

Blessed Trinity R C College



**PART A. ASSESSMENT DETAILS:**

**School opening arrangements during COVID-19 restrictions**

<b>Team/School name:</b> <b>Address &amp; Contact details:</b>	Blessed Trinity R C College Ormerod Road Burnley BB10 3AA	<b>Name of Person(s) undertaking Assessment:</b>	Mrs. D. Williams Dr. J Tuohy
<b>Line Manager/ Headteacher (Name/Title):</b>	Mrs Deborah Williams Headteacher	<b>Date of Assessment:</b>	15 December 2021
		<b>Planned Review Date:</b>	2 January 2022
<b>How communicated to staff:</b>	Orally & via email	<b>Date communicated to staff:</b>	16 December 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 January 4 <sup>th</sup> 2022, (Staff) and January 5 <sup>th</sup> & 6 <sup>th</sup> 2022 (Pupils). The school is following Government guidance and protocol.	Employees, pupils, visitors to school	Potential spread of infectious disease	<ul style="list-style-type: none"> <li>School regularly refers to official advice from the DfE, PHE, HS&amp;Q and HR;</li> <li><u>Coronavirus (Covid-19): guidance for schools and other educational settings</u></li> <li><u>LCC Schools HR guidance</u>;</li> <li><u>LCC Health &amp; Safety COVID-19 web page</u>;</li> <li>Headteacher or other senior person keeps up to date with <u>official COVID-19 Guidance</u> and informs employees/school arrangements as required;</li> <li>Arrangements are in place to continue to comply with the <u>Government and NHS requirements</u> for rapid coronavirus testing of pupil prior to the start of term. Pupils will be tested on Tuesday 4<sup>th</sup> January (years 10 &amp; 11) and on Wednesday 5<sup>th</sup> of January (years 7,8, &amp; 9). They will attend at a specified time to reduce risk of mixing. It is not mandatory to social distance or to wear face mask when pupils attend to their test, but we are advising pupils to do so. Hand sanitiser will be used on entrance/exit of the building and at specific times during the testing;</li> </ul>

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			<ul style="list-style-type: none"> <li>Pupils will be given a second Lateral Flow test on Monday 10<sup>th</sup> January 2022 (Year 10 &amp; 11) and on Tuesday 11<sup>th</sup> January (Years 7,8 &amp; 9).</li> <li>Pupils will continue to use LF tests at home each Wednesday and Sunday during this time and report any positive results to school and NHS using links provided.</li> <li>Pupils must test daily using LF if they have been named as a close contact by NHS track and trace. Pupils must also isolate for 10 days if a family member tests positive for COVID 19.</li> <li>School will continue to provide LF tests for all pupils and staff.</li> <li>The school will contact the DfE Helpline (0800 046 8687) as required for support on what action to take when responding to a possible outbreak.</li> </ul>
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"> <li>Staff who are identified as clinically extremely vulnerable through a current letter from the NHS or specialist doctor are now advised to follow the same government guidance as everyone else as a minimum (DFE guidance of Management of Coronavirus in Education and Childcare Settings , August 17 2021);</li> <li>All clinically vulnerable children and young people should attend school unless they are one of the very small number of children under paediatric or other specialist care who have been advised by their clinician not to attend (DFE guidance of Management of Coronavirus in Education and Childcare Settings , August 17 2021);</li> <li>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;</li> <li>Pupils/staff who have had their vaccine have been reminded of the need to continue to follow government advice and self-isolate if they have symptoms or are identified as an immediate contact of a positive case pending the result of a PCR test.</li> <li>Pregnant staff, their third trimester are now advised to work from home</li> </ul>
Transmission of Covid-19 through airborne particles due to interaction with a large number of other pupils (Return to school January 4 <sup>h</sup> 2022)	Staff, pupils, visitors, contractors, household members	Potential spread of infectious disease	<ul style="list-style-type: none"> <li>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. Procedures in place from January are:</li> <li>Staff are advised to carry out a LF test the night before school opening</li> <li>A staggered approach to the start of the academic year 2021-2022 will be taken;</li> </ul>

