

Risk Assessment

COVID 19 – General Risk assessment

School: Trinity Academy Sowerby Bridge

Date of Risk Assessment: 14th May 2021

This risk assessment has been completed in line with Government guidance for the particular challenges of our school and will be reviewed regularly as and when circumstances change.

All staff need to be trained/issued with the risk assessments relevant to their work and this must be recorded.

This document is version controlled (by the date) and saved each time rather than over-typed.

The risk assessment is about demonstrating that our school is reducing and mitigating risk so far as is reasonably practicable, following the most up-to-date Government guidance. If the standards set out in that guidance cannot be achieved after plans have been put in place then the school will consider whether an activity or part of the school should be open.

RED = No **Amber = Working on but not complete** **Green = Complete**

Summary of updates

Updates: Wednesday 24th February

Prevention 1

- For students with symptoms, they should avoid public transport
- For students who test positive they should not use public transport
- Asymptomatic cases who later develop symptoms will be asked to restart their period of self-isolation from the onset of symptoms

Prevention 2

- Teachers and support staff **offer remote** supervision regarding use of hand sanitiser provided in communal areas as there are risks around ingestion and to check that they are being thorough when using
- Staff should also clean hands thoroughly and often and **have** been provided with individual bottles of hand sanitiser to support this

Prevention 3

- Air ventilation – classroom and office windows **and doors** should be open as much as possible to allow good air ventilation
- Face coverings to be recommended (not compulsory) in classrooms
- Promote good respiratory hygiene by communicating and reminding both staff and students **of key government messages such as ‘hands, face, space’** or ‘catch it, bin it, kill it’

Prevention 5

- Face coverings to be recommended (not compulsory) in classrooms
- Large gatherings such as assemblies will **not take place involving more than one group**: some of these will take place in the classroom instead

Catering and dining hall arrangements

- Y7 & Y9 students will order their food and collect from their form room. Other year groups will access the canteen.

- Finger scanner cleaned regularly by catering staff.
- Tables cleaned between sittings

The Activity What are the Hazards?	Who might be affected?	What additional controls have been put in place to reduce the risk of infection in accordance with Public Health advice?	Are there any further actions necessary?	Action by whom	Action by When?	Done
PREVENTION						
Prevention 1 Minimise contact with individuals who are unwell	Staff and pupils	<ul style="list-style-type: none"> - Staff, pupils and other adults who have COVID-19 symptoms, or who have tested positive in the last 7 days, or who have a household member who has tested positive, should not attend school. - Anyone who develops symptoms during the school day will be sent home and advised to follow the 'stay at home guidance for households with possible or confirmed coronavirus infection'. They are advised to book a PCR test and inform the school of the result of the test. - Guidance: individuals to self-isolate for 10 days if symptomatic and arrange to have a test. Other members of the household (including siblings) should self-isolate for 10 days from when the symptomatic person first had symptoms. - asymptomatic cases who later develop symptoms will be asked to restart their period of self-isolation from the onset of symptoms - Child awaiting collection will be moved to the identified 'medical isolation room' where they 	<ul style="list-style-type: none"> - Staff training (INSET day) - Staff and students reminded of symptoms during form time on the first day back and throughout the term - Guidance information provided for staff and parents - Communication to parents with frequent reminders regarding Covid-19 symptoms and procedures to follow - 'Stay at home guidance' emailed to member of staff/parent of child who has been sent home - Ensure all staff know where the medical isolation room is located - PPE for first aiders to be placed strategically around school for 	Principal Senior Leaders (SL in charge of medical matters)	1/9/20 and ongoing	

