

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:	04 March 2021
		Planned Review Date:	29 March 2021
How communicated to staff:	Orally & via email	Date communicated to staff:	05 March 2021

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)
Interim plan for return to school March 8 2021, (Staff and Pupils). The school is following Government guidance and protocol. Please see previous RA for full details up to January 2021	Employees, pupils, visitors to school	Potential spread of infectious disease	<ul style="list-style-type: none"> School regularly refers to official advice from the DfE, PHE, HS&Q and HR; <u>Coronavirus (Covid-19): guidance for schools and other educational settings</u> <u>LCC Schools HR guidance</u>; <u>LCC Health & Safety COVID-19 web page</u>; Headteacher or other senior person keeps up to date with <u>official COVID-19 Guidance</u> and informs employees/school arrangements as required; Arrangements are in place to comply with the <u>Government and NHS requirements</u> for rapid coronavirus testing of staff and pupils. Pupils will have their initial test on either Thursday March 5 or Friday March 6. They will attend at a specified time to reduce risk of mixing. They will socially distance and wear their face masks at the appropriate times. Hand sanitiser will be used on entrance/exit of the building and at specific times during the testing; Staff have also been invited in for testing on these two days. LFT are also available for staff to collect on both days. Staff should see J Harbord to collect

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)
			<p>their tests for home. Training has been given to staff of the use of LFT and recording of results;</p> <ul style="list-style-type: none"> The school will contact the DfE Helpline (0800 046 8687) as required for support on what action to take when responding to a positive case or possible outbreak.
Vulnerable & extremely vulnerable staff or pupils with pre-existing health conditions	Staff, pupils, household members	Becoming seriously ill from the effects of coronavirus, potential to be life threatening	<ul style="list-style-type: none"> Staff who are identified as clinically extremely vulnerable through a current letter from the NHS or specialist doctor are advised to follow current government guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19. The government will write to people if they are required to follow more restrictive formal shielding measures due to an increase in risk in the worst affected areas; Most children originally identified as clinically extremely vulnerable no longer need to follow original shielding advice. Parents are advised to speak to their child's Doctor to clarify whether their child should still be classed as clinically extremely vulnerable; Children whose Doctor has recently confirmed they are clinically extremely vulnerable are advised to follow current government guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19 or the specific advice of their Doctor; Pupils who are no longer required to shield but who generally remain under the care of a specialist health professional may need to discuss their care with their health professional. The school works closely with parents of children who are extremely vulnerable to support a return to school, carrying out an individual risk assessment as necessary; Pupils/staff who have had their vaccine due to underlying health conditions and clinically extremely vulnerable staff who have had their vaccine have been reminded of the need to continue to follow government shielding advice and self-isolate if they have symptoms or are identified as a close contact of a positive case;
Transmission of Covid-19 through airborne particles due to interaction with a large number of other pupils (Return to school March 8 2021)	Staff, pupils, visitors, contractors, household members	Potential spread of infectious disease	<ul style="list-style-type: none"> School applies the measures set out in the government <u>Guidance for full opening: schools</u> as far as is reasonably practicable to reduce the risk to all staff, visitors and pupils including those who are extremely clinically vulnerable. Procedures in place from September will continue; A staggered approach will be taken; <ul style="list-style-type: none"> Monday March 8 Year 11/7