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			<ul style="list-style-type: none"> <li>▪ Tuesday 4<sup>th</sup> January- Staff inset day to be held over TEAMS if measures still in place. Arrangements will be reviewed on Sunday 2<sup>nd</sup> January 2022</li> <li>▪ Tuesday 4<sup>th</sup> January – Years 10 &amp; 11 Lateral Flow testing in SOS.</li> <li>▪ Wednesday 5<sup>th</sup> January – Years 7,8 &amp; 9 Lateral flow Testing in SOS; Year 10 &amp; 11 return to school.</li> <li>▪ Thursday 6<sup>th</sup> January – Years 7, 8, &amp; 9 return to school.</li> <li>▪ It is advised that all staff and pupils wear a face coverings on communal areas.</li> <li>▪ Advice on all measures will be updated on Sunday 2<sup>nd</sup> January 2022</li> </ul> <ul style="list-style-type: none"> <li>• Pupils are no longer required to 'Bubble', however split breaks and lunchtimes have been maintained. (DFE guidance of Management of Coronavirus in Education and Childcare Settings , August 17 2021).</li> <li>• Although, pupil groups are not in 'Bubbles' and social distancing is not mandatory, a 2 meter distance is still maintained around the teachers desk to allow social distancing to take place if staff so wish.</li> <li>• 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 year groups;</li> <li>• Lunch remains staggered to reduce mixing with other year groups;</li> <li>• There remains separate entrances/exits into the school building for KS3 pupils, year 10 and year 11 pupils;</li> <li>• All toilets will be cleaned regularly throughout the day;</li> <li>• The use of hand sanitiser will continue on entrance and exit of the school building and classrooms;</li> <li>• Large gatherings such as assemblies or collective worship with more than one group are now allowed;</li> <li>• Pupils will now use PE and Dance changing rooms and are not required to wear their PE kit to school. To aid ventilation, changing room windows will remain open during the day. Where this is not possible, changing room doors to the outside will remain open to allow for adequate ventilation. Pupils will spend the minimum amount of time in changing rooms (no more than 10 mins. Per hour).</li> <li>• Changing rooms will now be regularly cleaned throughout the day.</li> <li>• 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;</li> </ul>

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			<ul style="list-style-type: none"> <li>• 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;</li> <li>• 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;</li> <li>• Pregnant women are no longer categorised as 'clinically vulnerable' but 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 &amp; expectant mother risk assessment</u> and <u>individual Covid-19 concerns risk assessment</u> will be completed for all pregnant staff;</li> <li>• Staff and pupils who live with someone who is clinically extremely vulnerable or clinically vulnerable are required to attend School as normal;</li> <li>• Staff and pupils are advised 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; Staff and pupils may wear a face covering if they so wish in non communal areas such as classrooms.</li> <li>• Staff and pupils will continue instructed to sanitise their hands before putting on and removing a face covering, if they have chosen to wear one.</li> <li>• School has a contingency supply of disposable face coverings as part of the Contingency Plan for Outbreak Management.</li> <li>• 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>;</li> <li>• All classrooms have sanitising products and sanitising hand gel. Pupils are to wipe down/sanitise as is needed and directed by staff;</li> <li>• 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.</li> <li>• 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</li> </ul>

