



Trinity School Covid-19 Risk Assessment

This risk assessment has been completed in line with government guidance for the full opening of schools published on 2nd July 2020, updated 7th September 2020. The government guidance was compiled with input from school leaders, unions and sector bodies and in consultation with PHE and the Health and Safety Executive to support their request for the reopening of all educational establishments from the start of the school year 2020-2021.

It has been decided that since the prevalence of coronavirus (COVID-19) has decreased, the NHS Track and Trace system is up and running, the fact that 'time out of school is detrimental for children's cognitive and academic development' and that the 'risk to children themselves of becoming seriously ill from coronavirus (COVID-19) is very low' that schools should reopen.

The guidance highlights that in relation to working in schools, 'it is not possible to ensure a totally risk-free environment' but that if schools follow the published guidance 'they can be confident they are minimising the risk effectively' and they are able to 'create an inherently safer environment for children and staff where the risk of transmission of infection is substantially reduced'.

It is accepted that there cannot be a 'one-size-fits-all approach' and that schools are expected to interpret the advice to best apply to their situation and as with broader government guidance this risk assessment will be updated as is appropriate.

This document refers to a number of accompanying guideline documents that can be accessed separately.

Hazard	Who affected?	Controls	Risk Rating
Safeguarding	All	<ul style="list-style-type: none"> The School has revised its child protection policy (led by SLW) to reflect the return of more students. This has been done in reference to the statutory safeguarding guidance, <u>keeping children safe in education</u> and should refer to the <u>coronavirus (COVID-19): safeguarding in schools, colleges and other providers guidance</u>. 	Low

Staff with underlying health conditions	Staff	<ul style="list-style-type: none"> • <i>Staff who are clinically extremely vulnerable</i>: Rates of community transmission of coronavirus (COVID-19) are now reduced to levels below those seen when shielding was introduced. Shielding measures were paused from the 1 August 2020, with the exception of areas where local lockdown means that shielding will continue. Therefore, it is advised that those who are clinically extremely vulnerable can return to school in September 2020 provided their school has implemented the system of controls within this risk assessment in line with government advice. • In all respects, the clinically extremely vulnerable should now follow the same guidance as the clinically vulnerable population, taking particular care to practise frequent, thorough hand washing, and cleaning of frequently touched areas in their home and/or workspace. The current advice on shielding can be found here. • <i>Staff who are clinically vulnerable</i>: Clinically vulnerable staff can return to school in September. While in school they should follow the measures in this risk assessment to minimise the risks of transmission. This includes taking particular care to observe good hand and respiratory hygiene, minimising contact and maintaining social distancing. This provides that ideally, adults should maintain 2 metre distance from others, and where this is not possible avoid close face to face contact and minimise time spent within 1 metre of others. While the guidance suggests risk of transmission between young children and adults is likely to be low, adults should continue to take care to socially distance from other adults including older children/adolescents. • <i>People who live with those who are clinically extremely vulnerable or clinically vulnerable</i> can attend the workplace • <i>Staff who are pregnant</i>: Pregnant women are in the ‘clinically vulnerable’ category, and are generally advised to follow the above advice, which applies to all staff in schools. The School will conduct a risk assessment for pregnant women in line with the Management of Health and Safety at Work Regulations 1999 (MHSW). The Royal College of Obstetrics and Gynaecology (RCOG) has also published occupational health advice for employers and pregnant women. This document 	High/Moderate
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		<p>includes advice for women from 28 weeks gestation or with underlying health conditions who may be at greater risk. We will continue to monitor for future updates to it and staff who are pregnant should speak to the Senior Deputy Head as soon as they are able/comfortable to do so.</p> <ul style="list-style-type: none"> • <i>Staff who may otherwise be at increased risk</i> from coronavirus (COVID-19): Some people with particular characteristics may be at comparatively increased risk from coronavirus (COVID-19), as set out in the <u>COVID-19: review of disparities in risks and outcomes report</u>, which looked at different factors including age and sex, where people live, deprivation, ethnicity, people’s occupation and care home residence. Guidance states that these staff can return to school in September as long as the system of controls are in place. The guidance states that ‘the reasons for the disparities are complex and there is ongoing research to understand and translate these findings for individuals in the future’. The School will act accordingly to any future updates. • People who live with those who have comparatively increased risk from coronavirus (COVID-19) can attend the workplace. • Staff have been asked to share medical or care issues that may relate to any of the above with the Senior Deputy Head and should continue to do so. There are inevitably extenuating circumstances and where the School can be supportive of individuals and their individual situations we will try to be. • Staff are invited to complete an Individual Risk Assessment Form if they feel that an underlying medical condition puts them at additional risk. There is scope for them to note additional steps they feel are required in relation to their condition that will be discussed with their line manager. 	
Students with underlying health conditions	Students	<ul style="list-style-type: none"> • Owing to increased knowledge of the coronavirus (COVID-19) the government has stated their belief is that there will be far fewer children and young people advised to shield whenever community transmission rates are high in the future. Therefore, the majority of pupils will be able to return to school. 	High/Moderate