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)
			<ul style="list-style-type: none"> ▪ Tuesday March 9 Year 10/9 ▪ Wednesday March 10 Year 8 • Classrooms are not shared with other class groups; • Measures have been put in place to limit interaction, between groups (bubbles) as much as possible; • All teachers and other staff are permitted to operate across different classes and year groups to facilitate the delivery of the timetable and specialist provision. Where staff are required to move between groups, they will try and keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults. The number of interactions or changes will be kept to a minimum wherever possible; • Breaks are staggered to ensure that corridors or circulation routes have a limited number of pupils using them at any time and to reduce mixing between groups; • Lunch remains staggered with pupils not mixing with other year groups; • Classroom selection and timetabling have been carefully managed to reduce movement around the building and to prevent mixing of different groups of pupils; • There remains separate entrances/exits into the school building for all year groups; • Pupils will continue to use toilets designated to their year group. All toilets will be cleaned regularly throughout the day; • The use of hand sanitiser will continue on entrance and exit of the school building and classrooms; • Large gatherings such as assemblies or collective worship with more than one group is prohibited; • The changes made for PE/Dance will continue. There will be no changing facilities. Pupils will come into school wearing the appropriate kit/uniform; • Practical subjects such as DT, PA and Art will continue to group pupils in groups of 6 to minimise the number of contacts per pupil; • SLT will take steps to discuss the concerns of parents of pupils with possible risk factors and provide reassurance of the measures in place to reduce the risk in school;

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)
			<ul style="list-style-type: none"> • Where an employee expresses concerns or is identified as being in the clinically vulnerable categories <u>an individual risk assessment</u> will be completed to assess the risks to them and identify ways to reduce these to an acceptable level; • Pregnant women are categorised as ‘clinically vulnerable’ as a precautionary measure and are advised to follow the <u>Government guidance Coronavirus (COVID-19): advice for pregnant employees</u>. In accordance with the Management of Health and Safety at Work Regulations 1999 (MHSW) a <u>new & expectant mother risk assessment</u> and <u>individual Covid-19 concerns risk assessment</u> will be completed for all pregnant staff; • Staff and pupils who live with someone who is clinically extremely vulnerable or clinically vulnerable are required to attend School as normal; • All Staff take active steps to maintain a 2 metre distance from pupils at all times including staying at the front of the class, limiting face to face contact and minimising the time spent within 1 metre distance of anyone; • Staff maintain a 2 metre distance from each other at all times; • Staff and pupils are required to wear a face covering in communal areas where a minimum distance of 1 metre from others cannot be guaranteed for example when moving along corridors; • In addition, staff and pupils are required to wear face coverings in classrooms and other teaching environments unless social distancing can be maintained. This does not apply in situations where wearing a face covering would impact on the ability to take part in exercise or strenuous activity or to those who are exempt from wearing a face covering; • Face visors or shields are not permitted as an alternative to situations where face coverings must be worn as they have been deemed unlikely to be effective in reducing aerosol transmission when used without an additional face covering. Face visors or shields will only be permitted after carrying out a risk assessment for the specific situation and will always be cleaned appropriately after use; • Staff and pupils have been instructed to sanitise their hands before putting on and removing a face covering, not to touch the front of their face covering during use or when removing it and to place reusable face coverings in a sealable plastic bag (that the wearer has brought with them) between uses as per government guidance on face coverings;

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)
			<ul style="list-style-type: none"> • School has a contingency supply of disposable face coverings for instances where staff, pupils or visitors have forgotten to bring one or if their own has become soiled/breaks during the course of the day; • Bins are provided throughout the school for the disposal of disposable face masks. The contents of bins are disposed of as normal domestic waste unless anyone disposing of items has symptoms of COVID-19 in which case they will be disposed of in line with the <u>guidance on cleaning for non-healthcare settings</u>; • All staff and pupils are expected to adhere to the current social distancing guidelines as far as is reasonably practicable; • DfE COVID-19 guidance on <u>implementing social distancing in educational settings is reviewed regularly</u>; • Where space allows, pupils who are old enough are supported to maintain a distance from each other and are encouraged not to touch staff and their peers; • Classrooms have been adapted to support social distancing where possible including: <ul style="list-style-type: none"> • Seating pupils side by side and facing forwards, rather than face to face or side on; • Moving unnecessary furniture out of classrooms to make more space; • Seating plans must be followed by all staff and pupils; • Where practical, desks have been assigned to individuals or to the smallest number of pupils possible. Where desk sharing cannot be avoided they are wiped down between changes of pupils; • All classrooms have sanitising products and sanitising hand gel. Pupils are to wipe down/sanitise as is needed and directed by staff; • 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. • To balance the need for increased ventilation while maintaining a comfortable temperature some flexibility on suitable indoor clothing is permitted, furniture is arranged where possible to avoid direct draughts. Windows in all classrooms should be open to ensure there is a source of fresh air circulating within the classroom; • 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. Personal teaching equipment should not be given to the pupils;

