



Trinity School Covid-19 Risk Assessment

From the 19th July 2021, the country moved to Step 4 of the government’s plan for ending restrictions. From Step 4 all remaining restrictions were ended, and this applies to all areas of life including in schools. From December 2021, the government brought in additional restrictions because of the Omicron variant in schools and beyond. In January 2022, the school’s guidance was updated to cover new measures that are found in this assessment.

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 updates to KCSIE and the potential for remote learning in a time of COVID-19. 	Low
Contact with others	Staff (teaching, support, peripatetic, governors) Students Visitors (parents, contractors, speakers, primary schools, etc.) Volunteers (TPA, charitable events,)	<ul style="list-style-type: none"> It is no longer necessary to keep students in consistent groups ('bubbles'). The 2m and 1m+ recommendations no longer apply. We encourage staff to be mindful however, of maximising space between students as well as themselves and students, wherever this is possible as a matter of good practice. Staff are still encouraged to spread themselves out where possible for example in limiting congregating in small or crowded department offices A rota for lunch hall access/lunchtimes/break times is in place to ensure that students are not unnecessarily crowding into any areas. 	Low
Passing on the virus	Staff (teaching, support, peripatetic, governors)	<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 	Medium

	<p>Students Visitors (parents, contractors, speakers, primary schools, etc.) Volunteers (TPA, charitable events,)</p>	<p>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.</p> <ul style="list-style-type: none"> • All members of the school community are expected to engage with the NHS Track and Trace process if required. • 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. • Guidance has been updated to limit the number of days in isolation that are required. Isolation can be ended after 7 days if: <ul style="list-style-type: none"> ○ A negative LFD result is achieved on day 6 ○ At least 24 hours later a negative result is also achieved on day 7 ○ The individual feels well and no longer has symptoms • Consistent and continual messaging through tutors and teachers to reinforce the need to maintain good hygiene at all times including hand hygiene and respiratory hygiene. • Signage around site to remind the community and visitors of good hygiene practice. • Hand sanitiser stations at a variety of points around the site. These are regularly topped up. • Cleaners clean regularly all high traffic areas (e.g. toilets, 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. • Perspex screening/screening in general is installed to limit spread though sneezing or where desks/workstations are opposite one another. 	
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		<ul style="list-style-type: none"> • Clear signage will be in place in Reception that instructs all visitors not to enter the school buildings if they or any of their contacts have had symptoms in the last 10 days. • Face Coverings are not required by staff, students or visitors. The school does permit anyone on site who wishes to wear a face covering to do so. • Face coverings are required in all communal areas as well as classrooms by all students. Face coverings are not required where they impede specific activities (e.g. sports, music, eating and drinking). • Students are advised by staff on good hygiene in relation to face coverings: <ul style="list-style-type: none"> ○ Using disposable face coverings or regular washing of fabric coverings ○ Avoiding touching the face covering as much as possible ○ Cleaning hands before touching their face covering ○ Avoiding putting their face covering down on unclean surfaces • Parents have been asked to inform the school in relation to any students who cannot wear face coverings for medical or psychological reasons. • It is advised that shared spaces remain well-ventilated. 	
Lessons/Classrooms	Teaching Staff, Students, Cleaning Staff.	<p>Classrooms:</p> <ul style="list-style-type: none"> • 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. • 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. • Lids for bins should be used where these are available (e.g. the large recycling bins) and tissues disposed of in these. Please remember to 	Moderate/Low

		<p>wash your hands regularly and avoid touching your face after touching any shared object.</p> <ul style="list-style-type: none"> • Teachers should be mindful of interactive whiteboards and any other shared resource. It is encouraged to minimise their use and ensure hand hygiene if this is not possible. Wherever possible teaching resources should be allocated to individual teachers (e.g. pens). • Equipment can be shared but good hand hygiene should be promoted. • 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. ○ When marking, it is recommended that you 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 still 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. • Sterilising wipes are provided on teacher desks for staff to wipe down these shared desks, workstations, screens and other shared items. 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. • Face coverings are currently required by all students in classrooms. 	
Staff with underlying health conditions	Staff	<ul style="list-style-type: none"> • <i>Staff who are clinically extremely vulnerable:</i> Shielding guidance was paused from the 1st April 2021. As a minimum staff who are clinically extremely vulnerable (CEV) should follow the same guidance as everyone else. • Whilst staff who are CEV are able to be in school they should follow the measures in this risk assessment. These include taking particular care to observe good hand and respiratory hygiene, continuing to wear a face covering, arranging meetings for larger spaces, ensuring spaces they 	Moderate

