



School Covid 19 Risk Assessment –November 2021



Name of School	Holy Trinity Church of England Academy
Name of Headteacher	Graham Shore
Assessment completed by	Graham Shore
Assessment date	25 th November 2021

This risk assessment template sets out the measures that may be used to maintain a safe environment for all occupants and visitors to the school/setting and to reduce the transmission risk of covid-19 coronavirus as far as is reasonably practicable. Particular attention must be given to those at greatest risk including vulnerable groups, pregnant women, and those with underlying health conditions; and to new staff, visitors and pupils who may be unfamiliar with the site.

Use the template to prepare a bespoke risk assessment for your school/setting. It must be kept under review and updated accordingly.

Useful links:

Government guidance for full opening of schools can be found [here](#)

Government guidance for after school clubs and other out of school settings can be found [here](#)

Right Choice Coronavirus Resources are available [here](#).

Science teaching Coronavirus advice is available from CLEAPSS [here](#)

Design Technology Coronavirus advice is available from CLEAPSS [here](#)

Physical Education Coronavirus advice is available from AfPE [here](#)

RISK FACTORS	CONTROL MEASURES TO CONSIDER	LOCAL APPLICATION OF MEASURES
Symptomatic or other high-risk personnel attending school site	<p>Staff, pupils, contractors and visitors must not attend the school site if they have any of the Covid-19 symptoms as below or are required to be in self-isolation or travel quarantine.</p> <ul style="list-style-type: none"> • a high temperature • a new, continuous cough • a loss of, or change to, your sense of smell or taste <p>All eligible adults and pupils are strongly encouraged to take up the double vaccine available unless advised otherwise by their medical practitioners.</p> <p>Any person who develops COVID-19 symptoms during the school day should be sent home as soon as possible and should arrange to have a PCR test.</p> <p>An individual risk assessment will be completed for all staff that have characteristics that increase their potential risk from coronavirus (COVID-19).</p> <p>Remote/distance learning contingency arrangements for all pupils should be maintained in line with any local Covid-19 outbreak.</p> <p>Testing regimes are operating for staff and pupils in line with national guidance.</p>	<p>All Staff, pupils, contractors and visitors will be made aware that they must not attend the school site if they have any of the Covid-19 symptoms as below or are required to be in self-isolation or travel quarantine.</p> <ul style="list-style-type: none"> • a high temperature • a new, continuous cough • a loss of, or change to, your sense of smell or taste <p>Any person who develops COVID-19 symptoms during the school day should be sent home as soon as possible and should arrange to have a PCR test.</p> <p>An individual risk assessment will be completed for all staff that have characteristics that increase their potential risk from coronavirus (COVID-19).</p> <p>Remote/distance learning contingency arrangements for all pupils should be maintained in line with any local Covid-19 outbreak.</p> <p>Testing regimes are operating for staff and pupils in line with national guidance.</p>

RISK FACTORS	CONTROL MEASURES TO CONSIDER	LOCAL APPLICATION OF MEASURES
<p>1. Maintaining distancing and reducing contact – entrance and exit routes</p>	<p><i>None of the control measures listed in the middle column for this section are now mandatory, but will be applied if the Holy Trinity has to step up the measures.</i></p> <p><i>However, some measures may remain useful to retain for the minimalisation of transmission risks and staff/parent confidence.</i></p>	
<p>Numbers arriving simultaneously on school transport impede the means to distance or reduce contact, and impede effectiveness of staggered start/finish times of school day</p>	<ul style="list-style-type: none"> • Arrange separate ‘holding’ areas for each group to minimise contact (ideally these should be outside if weather permits) • Encourage parents to make other arrangements for travel to/from school other than school transport. • Staff on duty to supervise • Signage at school transport pick up/drop off point 	<p>Not applicable</p>
<p>Numbers of parents and children at entrances and exits impede social distancing.</p>	<ul style="list-style-type: none"> • Instructions for parents/carers on distancing rules on site. • Staggered start/finish times for different groups. • Markers on floor for children and parents to wait. Ensure markings do not create slip/trip hazard • Use of different entrances/exits for different groups. • Only one parent/carer to accompany child. • Staff on duty to supervise. • Signage. 	<p>Parents were sent an email (25/11/2021) regarding a decline in positive cases, which included maintaining some measures. Reception and Year 2 will continue to access the school from their external doors that lead on to the school car park. Year 1, Year 3, Year 4, Year 5 and Year 6 will access the school from the back gate. Parents regularly notified of any changes via website and email. Children arriving after the school gate is closed will be let in by a member of staff at the Breakfast Club entrance. Parents will be asked to maintain safe distances between others in the playground. It is recommended that adults to wear masks on the playground or during drop-offs and collection. Parents will be able to come on to the school site (playground), but will not be able to access the</p>

