

The Trafalgar School at Downton – Covid-19 Risk Assessment

Updated 4th January 2022

This is a dynamic risk assessment and will be updated regularly as new guidance is given from the DfE and as systems are put into practice. It is the responsibility of the Headteacher to evaluate the risk assessment ongoing – see monitoring.

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](#)

Planning guide for secondary schools and colleges NEU/GMB/Unison/Unite: Commentary and checklist [here](#)

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](#)

Risk Area	Control Measures - Actions	Associated risks through implementation	Other associated actions – Risk level post action	Staff responsible
1. Attendance, sickness and medical treatment				
Risk Area	Control Measures - Actions	Associated risks through implementation	Other associated actions – Risk level post action	Staff responsible
1.1 Attendance - <i>A requirement that people who are ill stay at home</i> - Medium	Ensuring that pupils, staff and other adults do not come into the school if they have coronavirus (COVID-19) symptoms, or have tested positive in the last 7 days, and ensuring anyone developing those symptoms during the school day is sent home. See medical.	Low – Risk of students missing work. Remote learning available for students.	Communication to parents. What to do if your child is feeling unwell or a member of their household. Who to notify if diagnosed. Key communication to parents. To be included in FAQs. <i>If anyone develops coronavirus (COVID-19) symptoms in an education setting they must be sent home and advised to follow government guidance.</i> https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance - Low	RF
1.2 Absence from school - <i>Minimising as far as possible the longer-term impact of the pandemic on children’s education, wellbeing and wider development.</i> - Low	Maintain processes for following up absence/making reasonable enquiries.	None	Update School Attendance Policy and make available on the website. Language in communications will reflect government policy – “Schools should be clear with parents that pupils of compulsory school age must be in school unless a statutory reason applies (for example, the pupil has been granted a leave of absence, is unable to attend because of sickness, is absent for a necessary religious observance etc).” - Low	RF/BG/TB
1.3 Child exhibiting COVID 19 symptoms in school - High	Parents notified for collection and testing. “Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test.”	Low – Risk to Reception staff	Arrangements made for safe distancing in reception including signage for visitors. - Low	Duty Reception staff

	The student will await collection outside the school building (supervised) if the weather allows. If the student has to wait in the building, the Medical room will be used. The room will be cleaned by the duty cleaners.	Medium – Risk to Student Services staff as contact could be closer.	PPE to all Student Services staff - Low	DFo/Student Services staff
	PPE must be worn by staff caring for the child while they await collection	None	<u>See guidance</u> - Low	DFo/Student Services staff
1.4 Risk of absence from school due to anxiety. See also Vulnerable students - Medium	Offer reassurance through clear communication and positive relationships.	Low – Anxiety levels may be heightened. Continue to offer reassurance and support where needed.	Communicate clear and consistent expectations around school attendance to families - Low	RF
			Identify students who are reluctant or anxious about attending or who are at risk of disengagement and develop plans for re-engaging them. This should include disadvantaged and vulnerable children and young people, especially those who were persistently absent prior to the pandemic or who have not engaged with school regularly during the pandemic. - Low	RF/BG HOH
	Use the additional catch-up funding schools will receive, as well as existing pastoral and support services, attendance staff and resources and schools’ pupil premium funding to put measures in place for those families who will need additional support to secure pupils’ regular attendance	None	Update Pupil Premium action plan to include actions around supporting good attendance. – Low	GJ
	Communication with other professionals	None	Work closely with other professionals as appropriate to support the return to school, including notifying the child’s social worker, if they have one, of non-	RF/BG