		<p>occupy are well ventilated, minimising contact and maintaining more social distance than others.</p> <ul style="list-style-type: none"> • <i>People who live with those who are clinically extremely vulnerable or clinically vulnerable</i> can attend school but might consider the advice above for the CEV. • <i>Staff who are pregnant:</i> Pregnant women are advised to follow the above advice. The School will conduct a risk assessment for pregnant women in line with the Management of Health and Safety at Work Regulations 1999 (MHSW). • Government advice remains that for women from 28 weeks gestation or with underlying health conditions who may be at greater risk Coronavirus (COVID-19): advice for pregnant employees - GOV.UK (www.gov.uk) and should work from home where possible. Staff who are pregnant should speak to the Senior Deputy Head as soon as they are able/comfortable to do so. • 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. 	
Students with underlying health conditions	Students	<ul style="list-style-type: none"> • Shielding advice was suspended from 1st April 2021. All CEV students should attend school. • As with other members of the community, students who are CEV should closely follow the general advice and may look to take extra measures where this is possible. • If there is any confusion on the above, parents are advised to speak to their child's GP or specialist clinician for advice. • Where a student is unable to attend school because they are complying with clinical or public health advice, we will provide hybrid education. 	Moderate
Library	Staff and students	<ul style="list-style-type: none"> • The library is an area where there is a significant degree of touching shared items. Hand hygiene will be promoted in this regard. • Where computers are 'face-to-face' screens are installed between stations. 	Low

		<ul style="list-style-type: none"> • Students should use the wipes that will be provided, to wipe down keyboards prior to their use on shared computers. • Books being taken out will be wiped down with disinfectant wipes by the staff when that book is checked out to the student/member of staff. • Books being returned will be placed in a dated 'holding box'. • Librarians will wait 72 hours before restacking these books. • Face coverings are currently required by all students in the library. 	
Examinations	Staff and Students	<ul style="list-style-type: none"> • Spaces should be as well ventilated as possible. • Hand sanitiser will be available on the way in and out for use. • Desks must be cleaned regularly. • When marking papers, please ensure you have washed your hands before and after and avoid touching your face. • Students are not required to wear face coverings in examinations in line with DfE guidance. Students should wear face coverings to and from the examination hall. 	Low
Staff Areas/Activities	Staff	<ul style="list-style-type: none"> • There is no longer a requirement for social distancing. However, some staff may feel more comfortable doing so and all staff are encouraged to be mindful of it. • Extra workstations remain in the LCR to facilitate space for colleagues who wish to maintain their distance from others. Alternatively, searching an empty room on iSAMS presents an option. Please ensure you follow hygiene rules if you choose this option. • As with classrooms, staff areas should be as well ventilated as possible. • Sterilising wipes/gel will be provided in shared areas (e.g. classrooms, the Photocopier Room, the LCR) for staff to wipe down spaces. 	Low
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. 	Low

		<ul style="list-style-type: none"> • Students in the Lower and Middle school are allocated a specific window of time to enter the restaurant, collect their lunch. • Tea, coffee and milk will be provided for staff before school and from Period 4. 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 reminded to maintain their distance from one another. • 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. 	
Sports	Staff and students	<ul style="list-style-type: none"> • Guidance from the governing bodies of all sports played at Trinity will be followed in terms of best practice. 	Low
Wrap-around care and Co-curricular Activities	Staff and students	<ul style="list-style-type: none"> • Government guidance will be followed at all times as outlined here. • More broadly, general measures outlined in this risk assessment will be adhered to. 	Low
School trips and visits	Staff, students, school drivers	<ul style="list-style-type: none"> • 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 considered for all trips. • A meeting must be held with the Director of Co-curricular to consider the full implications and COVID safety of any trip. • The school has postponed any overseas trips for the foreseeable future. 	Low
Travel to and from school.	Staff and students	<ul style="list-style-type: none"> • Wider public transport: Trinity students make extensive use of the wider public transport system, particularly public buses. In line with national guidance, students will be required to wear face coverings on these services and should refer to the safer travel guidance for passengers. • Lidded bins are available at entrances to ensure disposable masks are disposed of properly. 	Moderate

