

Risk Assessment for Managing Coronavirus at Holy Trinity School January 2021

Hazard	Groups / individuals at risk	Current controls/situation	Category of risk: high, medium, low	Actions / measures required	Category of risk: high, medium, low
Harm arising from the outbreak of fire	Staff and children	The fire alarm is sounded and an evacuation takes place The last fire drill took place in September 2020 when all of the children returned to school	High	<ul style="list-style-type: none"> • Need to be completed in the first few weeks back after 4th January • Socially distanced muster point • Monitored by the H&S Governor • Reported regularly to the FGB • All children remain in class bubble groups 	Low
Potential for fire and the failure of one or other of the call points which would alert the rest of the building leading to a safe evacuation	Staff and children	Checked each week on a Friday by GH	Low	<ul style="list-style-type: none"> • Check a different call point each day and monitor • Monitored by the H&S Governor • Reported to the FGB 	Low
Failure of water management and the infection or pollution of the water supply	Staff and children	Monthly water checks by SMS only.	Med	<ul style="list-style-type: none"> • KB has worked with GH and all water management works have been completed • Monitored by the H&S Governor • Reported to the FGB 	Low

Risk of infection due to lack of cleaning resulting in indirect transmission of the virus	Staff and children	Current cleaning going ahead as before on previous risk assessment	High	<ul style="list-style-type: none"> • Cleaning staff to continue to wear PPE (gloves, apron, mask/visor) with NH completing the stock list daily • All classroom areas to continue to use allocated cleaning products for intermittent cleaning of areas and resources where appropriate • All frequently touched surfaces, door handles and toilets used during the day will need to be cleaned after heavy usage periods • Cleaning chart will be signed and timed by Site Manager • Capacity of cleaning staff is adequate to enable enhanced cleaning schedule 	
					Med

				<ul style="list-style-type: none"> • Bins to be double-bagged and cleared in event of a suspected case of Coronavirus 	
COVID-19 – Suspected infection during the school day	Staff, children and families	Current cleaning going ahead as before on previous risk assessment	High	<ul style="list-style-type: none"> • Heads of School informed • Forest Room to be used if an individual is displaying symptoms and needs to be isolated • Door to be open and window to be opened for ventilation • Staff member to wear gloves, apron, face mask and visor • Deep cleaning of all potentially infected areas. Use Government Guidance – Covid 19 - cleaning in non- healthcare settings • The guidance above will be looked at again by Site Manager and Housekeeping team on week beginning 4th January • Parents of pupil informed and child to be walked through the playground and to be collected from EY gate • Child not allowed to return to school until negative test or 10 day isolation. All parents reminded in a letter at the beginning of term that if a child is waiting for a test result, then the whole family bubble must isolate until the result is known. • Parents of pupils in relevant class bubble informed if test is positive 	High
COVID-19 – Confirmed infection but outside of school hours	Staff, children and families	Current Government Guidance	High	<ul style="list-style-type: none"> • Cleaning of all areas in school used following Government Guidance above • Arrangements for accessing testing are clear for all the school community • Heads of School to contact local health protection team who will carry out a rapid risk assessment and guide us further • Parents of pupils in class bubble informed if test is positive 	High

<p>Covid-19 could be transmitted from contact with pupil or staff clothing or equipment</p>	<p>Staff, children and families</p>	<p>Normal school uniform was required throughout the period post-Lockdown but children were asked not to wear school ties and staff were allowed to wear easy to wash sports attire, Current advice indicates that the disease lasts for very short periods on material</p>	<p>Med</p>	<ul style="list-style-type: none"> • Children to continue to wear full school uniform • Staff to wear smart, school appropriate clothing and only sports wear on PE days • Children to continue to wear PE kits for the whole day on their PE day • Children in EY and KS1 have been provided with their own pack of stationery equipment for use in school • Children in KS2 bring in their own equipment which they keep in school for their own use • KS2 children bring in their own snacks which they keep in their lockers • Children to bring in a water bottle from home that is filled for the day. Fountains outside to remain off. Fountains inside to be used to fill water bottles only • Any resources which are shared between groups such as sports, art and science equipment should be unused and out of reach for 48 hours (72 for plastic) where possible or cleaned meticulously • Reading books will be collected and left over the weekend so that they can be given out the following week after the 48hour period. Online books are available • Marking will change to be more light touch and so the teachers will not need to approach the children • Teachers are reminded to wash their hands thoroughly after handling books and not to eat whilst marking 	<p>Low</p>
<p>Classrooms – the hazard is the potential transmission of the disease because of proximity or the lack of social distancing</p>	<p>Staff and children</p>	<p>Decrease in numbers of children in class bubble from the average of 30 children to between 11 and 20 of vulnerable/critical worker children</p>	<p>High</p>	<ul style="list-style-type: none"> • School is closed to all children, other than children who are vulnerable/ the children of critical workers • Teachers to stay at the front of the class where possible • All children to be seated facing forwards and for as much distance between desks 	<p>Med</p>

