

Blessed Trinity R C College



PART A. ASSESSMENT DETAILS:

School opening arrangements during COVID-19 restrictions

Team/School name: Address & Contact details:	Blessed Trinity R C College Ormerod Road Burnley BB10 3AA	Name of Person(s) undertaking Assessment:	R Varey, D Williams
Line Manager/ Headteacher (Name/Title):	Mr Richard Varey Headteacher	Date of Assessment:	19 May 2020 2 June 2020 16 June 2020 24 June 2020 1 July 2020 9 July 2020 24 August 2020 8 September 2020 23 October 2020 14 December 2020
How communicated to staff:	Orally & via email	Planned Review Date: Date communicated to staff:	26 January 2021 16 May 2020 25 June 2020 02 July 2020 9 July 2020 26 August 2020 2 November 2020 16 December 2020

PART B. HAZARD IDENTIFICATION AND CONTROL MEASURES:			
List of significant hazards (something with the potential to cause harm)	Who might be harmed	Type of harm	Existing controls (actions already taken to control the risk - include procedure for the task/activity where these are specified)
Changes to official COVID19 guidance and advice	Employees, pupils, visitors, contractors, parents	Potential spread of infectious disease	<ul style="list-style-type: none"> • School regularly refers to official advice from the DfE, PHE, H&S and HR; <ul style="list-style-type: none"> ○ COVID-19: guidance for education settings ○ COVID-19: maintaining educational provision ○ LCC Schools HR guidance ○ LCC Health & Safety COVID-19 web page • Headteacher or other senior person keeps up to date with official COVID-19 Guidance and informs employees/school arrangements as required; • Following the Government decision on 25 August 2020, face masks/coverings will be compulsory for staff and pupils in schools in local lockdown areas. Therefore, until further notice, face masks/coverings must be worn on corridors, social areas and areas where social distancing cannot be maintained. Face masks/coverings must be worn whilst queuing in the dining room and Theatre at break and lunch times, but will not be required whilst eating and drinking. Face masks/coverings are not compulsory in classrooms but may be worn if pupils or staff prefer to do so. All form tutors will be sharing this information with pupils on the first day of school. https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own/face-coverings-when-to-wear-one-and-how-to-make-your-own
Impact of altered staffing on H&S roles and responsibilities and arrangements	Employees, pupils, visitors, contractors, parents	Potential spread of infectious disease, stress, injury or harm from accidents/incidents	<ul style="list-style-type: none"> • SLT/all staff will follow a set duty rota which covers all entrances/exits and duty points. Pupils will be safely managed, safeguarding is in place; • All pupils returned to school following a staggered approach in the first school week: <ul style="list-style-type: none"> -Years 7 & 11 Wednesday 2nd September 2020 -Years 8 & 10 Thursday 3rd September 2020 -Year 9 Friday 4th September 2020; • School is open to all pupils from Monday 7th September; • Each Year group will enter the building via their designated entrance. Face masks/coverings must be worn as pupils enter the building. All parents and pupils have been informed of each location and there is clear signage visible. Parents will not be permitted to park in staff car parks. Entrances/exits and holding areas are as follows; <ul style="list-style-type: none"> -Year 7-Top gate-holding area outside of top gate and footpath;

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			<p>-Year 8-Entrance via footpath on Mick Ennis way on route to Spirit of Sport building-holding area on the footpath. Staff will not park on the footpath and only in designated parking spaces on the SOS carpark;</p> <p>-Year 9-Entrance through staff car park (car park will be locked at 8.15 and pupils will use the designated footpath)-holding area is the main yard;</p> <p>-Year 10- Main Entrance-holding area outside of Main Reception;</p> <p>-Year 11-Theatre Doors-holding area in the Theatre;</p> <ul style="list-style-type: none"> • From 8.15am each holding area is supervised by the Year Leader and from 8.30am SLT. Site staff will be at the Top Gate from 8.10am and will remain there to lock the gate at 8.50am; • Site staff will close the staff car park gate at 8.15am and open the pupil entrance. Once the car park gate is closed the Year Leader will monitor the pupil gate and the member of site staff will ensure pupils cross safely onto the footpath on Mick Ennis way; • Site staff will open the entrance for Year 8's (gate near to the Chapel) at 8.30am. An additional member of site staff will ensure that pupils cross safely onto the footpath and the Year Leader will also be present to supervise pupils. They will wait until 8.50am and will then lock the gate; • All pupils will sanitise their hands before entering the school building, and will go directly to their Year bubble. Break and Lunch times have been amended to ensure that there is minimal contact between the bubbles whenever possible; • The vast majority of lessons for all pupils will be in their designated Year bubble. For many pupils, the majority of lessons will be in one classroom homebase. Teachers will move around the school to deliver academic subjects such as, English, History, Geography, MfL and RE. Pupils will be taught some specialist subjects outside of their bubble. In these lessons there will be heightened procedures including wiping down work stations and the use of hand sanitiser; • From 15th December -18th December all pupils in all years will be taught in homebases to reduce the possibility of infection and the impact of track and trace in the light of coronavirus testing by Lancashire Public Health on 17th and 18th December 2020 . (See Public Health Risk Assessment). • JMc (SENDCO) will liaise with parents of pupils with special needs to ensure agreed times of pupil drop off and collection and to ensure their needs are met;

