

Risk Assessment – Covid-19		14/07/21	Trumpington Community College
Responsible Person	Matthew Oughton (Principal)		
Other Persons Involved	Daren Howard (Chair TCC H&S); Richard Ansell (Estate); Charlie Browne (Site), Hannah Jones (Head of Science)		
Guidance Material Considered	<ul style="list-style-type: none"> ● DfE – Schools coronavirus (COVID-19) operational guidance (from 19 Jul 21) ● DfE - Actions for early years and childcare providers during the coronavirus (COVID-19) outbreak (6 Jul 2021) ● DfE - Protective measures for out-of-school settings during the coronavirus (COVID-19) outbreak (7 Jul 2021) ● DfE – Face coverings in education (May 2021) in use between 19/7 and 22/7 2021 ● DfE - Safe working in education, childcare and children’s social care (6 Jul 2021) ● BEIS - Working safely during coronavirus (COVID-19) Offices and Contact Centres (Jun 2021) ● NHS - Test and Trace – How it works (20 May 2021) ● PHE - COVID-19: cleaning in non-healthcare settings outside the home (16 October2020) ● CLEAPSS - COVID-19 guidance re science, design and technology ● AfPE – Coronavirus guidance and support re school sport ● OEAP – Coronavirus guidance re educational visits ● DfE Asymptomatic Testing Procedures and Guidance – available through the DfE portal (secondary) ● DfE Contingency Framework: education and childcare settings (25 June 2021) 		

Details	
<p>Covering staff and pupils H&S for 19 - 22 July 2021.</p> <p>To minimise the risk of infection to all persons, the following system of controls has been applied by the school</p> <ol style="list-style-type: none"> 1) Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school 2) Ensure face coverings are used in recommended circumstances 3) Clean hands thoroughly more often than usual 4) Ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach 5) Maintain enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach 6) Minimise contact between individuals and maintain social distancing wherever possible 7) Keep occupied spaces well ventilated 8) Where necessary, wear appropriate personal protective equipment (PPE) 9) Promote and engage in asymptomatic testing 10) Engage with the NHS Test and Trace process 	<p>Are Control Measures (Y, N, N/A)?</p>

11) Manage confirmed cases of coronavirus (COVID-19) amongst the school community; outbreak management plan.

12) Contain any outbreak by following a local outbreak management plan.

- Numbers 1 to 5 are in place all the time.
- Number 6 is carefully considered with suitable management strategies deployed that account for the specific operating characteristics of the school. Details of which are included in this risk assessment.
- Number 8 applies only in specific circumstances.
- Numbers 10 to 12 are followed in every case where they are relevant.
- Number 9 follows guidelines from “DfE Asymptomatic Testing Procedures and Guidance”

A close contact is defined as:

- Anyone who lives with someone with COVID-19 symptoms or a positive test result (PCR or LFD)
- Anyone in a support bubble or childcare bubble as if they were part of the same household
- Anyone who has had the following contact with someone who has tested positive for COVID-19 via PCR or LFD test.
 - face-to-face contact including being coughed on or having a face-to-face conversation within 1 metre skin-to-skin physical contact for any length of time
 - been within 1 metre for 1 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 1 day)
 - travelled in the same vehicle or a plane

The symptoms of COVID-19 are: a new and continuous cough, or a high temperature, or a loss of or change in a person’s normal sense of taste or smell