		<p>can be isolated and supervised remotely by an adult. Additional rooms are available if required.</p> <ul style="list-style-type: none"> - Adult should maintain 2m distance; if this cannot be maintained, e.g. very young child or a child with complex needs, they should wear PPE. - For students with symptoms, they should avoid public transport - For students that test positive they should not use public transport - Open window in medical isolation room for ventilation. - If person with symptoms needs to use the bathroom while waiting to be collected, they will use a separate bathroom in the medical isolation room and this will be cleaned before being used by anyone else. - In an emergency, a Senior Leader (or First Aider) will call 999 if the person is seriously ill or their life is at risk. - Member of staff who has helped someone with symptoms (close contact), or any pupils who have been in close contact, will only need to self-isolate if they develop symptoms, or if the symptomatic person tests positive, or if requested to do so by NHS Test and Trace. - Everyone must wash hands thoroughly for 20 seconds with soap and water or use hand sanitiser after any contact with someone who is unwell. - Area around the person with symptoms to be cleaned and sanitised after they have left to 	<p>use in an emergency</p> <ul style="list-style-type: none"> - All staff who have been provided with PPE equipment to have PPE training on how to use this (MAT training) and record kept of who has completed the training - Cleaning equipment to be available in medical isolation room 			
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		reduce risk of passing the infection to others.				
<p><u>Prevention 2</u></p> <p>Clean hands thoroughly and more often than usual</p>		<ul style="list-style-type: none"> - Teachers and support staff to ensure that pupils clean their hands regularly throughout the day and routines and times for hand washing/sanitising are established: <ul style="list-style-type: none"> • Every time they enter or leave a classroom • After using the toilet • Provided on the entrance/exit from school - Teachers and support staff offer remote supervision regarding use of hand sanitiser provided in communal areas as there are risks around ingestion and to check that they are being thorough when using - Some pupils with complex needs to be supervised and/or helped with cleaning their hands properly where necessary, and given support with understanding and following the guidelines/Behaviour Principles (skin-friendly skin cleaning wipes can be used as an alternative) - Staff should also clean hands thoroughly and often and have been provided with individual bottles of hand sanitiser to support this - Hand sanitiser is always available in each classroom - Academy will have hand sanitising stations at main entrance and in other areas of the school - Offices/areas for learning other than the 	<ul style="list-style-type: none"> - Locate hand sanitiser stations at entrance and exit points to each classroom to be used at the start and end of the school day (signage in place) - Locate hand sanitiser stations around the school building - Staff training (INSET) and frequent reminders via email, briefings etc. about frequent hand cleaning - Posters re: hand hygiene around school - Sufficient supplies of hand sanitiser and soap required and ongoing tracking of stocks - Wipes to be available on hygiene stations 	Principal/ Senior Leaders/ Teachers/ Support staff	1/9/20	

JLR/Interse
rve

		<p>classroom will have access to a hand sanitiser station on the corridor</p> <ul style="list-style-type: none"> - Hand driers have been isolated in all toilets and paper towels provided instead 				
<p><u>Prevention 3</u> Good respiratory hygiene</p>		<ul style="list-style-type: none"> - Promote good respiratory hygiene by communicating and reminding both staff and student of key government messages such as 'hands, face, space' or 'catch it, bin it, kill it' - Students with complex needs to be supported with understanding and following this routine - Staff know how to support students with complex needs to maintain good respiratory hygiene - Air ventilation – classroom and office windows and doors should be open as much as possible to allow good air ventilation - Air ventilation – non-fire safety doors can be propped open to allow good ventilation - Face coverings for students are not required in classrooms or communal and corridor areas. Staff are advised to wear face covering in communal or corridor areas where social distancing cannot be maintained. 	<ul style="list-style-type: none"> - Tissues and lidded bins located in all classrooms, offices and other areas of the building - Staff training (INSET) and frequent reminders via email, briefings etc. - Lesson checklist produced to remind staff about all routines - SLT to QA routines - Face covering sourced by the MAT and provided to staff and students 	<p>All staff SENDco</p>	<p>1/9/20</p>	
<p><u>Prevention 4</u> Enhanced and frequent cleaning</p>		<ul style="list-style-type: none"> - Cleaning schedule and cleaning logs in place to ensure more frequent cleaning of classrooms and shared areas that are used by different groups and frequently touched surfaces/key touch points, such as door handles, are cleaned more often than usual 	<ul style="list-style-type: none"> - Cleaning timetable to be devised - Additional hours in place to ensure cleaning schedule can be delivered - Cleaning records/log on each 	<p>Principal/ Senior Leaders/ Site Manager/F &Ops Mgr</p>	<p>1/9/20</p>	

