

Holy Trinity Primary Academy
Covid 19 Risk Assessment –November 2021



Name of School	Holy Trinity Primary Academy
Name of Headteacher	Anna Woodman
Assessment completed by	29.11.21
Assessment date	29.11.21

This risk assessment template sets out the measures that may be used to maintain a safe environment for all occupants and visitors to the school/setting and to reduce the transmission risk of covid-19 coronavirus as far as is reasonably practicable. Particular attention must be given to those at greatest risk including vulnerable groups, pregnant women, and those with underlying health conditions; and to new staff, visitors and pupils who may be unfamiliar with the site.

It will be kept under review and updated accordingly.

Useful links:

Government guidance for full opening of schools can be found [here](#)

Government guidance for after school clubs and other out of school settings can be found [here](#)

[Events and attractions - Working safely during coronavirus \(COVID-19\) - Guidance - GOV.UK \(www.gov.uk\)](#)

Right Choice Coronavirus Resources are available [here](#).

Science teaching Coronavirus advice is available from CLEAPSS [here](#)

Design Technology Coronavirus advice is available from CLEAPSS [here](#)

Physical Education Coronavirus advice is available from AfPE [here](#)

This, and other separate risk assessments required for specialist situations as set out in the template below, do not need to be submitted to the local authority but should be available for scrutiny from the local authority or HSE enforcement officers.

RISK FACTORS	CONTROL MEASURES TO CONSIDER	LOCAL APPLICATION OF MEASURES
Symptomatic or other high-risk personnel attending school site	<p>Staff, pupils, contractors and visitors must not attend the school site if they have any of the Covid-19 symptoms as below or are required to be in self-isolation or travel quarantine.</p> <ul style="list-style-type: none"> • a high temperature • a new, continuous cough • a loss of, or change to, your sense of smell or taste <p>All eligible adults and pupils are strongly encouraged to take up the double vaccine available unless advised otherwise by their medical practitioners.</p> <p>Any person who develops COVID-19 symptoms during the school day should be sent home as soon as possible and should arrange to have a PCR test.</p> <p>An individual risk assessment will be completed for all staff that have characteristics that increase their potential risk from coronavirus (COVID-19).</p> <p>Remote/distance learning contingency arrangements for all pupils should be maintained in line with any local Covid-19 outbreak.</p> <p>Testing regimes are operating for staff and pupils in line with national guidance.</p>	<p><i>Staff, parents, contractors and visitors inform school as earliest opportunity and follow government guidance for self isolation.</i></p>

RISK FACTORS	CONTROL MEASURES TO CONSIDER	LOCAL APPLICATION OF MEASURES
1. Maintaining distancing and reducing contact – entrance and exit routes		
Numbers arriving simultaneously on school transport impede the means to distance or reduce contact, and impede effectiveness of staggered start/finish times of school day	<ul style="list-style-type: none"> • Arrange separate ‘holding’ areas for each group to minimise contact (ideally these should be outside if weather permits) • Staff on duty to supervise • Signage at school transport pick up/drop off point 	<p><i>When an individual develops COVID-19 symptoms or has a positive test we will follow public health advice on when to self-isolate and what to do. No one with symptoms or a positive test will come into school, and they will not come into school if they are required to quarantine. If anyone in our school develops COVID-19 symptoms, however mild, we will send them home and they should follow public health advice.</i></p> <p><i>If a child is awaiting collection, they should be left in the music room on their own. Appropriate PPE will also be used if close contact is necessary. Any rooms they use will be cleaned after they have left.</i></p>
Numbers of parents and children at entrances and exits impede social distancing.	<ul style="list-style-type: none"> • Instructions for parents/carers on distancing rules on site. • Staggered start/finish times for different groups. • Use of different entrances/exits for different groups. • Only one parent/carer to accompany child. • Staff on duty to supervise. • Signage. 	<p><i>Gathering at the school gates and otherwise coming onto the site without an appointment is not allowed.</i></p> <p><i>Beginning and end of school day routines for the new academic year:</i></p> <p><i>Stonehenge, Sarum and Avebury classes will be dropped off and picked up at the pedestrian gate on the layby. White Horse and Silbury classes will be dropped off and picked up at the vehicular gate on the layby.</i></p> <p><i>Drop off Key Stage 1 - 8.30am-8.40am</i></p> <p><i>Pick up Key Stage 1 - 2.50pm – 3.00pm</i></p> <p><i>Drop off Key stage 2 - 8.40am – 8.50am</i></p> <p><i>Pick up Key Stage 2 - 3.00pm</i></p> <p><i>All adults are encouraged to wear a face mask in communal areas where social distancing is not possible.</i></p>