		<ul style="list-style-type: none"> • The key guidance in relation to reduce the transmission of coronavirus should be followed by all students which will minimise risk within the school setting. • Shielding advice for all adults and children was paused on 1 August, subject to a continued decline in the rates of community transmission of coronavirus (COVID-19). This means that even the small number of pupils who will remain on the shielded patient list can also return to school, as can those who have family members who are shielding. Read the current advice on shielding and consider. • The guidance advises that if rates of the disease rise in local areas, children (or family members) from that area, and that area only, will be advised to shield during the period where rates remain high and therefore they may be temporarily absent. In this circumstance, the School would ensure that these students are provided for through remote schooling. • Some students 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 before returning to school (usually at their next planned clinical appointment). You can find more advice from the Royal College of Paediatrics and Child Health at COVID-19 - 'shielding' guidance for children and young people • Where a student is unable to attend school because they are complying with clinical and/or public health advice, we are able to immediately offer them access to remote education. • Where children are not able to attend school as parents are following clinical and/or public health advice, absence will not be penalised. 	
Contact with others in School	Staff (teaching, support, peripatetic, governors) Students Visitors (parents, contractors, speakers, primary schools, etc.)	<ul style="list-style-type: none"> • Government guidance states that the 'over-arching principle' should be wherever possible, 2-metre social distancing measures must be adhered to. A variety of specific ways this will be achieved are found throughout this document in line with Government guidance found here. • Signage around site to remind the community and visitors of the requirements and distances. 	Moderate/Low

	Volunteers (TPA, charitable events,)	<ul style="list-style-type: none"> • Consistent and continual messaging through tutors and teachers to reinforce the need to minimise contact and maintain the distancing. • Notices provided for tutors to put up in their tutor bases to refer students to. More notices to remind students are in place around the school site. • One-way system has been put in place to ensure there is limited crossing in school corridors. Details will be published in tutor bases and signage is in place around school to remind students and staff. • As much as possible, students will remain in the same rooms and sit at the same desks and teachers will circulate to limit inter-lesson contact. • Students will be assigned specific entrances to spread footfall through key areas at certain times of day (e.g. start and end of the school day). • Wherever possible students to occupy outdoor/large spaces during non-lesson time. • New rota for lunch hall access. Students may not arrive any earlier/later except in special circumstances. • Staff are encouraged to spread themselves out where possible for example: <ul style="list-style-type: none"> ○ Not congregating in small or crowded department offices ○ Using the staff room/staff work room more often to work in ○ New seating arranged for the LCR to expand work spaces 	
Passing on the virus	Staff (teaching, support, peripatetic, governors) Students Visitors (parents, contractors, speakers, primary schools, etc.) Volunteers (TPA, charitable events,)	<ul style="list-style-type: none"> • The school community will be reminded regularly not to send in students (or to come in yourself) if they are showing even the mildest symptoms of a high temperature, loss of sense of taste/smell and/or a new persistent cough. Actions to be taken if you are showing symptoms can be found here. • All members of the school community are expected to engage with the NHS Track and Trace process. • Staff will have the key processes shared with them. • Separate advice below details actions to be taken if anyone displays symptoms during the school day. 	Moderate/Low