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)
			<ul style="list-style-type: none"> The staff room remains as a work room with numbers restricted-Government Guidelines should be followed by all staff; Site staff will continue to 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; 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); 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; If any members of staff feel anxious or have any medical/personal concerns they must speak with HR so additional support can be provided; Where a member of staff returning to the workplace has raised concerns about their safety or wellbeing due to the risk of COVID-19, where necessary their line manager will complete a <u>risk assessment addressing COVID-19 concerns for an employee</u> to help identify key concerns and any further adjustments required to support them at work; Staff are made aware of sources of information that will assist staff 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> The Department for Education is providing additional support for both pupil and staff wellbeing in the current situation. Information about the <u>extra mental health support for pupils and teachers</u> is available; The <u>Education Support Partnership</u> provides a free helpline for school staff and targeted support for mental health and wellbeing. <p><u>School Transport</u></p> <ul style="list-style-type: none"> parents/carers have been advised that students must not board home to school transport if they or a member of their household has symptoms of coronavirus (COVID-19);

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)
			<ul style="list-style-type: none"> On wider public transport it is the law that children and young people aged 11 years and over must wear a face covering and abide by social distancing; Social distancing does not apply on dedicated school transport; Children and young people aged 11 and over MUST wear a face covering when travelling on dedicated school transport to school, unless they are exempt; Standing is not permitted whilst the vehicle is in motion. Students should remain seated until they leave the vehicle; It is recommended that students travel with their own sanitising hand gel as this is unlikely to be available on board; It is advised that there is no eating or drinking on board; Students should try to talk at low levels and refrain from shouting; All students will be required to show their valid pass/season ticket or pay their exact fare; Please note, it is not mandatory that bus drivers wear face coverings whilst working. Drivers are not expected to enforce the wearing of face coverings but will relay concerns relating to non-compliance to the school bus managers who will then advise the school.; For more information please refer to https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers.
Staff, pupils and household members who are asymptomatic	Employees, pupils, visitors, contractors, parents	Potential spread of infectious disease	<ul style="list-style-type: none"> Head teacher has communicated with all staff and parents the benefits of testing; Pupils and staff have been offered voluntary testing. For pupils this begins on March 4 and 5 with 2 follow up tests up until Week beginning March 15. There is a clear testing programme in place following Government Guidelines; Staff training has been provided with regards to home testing(March 3). All pupils who have completed 3 tests in school will receive support on how to test at home, following Government Guidelines; The asymptomatic testing programme does not replace the current testing policy for those with symptoms. Anyone with symptoms (even if they recently had a negative LFD test result), will be advised to self-isolate immediately according to government guidelines and book a test; On site LFD testing is available on a Monday and Friday for small number of pupils who are unable or unwilling to test themselves at home;