		Pupils contracting COVID-19	<ul style="list-style-type: none"> Any pupil with symptoms of COVID-19 should not attend school for 10 full days from the day after the onset of symptoms and is expected to undertake a test. The pupil/parents are instructed to notify the school immediately if a positive result is obtained. Where a positive result is obtained, the school will contact the DfE helpline or local Health Protection Team for advice on any further action required. A negative result means the pupil can return to school. (Home testing) self-isolate, arrange a PCR test, and follow the above if positive. If negative, return to work The school must be notified of the test result in the case of testing from home Where a pupil indicates an individual in their household is unwell with symptoms compatible with COVID-19, they must self-isolate for up to 10 days. The symptomatic household member should arrange a test. If this test result is negative the pupil can return to school if they do not have any COVID-19 related symptoms. Clinically extremely vulnerable pupils are advised not to attend school at this time. Pupils/children who are required to quarantine having recently visited a county outside the common travel area must not come into school 	Y	Y
		Visitors contracting COVID-19	<ul style="list-style-type: none"> All visitors to site carefully managed and identification details recorded and held for 21 days to support the Test and Trace process if called upon. Details of local procedures communicated to all visitors before they come to site. Contractors attending while school is operational to be notified that the school is operational and their access requirements reviewed on a case by case basis. Undertaken by site staff in advance. Where possible contractor appointments scheduled for times where pupils are not on site. Guests to the school will enter via the main entrance only. Where more than one guest is in attendance appropriate distancing will be adhered to outside the main entrance. Parents dropping children off will do so on the road adjacent to the school. All Visitors to the front desk are asked to wear a face covering. 	Y	Y
Suspected / confirmed case in school	Staff/pupils	Potential contamination of surfaces and for person to person spread	<ul style="list-style-type: none"> Pupil/staff member sent home and instructed to arrange a COVID-19 test. The school may provide a PCR test kit where doing so may increase the likelihood of a test being completed. SLT to be informed. Track and Trace will identify which students need to isolate. Unwell pupils will be held in an appropriate area and collected by their family. If a bathroom is required the student will use the disabled toilet in the sports centre while awaiting collection; this will be cleaned and disinfected immediately after use using normal cleaning products Cleaning and disinfection of both areas will be carried out in accordance with DfE guidance COVID-19: cleaning of non-healthcare settings 	Y	Y

			<ul style="list-style-type: none"> Any staff member who provided close-contact care (with or without PPE) is only required to self-isolate if the symptomatic person subsequently tests positive, they develop symptoms, they are instructed to do so by Test and Trace or PHE, or they test positive from an LFD test as part of a community or worker programme. PPE, i.e. disposable face masks (type IIR), disposable gloves, disposable aprons and eye protection is supplied for providing care to suspected cases but is only required where 1m separation cannot be maintained. First Aid medical room will not house unwell pupils, and be used only for other non-COVID related illness / access to medication. 	Y Y Y Y	Y Y Y
Infection Control (practices)	Staff, Pupils, Visitors	Operational practices in place to minimise the risk of the spread of infection	<u>Face Coverings</u> <ul style="list-style-type: none"> Adults will be asked wear face coverings when moving around the premises, in corridors and in areas where social distancing cannot be reliably practised (subject to any exemptions and not during exercise or strenuous activity); face coverings are not required in classrooms for staff. Pupils are not required to wear face masks in classrooms or communal areas , but will be asked to do so inside in communal areas for the last 4 days of school. The school holds a small supply of disposable face coverings Pupils, staff, and visitors are briefed in the safe wearing, removal and storage of face coverings including hand hygiene 		
			<u>Good Hand and Respiratory Hygiene</u> <ul style="list-style-type: none"> Soap and running water or alcohol based hand sanitiser to be readily available. Hands cleaned by all pupils, staff members and visitors, using soap or sanitiser on arrival, and re entry to the building following lunchtime. Skin friendly cleansing wipes used for those who need assistance in cleaning hands. Frequent handwashing practices built into school behaviour culture and processes. Completed via regular reminders. Social time end marked with hand washing/sanitising opportunities, staff distribute sanitiser on entry to the building. Catch-it, bin-it, kill-it, promoted throughout school. School provides tissues and sufficient bins to support disposal of waste. School considers support for those who may have difficulty with effective hand-washing practice. Regular robust handwashing to be carried out. Signage advocating more frequent handwashing to be installed in various prominent locations around the premises (e.g. Reception, Toilets). Promote catch-it, kill-it, bin-it with verbal reminders. Materials loaned (i.e. pens, pencils) will be stopped and each student provided with/bring a full set of equipment in labelled case. Some loaned equipment will be available, but undergo full sanitisation as 	Y Y Y Y Y Y Y Y Y Y	Y Y Y Y Y Y Y Y