RISK FACTORS	CONTROL MEASURES TO CONSIDER	LOCAL APPLICATION OF MEASURES
Changes to school routine cause vehicular and pedestrian traffic management issues.	<ul style="list-style-type: none"> • Encourage parents to walk/cycle to school with children. • Stagger drop off / pick up times. • Minimise vehicles on site • Review traffic management risk assessment where changes to start/end of day apply. • Staff on duty to supervise. 	<i>Shared in newsletter.</i>
2. Maintaining distancing and reducing contact – internal areas and play areas		
Pupil numbers and room sizes impede the means to reduce contact	<ul style="list-style-type: none"> • Where practical, arrangements will aim to reduce contact and maximise distancing between pupils and staff; and between staff themselves. • Pupils can reduce contact by being grouped together in classes for lessons. • Record the names of pupils in each group, and any close contact that takes places between children and staff in different groups. • A seating plan for each classroom. Children to use the same desk each day. • Distancing and reducing contact to be explained to children with regular reminders. • Signage/Posters in each classroom. • Consider the use of school grounds / local environment to extend the range of teaching spaces available • The wearing of any PPE is not considered a necessary control measure except where set out specifically in this risk assessment for first aid or medical attention needs. 	<p><i>We no longer have to maintain children in their Bubbles and we can resume our usual routines in classrooms and within the school timetable.</i></p> <p>1.11.21 Government guidance: <i>Halt ‘whole school’ assemblies for the time being and any other ‘large gatherings and mixing’:</i></p> <p><i>Impact:</i></p> <ul style="list-style-type: none"> · <i>Collective worship will move outdoors or onto Teams in each classroom.</i> · <i>Friday sharing assembly will move outdoors, weather permitting. If the weather is looking unfavourable it will move to two split KS1/2 sharing assemblies or onto Teams.</i> · <i>Break time: Playtime outside as usual or in classrooms for wet weather play.</i> · <i>Lunches:</i> <p><i>Reception/Year 1 Hot lunches and sandwiches will be in the Arts Centre.</i></p>

RISK FACTORS	CONTROL MEASURES TO CONSIDER	LOCAL APPLICATION OF MEASURES
		<p><i>Split KS1/2 Hot meals and packed lunches to minimise social mixing.</i></p> <ul style="list-style-type: none"> <i>· Social distancing and good infection prevention control amongst parents, staff and volunteers.</i> <i>· Wrap around care and enrichment clubs may continue as normal as they are small gatherings.</i> <i>· Appropriate distancing and ventilation measures.</i> <i>· Photography Exhibition – strong communication, one way system, face masks and refreshments outdoors.</i> <i>· Rehearsals for plays, performances, choir, Eisteddfod will continue with split KS1/2 rehearsals and online ticketing in place for reduced audience inside (see events section below) but we may have to move these to recorded performances or postpone to an alternative time at very short notice in line with national guidance.</i> <p><i>Outdoors - children accessing all parts of the field and playground and mixing freely with each other, using the outdoor play equipment and the Huff and Puff equipment.</i></p> <p><i>Staff may gather together in the staffroom again – max 6 in communal area with social distancing, ventilation.</i></p>
<p>Number of pupils and staff moving around the school impede the means to distance and reduce contact in corridors and other communal spaces</p>	<ul style="list-style-type: none"> • Consider using the pathways around the perimeter of the building to assist with circulation (weather and site layout dependent). • Children to keep coats, bags, lunchboxes etc with them in the classroom in suitable storage area. • Signage. 	<p><i>In communal areas where social distancing is not possible, wearing of face masks by adults to mitigate cross contamination.</i></p> <p><i>Classroom storage areas for pupil personal belongings.</i></p> <p><i>Each pupil has their own stationary items on their desk.</i></p>