<p>Students, staff and visitors who develop symptoms whilst on school site.</p>	<p>Staff, students, contractors and visitors</p>	<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 relevant person, 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. • 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. • Parents/carers/family members attending site to collect a person 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 them to be brought out to them. • Staff should ensure the Senior Deputy Head is kept up to date on the results of tests. Parents should ensure that the school is kept up-to-date on results of tests. • The School holds 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"> ○ Book a test if they or their child are displaying symptoms. Staff and students must not come into the school if they have symptoms, and will be sent home to self-isolate if they develop them in school. ○ provide details to NHS Test and Trace 	<p>Moderate/Low</p>
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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/Sandison 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. • 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. 	Low/Moderate
Actions for a suspected/positive case		<ul style="list-style-type: none"> • 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. 	

		<ol style="list-style-type: none"> 2. Individual has symptoms, tests positive, is unwell for a period, but cannot return to work for a minimum of 7 days (a maximum of 10), as above until well enough. From this point, work can be set or lessons delivered via TEAMS as appropriate. 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. The individual (as a close contact) should arrange a PCR test, when this is negative, if the individual is fully vaccinated and not showing symptoms, they should conduct daily lateral flow tests and can attend the workplace. 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 as appropriate, cover work could be set, restructuring might be possible for remote staff to teach remote students, etc.). • 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 will 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 should arrange a PCR test and when this returns a negative result they can return to school. An individual will be invited to their lessons via TEAMS whilst off. 	
Contingency plans for outbreaks	Staff and students	<ul style="list-style-type: none"> • Should the school meet the threshold criteria: <ul style="list-style-type: none"> ○ 5 cases in a small group that has confirmed mixing (e.g. a Form Group) ○ 10% of a larger group (e.g. a Year Group) or the whole school community have confirmed Covid 	Moderate

		<p>we would notify the DfE who might escalate our case to the LHPT. Equally, the local/national situation, may result in a personal, wider group or whole school shut down the school coming under the contingency framework.</p> <ul style="list-style-type: none"> • The school’s response would prioritise learning and is outlined in the accompanying ‘Trinity Contingency Framework Plan’. 	
Working from home	Staff	<ul style="list-style-type: none"> • At times, school staff may be required to work under the contingency framework or owing to a requirement to self-isolate. 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: <p>‘Health and Safety:</p> <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> 	Low

		<p>Confidentiality and Data Protection <i>Employees who work from home are required to adhere to the Foundation’s policies and procedures in the normal way.</i></p> <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>	
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		<ul style="list-style-type: none"> • <i>When the employee is available to work and if any changes to working arrangements are needed, these must be agreed in advance between the employee and the line manager</i> • <i>How they will keep in touch</i> • <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"> • <i>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.</i> • <i>Changes have been made to the way lessons are taught to ensure more human contact for students.</i> 	
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		<ul style="list-style-type: none"> • Links to relevant online support are included in the Remote Staff Handbook. • Student attendance and engagement will be monitored and daily contact with their tutor presents an opportunity to raise issues and concerns. 	
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 and from the testing programme run Autumn Term 2021 and again in Spring Term 2022. • Students/staff who were not part of these processes were asked to perform home testing before 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. • From 11th January 2022, individuals who test positive on a LFD no longer need to source a confirmatory PCR but should treat this result as a positive and follow the national isolation guidelines. 	Low

Compiled by	Mr Tuki Rounds Senior Deputy Head	Reviewed and updated: 7 th January 2022 11 th August 2021 7 th June 2021 23 rd February 2021 12 th January 2021 5 th January 2021
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