		<p>required. This will apply specifically to spare Chromebooks in the event a student’s device becomes faulty and a loan machine is required temporarily.</p> <ul style="list-style-type: none"> Classroom doors and windows will remain open to encourage good ventilation. When cold, doors to classrooms will remain open but windows may be closed as the corridor space is significant. Handling of post, cash, or other delivered materials is undertaken by Administrative and Site staff only. Some meetings are conducted using Google meet, or other remote means. Office-based meetings are conducted in a suitable physical space that satisfies distancing, especially where participants face each other. Toilet breaks are being limited, and using the one-in one-out system. Student toilets will be on every floor and marked by year group. Staff toilets will be disabled access toilets and student services toilet. If suspicion of C19 and any staff toilets have been used by the ill staff member, there will be a full deep clean before next use is allowed. Indicative signage in place. First aid trained colleagues will use PPE provided. Any student displaying or reporting symptoms of COVID-19 will be taken to the sports centre reception or GF isolation room. Any asymptomatic student reporting contact with someone who has COVID-19 will be isolated in the first aid room in student services. In either scenario the student will be sent home and an additional risk assessment made of the school and any stakeholders present. NHS 111, Test and Trace and PHE notified for further guidance and advice. Specialist rooms will be used – Art, DT, Food Tech, for example – for specific practical activities in order to preserve a full curriculum delivery. Additional risk assessment will still apply (i.e. CLEAPSS) and will be conducted by the teacher and technician accordingly, in line with this risk assessment. PE changing will be undertaken utilising double sets of changing rooms on rota with a sanitising clean in between ready for next use. Food collection by grab-bag service pre-laid in advance: groups by bubble escorted by staff accordingly following one-way systems. Students are to use personal reusable drinking bottles. 	Y	Y
		<p><u>Grouping</u></p> <ul style="list-style-type: none"> KS3 and KS4 whole year bubble groups arranged by floors in the school. “ Floor 21, 22, 23 Y9, 24,25,26 Year 7; 1F = Y8 and Y10; Allocated classrooms for each year group bubble in one specific area per respective floor. Includes break out space for social time, preserving the year group bubble. Seating plan per class which applies for all lessons in that room to avoid student movement in lessons. Keep groups apart as much as possible: staggered entry to and exit from the building, escorted by staff following one-way up and down stairwells. Lunchtime food collection staggered and escorted by staff following one-way up and down stairwells. Any movement about the site required is coordinated by bubble with all other bubbles in their allocated classrooms. Students remain in classrooms for their full timetable where possible. Full timetable readjustment to enable staffing movement for delivery of full curriculum. 	Y	Y

			<p><u>Measures for Arrival and Departure</u></p> <ul style="list-style-type: none"> ● Stagger start and finish places (not times) to prevent groups mixing, but without reducing the amount of teaching time. Separate entrances according to year group bubble for entry into site following line up process; staggered departure. Each year group bubble will have allocated line up space for arrival, supervised by staff. Increased duty staff at the end of day to ensure gatherings are prevented and students leave site home immediately. ● Communicate arrangements to parents and agree a process for drop off and collection to prevent gathering at the front of the school or adjacent public spaces. ● Those arriving wearing face coverings may dispose safely in bins and wash/sanitise hands before entering the building. ● Stakeholder queries to be managed by marked zones near student services, for students, or marked zones in the external reception space. 	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>
			<p><u>Other Considerations</u></p> <ul style="list-style-type: none"> ● Specific assessment for those with SEND needs to help with adjustments reflected in strategy sheets (eg PPE for intimate care needs). ● Supply teachers may be used: identify regular supply staff to the school who know the site and can access the specific arrangements in place. Peri tuition to be reviewed in April. ● Contractors and visitors adhere to the one-way entrance system. Explain local processes to them before entry into the site. ● Keep a record of all visitors (sign-in books fine so long as entries as legible as schools may be required to trace persons if required to by PHE). ● Equipment – <ul style="list-style-type: none"> ○ Student equipment will be personalised in labelled cases. Basic equipment will be made available but then the student will keep this in the case and not return/share. ○ Staff equipment and resources will be personalised and transported between classes according to timetable facilitated by use of wheeled trolleys. ○ Resources that can be taken home where it contributes to education and development applies to Chromebooks and personal basic equipment. They will be subject to the same sanitation expectations. Chromebooks may not be shared between students. A small stock of loan Chromebooks will be available and subject to sanitising expectations. ● Cycle racks marked for specific bubble use. Rear gate remains locked to prevent any public access – all site entry and exit via front or car park. Front of school bike racks to be used by staff. ● Social distancing in line with government guidance to be practised at all times by pupils and staff (including car park, maintenance, breaks). It is accepted that transitory direct contact e.g. passing in corridors is low risk. 	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>