		<ul style="list-style-type: none"> - Teachers and support staff expected to support with cleaning of classroom surfaces, equipment etc. if required - Cleaning schedule in place includes any areas of school in use and offices; staff to support with cleaning by wiping down phones, photocopier as appropriate - Cleaning schedule includes the regular emptying of lidded bins which are disposed of appropriately - Cleaning checklists in place for the end of the school day so classrooms and other areas cleaned thoroughly and systematically - Classroom bins to have lids, be regularly emptied and disposed of appropriately - Toilets to be cleaned regularly throughout the day - Each classroom equipped with hand sanitiser, disinfectant wipes and tissues 	<p>door to be signed when cleaning completed and filed in central folder at the end of each day</p> <ul style="list-style-type: none"> - Sufficient supplies of cleaning equipment required and ongoing tracking of stocks - Cleaning wipes to be placed next to all photocopiers 	JLR/Interse rve		
<p>Prevention 5</p> <p>Minimise contact between individuals and maintain social distancing wherever possible</p>		<p><u>Grouping of pupils</u></p> <ul style="list-style-type: none"> - Pupils are grouped in year group bubbles and these will be kept apart as much as possible; the sharing of any spaces will be kept to a minimum and they will be cleaned before another group uses the space - When teachers and other staff are required to teach or support across different classes/year groups, they should try to keep their distance from both pupils and staff as much as they can (ideally 2m, we recognise this may not be possible in certain circumstances such as when 	<ul style="list-style-type: none"> - Staff training (INSET) - Records kept of classes, teachers and timetables for each 'bubble' so that quicker and easier to identify who needs to self-isolate in the event of a positive case - Teacher area marked out at the front of the classroom (2m from pupils) - Classroom routine document for staff 	<p>Principal/ Senior Leaders/ JLR/Interse rve</p> <p>SENDco</p> <p>Pastoral team</p>	1/9/20	