		<ul style="list-style-type: none">• If you suspect you have coronavirus, everyone is able to book a test and advice on how to do this can be found here.• If you are contacted by the NHS Track and Trace programme you should inform the school and follow their guidance. Advice on track and trace can be found here.• Maintain 2-metre social distancing wherever possible. The guidance accepts this is not possible for students at all times and so the 1m+ concept should be adopted. Staff should remain 2m from others at all times as much as possible; from students and colleagues.• Consistent and continual messaging through tutors and teachers to reinforce the need to maintain good hygiene at all times.• Signage around site to remind the community and visitors of good hygiene practice and maintaining distances.• Hand sanitiser stations at a variety of points around the site. These will be regularly topped up.• Toilets will be cleaned regularly throughout the day.• Cleaners will clean regularly all key areas (e.g. door handles, railings and other areas that see regular hand contact).• Members of staff are be advised to keep desks in classrooms clear of all materials where possible to enable cleaning programme to wash down surfaces.• Handwashing is to be supervised before lessons that involve practical aspects (e.g. Art, DT, Science practicals, Musical instruments).• Students are be encouraged to bring in their own personal sets of equipment where this is appropriate (e.g. some Art supplies) to ensure they are limiting the amount of contact made with shared items.• Gloves may be issued by the teacher for some lessons that require practical aspects where this is appropriate. In these instances, it would be expected that they remain on for the full duration of the activity until the teacher asked them to be disposed of.• Perspex screening/screening in general installed to limit spread though sneezing or where desks/workstations are opposite one another.	
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		<ul style="list-style-type: none"> • The wearing of a face covering is recommended in communal areas in schools that are in local lockdown areas. • Schools have been given the discretion to bring in the wearing of face coverings as they feel appropriate. Trinity is therefore requiring anyone on the school site to wear a face covering, when in a communal area (an area where students may pass students outside their bubble and zones e.g. corridors, school transport, student restaurant whilst picking up food, toilets, etc.). • The school will not prohibit staff, students and others from wearing them in all contexts (including lessons) if they prefer to do so, and in the context of their job, it is safe to do so and so far as they are being worn consistently and appropriately. • Clear signage will be in place in Reception that instructs all visitors not to enter the school buildings if they or any of their contacts have had symptoms in the last 14 days. 	
Lessons/Classrooms	Teaching Staff, Students, Cleaning Staff.	<p>Classrooms:</p> <ul style="list-style-type: none"> • A space of 2m from the teacher will be maintained, these areas are marked out in classrooms. Other than transiting into/out of the room teachers should remain in the marked areas. • Desks will be spaced to 1m wherever possible, in some instances this is not possible. • All desks must be arranged facing forwards. • Desks must not be rearranged. • Where a Form is being taught consistently in the same room, the group should remain at the same desk at all times. The seating plan will be initially set by the form tutor. • In practical subjects different measures will be required and subject specific Risk Assessments are available. The key principle of maintaining a 2m distance remains. • Ventilation should be maximised at all times: open available windows and doors where possible. 	Moderate/Low

		<ul style="list-style-type: none">• The timetable has been created to ensure teachers will move and students will remain in their rooms as much as possible. Where this is not possible movement has been minimised.• When students do move, classes will enter the rooms straight away to keep corridors clear – it is imperative that teachers are prompt in dismissal from lessons.• Classroom surfaces, including teacher desks, must be kept entirely clear to facilitate cleaning.• Perspex screening and/or other forms of screening will be installed to limit spread though sneezing or where desks/workstations are opposite one another.• Sterilising wipes are provided on teacher desks for staff to wipe down these shared desks or workstations. Whilst cleaners will circulate the buildings they will not be able to clean every desk in between use. As such, it is best practice to wipe the desk and chair arms down prior/after use.• Lids for bins should be used where these are available (e.g. the large recycling bins) and tissues disposed of in these. Please remember to wash your hands regularly and avoid touching your face after touching any shared object.• Teachers should be mindful of interactive whiteboards and any other shared resource. It is encouraged to minimise their use and ensure hand hygiene if this is not possible. Wherever possible teaching resources should be allocated to individual teachers (e.g. pens).• Use of Science Rooms by non-Science teachers:<ul style="list-style-type: none">○ To ensure bubbling of year groups we are required to use Science rooms for non-Science lessons.○ Students should <i>not</i> remain in Science rooms whilst waiting for a teacher. All students should leave the room at the end of the lesson. These rooms are largely being used within bubbles so mixing of bubbles does not present the same risk as elsewhere.○ These rooms are not to be used as Form rooms.○ Teachers should lock a Science room on their departure.	
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		<ul style="list-style-type: none"> ○ All hazardous materials and moveable equipment should be removed and/or locked away. ○ Water and gas should be turned on and then off by any Science teacher requiring this for a practical. ○ Science teachers should 'sweep' the room following a practical to ensure there are no spills, etc. ○ If a non-science teacher identifies a spill they should advise students to leave and avoid it and contact a Science technician. <p>Equipment:</p> <ul style="list-style-type: none"> ● Handwashing is to be supervised before lessons that involve practical aspects (e.g. Art, DT, Science practicals, Musical instruments). ● Students will be encouraged to bring in their own personal sets of equipment where this is appropriate (e.g. some Art supplies, safety goggles, mathematics equipment, general stationary, science goggles) to ensure they are limiting the amount of contact made with shared items. ● Gloves may be issued by the teacher for some lessons that require practical aspects where this is appropriate. ● Shared resources should be minimised and where resources are shared these should not then be taken home. ● For this reason, staff should look to share files digitally wherever possible. Computers will have the relevant wipes near them to allow each user to clean the keys before use. <p>Student work/feedback:</p> <ul style="list-style-type: none"> ● Students in the Sixth Form will be invited to bring in their own devices (if they are able to) to limit the shared usage of school computers and facilitate a digital approach to work. ● As much work as possible should be submitted online, e.g. through Onenote or Firefly. Where this is appropriate this could include class work. Other systems and programmes for assessment should be considered for individual subjects (e.g. Forms). ● When marking, ensure you have washed your hands before and after marking the books and avoid touching your face. Studies estimate that it lives on cardboard/paper for 24 hours (although this is dependent on a 	
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		<p>range of other factors). You may wish to collect books in and wait 24 hours before marking, however, washing your hands before and after are an efficient way of minimising any transmission.</p> <ul style="list-style-type: none"> • Students should remain in their seats as much as possible, where a student wishes to show a teacher something in their book, they can briefly approach the 2m box. If room allows have a spare table available for them to place their work on. Limit the time that they are out of their seat and near to the teacher. • Surgeries, clinics and other academic sessions beyond the curriculum can take place within year group bubbles and the other conditions above. Timing and location is crucial. Avoid bringing in a number of students from a different bubble into another zone during the school day. After school, this presents less of a risk. Students should wipe the desk space they will be using. 	
Library	Staff and students	<ul style="list-style-type: none"> • Numbers will be restricted to ensure social distancing can be maintained. • Where computers are 'face-to-face' they will have screens between stations. • Students will be directed to specific stations to ensure distancing. Signage will remind students not to sit next to someone else or opposite someone else. • Students should use the wipes that will be provided, to wipe down keyboards prior to their use on shared computers. • Bean bags will be removed owing to the difficulties associated with cleaning these. • Use of board games will be restricted and where appropriate, gloves must be worn a supply of these will be kept in the Library • Students will be encouraged not to handle books unnecessarily; browsing or flicking through books is to be avoided. • Books being taken out will be wiped down with disinfectant wipes by the library staff when that book is checked out to the student/member of staff 	Low