			<ul style="list-style-type: none"> Policy adjustments in place, including adjustment to school's behaviour policy to reflect new seriousness of certain behaviours (i.e. coughing / sneezing) and removing students from school if unreasonable breaches following warning ensue. Arrival of visitors through the external main entrance. Zones at front of school marked out for any queueing. Deliveries dropped into 'receipt zone': no physical handing over. 	Y	Y
			<u>Dedicated school transport</u> <ul style="list-style-type: none"> Not applicable. 	NA	NA
			<u>Public Transport</u> <ul style="list-style-type: none"> Staggered entry to and exit from the building in place, per year group bubble. Overwhelming majority of students walk or cycle to school. Only a very few use public transport/taxi service, and will be encouraged to cycle or use family car where possible. Face coverings are required on public transport for all over 11 years old. Students to arrive to predetermined areas and be met by supervising staff. 	Y Y Y Y Y	Y Y Y Y Y
			<u>Boarding Schools</u> <ul style="list-style-type: none"> Not applicable 	NA	NA
Infection Control (premises)	Staff, Pupils, Visitors	Changes to or introduction of physical control measure to minimise the risk of the spread of infection	<ul style="list-style-type: none"> All unnecessary furniture removed to aid distancing between groups. External learning spaces cleared for social space as per year group bubble by floor. Adjustment to servery to facilitate grab and go food collection. One way system implemented in corridors and on stairwells. All external spaces marked to encourage distancing. All internal shared spaces marked to encourage distancing Demarcating staff rooms or other areas where people may congregate, including virtual corridors marked out. Access to print rooms/photocopiers limited to one person. HVAC system switched to fresh air mode, including AC systems in music suites and rear offices. Lift occupancy for lifts to one person. Windows opened where possible, including venting system. When weather gets colder, vents and or windows can be closed. Non-fire doors propped open to remove the need for hand contact. Fire doors propped open with automatic release to remove need for hand contact. 	Y Y Y Y Y Y Y Y Y	Y Y Y Y Y Y Y Y Y

			<ul style="list-style-type: none"> • Outdoor equipment and furniture thoroughly cleaned between groups using Ramsol aerosol. • Removal of soft furnishings and non-use of soft furnishings. • Shared workstations to be sanitised between use (computer room 1F; technician offices; ICT office; reception, classrooms and student services). • <i>Covid-19 Secure in 2020</i> posters on display. • Staff gatherings to be in Atrium, socially distanced and wearing masks if desired appropriate 	Y	Y
Delivery of 'higher risk' subjects	Staff, Pupils	Delivery of lessons such as science, D&T, Drama and PE require pupils and staff to work in close proximity thereby increasing the risk of infection	<ul style="list-style-type: none"> • Subject leads continually review their departmental risk assessments against sector specific guidance for the planned activities and update these accordingly. <ul style="list-style-type: none"> ○ CLEAPSS guidance referred to in planning science, D&T and Art ○ AfPE and national governing body guidance referred to in planning physical activities ○ Music Mark and DCMS Performing Arts guidance referred to in planning music, dance and drama <p>Music and Drama</p> <ul style="list-style-type: none"> • Consistent groupings are maintained • Singing and wind instrument playing takes place in larger rooms with players, singers, and any other persons 1m apart, and with ventilation maximised. Where possible outdoors if the weather permits. • Choirs and ensembles will only take place where social distancing and high levels of natural airflow can be maintained • Wind players positioned so that air is not blown into another player • Backing tracks/accompanying music operated with volume levels as low as possible. • Microphones used where possible and amplification is required; if shared they are cleaned between each user • Performances with an audience to not take place at this time. • Robust handwashing practised, before and after handling equipment/instruments • Any shared equipment is cleaned regularly and always between users <p>The school aims to deliver a full curriculum and as such where needed students will be collected and escorted to specialist teaching rooms for subjects such as Music, DT and art.</p>		
Anxiety, stress and worry	Staff, pupils (parents indirectly)	Those coming back to work or school may be anxious, worried or stressed	<ul style="list-style-type: none"> • Involve the workforce in the development of this risk assessment and control measures (refer to Group Consultation (HS) Policy for guidance). • Communicate this risk assessment and its findings to staff and potentially pupils/parents. • Feed the determined approach into the communication strategy. 	Y	Y