RISK FACTORS	CONTROL MEASURES TO CONSIDER	LOCAL APPLICATION OF MEASURES
	<ul style="list-style-type: none"> • Face coverings to be worn by adults in areas where distancing cannot be maintained indoors but outside of the classroom. 	
Number of pupils and size of space impede the means to distance and reduce contact when using toilets	<ul style="list-style-type: none"> • Where practicable avoid different groups using the same facilities at the same time. 	<i>Separate toilets for Stonehenge class, KS1 & KS2</i>
Number of pupils and available space impede the means to distance and reduce contact at breaktime and lunchtime	<ul style="list-style-type: none"> • Staggered break and lunch times. • Allocated play areas for each group. • Consider zoning of play areas using markings / cones to reinforce distancing. • Limit use of outdoor play equipment to designated groups at fixed periods • Staff supervision to maintain standards. • Catering contractors and other food provision has been subject to specific risk assessment. • Games which encourage distancing and reduce contact. 	<p><i>Y2-6 Hot lunches will be in the school hall on class tables – social distancing.</i></p> <p><i>Y2-6 Packed lunches will be in classrooms</i></p> <ul style="list-style-type: none"> • <i>Social distancing and good infection prevention control amongst parents, staff and volunteers.</i> • <i>Wrap around care and enrichment clubs may continue as normal as they are small gatherings.</i> • <i>Appropriate distancing and ventilation measures.</i> • <i>Photography Exhibition –postponed to Friday 19th November with one way system, face masks and refreshments outdoors.</i> • <i>Rehearsals for plays, performances, choir, Eisteddfod will continue with split KS1/2 rehearsals and online ticketing in place for reduced audience inside (see events section below) but we may have to move these to recorded performances or postpone to an alternative time at very short notice in line with national guidance.</i> <p><i>Outdoors - children accessing all parts of the field and playground and mixing freely with each other, using the outdoor play equipment and the Huff and Puff equipment.</i></p> <p><i>In the event that we have an outbreak, we will:</i></p> <ul style="list-style-type: none"> • <i>follow all public health direction</i> • <i>resume the Bubbles as they were set up for the past year,</i>

RISK FACTORS	CONTROL MEASURES TO CONSIDER	LOCAL APPLICATION OF MEASURES
		<ul style="list-style-type: none"> • resume the protocols for classroom provision, including the quarantining or washing of shared equipment, and forward facing desks • stop joint activities across the school • reduce staff crossing Bubbles unless absolutely necessary • limit the number of people in the staffroom, • encourage the wearing of face coverings by adults in all communal areas, • resume staggered drop off and pick ups so that Bubbles do not cross or meet • resume separate lunch times and playtimes • risk assess music tuition and put measures in place to reduce risk if necessary • keep visitors off the site, meeting virtually instead • apply all of these measures to Wrap Around care • stop all off site activities <p><i>We will only consider closing the school to some or most children if we are directed to do so by Public Health. This will be a last resort. Moodle will be kept active for the coming year and will be launched in full if it should be necessary. We will revert to control measures</i></p>
<p>Number of staff and size of staff rest spaces impede the means to distance and reduce contact</p>	<ul style="list-style-type: none"> • Removal of furniture to create more space. • Removal of communal equipment (mugs etc) • Staggered break times for staff. • Repurpose unused spaces for additional staff rooms. • Staff toilets to enforce 2m distancing. 	<p><i>We will ensure that our school is well ventilated and that a comfortable teaching environment is maintained. When the library and hall foyer are used, the hall doors and all intervening doors will remain open if these areas are being used. Classrooms will keep windows open as much as possible and we will encourage staff and children to</i></p>