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			<ul style="list-style-type: none"> All rooms have clear signage of meeting point, in the event of a fire. Teachers will follow instructions and all staff and pupils will make their way to the Astro-turf; In the event of a lockdown, staff will follow procedures, to ensure every room is secure (additional details follow in this document); In readiness for a full school return, signage has been placed at all entrances/exits/corridors/toilets/Dining Room/Theatre/holding areas/classrooms to remind all staff and pupils about expectations. Floor markings have also been used in areas to separate staff/pupils and Year groups. Main Reception/Pupil Reception and areas of the Library have Perspex fitted as an additional layer of protection; All stakeholders are expected to follow Government Guidance. BTRCC Behaviour policy has been amended to take into consideration current position. Updates have been passed by the Governing body and shared with staff and parents. The Head has agreed an interim leadership structure should there be absences within the Leadership team. <p><u>Staff guidance</u></p> <ul style="list-style-type: none"> Staff must arrive before 8.15am to use the staff car park. For safety reasons the car park will be locked by site staff at 8.15am. Any staff using the car park at SOS must ensure for pupils' safety that if they arrive after 8.25am they drive carefully down Mick Ennis way. Staff will not be permitted to park on the footpath and must only park on the car park; Staff must enter the school building via Main Reception, and must also wear a face masks/covering. They must sanitise their hands on entrance to the building before signing in. (Year 10 holding area is outside building near to the Main Reception, and they are able to wait here from 8.15am. Staff need to be aware of this); Staff must maintain a 2m distance wherever possible with other staff and pupils and must follow protocol regarding personal contact with others; On entrance to the building staff are encouraged to go to their Form Room (teaching staff who do not have a form room can use the staff room). We ask that teachers are responsible for their Form room. Please check that at each sanitising station there are three sanitising sprays, cloths, hand sanitisers and a

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			<p>box of tissues. (Site staff will check at the end of each day). Practical subjects have been provided with five of each listed item, (If any additional resources are needed, Sue Pickles should be informed as soon as possible);</p> <ul style="list-style-type: none"> • All staff should ensure that windows are open in each classroom. Windows should be open each period and closed at the end of Period five; • Staff should ensure all tables and pupil chairs remain facing forward, and will supervise pupils as they wipe down tables/equipment/sanitise hands at the appropriate times: -Entrance/exit of classrooms • Pupils will wipe tables /equipment, whenever they return to a classroom from another area; • Staff will ensure that all pupils are seated according to the seating plan, and all seating plans will be placed on the Teacher's desk in each room; • In classrooms, all teaching staff should stay within the safe zone (whenever possible), which has been taped out; • If staff use shared equipment within the classroom, such as the remote control, items should be sanitised before use; • Staff should use discretion if pupils need to use the toilet during lesson. Pupils should use the designated toilets in each bubble; -Year 7-Dining Room -Year 8-Maths Toilets -Year 9- Café Trinita -Year 10-Science Toilets Year 11-RE Toilets Toilets will be cleaned by site staff at regular points during the school day, Pupils should apply hand sanitiser on entrance/exit of classroom; • Staff should sanitise on entrance and exit of the classroom/wipe the teacher's desk down; • Personal Teacher equipment cannot be given to any pupils. If pupils require equipment, staff should use the resources that are available in the classroom. Staff should liaise with CL if resources are needed; • Textbooks and other additional resources can be shared across each bubble, but must not be taken from one Year bubble into a different Year bubble;

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			<ul style="list-style-type: none"> • Following Government Guidance all staff are not permitted to gather in large groups, thus the function of the staff room at this time will be for private work. Staff have been reminded of the importance of maintaining a two metre distance in the staff work room. Staff should wear face masks if they feel that they cannot maintain social distance. Staff should use the sanitising products to wipe down and sanitise equipment and hands. Social distancing should be adhered to. Staff will be able to make hot drinks, but are asked to clean cups after use. Cups should not be shared with others; • Updated staff work room guidance: <ul style="list-style-type: none"> - we are now limiting the number of people using the staff workroom therefore we have reduced the number of PC's to 10, limited the number of work spaces (tables) to 6 (1 at either end of tables) and therefore limited the number of staff using the work room to 16. - We have consulted with staff re: the use of face masks in the staff work room. Staff have been encouraged to wear face masks in the staff work room should they have concerns about social distancing. All soft furnishings have been removed from the staffroom and replaced with plastic chairs, to improve hygiene; • Where ever possible, we have reduced the number of shared office spaces. A plan is being developed to have separate teams in the general office; • Site staff will clean the staffroom x2 per day; • Staff are not allowed to eat in the staffroom. Distanced seating is provided in the Dining Room at break and lunch. Staff have been reminded that they should move their chairs to ensure 2 metres distancing. Further seats have been removed from the dining room to allow for social distancing. An additional staff meeting was held to reiterate their professional responsibility in mainting social distancing in the dining room and staff work room. Staff are permitted to leave the building at lunch if they chose to; • Where two teachers share the role of form teacher with one class, they will alternate their responsibilities so that they are not both in the room with the class at the same time. • All staff must refer to and follow the updated behaviour policy (provided as part of CPD INSET training September 2020);