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			<p>should be open to ensure there is a source of fresh air circulating within the classroom;</p> <ul style="list-style-type: none"> <li>• CO<sub>2</sub> Monitors are installed in most classrooms in the main building and are connected to the Building Security System. The CO<sub>2</sub> monitors detect increasing CO<sub>2</sub> levels in classrooms, the Theatre, Dining room which is monitored by Site Staff. An alarm will indicate increased levels of CO<sub>2</sub> of no more than 1000ppm which requires ventilation of the room. Rooms which do not have these monitors (eg. New classrooms 106b, 106C, 212 the SOS classroom) have CO<sub>2</sub> monitors portable installed that will raise an alarm within the classroom if CO<sub>2</sub> levels increase.</li> <li>• The staff room remains as a work room for staff, along with areas to socialise .</li> <li>• Site staff will continue to clean the staffroom x2 per day;</li> <li>• Staff are allowed to eat in the staffroom. We recommend however, that staff continue to use the dining room for eating.</li> <li>• All staff must refer to and follow the updated behaviour policy (provided as part of CPD INSET training September 2021);</li> <li>• 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;</li> <li>• If any members of staff feel anxious or have any medical/personal concerns they must speak with HR so additional support can be provided;</li> <li>• 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;</li> <li>• Staff are made aware of sources of information that will assist staff wellbeing such as: <ul style="list-style-type: none"> <li>• <u>Employee Wellbeing</u></li> <li>• <u>MIND web site</u></li> <li>• <u>H&amp;S COVID-19 web page</u></li> <li>• 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;</li> </ul> </li> </ul>

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			<ul style="list-style-type: none"> <li>The <u>Education Support Partnership</u> provides a free helpline for school staff and targeted support for mental health and wellbeing.</li> <li>Contingency plan in place and ready to be implemented in response to a COVID 19 outbreak.</li> </ul> <p><u>School Transport</u></p> <ul style="list-style-type: none"> <li>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);</li> <li>Social distancing does not apply on dedicated school transport;</li> <li>Children and young people aged 11 and over <u>MUST</u> wear a face covering when travelling on dedicated school transport to school, unless they are exempt;</li> <li>Standing is not permitted whilst the vehicle is in motion. Students should remain seated until they leave the vehicle;</li> <li>It is recommended that students travel with their own sanitising hand gel as this is unlikely to be available on board;</li> <li>It is advised that there is no eating or drinking on board;</li> <li>Students should try to talk at low levels and refrain from shouting;</li> <li>All students will be required to show their valid pass/season ticket or pay their exact fare;</li> <li>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.;</li> <li>For more information please refer to <a href="https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers">https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers</a>. Update as of 17<sup>th</sup> August 2021.</li> </ul>

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Staff, pupils and household members who are asymptomatic	Employees, pupils, visitors, contractors, parents	Potential spread of infectious disease	<ul style="list-style-type: none"> <li>• Head teacher has communicated with all staff and parents the benefits of testing;</li> <li>• Testing will be carried out on year 10 &amp; 11 pupils on Tuesday 4 January; year 7,8 &amp; 9 pupils will test on Wednesday 5<sup>th</sup> January. All pupils will return home immediately following their Lateral Flow test pending their results. Parents will be informed immediately if their child tests positive using the Lateral Flow Test.</li> <li>• Pupils will be offered a second test on Monday 10<sup>th</sup> January (years 10 &amp; 11) and Tuesday 11<sup>th</sup> January (years 7,8 &amp; 9).</li> <li>• Following a positive result on a Lateral Flow Test, parents will be advised to take their child for a confirmatory PCR test.</li> <li>• Pupils that test positive on a Lateral Flow Test and then subsequently test negative on a PCR test can return to school without further isolation.</li> <li>• Staff training has been provided with regards to home testing(March 3).</li> <li>• 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 <u>book a PCR test</u>;</li> <li>• Staff and pupils will also continue to test at home on a Wednesday and Sunday until the end of September.</li> <li>• Staff, parents/carers and pupils are required to provide NHS Test and Trace with details of anyone they or their child have been in close contact with if they test positive for coronavirus (COVID-19).</li> <li>• 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 <a href="mailto:bwilcock@btrcc.lancs.sch.uk">bwilcock@btrcc.lancs.sch.uk</a> by 7am the following morning;</li> <li>• 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;</li> </ul>

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			<ul style="list-style-type: none"> <li>• 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 or in the conference room if the isolation room is unavailable) until they can be collected, whilst being mindful of the individual pupil's needs;</li> <li>• Windows will be opened in the room for increased ventilation;</li> <li>• 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;</li> <li>• 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;</li> <li>• 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 <a href="#">COVID-19: cleaning of non-healthcare settings guidance</a>;</li> <li>• 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.</li> </ul>
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"> <li>• 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.</li> <li>• 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;</li> <li>• School will communicate with parents and staff of the occurrence of a positive case in school and advise parents to get a PCR test for their child, if they commence with COVID 19 symptoms.</li> </ul>