			attendance. - Low	
2. Hygiene & Cleaning				
Risk Area	Control Measures - Actions	Associated risks through implementation	Other associated actions – Risk level post action	Staff responsible
2.1 Minimising the risk of infection – Risk of transmission through coughing and sneezing - High	Ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach. Face coverings to be worn inside the school building including lessons. Reviewed in accordance with Government guidance. Windows open where possible to provide required ventilation.	Possible transmission through the removal of and disposal of face coverings.	‘Catch it, bin it, kill it’ posters up around the School. – Medium Regular communication to students and their parents around the correct wearing of face coverings. - Medium	JCu/ME
2.1 Minimising the risk of infection – Risk of transmission through contact with surfaces. - High	Enhanced cleaning schedule, including cleaning frequently touched surfaces often, using school licensed products. Additional capacity on day time duty cleaning rota. Students use hand sanitizer on entry to lessons and wipe down surfaces – desks/equipment/chairs at the end of each lesson. Cleaning supplies in every classroom. Desks to be wiped down between lessons.	Low – Possible ingestion of hand sanitizer. Risk to students with sensitive skin. Increased risk if cleaning hours impacted due to staff self-isolating. Contingency planning in place.	Organise additional daytime hours cleaning and enhanced cleaning schedule. Further advice here: https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings - Medium	ME/LW Class teachers ME/AS
2.3 Minimising the risk of infection – Risk of transmission through not washing hands frequently. - High	Regular handwashing. Access to hand sanitizer. Supervision of hand sanitiser use given risks around ingestion.	Low – See above	Hand sanitizers positioned in key locations. Hand sanitizer available in every classroom to be used at the start of every lesson. Training for staff on practicing safe	ME/L.Wood ME/JS JC

			hygiene and cleaning in the classroom. – INSET Day 1 - Completed - Medium	
2.5 Minimising the risk of infection – Risk of infection through shared equipment - Medium	Reduce the sharing of equipment. Where this is not possible ensure equipment is cleaned “frequently and meticulously” before and after use. Students must have their own basic equipment. Without compromising the curriculum - Lessons planned so sharing of resources is minimised.	Low	Cleaning materials in all classrooms. Communicate the expectations regarding basic equipment to parents. Lesson Planning -Low	ME RF SLs/Classroom teachers
2.6 Minimising the risk of infection – risk of infection through sharing the drinking fountains. - Medium	No direct drinking from the fountains. Students have to fill their personal reusable water bottle.	Low – Water available from outside tap and canteen.	Clear signage around the drinks fountains. – Low	ME
3. Maintaining Social Distancing				
Risk Area	Control Measures - Actions	Associated risks through implementation	Other associated actions – Risk level post action	Staff responsible
3.1 Numbers arriving simultaneously on school transport impede the means to distance or reduce contact. - High	Changes to the normal school day - <ul style="list-style-type: none"> • School open from 8.00am. Widening the arrival window. • Classrooms open from 8.20am and supervised by teachers. • Outside entrances and exits to be used directly to classrooms where they exist. • Face coverings to be worn on transport and inside the building. 	None	-Medium	JC
3.2 Minimising the risk of infection – lesson	Adapting movement routines around the school. Hotspots – stairwells from	– Hand sanitiser on entry to classroom.	One-way system in place where required.	SLT (supported by

changeovers. - Medium	the Tower Block. (Risk – Medium) -	-	<p>Outside entrances and exits used directly to classrooms where they exist.</p> <p>Designated up and down stairs for the middle and top floors of the Tower block to aid movement in the corridors as usual.</p> <p>A ‘walk on the left’ policy if one-way not practicable. Moving ‘with purpose’ Students not to congregate in shared spaces.</p> <p>If students accessing classrooms from the corridors (where no external door) ‘Straight in’ avoid lining up.</p> <p>- Low</p>	all staff)
3.3 Minimising the risk of infection – Maintaining social distancing in lessons - High	Classroom organisation – Students and staff to wear face coverings in lessons. Students to use the same desks each lesson. Students to remain in their seat where practicable. Regular reminders regarding reducing contact and the importance of social distancing.	None	Seating plan for all classes - spread out where possible. On ClassCharts. - Medium	Classroom teachers
3.4 Minimising the risk of infection – Increase risk of transmission during break and	Service to be split between Main Hall and Restaurant. Face coverings to worn when queuing. Allocated queues to maintain Year		Low	JC