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			<ul style="list-style-type: none"> • If assistance is required whilst in the classroom, staff should use the alert tab on SIMS. Walkabout/Duty Sergeant will attend for support. In the event of an emergency, a pupil should be sent to pupil reception with clear instructions; • All staff will have access to visors/face masks/gloves/ tissues/hand sanitiser. Staff must wear face masks/coverings on entrance to the school building and on corridors and areas where social distancing cannot be maintained (although Government guidance states that you do not need to wear a face mask/covering in the classroom, staff can if they choose to); https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own/face-coverings-when-to-wear-one-and-how-to-make-your-own • Staff on duty should wear their Hi-Viz jacket and all staff should ensure that social distancing is followed; • At this time there will be no staff briefings and CPD INSET sessions will be delivered via teams; • All staff should ensure that if they feel unwell at any time they seek assistance in the first instance and then liaise with HR. If any symptoms are related to COVID 19 procedures must be followed immediately (https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools and engage with the NHS Test and Trace programme); • If any members of staff feel anxious or have any medical/personal concerns they must speak with HR so additional support can be provided; • All employees have clear roles and responsibilities which are within their capabilities and are aware of how to raise any concerns; <p>The Headteacher reports to CEO & COG to inform of the current working arrangements.</p> <p><u>Year 11 Revision Sessions</u> The library will be open for Year 11 pupils for revision from Monday to Thursday 3:05pm to 5:00 pm during the time period Monday 2 November to Friday 4 December. There will be 20 spaces available which will be allocated on a first come first served basis, unless demand outstrips supply at which point a booking system will be devise a booking.</p>

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			<p>Staff will be emailed during week commencing 2 November 2020 to identify pupil numbers and any issues</p> <p><u>Pupils</u> Upon arrival at the library</p> <ul style="list-style-type: none"> • The pupil will sanitise their hands • The staff member will ask if they want a computer or a table and they will be allocated a seat which is recorded on the seating plan • The pupil will move to their work area and spray down the surface and remain there until they have completed their revision work. • Pupils will not be allowed to eat or drink in the library. • If pupils use a library book, these books will then be placed into quarantine for the required number of hours • Upon leaving the library, (at the end of their revision work or at any time in between) the pupil will again spray down their work area and sanitise hands before being signed out <p><u>Staff</u> Supervising staff to observe the same procedures as for normal lessons and to have a radio</p> <p><u>Peripatetic Staff</u></p> <ul style="list-style-type: none"> • Peripatetic staff will enter at the main entrance to sign in and out and will sanitise upon arrival; • Peripatetic staff will wear a face covering whilst in the building, these will only be removed where the nature of the lesson requires removal (eg singing); • Sanitiser spray and hand gel will be in each practice room and this will be used between each pupil; • As pupils arrive and leave they will sanitise their hands; • Classes will only be for one pupil at a time; • Pupils will bring their own instruments; • Perspex screens are in place in the practice rooms to create a barrier between pupils and staff;

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			<ul style="list-style-type: none"> • Pupils and staff will position themselves sideways on to each other as opposed to face on; • In the case of Brass lessons, these are being taught by BM in his classroom to allow for a greater distance between teacher and pupil; • No peripatetic staff will enter the building if they have symptoms; • Should a member of peri staff become infected they will inform BTRCC immediately to ensure track and trace can be carried out; • Should a pupil test positive, BTRCC will contact the peri staff; • A list of pupils attending lessons, will be held in the office and with JT for track and trace cross reference. <p><u>IT Support</u></p> <ul style="list-style-type: none"> • IT support may have to enter the classroom whilst the teacher/class are there; • Where space is limited and so distance cannot be maintained the teacher will move accordingly so that the technician can enter safely to complete their work; • The class teacher will stand in the door way to ensure that all pupils in the class are supervised; • On entrance/exit of the classroom all staff will sanitise appropriately. Any equipment that has been touched will be wiped with the sanitising spray; • IT Support have been advised on the wearing of PPE. <p><u>Counselling sessions</u></p> <ul style="list-style-type: none"> • Fabric chairs have been removed and replaced with plastic chairs; • Sanitisation station has been set up outside the counselling room. Pupils will sanitise before entering the room and upon exiting; • Cloths/sanitiser spray to be provided to clean the room after each session; • Counsellor will open and close the door to avoid the door handles becoming a high volume touch point. Instructions are clearly labelled on the door; • A set chair for the counsellor will be used for sessions. Pupils will be made aware that they cannot use this seat; • There will be appropriate distance between the counsellor and pupil and appropriate distance will be maintained;