			<ul style="list-style-type: none"> Staff have access to Group's occupational health and counselling service via HR Publish the findings of this risk assessment on the school website. Risk Assessment completion and approval/sign off communicated via briefing and bulletin, and family communication. Hard copies of RA available. 	Y	Y
Cleaning	Staff, Pupils, Visitors	General hygiene to interrupt transmission from contact surfaces	<ul style="list-style-type: none"> Frequency to be increased with focus on areas used by multiple groups and hand-contact surfaces in line with normal procedures and cleaning risk assessment. Toilet areas cleaned throughout the day. Cleaning staff are reminded to be mindful to minimise face contact and the need for regular handwashing. Cleaning following confirmed/suspected case in accordance with DfE guidance COVID-19: cleaning of non-healthcare settings Where cleaning is contracted out the school still has a record of what enhanced processes have been implemented and should check/evidence that the contractor is operating in line with Govt guidance and not just carrying out business as usual. Completed daily and monitored by site supervision. Daily deep clean in place using Ramsol aerosol spray, including all facilities and hard furniture. 	Y Y Y Y	Y Y Y Y
Intimate Care/Higher Dependency Pupils	Staff, Pupils	Intimate care brings people within close proximity of each other thereby increasing the risk of infection	<ul style="list-style-type: none"> Staff providing intimate care to use PPE as they would do normally for providing care in line with children's needs, and in line with DfE and local Safeguarding requirements. Identified staff only to provide this support. SENDCo and other authorised staff to support monitoring of students with EHCP and/or other vulnerabilities, following distancing guidance by implementing appropriate adjustments to timetable, school support and/or strategy sheets to reflect this risk assessment against specific needs according to the child. Equality Impact Assessment COVID-19 undertaken for SEND. 	Y Y	Y Y
Failure to follow local rules	Staff, Pupil, Visitors	Persons fail to follow local rules due to lack of awareness. Persons violate local rules	<ul style="list-style-type: none"> Details of expectations to be communicated in the whole staff briefings and notes publically shared. Temporary arrangements to be shared with all stakeholders verbally and in writing. School behaviour policy amended in the light of COVID-19, partial reopening from 15th June, and the changes in key behaviours that are now more serious and steps to respond to these behaviours/breaches that affect the health and safety of stakeholders. Removal from school in line with the updated behaviour policy and updated DfE guidance on exclusions in place. Weekly HR meeting minimum and reference in the event of any behaviour or breach by staff that affects the health and safety of stakeholders. 	Y Y Y Y	Y Y Y Y
Maintaining a compliant premises	Pupils, Staff	Loss of site staff and access to contractors resulting in PPM and other compliance checks lapsing.	<ul style="list-style-type: none"> Premises compliance status to be reviewed by Site/Facilities/Estates Manager and a frequent briefing thereafter to be provided to the school's Head. Further RA checks to be completed by RD and UL Central Office. Contractor access to site for PPM/compliance inspections to be continued wherever possible. Legible record of all contractor details to be held for 21 days (to support Test and Trace process if necessary) 	Y Y	Y Y