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Changes to school routine cause vehicular and pedestrian traffic management issues.	<ul style="list-style-type: none"> • Encourage parents to walk/cycle to school with children. • Stagger drop off / pick up times. • Minimise vehicles on site • Review traffic management risk assessment where changes to start/end of day apply. • Staff on duty to supervise. 	<p>school buildings. Events such as Parents Assembly and the School Disco will be cancelled.</p> <p>Review traffic management -as original school start and end times have reinstated. Members of the teaching team and Mr Shore will be supervising so that there is no vehicular access to the school site during these drop-off and collection times.</p>
2. Maintaining distancing and reducing contact – internal areas and play areas	<p><i>None of the control measures listed in the middle column for this section are now mandatory, but will be applied if the Holy Trinity has to step up the measures.</i></p> <p><i>However, some measures may remain useful to retain for the minimalisation of transmission risks and staff/parent confidence.</i></p>	
Pupil numbers and room sizes impede the means to reduce contact	<ul style="list-style-type: none"> • Where practical, arrangements will aim to reduce contact and maximise distancing between pupils and staff; and between staff themselves. • Pupils can reduce contact by being grouped together. For primary schools this is likely to be in class sized groups. For secondary schools this may be in upto year sized groups. • Record the names of pupils in each group, and any close contact that takes places between children and staff in different groups. • Remove excess furniture to safe storage areas to increase space. 	<p>There will be no more than four adults in the staff room at any one time. It is recommended that staff wear facemasks in communal areas.</p>

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	<ul style="list-style-type: none"> • Desks to be spaced out as far as possible but do not impede fire escape routes and exits. • All desks to face forward with pupils sat side by side. • Floor markings to illustrate 2m areas around teaching positions. • Children to remain at their desks when in the room. • Children to use the same desk each day. • Lessons planned for individual work as opposed to close group work. • Distancing and reducing contact to be explained to children with regular reminders. • Signage/Posters in each classroom. • Consider the use of school grounds / local environment to extend the range of teaching spaces available • The wearing of any PPE is not considered a necessary control measure except where set out specifically in this risk assessment for first aid or medical attention needs. 	
<p>Number of pupils and staff moving around the school impede the means to distance and reduce contact in corridors and other communal spaces</p>	<ul style="list-style-type: none"> • Minimise movements of whole groups and individuals outside of the classroom. • Use of a one-way system around the school. • A 'walk on the left' policy if one-way not practicable. • Consider using the pathways around the perimeter of the building to assist with circulation (weather and site layout dependent). • Lane markings on floor and distancing markings in areas where queuing is likely. • Areas not in use to be closed off (not escape routes). • Children to keep coats, bags, lunchboxes etc with them in the classroom (under desks) or in suitable storage area. • Signage. • School assemblies to be completed electronically 	<p>Minimise movements of whole groups and individuals outside of the classroom.</p> <p>Collective worship and assemblies will be staged in classrooms – not whole school.</p>