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			<ul style="list-style-type: none"> <li>• Following the identification of a positive case in school, there is no longer a requirement for close contacts to self isolate if the person is under the age of 16 or has been fully vaccinated. (</li> <li>• Where the school reports a significant increase in positive COVID cases, SLT will refer to the Contingency plan on advice from PHE for the management of outbreaks. (DFE guidance of Management of Coronavirus in Education and Childcare Settings , August 17 2021).</li> <li>• In the event of pupils having to isolate at home, the home learning policy will be implemented as per the school website.</li> </ul>
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"> <li>• Staffing levels are reviewed daily in line with current DfE guidance and where necessary advice is taken from the Trust;</li> <li>• 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;</li> <li>• . Catering staff are permitted to wear during preparation of food/serving and during change over times. Catering staff will continue to use PPE gloves;</li> <li>• When pupils purchase food the catering staff will wipe down the thumb machine after each use;</li> <li>• 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;</li> <li>• Site staff and cleaning staff will work following Government Guidance. All have access to PPE;</li> <li>• The Headteacher and SLT will keep in regular contact with employees to monitor the working arrangements and provide support and advice where necessary;</li> <li>• 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.</li> </ul> <p><u>Spirit of Sport Lettings/Bookings</u></p>

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			Please see separate risk assessment 'Spirit of Sports Community Lettings'
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"> <li>• Observers entering a class room will where possible we recommend that a a safe distance (2m) from both the teacher and pupils within the room is maintained;</li> <li>• Observers will sanitise their hands on entering the room;</li> <li>• We advise staff observing to wear a face covering.</li> <li>• We recommend that observers do not maintain close contact with any one pupil for longer than 15 minutes during the observation period and can wear a face covering whilst in contact with these pupils;</li> <li>• If the observer sits in the room, both the chair and table area will be disinfected afterwards and hands will be sanitised;</li> <li>• The observer will not touch stationary or equipment belonging to pupils whilst in the room;</li> <li>• If the observer examines work in exercise books, we recommend that the observer sanitise their hands after touching the exercise books. We recommend that observers avoid touching their faces whilst in the room until they have sanitised on leaving the room;</li> <li>• Observers will not remove exercise books from the room during the observation period, and we recommend that they access them following 24 hours to reduce transmission from books to observer;</li> <li>•</li> </ul>
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"> <li>• We recommend that teachers will mark work in school where possible and should avoid taking exercise books home;</li> <li>• If exercise books are removed home for marking, we recommend that staff avoid touching the books for 24 hours following use by the pupils.</li> <li>• Teachers will mark all work remotely from pupils where possible and avoid– no dynamic marking or 'marking over the shoulder');</li> <li>• Pupils can be used collect or hand out books or worksheets and will sanitise their hands after doing so before returning to their seats;</li> <li>• 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;</li> </ul>