		<ul style="list-style-type: none"> • Books being returned will be cleaned with disinfectant wipes by the returnee before being placed in a dated 'holding box'. • Librarians will wait 72 hours before restacking these books. • The Library quiet room will be reallocated to the Upper Sixth for private study. • Library use will be controlled within bubbles after school. • At times of the day when there needs to be students from more than one bubble using the library, there will be significant distance between the groups. 	
Examinations	Staff and Students	<ul style="list-style-type: none"> • Where examinations are to be held: <ul style="list-style-type: none"> ○ Examinations should be held in large spaces, where 1m+ minimum distancing is possible. ○ Spaces should be as well ventilated as possible. ○ One year group only in each space at a time. ○ Hand sanitiser will be available on the way in and out for use. ○ Desks must be cleaned in between use, if another student is to use it. ○ When marking papers, please ensure you have washed your hands before and after and avoid touching your face. 	Low
Staff Areas/Activities	Staff	<ul style="list-style-type: none"> • Staff are encouraged to maintain 2 metre distancing from one another wherever possible and 1 metre + where this is not possible in line with national guidance. • Departmental offices should be used with caution and when it is not possible to maintain a social distance staff should choose to work elsewhere. • Signage is in place on offices to indicate an acceptable number of people to work in them within the guidance. • Extra workstations have been set up in the LCR to facilitate extra work spaces alternatively, searching an empty room on iSAMS presents an option. Please ensure you follow hygiene rules if you choose this option. • As with classrooms, offices areas should be as well ventilated as possible. 	Low

		<ul style="list-style-type: none"> • Where it is not possible to distance in offices (e.g. some administrative spaces), a rota of home working will be arranged with the appropriate manager. • Workstations in the LCR have been arranged where necessary to ensure staff are not sat opposite/too close to one another. • Two extra tea/coffee areas will be set up in the staff room to avoid crowding in the central kitchen area. The Staff Dining Room will be opened at break to provide additional space for colleagues to distance in. • Staff briefings will be held virtually or in large spaces such as the TCH to facilitate social distancing where appropriate. • Sterilising wipes will be provided in the Photocopier Room as well as on all teaching/ and work desks for staff to wipe down shared spaces once they have been used • Staff changing rooms will remain open, but these will be marked to indicate social distancing requirements. Please do not exceed these areas. It may be required that their use is staggered at peak times. • ‘Hot-desking’ is required to limit the amount of student movement around the site. Staff should use the disinfectant wipes provided whenever they sit at a new desk or work station to ensure that any potential transmission is addressed. If you identify a desk with low/no wipes please inform the Estates team. • Meetings: <ul style="list-style-type: none"> ○ Whole staff meetings (for example Common Room or Briefing) will only take place in large, well ventilated spaces (e.g. TCH) and staff must maintain 2m distancing throughout. ○ Where this is not possible, the meeting should be held virtually or repeated to smaller groups. ○ Department meetings must similarly happen in well-ventilated and large enough classroom or other settings. 	
Break/Lunch Time	Staff and students	<ul style="list-style-type: none"> • Students must stay in their year group bubbles at break and lunch to minimise the number of contacts that they have in a day and to limit the amount of time spent with other groups. 	Low