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	<ul style="list-style-type: none"> • Acts of worship and other typically communal events to take place in groups (not whole school) • Face coverings to be worn by adults in Primary schools in areas where distancing cannot be maintained indoors but outside of the classroom. • Face coverings to be worn by staff and students in Secondary schools, and staff in primary schools, where distancing cannot be maintained indoors. 	
Number of pupils and size of space impede the means to distance and reduce contact when using toilets	<ul style="list-style-type: none"> • Apply a maximum number of pupils in toilet rule to maintain distancing and reduce contact. • Where practicable avoid different groups using the same facilities at the same time. • Distance markings on floor in queuing area 	Only three children permitted in the KS2 toilets at any time to avoid overcrowding.
Number of pupils and available space impede the means to distance and reduce contact at breaktime and lunchtime	<ul style="list-style-type: none"> • Staggered break and lunch times. • Allocated play areas for each group. • Consider zoning of play areas using markings / cones to reinforce distancing. • Limit use of outdoor play equipment to designated groups at fixed periods • Games which encourage distancing and reduce contact. • Staff supervision to maintain standards. • Catering contractors and other food provision has been subject to specific risk assessment. 	Children encouraged to bring only what they need into school to avoid clutter.
Number of staff and size of staff rest spaces impede the means to distance and reduce contact	<ul style="list-style-type: none"> • Removal of furniture to create more space. • Removal of communal equipment (mugs etc) • Staggered break times for staff. • Repurpose unused spaces for additional staff rooms. • Staff toilets to enforce 2m distancing. 	
Other	<ul style="list-style-type: none"> • All teachers and other staff can operate across different groups but must continue to maintain distance from pupils and other staff as much as possible. 	Staff, who have not been double jabbed in the effected classrooms will be asked to take a PCR test or self-isolate for ten days.

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RISK FACTORS	CONTROL MEASURES TO CONSIDER	LOCAL APPLICATION OF MEASURES
3. Hygiene and Cleaning		
<p>Cleaning staff levels are insufficient to deliver enhanced cleaning regime.</p>	<p>A regular cleaning schedule should be maintained. This should include daily cleaning of frequently touched surfaces (using detergent and hot water followed by a chlorine based disinfectant solution):</p> <ul style="list-style-type: none"> • Toilets • Door Handles/ Access Buttons • Kitchen areas and associated equipment • Water dispensers/ coolers • Printers/ Photocopiers • White Boards • Play Equipment • Shared resources • PPE to be worn by cleaning staff as dictated by risk assessment. 	<p>An aide memoir will be adhered to, so that staff and cleaning staff are aware of what has been cleaned and when.</p> <p>Four cleaning staff will work at the end of the school day.</p> <p>The Headteacher regularly attends updates from the local authority, which include segments from PHE and Wiltshire Health and Safety.</p> <p>Enhanced cleaning of effected classrooms and toilets.</p> <p>'Touch' points will be cleaned regularly by staff.</p>
<p>Insufficient handwashing and hygiene facilities increase the risk of transmission.</p>	<ul style="list-style-type: none"> • Children to handwash on entry to school, before and after each break and lunch, on changing classrooms, leaving school and after using toilet. • Ensure supplies of suitable soap. Skin friendly cleaning wipes can be used as an alternative • Extra signage to encourage washing hands. • Ensure help is available for children who cannot clean their hands independently. • Hand gel dispensers at strategic locations around the site to complement handwashing facilities. • Supplies of tissues and lidded bins in each teaching space and classroom. • Promotion of the 'Catch it, Bin it, Kill it' campaign to pupils and staff. 	<p>Hand gel will be available in the class for the children to use. Children to handwash on entry to school, before and after each break and lunch, leaving school and after using toilet. Extra signage will be displayed for hand washing.</p> <p>Supplies of tissues and lidded bins are located in each teaching space and classroom.</p> <p>Signage about handwashing will be displayed around the school.</p>