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			<ul style="list-style-type: none"> <li>We recommend that teachers use hand sanitiser before and during the time books/worksheets are being marked and once books/worksheets have been marked, teachers should ensure hands are washed;</li> <li>Teacher should avoid touching their face through out marking activity;</li> </ul>
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"> <li>Employees are aware of the need to use the appropriate PPE when completing specific tasks e.g. cleaning;</li> <li>All cleaning staff and site staff are advised to wear face masks, gloves and aprons whilst going about their daily work;</li> <li>Insufficient levels of PPE should be reported to the most senior member of staff;</li> <li>PPE is provided as detailed in task risk assessments e.g. for the Cleaning Up of Bodily Fluids;</li> <li>Teaching staff and support staff have access to PPE if they wish.</li> </ul>
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"> <li>Employees are made aware of the current fire and lock-down procedures;</li> <li>There is a Staff information booklet outlining key points regarding safety procedures and expectations. This were shared with staff in school on September 6<sup>th</sup> 2021. Details pertinent to pupils were shared in their first Form September 8 &amp; 9;</li> <li>Daily checks are made to ensure all required fire doors are kept unlocked and will be available in the event of an emergency;</li> <li>Room fire safety capacity levels are considered when deciding which areas of the building are to be used;</li> <li>Nominated persons are identified each day/shift: In the event of a fire alarm - <ul style="list-style-type: none"> <li>to liaise with the fire officer and report any concerns e.g. areas of a building that may not have been checked;</li> <li>to act as Fire Wardens, SLT to take out the signing in sheets.</li> </ul> </li> <li>In the event of a lock-down: <ul style="list-style-type: none"> <li>to call/liaise with the Police;</li> <li>if needed the emergency grab bag is located in Business Manager's office;</li> <li>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;</li> </ul> </li> <li>Soft fire practice evacuation was carried out during AutumnTerm two.</li> </ul>

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			<ul style="list-style-type: none"> <li>On full evacuation, pupils will be lined up in form groups in alphabetical order and will be dismissed a year group at a time, ensuring that they use hand gel on their return to the classroom.</li> <li>Lockdown arrangements for the school remain the same but will be revisited during form-time/PSHE in HT3.</li> </ul>
Additional pupil/staff contact	All Staff/pupils	Potential spread of infectious disease	<p><u>Library</u></p> <p>Upon arrival at the library</p> <ul style="list-style-type: none"> <li>The pupil will sanitise their hands and MUST wear a face covering.</li> <li>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</li> <li>The pupil will move to their work area and spray down the surface and remain there until they have completed their revision work.</li> <li>Pupils will not be allowed to eat or drink in the library.</li> <li>If pupils use a library book, these books will then be placed into quarantine for the required number of hours</li> <li>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</li> </ul> <p><u>Staff</u></p> <p>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"> <li>Peripatetic staff will enter at the main entrance to sign in and out and will sanitise upon arrival;</li> <li>Peripatetic staff are advised to wear a face covering in communal areas.</li> <li>Sanitiser spray and hand gel will be in each practice room and this will be used between each pupil;</li> <li>As pupils arrive and leave they will sanitise their hands;</li> <li>Classes will only be for one pupil at a time;</li> <li>Pupils will bring their own instruments;</li> <li>Perspex screens are in place in the practice rooms to create a barrier between pupils and staff or conduct lessons in the theatre.</li> </ul>

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			<ul style="list-style-type: none"> <li>• Pupils and staff will position themselves sideways on to each other as opposed to face on;</li> <li>• 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;</li> <li>• No peripatetic staff will enter the building if they have symptoms;</li> <li>• Should a member of peri staff become infected they will inform BTRCC immediately to ensure track and trace can be carried out;</li> <li>• Should a pupil test positive, BTRCC will contact the peri staff;</li> </ul> <p><u>IT Support</u></p> <ul style="list-style-type: none"> <li>• IT support may have to enter the classroom whilst the teacher/class are there;</li> <li>• The class teacher will stand in the door way to ensure that all pupils in the class are supervised;</li> <li>• On entrance/exit of the classroom all staff will sanitise appropriately. Any equipment that has been touched will be wiped with the sanitising spray;</li> <li>• IT Support have been advised on the wearing of PPE if they choose;</li> </ul> <p><u>Counselling sessions</u></p> <ul style="list-style-type: none"> <li>• Fabric chairs have been removed and replaced with plastic chairs;</li> <li>• Sanitisation station has been set up outside the counselling room. Pupils will sanitise before entering the room and upon exiting;</li> <li>• Cloths/sanitiser spray to be provided to clean the room after each session;</li> <li>• 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;</li> <li>• A set chair for the counsellor will be used for sessions. Pupils will be made aware that they cannot use this seat;</li> <li>• 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;</li> <li>• The windows will be open at all times and the door open in-between sessions to allow a through draught to air the room;</li> <li>• No more than one pupil will be seen per Period (previously would have sometimes carried out 2 x 30 minute sessions);</li> </ul>

