble on the fields in their allocated space regardless of the one-way system. Staff should encourage distancing where at all possible. ● The relevant member of SMT and the Estates team will lead the response as usual. ● From September 2020, new markers are out on the fields for Fire Drills, so as to keep Forms 1m+ from one another and year groups 2m from 	Moderate/Low

		<p>one another. The Upper and Lower fields will be used to facilitate this. Full detail on these procedures circulated to staff/students.</p> <ul style="list-style-type: none"> • Staff MUST sign in/out during the school day to ensure that an accurate picture of those present is available in the event of a fire. • Staff can do so using the contactless In-Ventry system at the Addiscombe Road gate or in Reception. This system reduces the requirement to share pens/paper when signing in. • Where there is staff absence, the HoY or member of SMT will assign a member of staff to register and supervise the relevant Form(s). • Where the school is under the Contingency Framework and a full closure of the school is required a member of staff will supervise the Key Worker Students. They will take the register of these students and in the event of a fire ensure they exit the building safely. • Staff are expected to sign in to school if there are in and the Head of Estates and member of SMT on duty will lead the situation. 	
General Medical Provision	Medically trained staff	<ul style="list-style-type: none"> • Nurses and First Aid staff will be provided with PPE for occasions where social distancing is no longer possible. • List of First Aiders reviewed to ensure there is always adequate provision for staff onsite during a lockdown and access to PPE has been shared with them. • In the event of a suspected case, the ill students should be moved to the interview room prior to the arrival of the suspected case. 	Moderate
Fulfilment of duties when staff are required to self-isolate.	Staff and Students	<ul style="list-style-type: none"> • If required to self-isolate, either for themselves or owing to a member of their household being forced to self-isolate, staff should liaise with their line manager with regard to how they can continue their role if they are not unwell (e.g. setting work remotely, contributing to department work/area of school life that can be achieved remotely). • Where an individual themselves are unwell, they should liaise with their line manager as they normally would in relation to any other illness and inform the Bursar or Senior Deputy Head as relevant. 	Low/Moderate

		<ul style="list-style-type: none"> • Staff should identify if they would usually have a duty and arrange a cover for this. If they are unable to do so for reasons of ill-health, one will be arranged. 	
Contingency plans for outbreaks	Staff and students	<ul style="list-style-type: none"> • Should an infection, or the national situation, result in a personal, wider group or whole school shut down the School the school would revert to remote learning, the impact of this is dependent on a number of factors as outlined below: • If a student is absent due to suspected COVID-19 they are expected to inform the school, get a test and there are 3 potential scenarios: <ol style="list-style-type: none"> 1. Individual has symptoms, tests negative, gets better comes to school – this could potentially be as quick as 48 hours. As with other illness, homework would be set but no extra work provided at the time. 2. Individual has symptoms, tests positive, is unwell for a period, but cannot return for a minimum of 10 days. For the period they are unwell, no work would be set as they recuperate. When they are better, they would inform the school and the individual can take part in lessons via TEAMS. 3. An individual is living with someone who tests positive, has no symptoms and so is required to self-isolate for a minimum of 10 days. An individual will be invited to their lessons via TEAMS. • Where a member of staff is involved: <ol style="list-style-type: none"> 1. Individual has symptoms, tests negative, gets better and comes to school – cover work should be set as usual and if well enough. 2. Individual has symptoms, test positive, is unwell for a period, but cannot return to work for a minimum of 10 days. As above, until well enough. From this point, work can be set or lessons delivered via TEAMS through a device with a cover teacher present as appropriate. • A number of steps are taken by the school upon confirmation of a positive case: <ol style="list-style-type: none"> a. The school will contact the DfE Coronavirus Helpline and follow their guidance as appropriate. The case may be referred to the LHPT. 	Moderate