		<p>an accident occurs)</p> <p><u>Measures within the classroom</u></p> <ul style="list-style-type: none"> - Staff to maintain distance from other adults in and out of the classroom (2m ideally); tape has been used to mark safe distances in all classrooms including space for an additional adult - Teachers and other staff are also encouraged to keep 2m distance from pupils where possible and if circumstances allow - Teachers and other staff should avoid face-to-face contact and minimise time spent within 1 metre of anyone - When working with pupils with complex needs or who need close contact care, it is recognised that this may not be possible - Classroom desks are organised into rows and are forward facing, so pupils are sitting side by side - Some furniture in classrooms has been removed to allow for more space <p><u>Measures outside of the classroom</u></p> <ul style="list-style-type: none"> - Breaks and lunches are staggered for bubbles in separate areas. - Different entry and exit routes from the building are used where possible to limit the use of shared areas between bubbles. - Large gatherings such as assemblies will not take place involving more than one group: some of these will take place in the classroom instead - 2m markings on all corridors to remind staff and 	<ul style="list-style-type: none"> - Training for staff about how best to support pupils in the classroom (INSET) - All staff to check desks are correctly positioned as per photo on door - 2m distance markings in place around the academy building and posters on walls to remind - Condition of existing 2m markings inside and outside the building to be checked by the JLS and Principals to advise if any more required - Staff training (INSET) and frequent reminders via email, briefings etc. to remind about 2m distance and systems in place - Maintain 2m markings on corridors - Designated areas for break, lunch, meetings and CPD - Communication to parents to remind about systems in place (letters before the start of term) - Spare coverings available to allow student to get on the bus - Duty rota in place to ensure staff presence each morning and afternoon 			
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		<p>pupils about social distancing</p> <ul style="list-style-type: none"> - Any movement around school to be kept to a minimum - Offices and staffroom – staff to be 2m apart - Reduced numbers of staff allowed to use the staffroom and facilities at any one time - Breaks and lunches are staggered for year groups. Staff informed of other designated areas for break and lunch times or to stay in their classroom. <p><u>Measures for arriving at and leaving school</u></p> <ul style="list-style-type: none"> - Entrance and exits to building split across year groups bubbles - Parents/carers advised to keep 2m distance when dropping off and collecting and staff on duty will remind of these regulations - Staff to remind pupils not to touch the front of their face covering during use or when removing - Visible staff presence at both dropping off and collection times - Staff to supervise pupils going in and out of the building - Hand sanitising stations (increased number) so pupils can use before entering and leaving the classroom <p><u>Other considerations</u></p> <p><u>SEND</u></p> <ul style="list-style-type: none"> - SEND pupils to be given specific help and preparation for changes to the school routine 	<ul style="list-style-type: none"> - Hand sanitising stations to be set up - Adapt individual learning plans as necessary (SENDco and teachers) - Admin staff to check completed visitor forms before admitting them to the building 			
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		<p>(e.g. using social stories) as required</p> <ul style="list-style-type: none"> - Specialist teaching/temporary staff – ensure that contact with staff is minimised and maintain 2m distance as much as possible - Specialists, therapists, clinicians and other support staff for pupils with SEND can visit the school if needed: to keep 2m distance as much as possible and to complete visitor form and given visitor leaflet - Wherever possible, visits will be arranged out of school hours - Records of all visitors to school will be kept - SENDCo to complete risk assessments for all students with SEND who may require additional support <p><u>Pupils who attend more than one setting</u></p> <ul style="list-style-type: none"> - If pupil attends more than one setting on a part time or full-time basis (e.g. alternative provision) – academy will work with other organisation to identify any risks and how the curriculum can be delivered <p><u>Equipment and resources</u></p> <ul style="list-style-type: none"> - All classrooms with equipment: the expectation is that students should wipe down their equipment at the end of the lesson (along with their desk) - Any equipment which needs to be shared between classes e.g. science, sports equipment will be cleaned between bubbles where appropriate 	<ul style="list-style-type: none"> - Where equipment is shared (PE, Creative Arts and Science) departmental risk assessments outline leaning guidelines. - Communication to parents (letter) 			
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		<ul style="list-style-type: none"> - Laptops and computers to be cleaned (with disinfectant wipes) before and after use. Computer rooms will be cleaned by the cleaning staff as directed on the enhanced cleaning timetable. - Where possible, shared equipment will be rotated and left for a period of 48 hours (or 72 hours if plastic) between use by different classes - Items brought to and from school to be kept to a minimum (staff and pupils): pupils will be asked to bring only essential items to and from school, including homework and knowledge organisers. Staff are directed to clean their hands before and after touching homework. - Exercise books can be taken home by teachers – staff to be reminded about the importance of hand cleaning. Where possible staff are encouraged to mark books whilst in school. 				
RESPONSE TO AN INFECTION						
<u>Response 1</u> Engage with the NHS Test and Trace process		<ul style="list-style-type: none"> - Senior Leaders understand the NHS Test and Trace process and how to contact their local Public Health England health protection team - Staff, parents/carers are aware of the need to book a test if staff or students are displaying symptoms and not attend school. They will be sent home to self-isolate if symptoms are displayed during school day and provide details of anyone they have been in close contact with if they test positive or if asked by NHS Test and Trace. Finally, staff and students will self-isolate if 	<ul style="list-style-type: none"> - Training prior to start of new term on procedures to follow - Communication to parents/carers prior to start of new term 	Principal SLT Pastoral team	1/9/20	