		<ul style="list-style-type: none"> • Students will be allocated specific outside areas of the school grounds for their year group to spend their break and lunch time. • Previously shared areas will be limited to specific year groups (e.g. Sixth Form Centre, Mitre Café, FAFY area). • Wherever possible break and lunch will be spent outside and inside duty staff should encourage this where the weather permits. However, if students are in school buildings they must remain in their year group bases at all times other than when they are getting food from the Student Restaurant. • All duty staff should monitor social distancing and remind students when they do not adhere to it. 	
Catering	Staff and students	<ul style="list-style-type: none"> • The school caterers will be providing a cold/packed option as well as a 'hot box' option for the whole community. All kitchen provision will be managed by the school caterers in line with <u>government advice for food businesses</u>. • The caterers will work on a 'split team' basis to ensure if there is a need to self-isolate for one set of staff the kitchens will remain open. Should both teams need to self-isolate, the Senior Deputy would communicate to parents that students will need to bring in their own food until told otherwise. • Students in the Lower and Middle school will be allocated a specific window of time to enter the restaurant, collect their lunch and exit. • The floor will be marked to encourage distancing. • Students may eat their packed option outside, in their bubble zones or in the TCH. Students must eat their 'hot box' option in the TCH. • Year groups must adhere to strict timings in the TCH to ensure that they are out of their allocated area prior to another year groups' time and to leave sufficient time for tables to be wiped down. • Extensive renovations have place to the Mitre Café to ensure this area is more suitable for Sixth Form use as a food destination and general area. Only Lower Sixth will be permitted in this area and only Upper Sixth in the SFC. 	Low

		<ul style="list-style-type: none"> Initially, there will be no before/after school or break provision. Tea, coffee and milk will be provided for staff before school and from Period 4. There will be increased stations for them to access to prevent crowding. Staff are remind to maintain their distance from one another. Tea, coffee and milk will be provided for staff to make their own drinks. It is important to remember that items such as milk will have been touched by other people, so it is essential to wash your hands before and after using these facilities. Staff are advised to bring in (and use) their own mug and should either wash it up themselves or put it in and retrieve it from the dishwasher themselves. The staff dining room will act as an overflow Common Room with coffee at break to allow greater distancing. Staff are welcome to eat their packed lunch in the staff dining room but the tables will be marked to indicate where staff can/cannot sit. Staff must wash up all mugs they have used or place these in the dishwasher themselves. It is advised, that you use the same mug for your own use and clean your own mug afterwards. 	
Sports	Staff and students	<ul style="list-style-type: none"> On Games/Sports days students must come to school in a full school tracksuit and bring their other sports clothing. Shorts/Skorts/Leggings must not be worn to lessons. Changing rooms are to be avoided where possible or will have their use staggered where not possible. Where possible all sport will be held outdoors or in large, well-ventilated spaces (.g. sports halls at half their capacity). Groups will be kept within their year groups. No contact sport will be played until guidance changes. No external fixtures will take place until guidance changes in relation to sport and to transport to fixtures. All shared equipment will be wiped down after it has been used, by the student who has used it. 	Moderate/Low