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Exposure to new hazardous substances (products)	<ul style="list-style-type: none"> • COSHH assessment to be carried out for any new cleaning/sanitising products in use. • Additional cleaning staff to be made aware of the COSHH risk assessments. • Appropriate storage of hazardous substances. • Material data sheets to be made available for new and existing products. 	COSHH details will be updated and communicated to all staff.
4. Site and Buildings		
Visitors/contractors/suppliers on site increase the risk of transmission.	<ul style="list-style-type: none"> • Site visits only by pre-arrangement. • A record of some visitors must be kept for 21 days specific guidance • Zones/markings in Reception areas. • Information/signage for visitors informing them of the infection control procedures. • Deliveries and visits outside of school opening hours where possible. • Provision of hand sanitiser at main school entrance. • Process for the acceptance of deliveries required i.e. area where deliveries can be safely left. • Adult visitors to be encouraged to wear face covering unless exempt. 	<p>A record of some visitors must be kept for 21 days specific guidance</p> <p>There will be a system of one-in and one-out in the reception foyer.</p> <p>Where possible, visits to take place outside school hours.</p> <p>Deliveries will be left safely in the reception foyer. Materials will be checked later, but not signed for at the time.</p> <p>Hand sanitiser will be kept in the reception foyer for visitors.</p>
Changes affect normal emergency procedures.	<p>Fire safety management plans should be reviewed and checked in line with operational changes. Schools should check:</p> <ul style="list-style-type: none"> • All fire doors are operational at all times • Fire alarm system and emergency lights have been tested and are fully operational. • Review of fire assembly points to accommodate reduced contact and distancing where practicable. 	All contingency emergency plans to be reviewed including lockdown procedures, major disruption through loss of services, gas leak etc.

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	<ul style="list-style-type: none"> • Fire drill practice to train new arrangements. • Other contingency emergency plans to be reviewed including lockdown procedures, major disruption through loss of services, gas leak etc. 	
Site security is compromised by new arrangements.	<ul style="list-style-type: none"> • Normal security standards will apply and careful consideration given to the balance for security and the need for enhanced ventilation. 	Normal security standards will apply, doors which may be used for drop-off/pick up should then be closed during the school day (and locked if not fire doors).
Building checks not taken place	<ul style="list-style-type: none"> • All usual building checks are to be undertaken as normal including flushing of water outlets, schedules of preventative maintenance, portable appliance testing and asbestos monitoring. 	All usual building checks are to be undertaken as normal including flushing of water outlets, schedules of preventative maintenance, portable appliance testing and asbestos monitoring.
Inadequate ventilation increases the risk of transmission of Covid 19	<ul style="list-style-type: none"> • Make use of existing mechanical ventilation systems preferably drawing on fresh air. • Make use of natural ventilation – opening windows (in cooler weather windows should be opened just enough to provide constant background ventilation and opened more fully during breaks to purge the air in the space). • Opening internal doors can also assist with creating a throughput of air (but not fire doors in unoccupied parts) • Opening external doors may also be used provided security is not unduly compromised • Additional ventilation via open doors and windows should not occur in unoccupied parts of the site. • Carbon monoxide monitors are to be provided by central government to help identify poorly ventilated areas 	<p>Ventilation improved where practicable by having windows open. ‘Schools do not need to sacrifice thermal comfort for the sake of having windows and doors open.’ In Wiltshire currently, evidence is not suggesting that covid transmission is occurring widely within school environments and so local public health advice is that schools should seek to balance the two risks.’ Updated advice 29-09-2020</p> <p>Our current advice therefore is that on cooler days, windows and doors can be opened for shorter periods or at intervals throughout the day when a room is less occupied, but can, if necessary, remain closed for periods when minimum internal temperatures cannot be maintained by other means.</p> <p>Additional ventilation via open doors and windows should not occur in unoccupied parts of the site.</p> <p>Effectuated classrooms will be well ventilated and fans will be used to increase circulation at the end of the school day.</p>