		<p>b. Steps will be taken internally to trace the close contacts of the individual through iSAMS, SOCS and the Seating Plans collated on TEAMS.</p> <p>c. Any confirmed close contacts will be isolated from the rest of their year group and parents will be contacted to collect them from school as soon as possible.</p> <p>d. Staff have been encouraged to not become close contacts of others (to not be within 2m of another person for more than 15 minutes) as detailed here. Any that feel they have been will be asked to identify themselves.</p> <p>e. All individuals that are close contacts will be required to self-isolate for 10 days (from 2 days prior to the positive test or first symptom).</p> <p>3. An individual is living with someone who tests positive, has no symptoms and so is required to self-isolate for a minimum of 10 days. Work will need to be set for their lessons by the teacher. A best approach will need to be agreed upon with the relevant line managers (e.g. lessons may be delivered via TEAMS through a device with a cover teacher present as appropriate, cover work could be set, restructuring might be possible for remote staff to teach remote students, etc.).</p> <ul style="list-style-type: none"> • All lessons are set up to revert in part or fully to TEAMS as required. • In the case that there is a high level of general illness, the local public health team would advise. • The school maintains its own internal system of tracking to ensure individual cases are being monitored, parents are engaging in wider guidance and to monitor general levels of illness. • The school monitors staff absence in relation to general illness as well as COVID absence and takes steps to ensure aspects of education and supervision are not adversely affected by any absence. • Local rates of infection could be deemed of sufficient concern that the school would fall under the 'Contingency Framework'. This is an emergency framework that involves the full or partial closure of a 	
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		school(s). In this situation the school would revert to its remote learning provision as required.	
Working from home	Staff	<ul style="list-style-type: none"> At times, school staff may be required to work from home either as part of a national or local lockdown, owing to a requirement to self-isolate or as a result of shielding measure. As part of the John Whitgift Foundation, Trinity School adheres to their Home Working Policy. The full policy is available to all staff. Some of the key elements include: <ul style="list-style-type: none"> <i>'Health and Safety:</i> <ul style="list-style-type: none"> <i>In order to meet the responsibilities and abide by the Foundation's health and safety procedures, employees who work from home are required to ensure that:</i> <ul style="list-style-type: none"> <i>A workplace health and safety risk assessment has been carried out to ensure they have a suitable workspace to carry out their duties, including appropriate equipment, desk, display screen, chair and lighting</i> <i>They take practical steps to identify, eliminate and/or minimise any potential hazards and immediately report such potential hazards to their line manager</i> <i>They manage their working time effectively and take appropriate breaks and rest</i> <i>Inform their manager in the event of any health and safety risks, accidents, incidents, dangerous occurrences, or any discomfort due to working from home (such as back pain). The employee's line manager will escalate any matters to the Foundation's Health and Safety Adviser to investigate what action can be taken.</i> <i>Take responsibility for their own health and safety and that of anyone else in the home who is affected by their work.</i> <p><i>Confidentiality and Data Protection</i> <i>Employees who work from home are required to adhere to the Foundation's policies and procedures in the normal way.</i></p>	Low

		<p><i>In order to maintain confidentiality and data security, all Foundation material and data should be stored securely at their home and the employee must ensure that it is not accessible to non-authorised persons. Employees working from home must ensure that:</i></p> <ul style="list-style-type: none">• <i>Any devices used have the necessary updated software</i>• <i>Any devices used are stored in a safe location</i>• <i>Work email accounts and work-related data should only be stored on their work devices. No personal data or personal emails should be used on their devices</i>• <i>Paper-based records should be stored in a safe filing cabinet or drawer to ensure the security and confidentiality of the data.</i> <p>Communication <i>Employees working from home should communicate effectively with their manager regarding any working arrangements. They should also be contactable, either by Microsoft Teams, email, or telephone, during their normal working hours.</i></p> <p>Working Hours <i>Employees working from home are required to work their normal contractual hours unless they are unable to attend work, when the normal absence reporting procedures should be followed.</i></p> <p><i>Any flexible working arrangements should be agreed between the employee and their manager. If any working arrangement changes need to be made, employees must notify their manager in advance.</i></p> <p><i>If flexible working arrangements are in place, the Foundation may request the employee to record their working hours and days. The number of hours worked should be consistent with the employee's normal weekly contractual hours unless agreed otherwise.</i></p>	
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		<ul style="list-style-type: none"> • <i>How the employee's work-life balance will be managed. For example, taking regular breaks and switching off from work at the end of the day</i> • <i>How performance and objectives will be managed and measured</i> • <i>Who the employee should contact if they have any questions or concerns</i> <p>Equipment</p> <p><i>Where appropriate, the Foundation will provide equipment to assist employees with working from home. The Foundation will not be responsible for contributing to any costs associated with the setting up and maintenance of the home-office (for example, furniture and utilities), except for the provision of necessary equipment (for example, IT equipment and stationery).</i></p> <p><i>Employees should obtain receipts for any stationery purchased and any items posted in the course of their work and reclaim such costs through the normal expenses claim procedure.</i></p> <p><i>All equipment provided by the Foundation must be kept safe and in working order. All equipment must be returned at the end of employment, or at the end of the working from home arrangements.'</i></p> <ul style="list-style-type: none"> • Staff have been encouraged to maintain contact with one another to promote their mental well-being and to raise any and all concerns with line managers, or other appropriate individuals, to ensure their concerns are escalated and they are supported appropriately. • Changes have been made to the way lessons are taught to ensure more human contact for students. • Links to relevant online support are included in the Remote Staff Handbook. 	
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COVID Testing	Staff and students	<ul style="list-style-type: none"> • Students have been 'trained' in administering the LFD tests via the school's mass testing programme from Spring Term 2021. • Students/staff who were not part of this process are tested upon their return. • Detail on the testing centre and processes can be found in the 'Testing Risk Assessment' document. • Students and staff are allocated testing kits as required and as deliveries from the government allow. The school keeps a record of testing kits allocated to individuals. • Students are asked to carry out self-testing on Monday and Thursday mornings prior to arrival at school and inform the school of positive or void results. • In the case of a positive result, the school follows its T&T procedures to limit the spread of potential infections. 	Low

Compiled by	Mr Tuki Rounds Senior Deputy Head	<p>Reviewed and updated:</p> <p>7th June 2021</p> <p>23rd February 2021</p> <p>12th January 2021</p> <p>5th January 2021</p> <p>27th November 2020</p> <p>6th November 2020</p> <p>11th September 2020</p> <p>3rd June 2020</p>
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