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			<ul style="list-style-type: none"> • Sessions will be shorter (a maximum of 30-40 minutes), to allow time to air and clean down the room/chairs etc. in-between pupils; • The windows will be open at all times and the door open in-between sessions to allow a through draught to air the room; • No more than one pupil will be seen per Period (previously would have sometimes carried out 2 x 30 minute sessions); • Pupils will be seen (where possible) from one-year group per day to ensure 'bubbles' are not cross contaminating the room; • Considerations for paper documentation (e.g.- parental consent forms/ confidentiality agreements etc.) will follow Covid guidelines and returned documentation will be left for designated timescale prior to filing; • Counselling provisions, e.g. tissues, to be only handled by the counsellor and not the pupils, e.g. the counsellor will offer the tissue box for the pupils to take a tissue rather than the pupils touching the box. <p><u>Practical subjects</u></p> <ul style="list-style-type: none"> • In each of the practical classrooms there will be 5xs spray/wipes/hand sanitiser; • Pupils will apply hand sanitiser on entrance/exit; • Pupils will wipe down any used equipment at the beginning and end of the lesson; • In IT lessons, where possible, control of the keyboard will be used by the teacher to limit movement; • Staff have been advised about the appropriate wearing of PPE if they have to move around the room. <p><u>Careers</u></p> <ul style="list-style-type: none"> • Fabric chairs have been removed and replaced with one plastic chair; • Sanitisation station has been set up outside the careers room. Pupils will sanitise before entering and on exit; • Pupils will knock on the door and wait for the door to be opened. There will be a sign on the door with clear instructions; • Careers teacher will remain in her chair behind her desk and the pupil will sit on plastic chair placed near to the door. The door will remain open at all times to help with circulation of air;

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			<ul style="list-style-type: none"> • A 2m safe zone will be taped out; • Sessions will be shorter so that cleaning can take place after each pupil; • Only 1 pupil will be allowed in the room at anytime; • When delivering guidance to Form groups, appropriate distance will be maintained and PPE worn. <p>PE – planned phased return to practical PE lessons starting Monday 23rd November Pupils informed of changes in PE lessons week beginning 16 November. Pupils informed to wear full Blessed Trinity PE Kit for school on the day that they have practical PE. Pupil / Parental letter sent home 13 November.</p> <p>KS3 pupils will get one practical lesson and one classroom lesson a week. KS4 pupils will remain in classrooms for their PE lessons, this will be review on a 2 weekly basis</p> <p>At KS3 (Years 7/8/9) 1st lesson of the week: Set 1, 2 and 3 will have a practical lesson Set 4 and 5 will have a classroom lesson delivering the wellbeing curriculum</p> <p>2nd lesson of the week: Set 1, 2 and 3 will have a classroom lesson delivering the wellbeing curriculum Set 4 and 5 will have a practical lesson</p> <p>For each practical activity, groups must be kept in bubbles of a maximum of 6 pupils. These group bubbles need to be recorded (seating plan) and sent through to JT as part of the track and trace process,</p> <p>On the KS3 classroom lesson pupils are to complete the PE Wellbeing Lessons 1-12. PE Wellbeing resources are available on the T:Drive</p> <p>On the KS4 Classroom lessons pupils have been allocated personal study time to catch up. PE Wellbeing resources are available on the T:Drive</p>

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			<p>On KS3 practical lessons, staff meet pupils at the allocated classrooms. Class register to be completed before moving to practical session. Staff to remind pupils of group bubbles and make any amendments depending on pupil attendance.</p> <p>2 week Rota of activities:</p> <ol style="list-style-type: none"> 1. Table Tennis – Spread out in the sports Hall 2. Orienteering/Walking – Thompson Park / Queens Park 3. Astroturf – Activity of your choice – Pupils spread out using different nets <p>This format for Core PE at KS3 will continue until Christmas and be reviewed. The format for PE at KS4 will be reviewed on a 2-week basis, this will continue into the new year.</p> <p><u>Staff toilets</u></p> <ul style="list-style-type: none"> • No more than 2 staff to be in the toilets at the same time to ensure distance can be maintained at the wash area. <p><u>Pupil Guidance</u></p> <ul style="list-style-type: none"> • Pupils will follow a new time of the day schedule, amended to follow Government guidance; • Pupils will safely wait in their holding area from 8.15am. All areas will be supervised by the Year Leaders. At 8.30am, SLT will supervise pupil entry into the building. All pupils must wear a face mask or covering as they enter the building and they must ensure that hand sanitiser is applied. Pupils will carefully make their way to their Year bubble area and will make their way into their Form Room, pupils will enter the building from; <ul style="list-style-type: none"> -Year 7- Art room doors -Year 8- Outside doors near to room 117 -Year 9- Well-being entrance -Year 10-Main Entrance -Year 11-Theatre