RISK FACTORS	CONTROL MEASURES TO CONSIDER	LOCAL APPLICATION OF MEASURES
		<p><i>dress warmly if the weather is cold so that good ventilation can be maintained. If it is much too cold to keep all the windows and doors open, and temperatures drop below 16C, the windows will be left slightly open and then, when the children are out at play, opened fully to wash the air from the classroom. Similarly in the offices and staff room as well as all communal areas where possible, all windows will be kept open.</i></p>
Other	<ul style="list-style-type: none"> All teachers and other staff can operate across different groups but must continue to maintain distance from pupils and other staff as much as possible. 	<p><i>Ensure good hygiene for everyone. Keep occupied spaces well ventilated. Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19. In communal areas where social distancing is not possible, encourage the use of face masks by adults to mitigate cross contamination.</i></p>
<p>Events 1.11.21 / 29.11.21 Government guidance: Halt ‘whole school’ assemblies for the time being and any other ‘large gatherings and mixing’</p> <p>As the Christmas season approaches, PHE are supporting schools and educational settings with additional guidance on Christmas and seasonal events so that they can continue with their planned festive performances where possible, while reducing the risks of COVID-19. Government guidance has not changed and restrictions have been eased on events. There is currently no</p>	<ul style="list-style-type: none"> Measures to prevent symptomatic individuals attending event. 	<ul style="list-style-type: none"> <i>Send strong pre-event messages to ensure staff/children/visitors who have Covid symptoms or who are self-isolating or feeling unwell do not attend event/activity.</i> <i>Remind individuals of additional winter illnesses and that if unwell please avoid attending the event.</i> <i>Entry can be refused if symptomatic.</i> <i>Ask attendees if they are symptomatic for COVID-19 and turn away staff and participants with COVID-19 symptoms (temperature, cough, loss of taste/smell) or those who are known to be COVID-19 positive and are required to self-isolate.</i>

RISK FACTORS	CONTROL MEASURES TO CONSIDER	LOCAL APPLICATION OF MEASURES
<p>limit on group size, either indoor or outdoor. However, the risk will be far lower for outdoor events.</p> <p>We are asking all Schools and educational settings to risk assess their planned Christmas & seasonal events according to the following guidance, which mirrors what venues are being asked to consider across the community</p> <p>Events and attractions - Working safely during coronavirus (COVID-19) - Guidance - GOV.UK (www.gov.uk)</p> <p>This will help to prevent the spread of COVID-19 at festive performances such as school concerts, nativity plays and other Christmas activities and gatherings.</p> <p>PHE encourage schools to think creatively about their Christmas and seasonal festivities and trust that these guidelines will ensure that events can go ahead safely and keep students, staff, and parents safe.</p> <p>Risk factors:</p> <ul style="list-style-type: none"> • Aerosol and droplet transmission (breathing, speaking, singing, coughing, sneezing, etc) • Surface transmission (tables, chairs, door handles, etc) • It is important to consider that many people infected with COVID-19 may be unaware and 	<ul style="list-style-type: none"> • Measures to reduce the chances of infected asymptomatic people attending event • Measures to control asymptomatic transmission: Aerosol and droplet transmission 	<ul style="list-style-type: none"> • <i>If a person becomes symptomatic whilst at event, ask them to leave, return home to isolate and arrange a PCR test.</i> • <i>Cleaning of the area the symptomatic person was occupying.</i> • <i>Encourage all staff, eligible students, and visitors to be vaccinated.</i> • <i>Expect all staff and students above secondary school age and visitors secondary school age and above to test regularly with lateral flow devices, and ask secondary school aged students and visitors to take an LFD test on the morning of the event.</i> • <i>Adequate ventilation and purge air between performances.</i> • <i>One way entrance/exit to reduce densities of people at performances.</i> • <i>Diminish queues outside prior to start of performance – social distancing.</i> • <i>CO2 monitor placement to monitor ventilation adequacy.</i> • <i>Remind visitors to wear extra layers.</i> • <i>Visitors to educational settings are now required to wear face coverings in communal areas</i> • <i>This would include events such as nativity plays for example. Good practice from events, is for the person leading the event</i>