				<p>and children as physically possible, leaving two metres space away from the teacher at the front of the classroom</p> <ul style="list-style-type: none"> • Each classroom to continue to have hand sanitiser and cleaning materials available in each one • All children to remain in their class bubble throughout the day • The rooms must be well ventilated using window and doors. This should mainly take place during playtime and lunchtimes. 18 degrees is a reasonable minimum temperature for staff and children. 	
Lack of social distancing at arrival and departure times resulting in direct transmission of the virus	Staff, children and families	Currently have 3 drop off/collection points from our previous risk assessment and this will continue	High	<ul style="list-style-type: none"> • Staff to sign in and out recording timings. Hand sanitizer must be used before touching the pen or personal pens can be used. • Staggered entry and exit times for pupils at 3 entry/exit points • All staff and pupils to wash hands/use hand sanitizer upon arrival at school • Timings to be strictly followed. Acorns and Maple children will be allowed in between 8:30 – 8:45. 	Low
Transmission of the disease during pupils or staff travelling to the School	Staff, children and families	Currently children walk, use private cars or public transport	High (if using public transport)	<ul style="list-style-type: none"> • School to encourage children and parents to avoid public transport where possible. • School to encourage families to avoid congregating and breaching social distancing rules both while travelling to and from school and while waiting at the school gates. This was also stated in our letter to parents in the summer term, highlighted to families in our welcome letter for September and reinforced daily • School has liaised with local council to get social distancing markers painted outside school • One-way entry and exit point markings with signage displayed outside the school gates will continue to be used. 	Med

				<ul style="list-style-type: none"> All parents, carers and staff are asked to wear face coverings at the beginning and end of the school day 	
Transmission of the disease because of poor or irregular hygiene practices	Staff and children	Handwashing before and after eating, and using toilets	High	<ul style="list-style-type: none"> Children and staff to wash hands/use hand sanitizer on arrival and before leaving the site Hand sanitiser available at key entry points and in all classroom and offices Children to be reminded of 'Catch it, kill it, bin it' through regular reminders and posters Children to wash hands before and after break and lunchtime 	Med
Transmission of the disease because of poor Social Distancing	Staff, children and families	Not previously required prior to COVID-19 outbreak. During lockdown we put 2 metre lines along the corridor and introduced a one-way system around the school	High	<ul style="list-style-type: none"> Continuation of existing control measures in place Non-fire doors to be propped open so that staff/pupils do not need to open them using their hands No sharing of equipment Social distancing plans have been shared with staff, pupils and families Staggered break times/ lunchtimes Toilets continue to be monitored so no children from different year groups use the same toilet cubicle and wash basin apart from Years 5 and 6 Sufficient soap and hand sanitizer available No visitors or parents on site unless by prior arrangement Curriculum and other plans have been reviewed in order to reduce the risk posed by inhibited social distancing as a result of the planned activity messages to office/other groups via class phones. 	Med

				<ul style="list-style-type: none"> • Wherever possible, pupils and staff should stay in their classrooms and services will be brought to the bubble space. E.g. The Pantry packed lunches • One-way system around the school and outside using tape and signage. No two cohorts should need to be in the corridor at any one time. • When moving groups around the school – 2 metres between pupils where possible • Mobile phones for upper KS2 will be kept in a locked cupboard in their classroom • All staff must wear face coverings when moving around outside of classrooms, such as in corridors and communal areas where social distancing cannot easily be maintained. This includes the staff room when not eating lunch • Staff are to wear a face covering when outside of their base area 	
Transmission of the disease because of poor or irregular hygiene practices in the toilets	Staff and children	Current use of toilets will be going ahead as before on previous risk assessment. The only change will be for Year 5 and 6 as we feel the girls generally feel more comfortable in single sex toilets	Med	<ul style="list-style-type: none"> • We will continue to only allow one child at a time to go into the toilet area • Exterior toilet doors will be wedged open so that they do not need to be opened and closed by hand • Toilets will be cleaned regularly throughout the day by Site Manager • Staff toilets have been allocated to ensure this can be monitored and to try and ensure less cross contamination 	Low
Staffing Transmission of the disease because of staff mixing between different bubbles		Most staff are allocated to one class bubble	Med	<ul style="list-style-type: none"> • Staff will be allocated to a year group bubble in most cases and will cover each other's morning breaks • Where staff are working across different groups, they will keep their distance from pupils and other staff as much as they can 	Low