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			<p>All entrances will be closed at 8.50am. Any late pupils must enter the building via Main Reception;</p> <ul style="list-style-type: none"> • All pupils will go directly to their Year bubble and their Form Room. Pupils should not wait on corridors. All pupils will sanitise their hands as they enter/exit the classroom; • Pupils will wipe tables /equipment, whenever they return to a classroom from another area; • Pupils will be regularly reminded of the 'catch it, bin it, kill it, sanitise' approach and additional swing bins have been purchased for rooms, corridors, Dining Room and the Theatre; • All pupils will sit in their allocated place following the seating plan. Pupils will not approach the teacher and will remain seated, unless the teacher asks them to move; • Pupils will use their own equipment and will not borrow any from the teacher/another pupil. (Spare equipment will be provided for each Homebase); • Windows will be kept open throughout the day to ensure that fresh air is circulating within the classroom. All pupils will be advised to wear their school jumper under their blazer if they are cold; • On days where PE/Dance lessons occur, pupils will come to school in their PE kit, wearing their blazer over the top. Full school uniform should be worn on the other days; • Pupils will be reminded to stay safe at all times. (Sanitise, avoid unnecessary contact such as holding hands/hugging). They will follow the sanitising schedule; • There is ample signage on all corridors, within each Year bubble, toilets, Dining Room, Theatre, entrances and exits to reiterate expectations and procedures; • At cross over of lessons, there is a clear rota in place so that pupils are supervised at all times and staff can move to their next classroom; • To allay any fears parents may have and due to the current situation in East Lancashire, pupils will be permitted to wear a plain colour face covering in the school building if they wish to. This will be reviewed daily.
Impact of reduced staffing levels on pupil activities and work tasks	Employees, pupils, contractors, visitors	Potential infectious disease, injury or harm from accidents	<ul style="list-style-type: none"> • Staffing levels are reviewed daily in line with current DfE guidance and where necessary advice is taken from the Trust; • Current risk assessments are referenced for pupil activities/work tasks to be undertaken considering the impact on safety due to altered staffing

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			<p>arrangements and to clarify what control measures need to be implemented. The outcome from this exercise will identify whether an activity or task can be carried out safely or if an alternative one will need to be done instead;</p> <ul style="list-style-type: none"> • From September 2020 there will be no assemblies in the first instance and enrichment activities will be introduced gradually following Government Guidance and approval by the Headteacher. There will be a supervised after school Homework Club provided in each Year bubble. This will be reviewed daily to ensure numbers remain at a safe number; • Catering staff will be working at a distance where possible and will have access to visors. Catering staff are permitted to wear during preparation of food/serving and during change over times. Catering staff will continue to use PPE gloves; • When pupils purchase food the catering staff will wipe down the thumb machine after each use; • There will be no hot food served in the first two weeks and pupils will be given a small selection of sandwiches/pasta. This will be reviewed at the end of the second week; • The online parent pay has been upgraded to allow for the pre-ordering of food. This will help improve the queuing system in the Dining Room; • Site staff and cleaning staff will work following Government Guidance. All have access to PPE; • Pupils will arrive at school changed for PE lessons and will not be using the changing rooms. PE will predominately be outside activities. All activities will encourage social distancing; • Pupils will arrive at school changed for Dance lessons and will not be using the changing rooms. Where possible the theatre space will be used along side the dance studio to allow for more social distancing. When this is not available the dance studio will be used, it will have taped out spaces on the floor to aid social distancing, activities will encourage use of personal space and group or paired work will be kept to a minimal; • For Drama lessons as above the theatre will be used where possible, group and paired work will be reduced and any dialogue will be encouraged to be forward facing as opposed to face to face. The use of the taped floor will allow for more social distancing and give clear areas of permitted working spaces for pupils;

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			<ul style="list-style-type: none"> The Headteacher and SLT will keep in regular contact with employees to monitor the working arrangements and provide support and advice where necessary; From September 2020, staff CPD INSET and meetings will be via teams. This will be reviewed following Government Guidance. Where staff attend meetings in classrooms social distancing and hygiene protocols will be followed; Where the Theatre is used as a training space, the entrance doors to Café Trinity will remain open to maximise a natural ventilation and all air conditioning will be switched off. The external vents to the theatre which provide a fresh air supply will also be opened. <p><u>Spirit of Sport Lettings/Bookings</u> Please see separate risk assessment 'Spirit of Sports Community Lettings'</p>
Impact of additional staff entering teaching rooms for learning walks, formal and informal observations on the transmission of Covid 19	Employees, pupils,	Potential spread of infectious disease	<ul style="list-style-type: none"> Observers entering a class room will where possible maintain a safe distance (2m) from both the teacher and pupils within the room. Observers will sanitise their hands on entering the room. If a safe distance of 2m cannot be maintained from pupils, observers will wear PPE including but not exclusive to a face covering. Observers will not maintain close contact with any one pupil for longer than 15 minutes during the observation period and will wear a face covering whilst in contact with these pupils. If the observer sits in the room, both the chair and table area will be disinfected afterwards and hands will be sanitised. The observer will not touch stationary or equipment belonging to pupils whilst in the room. If the observer examines work in exercise books, the observer will wear gloves or will sanitise their hands after touching the exercise books. Observers will avoid touching their faces whilst in the room until they have sanitised on leaving the room. Observers will not remove exercise books from the room during the observation period, but will access them following 24 hours to reduce transmission from books to observer. Staff that are clinically vulnerable will avoid performing lesson observations until further notice. Appraisal observations will be carried out in these instances by either link SLT or other TLR holders within department.