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)
			<ul style="list-style-type: none"> • Staff, parents/carers and pupils are required to provide school with details of anyone they or their child have been in close contact with if they test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace; • Staff and parents have been instructed to inform school immediately of the results of a test so that an assessment can be made of the potential impact on school. Staff have been asked to test on a Sunday evening and a Wednesday Evening and to send their results through to Bette Wilcock at bwilcock@btrcc.lancs.sch.uk by 7am the following morning; • Staff who have assisted someone who has taken ill with COVID-19 symptoms and any pupils who have been in close contact with the symptomatic person, will wash their hands with warm, running water and soap for a minimum of 20 seconds. They do not need to go home unless they display symptoms themselves or the symptomatic person subsequently tests positive or they are advised to do so by NHS Test and Trace, the School or Local Health Protection Team; • If a pupil displays symptoms their parent/carer will be required to take them home. Where this is not immediately possible, the pupil will be placed in a separate room (Office next to Main Office floor two) until they can be collected, whilst being mindful of the individual pupil's needs; • Windows 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; • If an individual (adult or child) showing COVID-19 symptoms, needs to use the toilet while waiting to go home, they will use the separate toilet opposite the Medical room on floor two. The toilet will then be cleaned and disinfected before being used by anyone else; • The area around the person with symptoms will be cleaned and disinfected using disposable cloths or paper towels and disposable mop heads after they have left to reduce the risk of passing the infection on to other people as per the <u>COVID-19: cleaning of non-healthcare settings guidance</u>; • When caring for someone with symptoms of coronavirus (COVID-19) a face mask should be worn if a distance of 2 metres cannot be maintained. If direct contact is necessary, then gloves, an apron and a face mask should be worn.

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)
Staff, pupils & household members test positive for COVID-19	Staff, pupils, visitors, contractors, household members	Potential spread of infectious disease	<ul style="list-style-type: none"> • If someone tests positive, they are instructed to follow the 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection' self-isolating for at least 10 days from the onset of their symptoms, or from their test date if they are asymptomatic. They will only be allowed to return to school when they have been without a fever for at least 48 hours. • They can return to school after 10 days even if they still have a cough or loss of sense of smell/taste as these symptoms can last for several weeks after the infection has gone; • Where the staff member or pupil has been in school during the infectious period for COVID-19 i.e. 48 hours before the onset of their symptoms, the school will undertake a rapid risk assessment to identify the bubble to which the pupil or staff member is allocated and/or any other staff or pupils who have been in close contact with them during the 48 hours prior to the onset of their symptoms; if the staff member / pupil has not been in school the 48 hours before the onset of their symptoms the school do not need to take any further action; • Based on the outcome from the rapid risk assessment, school will send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 10 days since they were last in close contact with that person. Close contact means: <ul style="list-style-type: none"> ▪ face to face contact including being coughed on or having a face to face conversation within one metre; ▪ being within 1 metre for 1 minute or longer without face to face contact; ▪ being within 2 metres of someone for more than 15 minutes (either as a one-off contact, or added up together over one day); ▪ travelling in a small vehicle, i.e. a car, with an infected person; • School will follow the guidance in the latest PHE (Lancashire) Schools Resource Pack (circulated to schools via the Schools Bulletin) which provides advice on managing positive cases and who to contact for help; • School will keep a record of pupils and staff in each group (bubble) and any close contact that takes place between children and staff in different groups. School will not share the names or details of people with coronavirus (COVID-19) unless essential to protect others;

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)
			<ul style="list-style-type: none"> Household members of those contacts who are sent home do not need to self-isolate themselves unless the pupil or staff member who is self-isolating subsequently develops symptoms; If someone in a class or group that has been asked to self-isolate develops symptoms themselves within their 10-day isolation period they are instructed to follow the 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection' and instructed to get a test; If the test is negative they are instructed to remain in isolation for the remainder of the 10-day isolation period as they could still develop the coronavirus (COVID-19) within the remaining days; If the test result is positive, they are instructed to inform school immediately, and must isolate for at least 10 days from the onset of their symptoms (which could mean the self-isolation ends before or after the original 10-day isolation period); They are advised that their household should self-isolate for at least 10 days from when the symptomatic person first had symptoms; In the event that a parent or guardian insists on a child attending school, the Headteacher will take the decision to refuse the child if in their reasonable judgement it is necessary to protect other pupils and staff from possible infection with coronavirus (COVID-19). Any such decision will be carefully considered in light of all the circumstances and current public health advice;
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 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>ITT Pupils:</p> <ul style="list-style-type: none"> We currently have 6 ITT students who have started their second placement AT btrcc February 2021 until June 2021. They have consented to testing in school and at home. They have been made aware of our risk assessment and will comply with all procedures and policies. Any questions will be directed in the first instance to their professional mentor/subject mentor;