RISK FACTORS	CONTROL MEASURES TO CONSIDER	LOCAL APPLICATION OF MEASURES
<p>asymptomatic. These individuals are still effective spreaders of the virus, which reinforces the importance of adequate control measures.</p> <ul style="list-style-type: none"> • Social distancing measures • Reducing social crowding • Contact tracing • It is important to communicate the level of risk posed to any individual attending the event. This includes all individuals attending the event, staff, students, families, volunteers, suppliers/contractors, performers, and other visitors. 	<ul style="list-style-type: none"> • Social distancing measures – consider what distance is needed and how this will be implemented i.e. marshalling, barriers, one-way routes, markers and signage, managed refreshment supply (if any). 	<p><i>to remind people to wear face coverings at the start of the event.</i></p> <ul style="list-style-type: none"> • <i>Avoid close contact activities between attendees e.g. face-painting.</i> • <i>Reduce numbers of attendees and protect staff and students from the risk of transmission from guests (no backstage or front of house mixing).</i> • <i>Depending on the event and where the size of the space being used to host the event, consider limiting the number of people each family is able to bring to two adults.</i> • <i>Keep any background music to a level to enable guests to speak with each other without raising their voices or stepping closer.</i> • <i>Maintain social distancing when groups of children are singing (especially the class teacher if facing the singing class).</i> • <i>Increase space where possible between pupils and families, and groups of children that don't normally mix.</i> • <i>Singers should sing side to side preferably, not facing each other and maintain distance.</i> • <i>Hand washing facilities or hand sanitiser freely available, but particularly on entry and before and after touching shared surfaces, such as stalls or games.</i>

RISK FACTORS	CONTROL MEASURES TO CONSIDER	LOCAL APPLICATION OF MEASURES
	<ul style="list-style-type: none"> • Contact Tracing 	<ul style="list-style-type: none"> • <i>Display signage to encourage hand hygiene, social distancing and use of face coverings where appropriate.</i> • <i>We encourage the use of the NHS COVID Pass. The COVID Pass allows those attending events to prove that they are vaccinated against COVID-19, have a medical exemption, or have tested negative by a Lateral Flow Device shortly before the event takes place.</i> • <i>We recommend an NHS Test and Trace QR code is visible alternatively, a different system for recording attendees' contact details (e.g., attendees register).</i> • <i>After the event, warn and inform the community if a case has attended your event during their infectious period (2 days prior to symptoms or a positive test result).</i>
3. Hygiene and Cleaning		
<p>Cleaning staff levels are insufficient to deliver enhanced cleaning regime.</p>	<p>A regular cleaning schedule should be maintained. This should include daily cleaning of frequently touched surfaces (using detergent and hot water followed by a chlorine based disinfectant solution):</p> <ul style="list-style-type: none"> • Toilets • Door Handles/ Access Buttons • Kitchen areas and associated equipment • Water dispensers/ coolers • Printers/ Photocopiers • White Boards • Play Equipment • Shared resources 	<p><i>Using standard detergents, we will maintain an appropriate cleaning schedule including twice daily cleaning of desks and other frequently touched surfaces (once by the cleaner and once by the classroom staff).</i></p>

RISK FACTORS	CONTROL MEASURES TO CONSIDER	LOCAL APPLICATION OF MEASURES
Insufficient handwashing and hygiene facilities increase the risk of transmission.	<ul style="list-style-type: none"> • PPE to be worn by cleaning staff as dictated by risk assessment. • Children to handwash on entry to school, before and after each break and lunch, on changing classrooms, leaving school and after using toilet. • Ensure supplies of suitable soap. Skin friendly cleaning wipes can be used as an alternative • Extra signage to encourage washing hands. • Ensure help is available for children who cannot clean their hands independently. • Hand gel dispensers at strategic locations around the site to complement handwashing facilities. • Supplies of tissues and lidded bins in each teaching space and classroom. • Promotion of the 'Catch it, Bin it, Kill it' campaign to pupils and staff. 	<p><i>Frequent and thorough hand cleaning is now be regular practice. We will continue to ensure that pupils clean their hands regularly with soap and water or hand sanitiser.</i></p> <p><i>Respiratory hygiene The 'catch it, bin it, kill it' approach continues to be very important.</i></p> <p><i>Use of personal protective equipment (PPE) Most staff in school will not require PPE beyond what they would normally need for their work.</i></p>
Exposure to new hazardous substances (products)	<ul style="list-style-type: none"> • COSHH assessment to be carried out for any new cleaning/sanitising products in use. • Additional cleaning staff to be made aware of the COSHH risk assessments. • Appropriate storage of hazardous substances. • Material data sheets to be made available for new and existing products. 	<p><i>Using standard detergents, we will maintain an appropriate cleaning regime and monitoring schedule.</i></p>
4. Site and Buildings		
Visitors/contractors/suppliers on site increase the risk of transmission.	<ul style="list-style-type: none"> • Site visits only by pre-arrangement. • A record of some visitors must be kept for 21 days specific guidance • Zones/markings in Reception areas. 	<p><i>We can welcome visitors and volunteers on site and in school again by appointment and will all be expected to abide by the protocols outlined below.</i></p>