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Impact of touching exercise books during marking and feedback exercises by teaching staff, QE team and TA's on the transmission of Covid 19	Employees, pupils,	Potential spread of infectious disease	<p>To ensure that marking is as safe as possible and until further notice:</p> <ul style="list-style-type: none"> • Teachers will mark work in school where possible and should avoid taking exercise books home. • If exercise books are removed from the room for marking in school, marking should be carried out where possible within the year bubble. • If exercise books are removed home for marking, staff will avoid touching the books for 24 hours following use by the pupils and will return the exercise books to the home base room 24 hours before the pupils use the books again. • Teachers will mark all work remotely from pupils where possible and avoid– no dynamic marking or ‘marking over the shoulder’). • Where this is not possible, teacher will wear face coverings whilst being close to pupils and will not remain close to a pupil for longer than 15 mins. • Pupils can be used collect or hand out books or worksheets and will sanitise their hands after doing so before returning to their seats. • Teaching staff and TAs will avoid distributing exercise books, worksheets or any other equipment during lessons and if they do so will sanitise their hands afterwards. • Teachers will use hand sanitiser before and during the time books/worksheets are being marked and once books/worksheets have been marked, teachers will ensure hands are washed. • Teacher will avoid touching their face through out marking activity.
Spread of COVID-19 virus via air borne particles	Employees, pupils, visitors, contractors, parents, members of the public	Potential spread of infectious disease	<ul style="list-style-type: none"> • Guidance on Social Distancing MUST be adhered to at all times; • Protector shields have been custom made to fit around Main Reception, Pupil Reception and in the Library, to prevent the spread of air borne particles; • DfE COVID-19 guidance on <u>implementing social distancing in educational settings is reviewed regularly</u>; • Employees are socially distancing themselves from each other, pupils and parents/carers at all times; • Parents/carers will not enter the school unless absolutely necessary and, if they do need to enter the school, they will follow the strict handwashing and social distancing guidelines; • Pupils are instructed to socially distance themselves from all staff whenever possible, including in the classroom and at break and lunch times;

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			<ul style="list-style-type: none"> • Movement around school will be very limited with children moving as a group maintaining social distancing; • In the library, to reduce risks we have installed Perspex screening around the central desk and the Librarian's personal desk. Pupils will use hand sanitiser on entrance and exit of the Library. Pupils will be encouraged to browse books online. The Librarian will be permitted to wear PPE and should wear gloves when handling books. • The sending of Christmas cards by staff or pupils is not permitted. • A deep clean was commissioned on the 11th, 12th and 13th December 2020 due to an increased number of cases. This will be reviewed if cases continue to rise.
Employee or pupil displaying signs of COVID-19 whilst in school	Employees, pupils, visitors, contractors, parents, members of the public	Potential spread of infectious disease	<ul style="list-style-type: none"> • Employees are aware of the virus symptoms and are vigilant in reporting all concerns to the responsible person who will reference <u>DfE COVID-19: guidance for education settings</u> for advice on dealing with the situation; • Employees who have assisted someone who has taken ill with COVID-19 symptoms will wash their hands for 20 seconds, they do not need to go home unless they display the symptoms themselves; • Employees showing symptoms are sent home and reminded to self-isolate following current government guidance for staying at home; if they are unable to drive and need collecting, they will wait in the office next to the Main Office (previous HR Office); • If a pupil displays symptoms they will be placed in the designated room (as above) until they can be collected, whilst being mindful of individual pupils' needs; • Ideally, a window will be opened in the room for increased ventilation; • If it is not possible to isolate the pupil e.g. if it causes them undue distress or they need to remain under adult observation, an assessment will be carried out to see whether it is sufficient to move them to an area which is at least 2 metres away from others (this will be based on open available areas at the time to be used in this instance); • PPE must be worn by staff where a 2m distance cannot be maintained; • Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a