		<p>they, or someone in their household, tests positive or displays symptoms.</p> <ul style="list-style-type: none"> - Senior Leaders, pastoral team and admin to understand all testing avenues so that correct information can be given to parents/carers, including circumstances in which to give out a home testing kit (provided to schools in autumn term) - Staff and parents/carers know to inform the school of the results of a test - Negative test where there are not symptoms: person and members of their household can stop self-isolating (if well and no symptoms) - Positive test or a negative where there are symptoms: follow 'stay at home' guidance and must continue to self-isolate for 10 days from onset of symptoms. Staff to understand that they and pupils can return to work only if no symptoms other than a cough or anosmia. Members of household should continue to self-isolate for the full 10 days. - Asymptomatic cases that later develop symptoms will be asked to restart their period of self-isolation from the onset of symptoms 				
<p><u>Response 2</u></p> <p>Manage confirmed cases of COVID-19 in school community</p>		<ul style="list-style-type: none"> - Staff understand their responsibility to act swiftly if aware that someone who has attended school has tested positive for COVID-19 - Senior Leaders to contact the local health protection team who will carry out a rapid risk assessment and advise on next steps - Pupils and staff who have been in close contact 	<ul style="list-style-type: none"> - Staff INSET - Records kept of pupils and staff in each bubble. - Public Health to provide template letter if needed 	Principal/SLT	1/9/20	

		<p>to be sent home and self-isolate for 14 days since last in close contact with that person</p> <ul style="list-style-type: none"> - Senior Leaders to understand 'close contact' definition: <p><i>A contact is a person who has been close to someone who has tested positive for COVID-19. You can be a contact any time from 2 days before the person who tested positive developed their symptoms (or, if they did not have any symptoms, from 2 days before the date their positive test was taken), and up to 10 days after, as this is when they can pass the infection on to others. A risk assessment may be undertaken to determine this, but a contact can be:</i></p> <ul style="list-style-type: none"> • anyone who lives in the same household as another person who has COVID-19 symptoms or has tested positive for COVID-19 • anyone who has had any of the following types of contact with someone who has tested positive for COVID-19: • face-to-face contact including being coughed on or having a face-to-face conversation within one metre • been within one metre for one minute or longer without face-to-face contact • been within 2 metres of someone for more than 15 minutes (either as a one-off contact, or added up together over one day) • travelled in the same vehicle or a plane 				
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		<p><i>An interaction through a Perspex (or equivalent) screen with someone who has tested positive for COVID-19 is not usually considered to be a contact, as long as there has been no other contact such as those in the list above.</i></p> <ul style="list-style-type: none"> - Staff to know that details/names of people with COVID-19 not to be shared unless to protect others and to check with Principal - Senior Leaders, pastoral team and admin to know that evidence of a negative test result, or other medical evidence, should not be requested before admitting children back to school after a period of isolation 				
<p>Response 3 Contain any outbreak</p>		<ul style="list-style-type: none"> - Senior Leaders and pastoral team to monitor sickness absence: <ul style="list-style-type: none"> • Two or more confirmed cases in one bubble within 10 days • Overall rise in sickness absence (suspected coronavirus) could indicate an outbreak - Work with local health protection team and follow advice 	<ul style="list-style-type: none"> - Daily attendance tracker emailed to SLT and Pastoral Team - Alert to be sent to the Principal - Develop system to track 'X' code use. 	Pastoral team SLT	1/9/20	
SCHOOL OPERATIONS						
Transport		<ul style="list-style-type: none"> - Encourage parents, staff and pupils to walk or cycle to school if it all possible - Any families using public transport to and from school to be made aware of safer travel guidance for passengers (given link to document) – note pupil are required to wear face coverings on school and public transport 	<ul style="list-style-type: none"> - Communication to parents prior - - term 	Principal	1/9/20	