	Staff and children			<ul style="list-style-type: none"> • On the rare cases where staff cross bubbles, they must wear a face covering/visor when not in their 'home' base • All staff have a clear understanding of working arrangements • Capacity to continue remote provision in place • Plans in place for redeployment of staff if necessary due to staff absence • All staff members encouraged to attend the asymptomatic testing facility, outside of working hours, located at the Civic Centre, available to all Keyworkers, ideally once a week 	
Transmission of the disease because of poor social distancing or broken bubble arrangements during Playtimes/ Lunchtimes	Staff and Children	Playtimes and lunchtimes will remain as they were in our previous risk assessment	Med	<ul style="list-style-type: none"> • Staggered break times and allocated areas of the playground. • The trim trail, stage area and outdoor classroom will remain out of bounds and tapped off for the children • All children wash hands/use hand sanitizer before and after play and lunchtimes • Children to eat in year group bubbles • Tables are cleaned before and after eating • Children should remain in their designated space, next to one another • Only cold provisions will be offered in the first half of the autumn term and this will be reviewed at half term 	Low
Transmission of the disease because of the use of shared areas Godly Play Room Rainbow area Treetop area Outside Year 5 and 6 Library	Staff and Children	There is an established rota which ensures that different classes use rooms/ equipment	. High	<ul style="list-style-type: none"> • All laptops/ iPads to be cleaned after use and put back by a member of staff • Desks/tables need to be wiped down in between use by member of staff accompany child • GH to clean all frequently used/high touch areas twice during the day as well as deep cleaned at the end of the day 	Med

				<ul style="list-style-type: none"> • All areas thoroughly cleaned daily • All children must wash hands before using these areas/equipment • High risk areas (e.g. toilets) cleaned twice during the day (After break and lunchtime) 	
School ventilation	Staff, Children and visitors/contractors	Doors/ windows to remain opened where possible	Low	<ul style="list-style-type: none"> • Fresh air to increase airflow around the building, by opening windows and doors is the preferred way. • The LA's Health and Safety Manager confirmed that when temperatures drop below minimal levels in the classroom due to windows being open to ventilate rooms, schools will need to take a pragmatic approach. If it is not appropriate to have windows open then you should shut them, and try to arrange for adequate ventilation as and when possible to reduce the risk of transmission. • 18°C is a reasonable minimum temperature for classrooms in order for staff to teach and children to learn. If the temperature is such that it starts to affect the health, safety or welfare of those in the area, schools would not be meeting the requirements of the law i.e. this would not be reasonable. 	Low
Breakfast Club and After School Club (BC/ASC)	Staff and children	Up to 15 children who booked in on specific days were able to attend	High	<ul style="list-style-type: none"> • Parents will drop and pick their children up from the front of the school. They will buzz and the children will be brought out to them for collection • Children will be given a minimum of an hour outside (weather permitting) • Only children attending the onsite provision as vulnerable/critical worker children will be attending BC/ASC • Where possible children will remain in their class bubbles and be encouraged to remain 1 metre away from one another • SB will be in charge of ASC and she is first aid trained 	Med

Communicating to parents/carers	All	Letters to parents/carers	Low	<ul style="list-style-type: none"> All safety measures communicated to parents/carers via regular letters which are emailed to them 	Low
Peripatetic music teachers, Play therapist and outside agencies e.g. SALT	All – Staff, children, families and visiting professionals	Outside agencies have been coming onto site, following our Covid safety rules	High	<ul style="list-style-type: none"> All professionals to be made aware of our stringent social distancing rules All professionals/visitors to wash their hands/use hand sanitizer when entering the building The music teachers will be based in the hall and must follow the guidance they are given from Hillingdon. However many have said they will be online JA- Play therapist will be based in Acorns classroom in the afternoon and she will be following her professional guidance and has carried out her own risk assessment Visiting professionals e.g. SALT will be based in the meeting room 1 metre + away from the children they are visiting. Parents/carers will be informed prior to their visits Where possible all parent meetings/professional meetings will change to online via Google Meet, Zoom or Microsoft Teams 	Med
Possible outbreak of Coronavirus	Staff, children, families and any visitors	Following risk assessment and all possible controls.	High	<ul style="list-style-type: none"> If there are 2 or more cases within 14 days, or an overall rise in sickness absence where coronavirus is suspected, we will work with the local health protection to decide if additional action is needed The team may recommend that a larger number of other pupils' self – isolate as a precautionary measure, such a whole year group Whole school closure will not generally be necessary and will not be considered unless our local health protection team advises it 	Med

				<ul style="list-style-type: none"> • If an outbreak is confirmed a mobile testing unit may be dispatched to our school • Our contingency plan will take affect and online learning will begin from the next day for all children that have been impacted 	
Use of Church Hall for PE	Staff and children	We have been using the playground for exercise but with the return of all classes and PE as a priority area we need to utilise more space	High	<ul style="list-style-type: none"> • The Church Hall has a thorough cleaning schedule in place. We will be adding to the cleaning schedule with our staff to ensure that the premises are clean before and after use • All windows will be opened when children are in there • There will be no contact sports taking place. • Children and staff will be washing their hands/using hand sanitizer before entering the Church Hall and when re entering the school building 	Med
Children online learning – misusing Google Meet	Staff and children	We have needed to activate a hybrid model of online learning	Medium	<ul style="list-style-type: none"> • All children, parents and staff need to follow the Remote Education Policy • The class Google Meet link is taken down at the end of the school day so that it cannot be accessed outside of school hours and without supervision 	Low

Assessment Completed By: Clare Rodenas and Sally Roscoe – Heads of School

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