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			<p>test) or if the symptomatic person subsequently tests positive (see below) or they have been requested to do so by NHS Test and Trace;</p> <ul style="list-style-type: none"> • Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. The area around the person with symptoms must be cleaned with normal household bleach after they have left to reduce the risk of passing the infection on to other people. See the COVID-19: cleaning of non-healthcare settings guidance; • If an individual (adult or child) showing COVID-19 symptoms, needs to use the bathroom while waiting to go home, they will use the visitors' toilet. This will then be cleaned and disinfected before being used by anyone else; • The adult or parent/carer of the child, will be advised to be tested and inform school of the result. Where the child, young person or staff member tests positive, the rest of their class or group within their childcare or education setting should be sent home and advised to self-isolate for 14 days. The other household members of that wider class or group do not need to self-isolate unless the child, young person or staff member they live with in that group subsequently develops symptoms; • If an adult or child shows symptoms, all other families of the group will be informed as soon as possible.
Need for Personal Protective Equipment (PPE)	Employees, pupils, visitors, contractors, parents, members of the public	Potential spread of infectious disease	<ul style="list-style-type: none"> • Employees are aware of the need to use the appropriate PPE when completing specific tasks e.g. cleaning; • All cleaning staff and site staff now wear face masks, gloves and aprons whilst going about their daily work; • Insufficient levels of PPE should be reported to the most senior member of staff; • PPE is provided as detailed in task risk assessments e.g. for the Cleaning Up of Bodily Fluids; • Teaching staff and support staff have access to PPE if they wish.
Altered fire and lock-down arrangements	All building occupants	Burns, smoke inhalation, fire related injuries, death, injuries relating to violence/aggression	<ul style="list-style-type: none"> • Employees are made aware of the current fire and lock-down procedures; • There is a Staff information booklet outlining key points regarding safety procedures and expectations. This will be shared with staff in school on September 1st 2020. Details pertinent to pupils will be shared in their first Form period;

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			<ul style="list-style-type: none"> • Daily checks are made to ensure all required fire doors are kept unlocked and will be available in the event of an emergency; • Room fire safety capacity levels are considered when deciding which areas of the building are to be used; • Nominated persons are identified each day/shift: In the event of a fire alarm - <ul style="list-style-type: none"> ○ to liaise with the fire officer and report any concerns e.g. areas of a building that may not have been checked; ○ to act as Fire Wardens, SLT to take out the signing in sheets. • In the event of a lock-down: <ul style="list-style-type: none"> ○ to call/liaise with the Police; ○ if needed the emergency grab bag is located in Business Manager's office; ○ to safely secure pupils in the classroom that they are in, locking or barricading the door if possible depending upon the type of security threat/lock-down; ○ social distancing rules will apply at all times unless there is an imminent risk to life. • A soft fire practice evacuation was formulated and pupils trained during week beginning 19.10.2020 in separate year groups. Full instructions to pupils will be reiterated through form time/PSHE lessons week commencing 2.11.2020. Face masks were worn on leaving the classroom during the fire evacuation practice; • In the event of a real full school evacuation, there will inevitably be a mixing of bubbles. Pupils will be encouraged to try and maintain social distancing. All pupils and staff will wear face masks. Pupils will be lined up within their own bubbles and will be dismissed a year group at a time, ensuring that they use hand gel on their return to the classroom. • Lockdown arrangements for the school remain the same but will be revisited during form-time/PSHE in HT2.
Reduced premises inspections, tests, servicing and maintenance	All building occupants	Accidents or incidents resulting in injury, occupational disease, or a risk to health e.g. electrocution, fire,	<ul style="list-style-type: none"> • Premises management inspections, testing and servicing of plant, equipment, etc. are kept up-to-date for all parts of the building that remain in use e.g.: <ul style="list-style-type: none"> ○ <u>Fire Checks</u>: weekly fire alarm checks continue to be made and recorded for occupied parts of the building. The same principle applies to emergency lighting, fire extinguishers etc;

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		legionellosis, asbestosis	<ul style="list-style-type: none"> ○ <u>Legionella/Water hygiene</u>: weekly flushing regimes will continue; prior to undertaking the flushing regime, the domestic hot water plant will be switched on and fully operational to ensure water is stored above 60 °C for at least 1 hour prior to commencing the weekly flushing regime to sterilize the hot water system and reduce the proliferation of legionella bacteria; ○ <u>Contractor servicing and maintenance</u>: servicing, etc., will continue wherever possible (see section on Contractors and visitors to the premises). The schools property consultant will be contacted for advice prior to reopening areas of the school where it has not been possible to keep these up-to-date; ○ <u>Testing of electrical items (PAT)</u>: PAT testing will continue where possible. If not possible, the school will put local controls in place e.g. by undertaking pre-use visual checks for signs or damage or scorching, removing any damaged or faulty equipment from use, switching off and unplugging all equipment after use etc; ● Records of all testing and checks will be kept. SLT will liaise with Site Manager fortnightly.
Contractors and visitors to site	Employees, pupils, visitors, contractors, parents, members of the public	Potential spread of infectious disease	<ul style="list-style-type: none"> ● Visitors to site are limited to essential persons only; ● All visitors will follow the Government's guidance and the school's strict hygiene and social distancing rules e.g. hand washing/sanitisation upon entry; ● Contractors must obtain permission before attending site; ● Contractors will wear appropriate PPE as determined by their employer, however they may be asked to wear additional PPE (provided by the school) upon arrival e.g. gloves, mask, coveralls, shoe covers, etc. Contractors will comply with any additional PPE or hygiene requirements made by the school prior to entry; ● Contractors will keep the time spent on site to a minimum and will make all efforts to only attend site to carry out work during periods of reduced occupation; ● Alternative routes around or through the premises will be used as instructed by the school e.g. the school may usher the contractor through a fire escape door to access an adjacent room, rather than walking them through the school to reach their destination.