		<ul style="list-style-type: none"> • Where possible, students will be told to bring in their own equipment (e.g. Tennis rackets, Hockey sticks, etc.). • Students will be required to wash their hands at the start of a Games lessons and at the end before going to their next lesson/activity. • A plan for proposed graduated return to sport has been written by Director of Sport for 2020-21 in line with Government Covid-19 alert levels. • Individual sports and sporting activities will update their current Sport specific Risk Assessments with Covid-19 guidance in line with advice from their governing bodies. These Risk Assessments are held within the Sports Department and are available on demand. 	
Music and Drama	Staff and students	<ul style="list-style-type: none"> • Supply teachers, peripatetic teachers and/or other temporary staff can move between schools. They should ensure they minimise contact and maintain as much distance as possible from other staff. • Peripatetic staff will be required to inform us of all other schools they work in/when and provide contact details for these as relevant. • A full explanation of measures can be found in the accompanying documents: 'Covid-19 Guidelines for Music' and 'Covid-19 Guidelines for Music' 	Low
Wrap-around care and Co-curricular Activities	Staff and students	<ul style="list-style-type: none"> • As with other elements of education all co-curricular clubs, extension and enrichment activities should work on the principles of year group bubbles and zones. • Activities that would require students entering another populated zone (e.g. Zones for Years J-5th) should take place after the school day. The classroom principles outlined above remain key. • Activities that take place in a zone that is not populated during break and lunch (e.g. Science Labs, Sports Halls, etc.) may take place during the school day in line with the other guidance. Classroom and other hygiene principles outlined above remain. • More detailed activity specific risk assessment will be undertaken in consultation with the Director of Co-curricular Activities when these specific activities resume in school. 	Low

		<ul style="list-style-type: none"> • Students can no longer all mix in the Library for before and after school care. • Before school, students will be able to enter the buildings from 8.00am and go straight to their year groups zones, or from 7.30am when there is inclement weather but should remain in their allocated year group areas until 8.00am. • After school, students have allocated rooms within their zones that will be supervised by a member of staff. 	
General Hygiene	<p>Staff (teaching, support, peripatetic, governors) Students Visitors (parents, contractors, speakers, primary schools, etc.) Volunteers (TPA, charitable events,)</p>	<ul style="list-style-type: none"> • Regular washing of the hands for 20 seconds with soap and water is encouraged. • All will be reminded to cough or sneeze into tissues or their elbow. Where a tissue is required this should be disposed of quickly into a lidded bin, where one is available. As with any other shared surface, good hand hygiene should be followed at all times. • All will be encouraged not to touch their faces. • Previous guidance has been explained in relation to the wearing of face covering. • Anti-sneeze Perspex screens will be fitted in areas where there is a need (e.g. Reception). In other areas, other forms of barrier will be deployed. • Hand sanitiser dispensers around site and regularly refilled. • Signage around site to encourage good hygiene habits. • Signage will be up at water fountains to insist on the use of water bottles when students are using them. • As many doors as are able to be will be propped open to reduce the need for people to make contact with handles. • Extra cleaning of high traffic areas such as handles, bannisters, toilets, throughout the school day. 	Moderate/Low
School trips and visits	Staff, students, school drivers	<ul style="list-style-type: none"> • The government continues to advise against domestic (UK) overnight and overseas educational visits at this stage see coronavirus: travel guidance for educational settings. • In the autumn term, schools can resume non-overnight domestic educational visits. Any such trip that Trinity decides to run will be done 	Low

		<p>in line with protective measures, such as keeping children within their consistent group, and the COVID-secure measures in place at the destination, if applicable.</p> <ul style="list-style-type: none"> • As we normally would, full and thorough risk assessments in relation to all educational visits would be undertaken to ensure they can be done safely. We will consult the health and safety guidance on educational visits when considering visits. • Additional Covid specific guidance will be followed for all trips. This can be found in the accompanying document: 'Covid 19 Guidelines for Trips' 	
Travel to and from school.	Staff and students	<ul style="list-style-type: none"> • The advice remains that parents, staff and students should walk or cycle to school if at all possible. It is understood that this is not always possible. • School Transport: Students on dedicated school services do not mix with the general public on those journeys and tend to be consistent. This means that the advice for passengers on public transport to adopt a social distance of two metres from people outside their household or support bubble, or a 'one metre plus' approach where this is not possible, will not need to apply from the autumn term on dedicated transport. Measures that will be introduced include: <ul style="list-style-type: none"> ○ Recommended students sit next to members of their year groups where possible. ○ Students will need to use hand sanitiser upon boarding and/or disembarking. ○ Our coach providers will be required to engage in additional cleaning of vehicles. ○ Distancing within vehicles wherever possible. ○ The use of face coverings for children (except those under the age of 11). ○ Students will be required to wait on allocated tables in the student restaurant to avoid mixing. ○ School drivers will be issued with PPE. • Wider public transport: Trinity students make extensive use of the wider public transport system, particularly public buses. It is expected that 	Moderate