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)
			<ul style="list-style-type: none"> • 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; • <u>Attendance at after school clubs is restricted as outlined in the guidance Protective measures for holiday and after-school clubs, and other out of school settings during the coronavirus outbreak;</u> • 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; • 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; • 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;

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)
			<ul style="list-style-type: none"> 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;
Impact of touching exercise books during marking and feedback exercises by teaching staff, QE team and	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;

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)
TA's on the transmission of Covid 19			<ul style="list-style-type: none"> • 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;
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 March 2021; • In an emergency e.g. an accident or fire, social distancing does not have to be observed where it may impact on general safety or safe evacuation; • Daily checks are made to ensure all required fire doors are kept unlocked and will be available in the event of an emergency;

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)
			<ul style="list-style-type: none"> 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. Soft fire practice evacuation will commence again during Spring Term two. Face masks will be worn on leaving the classroom during the fire evacuation practice; On full evacuation, 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.
Additional pupil/staff contact	All Staff/pupils	Potential spread of infectious disease	<u>Library</u> Upon arrival at the library <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

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)
			<ul style="list-style-type: none"> 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; 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;

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)
			<ul style="list-style-type: none"> • 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; • 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.

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)
			<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; • 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><u>PE –</u></p> <p>Pupils informed to wear full Blessed Trinity PE Kit for school on the day that they have practical PE.</p> <p>Pupil / Parental letter sent home 13 November.</p> <p>All pupils have received a message on SMH on 02/03 regarding when they have practical PE lessons and the arrangements</p>

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)
			<p>KS3 pupils will get one practical lesson and one classroom lesson a week. <u>KS4 pupils will remain in classrooms for their PE lessons, this will be review on a 2 weekly basis</u> KS4 pupils will be on a rota for receiving practical PE lessons. They will receive 3 practical lessons over 4 weeks and during their other lessons, they will be in the classroom.</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>At KS4 (Years 10/11) On the week where they have 2 PE lessons, the following will happen: 1st lesson of the week: Set 1, 2 and 3 will have a practical lesson Set 4 and 5 (and set 6 in Y band) will have a classroom lesson</p> <p>2nd lesson of the week: Set 1, 2 and 3 will have a classroom lesson Set 4 and 5 (and set 6 in Y band) will have a practical lesson</p> <p>On the week where they only have 1 PE lesson, this will be done on a rota</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. 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>

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)
			<p>On KS3 and KS4 practical lessons, staff meet pupils at the allocated classrooms. Class register to be completed before moving to practical session, weather permitting.</p> <p>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. Astroturf - Activity of your choice – Pupils spread out using different nets 2. Queens Park – Activity of choice on courts – Tennis/Football/Basketball 3. Thompson Park – Walking/Orienteering
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, legionellosis, asbestosis	<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; ▪ <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,	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;

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)
	parents, members of the public		<ul style="list-style-type: none"> • 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; • 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;
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"> • Whole staff questionnaire will be completed on return to work March 2021. 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;

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)
			<ul style="list-style-type: none"> • Employees are required to watch: <ul style="list-style-type: none"> ▪ The HSE video on <u>temporary working at home – workstation setup</u>; and, if they continue to experience any issues; ▪ the Posturite webinar – <u>Working from home – quick fixes</u>; Note: Any queries arising from watching this webinar must be addressed to the LCC Health, Safety & Quality Team on Tel: 01772 538877 or email <u>HS&Q Team</u> and NOT to Posturite; • Good housekeeping and cable management must be implemented whilst working at home; • Employees are reminded keep confidential or personal sensitive information secure in line with GDPR rules whilst working from home.
Employee isolation and reduced communication	Employees	Increased levels of stress/anxiety and lower than normal levels of wellbeing	<ul style="list-style-type: none"> • 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; • 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:

A handwritten signature in black ink, appearing to read "R. M. Varey". The signature is written in a cursive style with a long, sweeping tail.

Name:

Richard Varey