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			<ul style="list-style-type: none"> <li>• 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;</li> <li>• 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.</li> </ul> <p><u>Practical subjects</u></p> <ul style="list-style-type: none"> <li>• In each of the practical classrooms there will be 5xs spray/wipes/hand sanitiser;</li> <li>• Pupils will apply hand sanitiser on entrance/exit;</li> <li>• Pupils will wipe down any used equipment at the beginning and end of the lesson;</li> <li>• In IT lessons, where possible, control of the keyboard will be used by the teacher to limit movement;</li> </ul> <p><u>Careers</u></p> <ul style="list-style-type: none"> <li>• Fabric chairs have been removed and replaced with one plastic chair;</li> <li>• Sanitisation station has been set up outside the careers room. Pupils will sanitise before entering and on exit;</li> <li>• 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;</li> <li>• 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;</li> <li>• A 2m safe zone will be taped out;</li> <li>• Sessions will be shorter so that cleaning can take place after each pupil;</li> <li>• Only 1 pupil will be allowed in the room at anytime;</li> </ul>
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"> <li>• 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"> <li>▪ <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;</li> </ul> </li> </ul>

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		legionellosis, asbestosis	<ul style="list-style-type: none"> <li>▪ <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;</li> <li>▪ <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;</li> <li>▪ <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;</li> <li>▪ CO<sub>2</sub> monitors have been serviced and are in full working order (August 2021). Site manager will monitor increasing levels of CO<sub>2</sub> and advise SLT accordingly.</li> <li>• Records of all testing and checks will be kept. SLT will liaise with Site Manager fortnightly.</li> </ul>
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"> <li>• All visitors will follow the Government's guidance and the school's strict hygiene rules e.g. hand washing/sanitisation upon entry;</li> <li>• Contractors must obtain permission before attending site;</li> <li>• Contractors will wear appropriate PPE as determined by their employer;</li> <li>• 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;</li> <li>• Alternative routes around or through the premises will be used as instructed by the school;</li> </ul>
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"> <li>• 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;</li> <li>• Homeworkers can refresh their DSE knowledge if they feel this is necessary by undertaking the DSE eLearning on Astute accessible on the <u>Schools Portal</u>;</li> </ul>

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			<ul style="list-style-type: none"> <li>• 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;</li> <li>• 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);</li> <li>• 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;</li> <li>• DSE 'exercises' should be undertaken to avoid static postures at the workstation;</li> <li>• Employees are required to watch: <ul style="list-style-type: none"> <li>▪ The HSE video on <u>temporary working at home – workstation setup</u>; and, if they continue to experience any issues;</li> <li>▪ the Posturite webinar – <u>Working from home – quick fixes</u>; <b>Note:</b> Any queries arising from watching this webinar must be addressed to the LCC Health, Safety &amp; Quality Team on Tel: 01772 538877 or email <u>HS&amp;Q Team</u> and <b>NOT</b> to Posturite;</li> </ul> </li> <li>• Good housekeeping and cable management must be implemented whilst working at home;</li> <li>• Employees are reminded keep confidential or personal sensitive information secure in line with GDPR rules whilst working from home.</li> </ul>
Employee isolation and reduced communication	Employees	Increased levels of stress/anxiety and lower than normal levels of wellbeing	<ul style="list-style-type: none"> <li>• The Headteacher and SLT, will keep in regular contact with employees to monitor the working arrangements and offer support and advice where necessary;</li> <li>• Communication with employees is be in the form of a daily briefing and CPD sessions and meetings will be via Teams;</li> <li>• Employees are made aware of sources of information that will assist employee wellbeing such as: <ul style="list-style-type: none"> <li>▪ <u>Employee Wellbeing</u></li> <li>▪ <u>MIND web site</u></li> <li>▪ <u>H&amp;S COVID-19 web page</u></li> </ul> </li> </ul>