		<p>public transport capacity will continue to be constrained in the autumn term.</p> <ul style="list-style-type: none"> • Lidded bins are available at entrances to ensure disposable masks are disposed of properly. • The bus queue will receive additional support in terms of supervision to ensure that distancing is adhered to whilst queuing. Marking will be in place to indicate 1m distancing and the queue will extend within the school gate into the bus waiting area (prior to no buses being present) immediately after school. • Families using public transport should refer to the <u>safer travel guidance for passengers</u>. • For some families, driving children to school will also be an option. Where driving a number of measures have been considered: <ul style="list-style-type: none"> ○ Additional staff parking on the Dell has been provided for to clear the area in front of the Sixth Form Centre/Swimming Pool. ○ A one-way system will be in operation from September (entrance on the Addiscombe Road Gate and exit on the Shirley Road Gate). ○ Parents should drop in the designated area. ○ Parents should communicate with their son/daughter to be ready for pick up at the allotted time. ○ Parents who are forced to wait should do so in a parking space. ○ Parents should not 'idle' for the sake of the site's air quality. 	
Contractors and visitors to the school site	Contractors	<ul style="list-style-type: none"> • All contractors/visitors must book in at reception and will be reminded of the one way system, the requirements of social distancing around the site and the availability of hand sanitiser on site. • All contractors/visitors will be asked if they have been in contact with anyone who has shown symptoms of the Coronavirus in the last 14 days. If they have, they will be asked to leave. • In the case of contractors, their Covid-19 Risk Assessments will be confirmed prior to their arrival. • The area of the site that the contractor visits will be circumscribed and will be cleaned once the contractor has left. 	Low

		<ul style="list-style-type: none"> Contractors and visitors will be sent and must confirm they have read the accompanying document: 'Covid-19 Guidelines for Contractors and Visitors'. 	
Students, staff and visitors who develop symptoms whilst on school site.	Staff, students, contractors and visitors	<ul style="list-style-type: none"> If a member of staff, contractor or visitor becomes ill with symptoms of coronavirus whilst on site they should immediately isolate themselves from others, contact the Senior Deputy Head (via email) or the relevant person (for a visitor/contractor), leave the school site immediately and follow government advice. If their life is at risk or if they are seriously ill, then a member of staff should call 999. If a student becomes ill with symptoms of coronavirus whilst on site, they must be sent home with their parent/carer as soon as possible and should follow government advice. If their life is at risk or if they are seriously ill, then a member of staff should call 999. If a student, staff member, contractor or visitor cannot leave site immediately, they should be moved to the medical room; the Nurses should be informed prior to sending them, so that they can put on their PPE. Where possible, a window will be opened for ventilation and anyone else in the medical room will be moved prior to their arrival to the interview room. If it is not possible to isolate them, move them to an area which is at least 2 metres away from all other people. If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. A review will be undertaken of the movements of suspected case(s) to ensure that suitable cleaning is undertaken in line with the guidance in COVID-19: cleaning in non-healthcare settings. Spaces used by the individual will be cleaned down before use by other students. The tutor of the relevant group(s) will remind tutees of their next steps at the next registration period: that there is no need to isolate until told to do so or if they develop symptoms themselves. Parents/carers/family members attending site to collect a student/member of staff/contractor displaying symptoms may also have the virus themselves, and so will not be permitted to access the school 	Moderate/Low

		<p>to collect belongings. They should wait in the car for their son/daughter to be brought out to them.</p> <ul style="list-style-type: none">• If a member of staff has helped someone displaying symptoms they do not need to go home unless they develop symptoms themselves. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell.• Staff, contractors visitors and students with symptoms must inform the relevant member of school staff prior to leaving the site (students: Nurse, staff: Senior Deputy, contractors: Estates Manager). They should not just leave the site without informing that school that they have developed symptoms of Coronavirus).• Staff should ensure the Senior Deputy Head is kept up to date on the results of tests. Parents should ensure that HoYs are kept up-to-date on results of tests.• The School will hold a central sheet to monitor the number of cases, suspected and/or confirmed to work with PHE as required.• Our staff members and parents will need to be ready and willing to:<ul style="list-style-type: none">○ <u>book a test</u> if they or their child are displaying symptoms. Staff and students must not come into the school if they have symptoms, and will be sent home to self-isolate if they develop them in school.○ provide details of anyone they (or their child) have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace○ <u>self-isolate</u> if they have been in close contact with someone who tests positive for coronavirus (COVID-19), or if anyone in their household develops symptoms of coronavirus (COVID-19)• Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. Tests can be booked online through the NHS <u>testing and tracing for coronavirus website</u>, or ordered by telephone via NHS 119 for those without access to the internet. Essential workers, which includes anyone involved in education or childcare, have priority access to testing.	
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Fire hazards as a result of implementing control measures	Visitors (parents, contractors, speakers, primary schools, etc.) Volunteers (TPA, charitable events,)	<ul style="list-style-type: none"> • Staff need to be made familiar with surroundings again and to look at the nearest fire exits and escape routes. • Students to be reminded of these and where possible walk through them again. • All changes to fire risk assessment will be communicated to staff and students. • Tutors/teachers should exit the building via the nearest fire exit and assemble on the fields in their allocated space regardless of the one-way system. Staff should encourage distancing where at all possible. • The relevant member of SMT and the Estates team will lead the response as usual. • From September 2020, new markings will be out on the fields for Fire Drills, so as to keep Forms 1m+ from one another and year groups 2m from one another. The Upper and Lower fields will be used to facilitate this. Full detail on these procedures circulated to staff/students. • Under the current restrictions, staff MUST sign in/out when on site to ensure that an accurate picture of those present is available in the event of a fire. • Staff can do so using the contactless In-Ventry system at the Addison Road gate or in Reception. This system reduces the requirement to share pens/paper when signing in. 	Moderate/Low
General Medical Provision	Medically trained staff	<ul style="list-style-type: none"> • Nurses and First Aid staff will be provided with PPE for occasions where social distancing is no longer possible. • List of First Aiders to be reviewed to ensure there is always adequate provision and access to PPE shared with them. 	Moderate