		<ul style="list-style-type: none"> - When picking up and dropping off parents are encouraged to stay in their cars at all times - Where the pool car is used to collect students disposable face masks will be provided and sanitiser will be provided prior to entry. Wipes will also be available for the driver to steering wheel etc. - Driver of the pool car will not pick up students who are displaying symptoms of covid. 				
Attendance		<ul style="list-style-type: none"> - Parents/carers informed that attendance at school is mandatory and usual attendance policy applies, therefore all absences will be followed up by the pastoral team - Exceptions to this are pupils who are self-isolating or under care of specialist health professional and if rate of disease in local area rises and advised to shield. Advice circulated across the trust to explain procedure for all absences relating to covid. - Develop a monitoring system to ensure students who are self-isolating do not return to school before the end of their isolation period. The system has now been developed and is in operation. - SENDco and ASC Lead to be aware of any pupils who remain under care of a specialist health professional and discuss before returning to school - Remote learning available to any pupils not able to attend - class teachers and pastoral team to monitor engagement with this 	<ul style="list-style-type: none"> - Clear and consistent expectations around attendance communicated to families - Pastoral teams to identify pupils who are reluctant or anxious about returning or at risk of disengagement and develop individual plan - Pastoral team to work with other professionals to support return to school (e.g. social worker) if needed - HR staff survey to be carried out and follow-up conversations if required - Shielding – HR to keep in contact - Teams training for staff so that remote learning in place 	Principal/ SENDco/ Pastoral team	End summer term 2020 1/9/20	

		<ul style="list-style-type: none"> - Any parents or pupils with anxieties about attendance at school to be addressed and support plan put in place - Any staff in extremely clinically vulnerable or vulnerable category to maintain social distancing 				
PPE		<ul style="list-style-type: none"> - PPE only required where an individual child becomes ill with COVID-19 symptoms while at school and only if a distance of 2m cannot be maintained - Where a child already has routine intimate care needs that involves the use of PPE, the same PPE should continue to be used - Subject-specific risk assessments will be in place to ensure staff use PPE when they need to be within 2m of students for health and safety reasons - PPE packs will be placed at strategic points around the academy to be accessed by any first aider as required 	<ul style="list-style-type: none"> - As mentioned in Prevention 1 re: PPE equipment for each member of First Aid staff 	Principal/JLR/ First Aid/CLs		
Supporting staff		<ul style="list-style-type: none"> - Staff wellbeing monitored regularly - Make staff aware of DfE's information about extra mental health support for pupils and teachers https://www.gov.uk/government/news/extra-mental-health-support-for-pupils-and-teachers - The Education Support Partnership – free helpline shared with staff https://www.educationsupport.org.uk - Some staff with particular characteristics who may be at comparatively increased risk from COVID-19 to have an individual risk assessment if 	<ul style="list-style-type: none"> - Staff questionnaires - Links to DfE support and ESP shared with staff 	Principal	1/9/20	

		<p>requested</p> <ul style="list-style-type: none"> - Extremely clinically vulnerable and vulnerable staff to maintain 2m distance (as for all staff) - Staff to be aware of travel considerations regarding holiday periods: Principal to know the trust's guidelines and refer to HR for advice. 				
Supply teachers or peripatetic teachers		<ul style="list-style-type: none"> - Supply staff will be issued with a teacher pack including equipment needed - Supply staff to sign covid visitor log 	<ul style="list-style-type: none"> - Communication with supply agency regarding academy's guidelines 	Admin team/JLR	1/9/20	
Safeguarding		<ul style="list-style-type: none"> - DSL to provide training to relevant members of staff regarding COVID-19 alongside KCSIE Sept 2020 safeguarding on INSET day - DSLs to be provided with more time in the first few weeks of term in order to support staff and pupils regarding any new safeguarding and welfare concerns and the handling of referrals to children's social care and other agencies - The TASB home visit guidance to be followed 	<ul style="list-style-type: none"> - INSET day 	DSL Pastoral team	1/9/20	
Catering and dining hall arrangements		<ul style="list-style-type: none"> - Principals and Finance and Ops Manager to ensure that kitchen complies with guidance for food businesses on coronavirus - Kitchen staff and any staff involved in the preparation of food should wear a visor - Kitchen staff involved in the serving of food should wear a face covering - Deliveries to be contactless where possible - Hygiene standards to be maintained - Y7 & Y9 students will order their food and collect 	<ul style="list-style-type: none"> - Visors and disposable face coverings to be ordered and training for kitchen staff prior to start of new term - 2m marking in place for middle of hall to separate two bubbles 	Principal/JLR/Interse rve	1/9/20	