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Homeworking with DSE	Employees and members of their household	Development or worsening of existing musculoskeletal injuries or health conditions	<ul style="list-style-type: none"> • Employees are aware of the current Government guidance regarding self-isolation if they are in a 'high risk' category due to a health condition, or if they or any members of their household display symptoms of COVID-19; • Whole staff questionnaire has been completed and will be completed again on return to school in September. All staff will be encouraged to speak to line managers/SLT/HR if they have any concerns or worries; • Employees will be required to work from home where possible, in line with the School's needs, if they are not able to attend work to undertake their normal duties. This will usually involve the use of Display Screen Equipment (DSE) in the form of mobile laptops, tablets, phones, etc; • Homeworkers can refresh their DSE knowledge if they feel this is necessary by undertaking the DSE eLearning on Astute accessible on the Schools Portal; • Where requested, employees will be provided with ancillary equipment to allow them to attain good working posture whilst using DSE at home e.g. a separate keyboard, mouse, laptop rise and foot rest; • Employees take regular breaks e.g. if a 'good' homeworking set-up is achieved a 5 minute break taken every hour is adequate. If a good set-up cannot be achieved then more frequent breaks must be taken e.g. 5 minutes in every 25 minutes (or in every 15 minutes if the employee is experiencing any discomfort); • Employees will report any health issues they experience which they believe is related to their homeworking set-up to HR as soon as possible so that further action can be taken; • DSE 'exercises' should be undertaken to avoid static postures at the workstation; • Employees are required to watch: <ul style="list-style-type: none"> ○ The HSE video on temporary working at home – workstation setup; and, if they continue to experience any issues; ○ the Posturite webinar – Working from home – quick fixes; Note: Any queries arising from watching this webinar must be addressed to the LCC Health, Safety & Quality Team on Tel: 01772 538877 or email HS&Q Team and NOT to Posturite; • Good housekeeping and cable management must be implemented whilst working at home; cables must not present tripping hazards to self or other family members;

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			<ul style="list-style-type: none"> • Employees are reminded keep confidential or personal sensitive information secure in line with GDPR rules whilst working from home; • Employees are aware of other sources of useful H&S information to assist homeworking arrangements such as: <ul style="list-style-type: none"> ○ <u>Display Screen Equipment guidance and exercise sheets</u> (scroll down to DSE Forms, templates & guidance section); ○ <u>Agile Working</u>; ○ <u>Employee Wellbeing</u>; ○ <u>H&S COVID-19 web page</u> (section on 'How to support employees working from home'). <p>Remote H&S support is available via the Duty Officer by Tel: 01772 538877 or email HS&Q Team at: health.safety@lancashire.gov.uk</p>
Employee isolation and reduced communication	Employees	Increased levels of stress/anxiety and lower than normal levels of wellbeing	<ul style="list-style-type: none"> • All staff are returning to work in September and where this is not possible, contact must be made with the HR Manager; • The Headteacher and SLT, will keep in regular contact with employees to monitor the working arrangements and offer support and advice where necessary; • Communication with employees is be in the form of a daily briefing and CPD sessions and meetings will be via Teams; • Employees are made aware of sources of information that will assist employee wellbeing such as: <ul style="list-style-type: none"> ○ <u>Employee Wellbeing</u> ○ <u>MIND web site</u> ○ <u>H&S COVID-19 web page</u> ○ DfE updates: https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19/guidance-to-educational-settings-about-covid-19
Risk to children with additional needs			<ul style="list-style-type: none"> • SENDCO to risk assess needs on an individual basis in line with the SEND risk assessment guidance; • Ensure children understand the need to follow social distancing requirements; • Plan activities they can engage with while observing social distancing requirements; • Ensure adequate supplies of normal PPE;

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			<ul style="list-style-type: none"> Children with an EHCP will have an individual risk assessment before their return to school.

This general risk assessment will apply to this area/task/activity in most schools providing the control measures described are in operation and there are no further local significant hazards. If it does not fully apply and further control measures are required, please complete the Action Plan at Part C. If it fully applies please sign below.

I certify that the risk assessment above fully applies to the area/task/activity under assessment in Blessed Trinity RC College

Signed: 

Name: Richard Varey