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		CO2 monitors will be used to monitor ventilation – when they arrive.
5. Equipment and furniture	<p>None of the control measures listed in the middle column for this section are now mandatory.</p> <p>However, some measures may remain useful to retain for the minimalisation of transmission risks and staff/parent confidence. Each school should delete those that are no longer to be applied; and add local details for those that remain in place.</p>	
Shared play equipment increases the risk of transmission.	<ul style="list-style-type: none"> • Individual items of play equipment and other shared items used for teaching are to be cleaned between each use by each group. • Outdoor equipment should be cleaned more frequently than normal. • Resources are rotated or left to de-contaminate for 48 hours (or 72 hours if plastic) if being used by different groups. • Resources that are shared between groups, such as sports, art and science equipment should be cleaned frequently and meticulously. 	For hard surfaces a detergent will be used with a disposable cloth, for soft furnishings if they cannot be cleaned with detergent they will be removed where possible.
Shared equipment, fittings and resources increase the risk of transmission.	<ul style="list-style-type: none"> • Remove unnecessary items from the classrooms and store elsewhere. • Children asked to bring in own stationery or have allocated, named, packs of stationery per child. • Resources and surfaces to be cleaned each night. • Lessons planned so sharing of resources in minimised. • Any crockery/cutlery used must be cleaned thoroughly. 	
6. Health and Wellbeing		

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Inadequate staffing levels create supervision or safeguarding issues.	<ul style="list-style-type: none"> • Carry out an audit of all staff availability and review it regularly. • Introduce a process for staff to inform you if their health situation changes. • If there is a shortage of teachers consider use of suitably qualified TAs to lead a group and maintain ratios. • Use of staff from other schools (by agreement). 	<p>An audit of staff will be carried out on a daily basis. Staff can text the headteacher if they have any health concerns.</p> <p>If teachers become ill with non-Covid symptoms, another adult will be redeployed.</p>
Person becomes unwell with Covid-19 symptoms in school	<ul style="list-style-type: none"> • Move to a pre-designated room where person can be isolated, with adult supervision if a child. • Ventilate the room if possible. • PPE should be worn if contact is required. • Inform parent/carer to arrange collection. • Cleaning regime after each usage of the space. • Follow the advice from health protection team 	<p>We will follow the Public Health England South West guidance flowchart – which is situated in the first aid toilet, admin office, Mrs Fergusson’s room and the staff room.</p> <p>Children, who are unwell with Covid 19 will be isolated in the SEN room with the door and window open.</p>
Absence of measures to address localised enhanced covid transmission chain	<ul style="list-style-type: none"> • Senior leaders to produce contingency plans (sometimes called outbreak management plans) detailing additional measures regarding: <ul style="list-style-type: none"> ○ Good hygiene ○ Appropriate cleaning regimes ○ Keeping occupied spaces well ventilated ○ Following Public Health advice on testing, self-isolation and managing confirmed cases of Covid-19. • Local school management plan is in place and relevant staff have been made aware • Remote education plans in place • Engage fully with NHS Test & Trace • Schools should make themselves familiar with the Contingency Framework document. 	<p>Senior leaders to produce contingency plans (sometimes called outbreak management plans) detailing additional measures.</p> <p>The school will follow the latest ‘Schools COVID-19 operational guidance’ – updated 17 August 2021 and</p> <p>Contingency framework: education and childcare settings – August 2021.</p> <p>We will continue to refer to the Outbreak Management Plan created by Wiltshire Local Authority and refer to the Q and A that accompanied the letter to headteachers on 26/08/2021.</p>