RISK FACTORS	CONTROL MEASURES TO CONSIDER	LOCAL APPLICATION OF MEASURES
	<ul style="list-style-type: none"> • Information/signage for visitors informing them of the infection control procedures. • Deliveries and visits outside of school opening hours where possible. • Provision of hand sanitiser at main school entrance. • Process for the acceptance of deliveries required i.e. area where deliveries can be safely left. • Adult visitors to be encouraged to wear face covering unless exempt. 	
Changes affect normal emergency procedures.	<p>Fire safety management plans should be reviewed and checked in line with operational changes. Schools should check:</p> <ul style="list-style-type: none"> • All fire doors are operational at all times • Fire alarm system and emergency lights have been tested and are fully operational. • Review of fire assembly points to accommodate reduced contact and distancing where practicable. • Fire drill practice to train new arrangements. • Other contingency emergency plans to be reviewed including lockdown procedures, major disruption through loss of services, gas leak etc. 	<i>Normal protocols.</i>
Site security is compromised by new arrangements.	<ul style="list-style-type: none"> • Normal security standards will apply and careful consideration given to the balance for security and the need for enhanced ventilation. 	<i>Normal protocols.</i>
Building checks not taken place	<ul style="list-style-type: none"> • All usual building checks are to be undertaken as normal including flushing of water outlets, schedules of preventative maintenance, portable appliance testing and asbestos monitoring. 	<i>Normal protocols.</i>
Inadequate ventilation increases the risk of transmission of Covid 19	<ul style="list-style-type: none"> • Make use of existing mechanical ventilation systems preferably drawing on fresh air. • Make use of natural ventilation – opening windows (in cooler weather windows should be opened just enough to provide constant background ventilation and opened more fully during breaks to purge the air in the space). 	<i>We will ensure that our school is well ventilated and that a comfortable teaching environment is maintained. The library, hall foyer and the hall doors and all intervening doors will remain open if these areas are being used. If we have parents in the hall for performances hall doors and the high</i>

RISK FACTORS	CONTROL MEASURES TO CONSIDER	LOCAL APPLICATION OF MEASURES
	<ul style="list-style-type: none"> • Opening internal doors can also assist with creating a throughput of air (but not fire doors in unoccupied parts) • Opening external doors may also be used provided security is not unduly compromised • Additional ventilation via open doors and windows should not occur in unoccupied parts of the site. • Carbon monoxide monitors are to be provided by central government to help identify poorly ventilated areas 	<p><i>level windows will be kept open, and the doors leading out of the classrooms and all intervening doors will be kept open so that there is a through flow of air.</i></p> <p><i>Our air conditioning units draw air from outside and can be used to ventilate the hall.</i></p> <p><i>Classrooms will keep windows open as much as possible and we will encourage staff and children to dress warmly if the weather is cold so that good ventilation can be maintained. If it is much too cold to keep all the windows and doors open, and temperatures drop below 16C, the windows will be left slightly open and then, when the children are out at play, opened fully to wash the air from the classroom. Similarly in the offices and staff room as well as all communal areas where possible, all windows will be kept open.</i></p>
5. Equipment and furniture		
Shared play equipment increases the risk of transmission.	<ul style="list-style-type: none"> • Individual items of play equipment and other shared items used for teaching are to be cleaned between each use by each group. • Outdoor equipment should be cleaned more frequently than normal. • Resources that are shared between groups, such as sports, art and science equipment should be cleaned frequently and meticulously. 	<p><i>None of the control measures listed in the middle column for this section are now mandatory.</i></p> <p><i>However, regular cleaning measures will remain useful to retain for the minimalisation of transmission risks and staff/parent confidence.</i></p>
Shared equipment, fittings and resources increase the risk of transmission.	<ul style="list-style-type: none"> • Children have allocated packs of stationery per child. • Resources and surfaces to be cleaned each night. • Lessons planned so sharing of resources is minimised. • Any crockery/cutlery used must be cleaned thoroughly. 	<p><i>Normal protocols</i></p>
6. Health and Wellbeing		