lunchtimes. - High	group bubbles and minimise mixing. Food offer considered to support restaurant service (speed up process) and maintain distancing. Service routine maintains distancing for restaurant staff.			
3.5 Minimising the risk of infection – Increase risk of transmission during large gatherings. - High	Students remain in year group ‘bubbles’ for large gatherings.	None	Low	-
	No gatherings outside of ‘bubbles’. Remote assembly rota. Year group only assemblies.	None	HOH deliver to one tutor group each week to maintain contact.	RF/HOH
	Duty rota and arrangements to be reviewed.	None	Duty schedule to be adjusted.	PS
3.6 ‘Detentions’ – Risk of Year groups ‘mixing’ - High	Detentions to run at lunchtime in the Drama Studio. Social distancing will be maintained.	None	Detention supervision runs as normal. Hand sanitiser to be used Low	RF/SB/KH
4. Vulnerable students				
Risk Area	Control Measures - Actions	Associated risks through implementation	Other associated actions – Risk level post action	Staff responsible
4.1 Risk for most vulnerable both physical (transmission) and emotional. - Medium	Supporting students with SEND Individual risk assessments in place to support students with complex needs.	None	Identify SEND students who will need specific help and preparation for the changes to routine. Plan to meet these needs, for example using social stories.	SBu/RF/SB
	Individual RA in place and detailed guidance to support staff in providing intimate care to individual students (where required through the EHCP)		SENDCo led training for individual staff and procedures reviewed for identified students to ensure effective measures in all classrooms taught in. Full PPE used directed by the relevant guidance. - Low	SBu/RF SBu
5. Staff Wellbeing and Contingency Planning				
Risk Area	Control Measures - Actions	Associated risks through implementation	Other associated actions – Risk level post action	Staff responsible

5.1 Minimising the risk of infection – Transmission between staff and students – students and staff - High	Facemask to be worn by teachers’ in lessons and in corridors. 2m distance at all times – safe to remove face coverings if 2m can be maintained. Teacher circulation among class minimised. Classrooms to be ventilated where possible. Co2 monitors distributed.	None	Staff must consider their movement around the school in order to minimise contact with students. Face shields/face coverings available for staff on request. - Low	All staff
5.2 Minimising the risk of infection – Transmission between staff - High	Meetings between staff minimised. All meetings to take place in ventilated venues. Staff to self-test twice per week.	None	T&L Briefings to be done via Loom. - Low	JC
	Use of staffroom minimised. Dedicated space available in the Restaurant for safe staff use to aid social distancing.	None	Staffroom to be regularly deep cleaned. Social distancing maintained. Staff to use own cups and water bottles. - Low	ME All staff
5.3 Meetings with staff - Medium	Visitors will need to make an appointment to meet a member of staff. Where possible meetings will take place via the telephone or virtually. All SAM (School Attendance Meetings) will be held remotely.	None	Communication to parents/stakeholders. Process communicated via letter to those parents involved. Letter will be amended. - Low	RF BG
5.4 Risk to pregnant staff or students - Medium	Please follow the guidance - https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing#clinically-vulnerable-people	None	Safeguarding team to undertake risk assessments for students in this group. HR to undertake risk assessments for staff in this group. - Low	RF tbc
5.5 Staff absence – School closure due to	Any staff member exhibiting symptoms must book a test immediately.	- Medium – Staff absence	Protocols in place for staff. What to do if they have been in contact. What to	SLT

staff absence. - Medium			do if they develop symptoms. - Low	
	Contingency planning in case of self-isolation of multiple students or staff or local outbreaks.	None	Remote Learning Guidance developed and shared with teaching staff. Follow PHE protocols where necessary. FC to contact PHE and Wiltshire Council as required.	PS FC
6. Visitors				
Risk Area	Control Measures - Actions	Associated risks through implementation	Other associated actions – Risk level post action	Staff responsible
6.1 Visitors: Contractors, suppliers on site increase the risk of transmission. - Medium	Site visits only by pre-arrangement. A record of visitors must be kept for 21 days. Information/signage for visitors informing them of the infection control procedures. i.e. safe distancing, washing hands, ventilated spaces where possible. Deliveries and visits outside of school opening hours where possible. Process for the acceptance of deliveries required i.e. area where deliveries can be safely left. Provision of hand sanitiser at main school entrance.	None	- Low	ME DFo DF VBS/ME Reception Staff
6.2 Supply teachers on site increase the risk of transmission. - Medium	Communicate arrangements with supply teachers.	None	Update the Supply Handbook for supply teachers to include Covid 19 related routines. - Low	RR
6.3 Peripatetic teachers on site increase the risk of transmission. -	Communicate arrangements with peripatetic teachers.	None	Update guidance and distribute to peripatetic teachers to include Covid 19 related routines for peripatetic teachers.	JC

Risk Area	Control Measures - Actions	Associated risks through implementation	Other associated actions – Risk level post action	Staff responsible
8.1 Control measures set out in this risk assessment do not prove effective. Levels of compliance are inadequate.	The Headteacher 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 students. Non-compliance will be addressed immediately. Regular communication with staff on the outcomes of the monitoring.	None	Staff to notify HeadsPA via email regarding effectiveness of control measures and any breaches.	JCu/FC

9.0 Transport – To and from school

Following on from the Government’s guidance on home to school transport, Wiltshire Council have provided a comprehensive set of local guidelines and FAQ’s. School’s within Magna learning Partnership have chosen to align their policy closely with these guidelines. In summary, the overall risk to children from coronavirus (Covid-19) whilst travelling on dedicated school transport is low.