			<ul style="list-style-type: none"> School to keep a documented record of all PPM tasks that are slipping due to contractor delays. To be reviewed weekly to ensure that the premises remains safe. HT to meet regularly with the site/facilities/business to review any premises compliance items that are becoming a concern. 	Y	Y
				Y	Y
The school lapses in following national/group guidelines and advice	Staff, Pupil, Visitors	Lack of awareness leads to potential contamination of the premises or an outbreak spreads rapidly through the school and wider community	<ul style="list-style-type: none"> Central office to ensure that Coronavirus pages on the Hub are kept updated Important updates/changes to be included in Jon Cole's Heads Bulletins. Headteacher to ensure that all relevant guidance is followed and communicated via staff briefing, school, and cluster bulletins Senior Leaders to keep up-to-date with advice issued by, but not limited to, DfE, NHS, Department of Health and Social Care and PHE, and review this risk assessment accordingly Information on the school website is updated. Parent tab has dedicated menu item for information relevant to parents. Parents/Pupils updated via classrooms/email/parent text as necessary. Any change in information to be shared with Chair of School Improvement Board and passed on to parents by Parentmail and staff by email 	Y	Y
				Y	Y
				Y	Y
				Y	Y
				Y	Y
Other Risk Assessments	Staff, Pupils	Other risk assessment that aren't updated and therefore become invalid	<ul style="list-style-type: none"> Extra-curricular provision subject to specific risk assessment developed with reference to DfE Guidance on Protective measures for out-of-school settings during the coronavirus (COVID-19) outbreak Fire risk assessment reviewed in line with COVID-19 arrangements. Hand gels are noted to be flammable, with the exception on non-alcohol based gels for use by specific stakeholder groups. Fire safety procedures amended to support COVID-19 arrangements. Staff training schedule monitored and any slippage identified. Key premises risk assessments reviewed to ensure they remain valid, e.g. fire risk assessment, manual handling, COSHH if new chemicals are brought in. Site staff and HT to carry out weekly walkabout/inspection for safety, security and safeguarding. Weekly update on H&S, security and safeguarding matters. 	Y	Y
				Y	Y
				Y	Y
				Y	Y
				Y	Y
Display Screen Equipment (temporary home workers)	Staff	Staff working from home not having access to a workstation fully compliant DSE workstations giving rise to musculoskeletal issues.	<ul style="list-style-type: none"> Staff allowed to take home peripherals and chairs from office. Staff to send photographs of home set-up to ensure compliance over set-up. Staff to read the supplied DSE Policy, and sign to acknowledge they have read, ensured compliance in the home space and accept responsibility for safe working practice using school equipment in the home space for work-related activities. Guidance on setting up a suitable workstation provided on Hub coronavirus pages Additional equipment needs to be reviewed on a case-by-case basis 	Y	Y
				Y	Y
				Y	Y
First Aid (temporary)	Staff	Staff suffering injury at home	<ul style="list-style-type: none"> Low-risk, office-style work. No specific controls required. Any accidents to be logged onto ARMS. 	Y	Y
				Y	Y

home workers)					
Wellbeing/ Stress (temporary home workers)	Staff	Social isolation leading to issues with wellbeing Unusual working environment arrangements contributing to stress	<ul style="list-style-type: none"> • Monitor colleagues who are required to self-isolate • Guidance on wellbeing provided on Hub coronavirus pages – dedicated wellbeing section • Guidance provided to managers on supporting their teams and reasonable expectations during this period. • Managers to maintain regular contact with their employees, preferably by video link. 	Y	Y
				Y	Y
				Y	Y

Details of any additional control measures for consideration	Target for completion	Date of completion	Completed By
Sports Centre, external Sports Facilities to remain fully closed. Partial reopening of external spaces, April 2021	TBC – Govt advice updates	TBC – Govt advice updates	HT, Site

Assessment completed by:	Assessment completed by: Assessment checked by:	Hannah Jones Daren Howard, Chair TCC H&S Committee Richard Ansell, Estates Charlie Browne, Site	Date: 14/7/21		Date of next review:	1/09/22
---------------------------------	--	---	---------------	--	----------------------	---------