		<ul style="list-style-type: none"> • Sheets removed from medical room bed and replaced with plastic sheet to enable a thorough clean of the room when a student case has been seen there. • In the event of a suspected case, other ill students should be moved to the interview room prior to the arrival of the suspected case. 	
Fulfilment of duties when staff are required to self-isolate.	Staff and Students	<ul style="list-style-type: none"> • If required to self-isolate, either for themselves or owing to a member of their household being forced to self-isolate, staff should liaise with their line manager with regard to how they can continue their role if they are not unwell (e.g. setting work remotely, contributing to department work/area of school life that can be achieved remotely). • Where an individual themselves are unwell, they should liaise with their line manager as they normally would in relation to any other illness. 	Low/Moderate
Contingency plans for outbreaks	Staff and students	<ul style="list-style-type: none"> • Should an infection result in a personal, wider group or whole school shut down the School the school would revert to remote learning, the impact of this is dependent on a number of factors as outlined below: • If a student is absent due to suspected COVID-19 they are expected to inform the school, get a test and there are 3 potential scenarios: <ol style="list-style-type: none"> 1. Individual has symptoms, tests negative, gets better comes to school – this could potentially be as quick as 48 hours. As with other illness, homework would be set but no extra work provided at the time. 2. Individual has symptoms, tests positive, is unwell for a period, but cannot return for a minimum of 10 days. For the period they are unwell, no work would be set as they recuperate. When they are better, they would inform the school and the individual can take part in lessons via TEAMS. 3. An individual is living with someone who tests positive, has no symptoms and so is required to self-isolate for a minimum of 14 days. An individual will be invited to their lessons via TEAMS. • Where a member of staff is involved: <ol style="list-style-type: none"> 1. Individual has symptoms, tests negative, gets better and comes to school – cover work should be set as usual and if well enough. 2. Individual has symptoms, test positive, is unwell for a period, but cannot return to work for a minimum of 10 days. As above, until 	Moderate

		<p>well enough. From this point work can be set or lessons delivered via TEAMS through a device with a cover teacher present as appropriate.</p> <p>3. An individual is living with someone who tests positive, has no symptoms and so is required to self-isolate for a minimum of 14 days. Work will need to be set for their lessons by the teacher. A best approach will need to be agreed upon with the relevant line managers (e.g. lessons may be delivered via TEAMS through a device with a cover teacher present as appropriate, cover work could be set, restructuring might be possible for remote staff to teach remote students, etc.)</p> <ul style="list-style-type: none"> • All lessons will be set up to revert in part or fully to TEAMS as required. • In the case that there is a high level of illness, the local public health team would advise. • The school will maintain its own internal system of tracking to ensure individual cases are being monitored, parents are engaging in wider guidance and to monitor general levels of illness. • In a Tier 2 situation, the school would revert to remote learning for half the school at a time. In line with government guidance, the Junior Year would remain in education the whole time. In-school provision would remain in place for the children of key workers that required it. • In a Tier 3 situation, the school would revert to remote learning for all year groups other than the Junior Year. In-school provision would remain in place for the children of key workers that required it. • In a Tier 4 situation, the school would revert to remote learning for all year groups. In-school provision would remain in place for the children of key workers that required it. 	
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Compiled by	Mr Tuki Rounds Senior Deputy Head	11 th September 2020 (Under constant review and will be updated accordingly)
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