RISK FACTORS	CONTROL MEASURES TO CONSIDER	LOCAL APPLICATION OF MEASURES
Staff wellbeing affected by the working experience.	<ul style="list-style-type: none"> • Staff risk assessment tool being used to assess those in higher risk groups. • Staff aware of risk assessment process and able to contribute. • Staff meetings and communication. • Defined wellbeing support measures for staff. • Designated staff rest areas. 	<p>Remote staff meetings to resume.</p> <p>All meetings will be held remotely.</p>
Volunteer wellbeing affected by the working experience	<ul style="list-style-type: none"> • Volunteers will be treated in the same way as school staff and provided with the same information, instruction, training and equipment. • Volunteers will be included in regular communications and be given the opportunity to feedback any concerns. 	<p>Volunteers will be treated in the same way as school staff and provided with the same information, instruction, training and equipment. Volunteers will be included in regular communications and be given the opportunity to feedback any concerns.</p>
Pupil wellbeing is impacted by the current situation causing physical and mental ill health.	<ul style="list-style-type: none"> • Children to have allocated teacher and TA where possible. • Reduced time in school to ensure transition from home to school is successful. • Curriculum to support children's well-being. • Provide opportunities to talk about their experiences/concerns. • Pastoral activities • School Effectiveness guidance on Right Choice 	<p>Teachers have carried out a rag rating based on children's readiness to learn. This will be repeated again when the whole school is reunited at the end of lockdown.</p>
First aid provision	<ul style="list-style-type: none"> • Ensure all staff know First Aiders on site if less coverage than normal. • If provision is less than usual, minimise hazardous activities which may result in injury. • Ensure a supply of PPE is available for provision of first aid and use and dispose of accordingly. • Paediatric First Aid provision is available for under 5's. 	<p>Most staff have emergency first aid training and have recently completed (Paediatric training and First Aid Refresher – St John's Ambulance).</p> <p>Staff will use PPE to administer first aid.</p>
Pupils with special medical needs (administering medication)	<ul style="list-style-type: none"> • Required number of competent staff on site • Staff training up to date • Alternative arrangements in place if staff training/competence has lapsed. 	<p>All staff will follow the policies: Administering Medicines Policy and the Procedures for Administering Medicines Policy. Available on the school website</p>

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1:1 teaching, physical restraint and children with SEND or EHC plans are adversely affected by the current situation.	<ul style="list-style-type: none"> Individual risk assessments of children with behavioural difficulties. Ensure a supply of PPE is available based on need. Reduced timetable or consideration of other solutions if child's behaviour puts staff at risk. 1:1 teaching to be done with reduced contact. 	No child has a plan that states that they would need physical restraint. Three members of staff are trained in Team Teach.
7. Risk assessments and Policies		
Standard risk assessments do not take account of additional covid-19 risks	<ul style="list-style-type: none"> Ensure all work environments and teaching/learning activities have been subjected to risk assessments in line with conventional H&S requirements. Review and where necessary update all risk assessments with additional control measures to counter any significant covid-19 infection transmission risk. One -off activities such as PTA and other fundraising events, firework displays etc will be subject to separate risk assessment. Lettings of facilities will be subject to separate risk assessment. School clubs, Breakfast clubs and after-school provision will be subject to a separate risk assessment. Behaviour policy amended to reflect covid-19 protocols. Off-site learning outside of the classroom activities will be subject to a separate risk assessment. 	All work environments and teaching/learning activities have been subjected to risk assessments in line with conventional H&S requirements. Review and where necessary update all risk assessments with additional control measures to counter any significant infection transmission risk.
8. Monitoring		
Control measures set out in this risk assessment do not prove effective	<ul style="list-style-type: none"> Named school staff will monitor the application and effectiveness of the control measures set out within this 	The Headteacher and SMT will review and monitor the application and effectiveness of the control

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RISK FACTORS	CONTROL MEASURES TO CONSIDER	LOCAL APPLICATION OF MEASURES
Levels of compliance are inadequate	risk assessment, and the level of compliance by staff, visitors and pupils <ul style="list-style-type: none"> • Non-compliance will be addressed immediately • Regular communication with staff on the outcomes of the monitoring • LA H&S Advisers are able to visit the school site to assess compliance 	measures set out within this risk assessment, and the level of compliance by staff, visitors and pupils. <ul style="list-style-type: none"> • Non-compliance will be addressed immediately • Regular communication with staff on the outcomes of the monitoring LA H&S Advisers are able to visit the school site to assess compliance.

I confirm that the above is a suitable and sufficient risk assessment based on current information. The risk assessment will be reviewed on a regular basis and whenever anything significant changes. All relevant parties will be informed of the outcomes of this risk assessment.

Name of Headteacher	Graham Shore	
Signature of Headteacher		Date: 25/11/2021
Name of Chair of Governors / Trustees	David Conway	
Signature of Chair of Governors / Trustees		Date: 25/11/2021
Date of review	25 th November 2021	