		<p>from their form room. Other year groups will access the canteen.</p> <ul style="list-style-type: none"> - Reminders that staff need to wash hands and clean utensils after use (staffroom) - Finger scanner cleaned regularly by catering staff. - Tables cleaned between sittings 				
Estates		<ul style="list-style-type: none"> - Usual pre-term building checks completed prior to reopening in September (e.g. Legionella check) - Ventilation is in line with most recent government guidance 	<ul style="list-style-type: none"> - This risk assessment has been shared with Interserve 	Mitie	On-going	
Educational visits		<ul style="list-style-type: none"> - Educational day visits can take place as of 12 April 2021. As of the 17 May 2021 educational residential visits can take place. Note no overseas visits should be arranged this academic year. 	<ul style="list-style-type: none"> - Additional layers to the risk assessment will be added as required when trips recommence. 	JLR (EVC)	TBC	
School uniform		<ul style="list-style-type: none"> - If a pupil is not wearing a tie, a clean tie will be provided for the day and collected at the end as usual. - All uniform (aside from ties) will be washed in the school's washing machine before being available to loan to another child or will be left for a minimum of one week before being given to another student. - If a pupil is not wearing school shoes or ties, these will also be provided and then not worn for a week before being given to another pupil. 	<ul style="list-style-type: none"> - Uniform stock levels to be replenished regularly 	Pastoral team	1/9/20	

After-school provision		<ul style="list-style-type: none"> - Student clubs/achieve kept under review - KS4 achieve sessions will only be in year group bubbles 	<ul style="list-style-type: none"> - Communication to parents 	LHR/ECM	1/9/20	
Main reception area		<ul style="list-style-type: none"> - Parents/carers to be informed that the school's main reception area is not to be used unless it is an emergency situation - Parents/carers to contact the school via phone or email and emergency mobile number also given out to parents 	<ul style="list-style-type: none"> - Communication to parents in booklet 	LHR/ECM/L DN	1/9/20	
First Aid	Staff, Pupils,	<ul style="list-style-type: none"> - All staff aware of the location of the medical isolation room - Maintain cleaning standards and clean after each treatment 	<ul style="list-style-type: none"> - Training First Aid staff 	JLR	1/9/20	
Visitors & Contractors in schools		<ul style="list-style-type: none"> - Where possible avoid visitors and contractors from attending the school - Obtain confirmation from those who will be on site are not showing signs of COVID-19 - Provide handwashing or hand sanitiser facilities for visitors/contractors - Allow for social distancing for the contractor while in place such as contactless signing in, hand washing and an isolated area for the contractor to work in; any supervision conducted with a distance of at least 2m - Guidance for visitors leaflet to be given to all visitors - Records of all visitors to the school will be kept 	<ul style="list-style-type: none"> - Aspects relating to Covid-19 to be included in the contractor rules for the school - Contractors and visitors to complete the Trust's Covid-19 Visitor Form before visiting (via email, if not, when they arrive at the school) - Guidance for Visitors leaflet - Ensure all staff aware of guidance re: visitors (e.g. SENDco, pastoral team) - Visitor record (remind admin) 	Admin team JLR HR	1/9/20	