RISK FACTORS	CONTROL MEASURES TO CONSIDER	LOCAL APPLICATION OF MEASURES
<p>Inadequate staffing levels create supervision or safeguarding issues.</p>	<ul style="list-style-type: none"> • Carry out an audit of all staff availability and review it regularly. • Introduce a process for staff to inform you if their health situation changes. • If there is a shortage of teachers consider use of suitably qualified TAs to lead a group and maintain ratios. • Use of staff from other schools (by agreement). 	<p><i>Staff will be supported through any difficulties of whatever nature they are experiencing. Clinically extremely vulnerable (CEV) people are no longer advised to shield but may wish to take extra precautions to protect themselves, and to follow the practical steps set out in the CEV guidance to minimise their risk of exposure to the virus. Staff in schools who are CEV should currently attend their place of work if they cannot work from home. We will encourage all staff to take up the offer of a vaccine.</i></p> <p><i>If there is a shortage of teachers we will use suitably qualified TAs to lead a group and maintain ratios.</i></p> <p><i>Working closely with colleagues, we will utilise a 'buddy' system to support staff absence to ensure high quality education remains the norm.</i></p>
<p>Person becomes unwell with Covid-19 symptoms in school</p>	<ul style="list-style-type: none"> • Move to a pre-designated room where person can be isolated, with adult supervision if a child. • Ventilate the room if possible. • PPE should be worn if contact is required. • Inform parent/carer to arrange collection. • Cleaning regime after each usage of the space. • Follow the advice from health protection team 	<p><i>When an individual develops COVID-19 symptoms or has a positive test we will follow public health advice on when to self-isolate and what to do. No one with symptoms or a positive test will come into school, and they will not come into school if they are required to quarantine. If anyone in our school develops COVID-19 symptoms, however mild, we will send them home and they should follow public health advice.</i></p> <p><i>If a child is awaiting collection, they should be left in the music room on their own. Appropriate PPE will also be used if close contact is necessary. Any rooms they use will be cleaned after they have left. The household (including any siblings) will be expected to follow the PHE stay at home guidance</i></p>

RISK FACTORS	CONTROL MEASURES TO CONSIDER	LOCAL APPLICATION OF MEASURES
		<i>for households with possible or confirmed coronavirus (COVID-19) infection.</i>
Absence of measures to address localised enhanced covid transmission chain	<ul style="list-style-type: none"> • Senior leaders to produce contingency plans (sometimes called outbreak management plans) detailing additional measures regarding: <ul style="list-style-type: none"> ○ Good hygiene ○ Appropriate cleaning regimes ○ Keeping occupied spaces well ventilated ○ Following Public Health advice on testing, self-isolation and managing confirmed cases of Covid-19. • Local school management plan is in place and relevant staff have been made aware • Remote education plans in place • Engage fully with NHS Test & Trace • Schools should make themselves familiar with the Contingency Framework document. 	<i>Please see HTPA outbreak management plan detailing additional measures.</i>
Staff wellbeing affected by the working experience.	<ul style="list-style-type: none"> • Staff risk assessment tool being used to assess those in higher risk groups. • Staff aware of risk assessment process and able to contribute. • Staff meetings and communication. • Defined wellbeing support measures for staff. • Designated staff rest areas. 	<i>Staff will be supported through any difficulties of whatever nature they are experiencing. Clinically extremely vulnerable (CEV) people are no longer advised to shield but may wish to take extra precautions to protect themselves, and to follow the practical steps set out in the CEV guidance to minimise their risk of exposure to the virus. Staff in schools who are CEV should currently attend their place of work if they cannot work from home. We will encourage all staff to take up the offer of a vaccine.</i>
Volunteer wellbeing affected by the working experience	<ul style="list-style-type: none"> • Volunteers will be treated in the same way as school staff and provided with the same information, instruction, training and equipment. 	<i>HTPA protocols followed.</i>