Social distancing does not need to apply as:

- Students do not encounter the general public on dedicated home to school transport.
- Home to school transport often carries the same group of children on a regular basis, and those children may also be together at school.

Attendance, sickness and medical treatment			
Attendance - <i>A requirement that drivers and students who are ill stay at home.</i>	Ensuring that Drivers, staff and students who travel on the minibus do not come into the school if they have coronavirus (COVID-19) symptoms.	As per the Trafalgar school Risk Assessment for Covid 19 where communication has taken place to parents, in the event of sickness or Covid 19 symptoms. What to do if your child is feeling unwell or a member of their household. Who to notify if diagnosed. Key communication to parents. To be included in FAQs. <i>If anyone develops coronavirus (COVID-19) <u>symptoms</u> in an education setting they must be sent home and advised to follow government guidance. https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance</i>	RF, AC, MW
Hygiene & Cleaning			
Minimising the risk of infection – Risk of transmission travelling on school transport and through contact with surfaces.	Enhanced cleaning schedule, for minibuses. Frequently touched surfaces such as, hand rails, seat belts, door handles etc. are cleaned quickly after each journey.	Cleaning checklists set up to be completed by driver responsible. Document held in each minibus grab bag. Documents collated weekly and held in Transport Office.	MW, AC, Staff Drivers
	Go south Coast buses to follow their own Hygiene & Cleaning RA.	Liaise with Go South Coast bus company.	AC, MW
Minimising the risk of infection – Risk of transmission through not	Students should sanitise their hands prior to boarding and when alighting the minibus	Hand sanitisers will be available on each minibus and the staff drivers will prompt students to hand sanitise when entering and leaving the vehicle;	MW, AC, Drivers

washing hands frequently or sanitising hands.	Go South Coast to operate using their own RA Covid 19 practices based on Gov. guidelines		
Minimising the risk of infection – Risk of transmission through face coverings.	In line with Government advice, it is strongly advised that over 11's wear a face covering on dedicated home to school transport on buses. It will be compulsory for all students to wear a face cover on the supplied 16 seater minibuses. Eating or drinking will not be permitted on board buses or minibuses.	Drivers will have on their minibus several unused disposable face coverings, which they will hand to a student if they forget their mask	MW. AC, Drivers
Maintaining Social Distancing			
Numbers arriving simultaneously on school transport impede the means to distance or reduce contact.	Changes to the normal school day - School opening from 8.00am. Widening the arrival window. Bus based holding areas for late buses to support social distancing. Organised queuing and boarding on buses and minibuses (end of the school day).	Ensure staff on duty are consistent with queuing arrangements.	PS/MW
Minimising the risk of infection – Maintaining social distancing	It will not be practically or realistically possible to provide transport in year group bubbles, as this is geographically prohibitive. Separation by year group within the bus operation again is difficult to enforce and not feasible. For Go South Coast Buses, they will follow Government guidelines	Regular communication with Go South Coast Leadership team	MW, Drivers, AC AC/MW

	On the school minibuses, students will fill from the back to the front, a first on last off approach. Where possible, if the minibus is not full, the 2 front seats adjacent to the driver, remain empty		Drivers, MW, AC
Students behaviour whilst on school transport			
Behaviour – Non-compliance with social distancing and risk management. Putting themselves and others at risk.	Guidance issued to drivers on managing breaches health and safety e.g., breaking Covid 19 rules by students i.e.... <i>What to do if a student coughs on another student etc.</i>	The transport operational procedures will be amended reflecting behaviour non-compliance for Covid 19 rules. First response, Drivers must ask the student respectfully and politely to abide by the rules. With continual episodes, drivers to report to Transport Manager who will report to Teaching staff.	MW Drivers, MW, PS
Driver Wellbeing			
Minimising the risk of infection – Transmission between staff and students – students and staff	Although difficult to achieve on school minibuses, staff should maintain distance from students as much as possible.	Drivers must consider their movement around the school in order to minimise contact with students.	Drivers, MW