Physical restraints/ comforting, first aid	Staff, pupils	<ul style="list-style-type: none"> - Ensure wash facilities are available after a close contact event - No child or member of staff should be in school if they are symptomatic 	<ul style="list-style-type: none"> - Staff training (INSET) on guidelines 	Principal	1/9/20	
Waste	Staff, pupils	<ul style="list-style-type: none"> - Waste to be regularly removed from within the building and in the outdoor bins 	<ul style="list-style-type: none"> - If someone is symptomatic and while isolating until collection any tissues or waste to be bagged up and stored for 72 hours prior to collection 	Interserve	1/9/20	
Health and Safety general considerations	Staff and pupils	<ul style="list-style-type: none"> - School will continue to maintain all statutory requirements for maintenance of mechanical and electrical systems e.g. water system, fire system etc. - Site inspection to be conducted prior to full reopening in September - Fire drills, invacuation and lockdown practices to take place as usual (policies adapted accordingly) - Security on external gates and perimeter to be monitored by senior management and the Site Manager as the school will be more open accessible with staggered starts etc. 	<ul style="list-style-type: none"> - Fire, invacuation and lockdown practices to be scheduled - Above policies to be reviewed and amended if necessary - All staff to be informed of any changes to procedures beforehand 	Principal/ JLR	1/9/20	
Hygiene standards	Staff and Pupils	<ul style="list-style-type: none"> - It is the responsibility of all staff members to ensure good hygiene is maintained. As soon as stocks begin to get low staff should email: TASB-hygiene@sowerby.trinitymat.org 	<ul style="list-style-type: none"> - Share hygiene email address with all staff 	JLR/Admin	1/9/20	
Clinically extremely vulnerable staff who asked not to	Staff	<ul style="list-style-type: none"> - From the 1st April shielding has been suspended. Staff in the cohort should work from home where possible, but if this is not possible they can attend work provided they have an individual risk 	<ul style="list-style-type: none"> - Academies identify staff in this cohort and then assess in line with the government tier system 	Line Managers	3/1/21	

attend work due to health condition		assessment in place. Therefore, their individual risk assessments will be monitored in line with the government guidance on the tier system, and the appropriate advice and actions taken as the local authority areas within the MAT move to different tiers (potentially every 14 days)				
The new variant of COVID-19 has a higher rate of transmutability and can spread faster than the previous variant, which could potentially result in higher staff and pupil absenteeism	Staff and pupils	<ul style="list-style-type: none"> - The MAT and Academy will continue to monitor case rates on the COVID-19 tracker to identify trends. The COO will monitor LA case rates and advise senior leaders of spikes or emerging trends, seeking local public health input as necessary. - The MAT is implementing Lateral Flow Testing (LFT) for both staff and pupils. These are predominately home testing by both cohorts. This regime allows the school to identify early positive cases, who can then self-isolate and reduce the risk of forward transmission. 	<ul style="list-style-type: none"> - Continue the monitoring of case rates - Implement mass home LFT for staff and then Secondary and post-16 pupils. 	COO/ Principal	3/1/21	
Testing	Staff and pupils	<ul style="list-style-type: none"> - Home testing using LFT is in place on a voluntary basis. - If there is a positive LFT then the member of staff or pupil will need to start their 10-days of self-isolation. They must also book a confirmatory PCR test to be carried out within 2 days of the positive LFT. - Negative test where there are not symptoms: person and members of their household can stop self-isolating (if well and no symptoms) - Positive test or a negative where there are symptoms: follow 'stay at home' guidance and 	<ul style="list-style-type: none"> - Ensure all staff and pupil have access to LFT. - Promote reporting to HNS Test and Trace, plus report the result to the school using the COVID school app. 	All staff	24/2/21	

		<p>must continue to self-isolate for 10 days from onset of symptoms. Staff to understand that they and pupils can return to work only if no symptoms other than a cough or anosmia (loss of smell). Members of household should continue to self-isolate for the full 10 days.</p>				
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