RISK FACTORS	CONTROL MEASURES TO CONSIDER	LOCAL APPLICATION OF MEASURES
	<ul style="list-style-type: none"> Volunteers will be included in regular communications and be given the opportunity to feedback any concerns. 	
Pupil wellbeing is impacted by the current situation causing physical and mental ill health.	<ul style="list-style-type: none"> Children to have allocated teacher and TA where possible. Reduced time in school to ensure transition from home to school is successful. Curriculum to support children's well-being. Provide opportunities to talk about their experiences/concerns. Pastoral activities School Effectiveness guidance on Right Choice 	<i>Any child struggling with mental health issues, including anxiety due to the Covid response, will be supported through our on-site counsellors or by commissioning more specialist support or using other resources, or sign posting parents to their GP.</i>
First aid provision	<ul style="list-style-type: none"> Ensure all staff know First Aiders on site if less coverage than normal. If provision is less than usual, minimise hazardous activities which may result in injury. Ensure a supply of PPE is available for provision of first aid and use and dispose of accordingly. Paediatric First Aid provision is available for under 5's. 	<i>HTPA protocols followed.</i>
Pupils with special medical needs (administering medication)	<ul style="list-style-type: none"> Required number of competent staff on site Staff training up to date Alternative arrangements in place if staff training/competence has lapsed. 	<i>HTPA protocols followed.</i>
1:1 teaching, physical restraint and children with SEND or EHC plans are adversely affected by the current situation.	<ul style="list-style-type: none"> Individual risk assessments of children with behavioural difficulties. Ensure a supply of PPE is available based on need. Reduced timetable or consideration of other solutions if child's behaviour puts staff at risk. 1:1 teaching to be done with reduced contact. 	<i>HTPA protocols followed.</i>
7. Risk assessments and Policies		
Standard risk assessments do not take account of additional covid-19 risks	<ul style="list-style-type: none"> Ensure all work environments and teaching/learning activities have been subjected to risk assessments in line with conventional H&S requirements. 	<i>Risk assessment shared with all staff and governors, with appropriate staff training in September.</i>

RISK FACTORS	CONTROL MEASURES TO CONSIDER	LOCAL APPLICATION OF MEASURES
	<ul style="list-style-type: none"> Review and where necessary update all risk assessments with additional control measures to counter any significant covid-19 infection transmission risk. One -off activities such as PTA and other fundraising events will be subject to separate risk assessment if on the school site. School clubs, Breakfast clubs and after-school provision will be subject to a separate risk assessment. Behaviour policy amended to reflect covid-19 protocols. Off-site learning outside of the classroom activities will be subject to a separate risk assessment. 	
8. Monitoring		
<p>Control measures set out in this risk assessment do not prove effective</p> <p>Levels of compliance are inadequate</p>	<ul style="list-style-type: none"> Named school staff will monitor the application and effectiveness of the control measures set out within this risk assessment, and the level of compliance by staff, visitors and pupils Non-compliance will be addressed immediately Regular communication with staff on the outcomes of the monitoring LA H&S Advisers are able to visit the school site to assess compliance 	<p><i>Communicated and monitored by the Headteacher.</i></p>

I confirm that the above is a suitable and sufficient risk assessment based on current information. The risk assessment will be reviewed on a regular basis and whenever anything significant changes. All relevant parties will be informed of the outcomes of this risk assessment.

Name of Headteacher	Anna Woodman	
Signature of Headteacher	headteacher@holytrinity.wilts.sch.uk	Date: 29.11.21
Name of Chair of Governors / Trustees	Jeremy Shatford	
Signature of Chair of Governors / Trustees	jeremyshatford@holytrinity.wilts.sch.uk	Date: 29.11.21
Date of review		