

	Establishment/Department: DPSCITT Staff and Central Trainers	Establishment Risk Assessment	COVID-19
Address: Trinity Primary School, Vernon Crescent, Exeter, EX2 7GB			
Person(s)/Group at Risk DPSCITT Staff, Trainers, Trainees and Contractors		Date assessment completed: 1.9.20 Dates to be reviewed: 12.10.20, 2.12.20, 19.4.21	
Activity/Task/Process/Equipment Mitigating the risk of a COVID-19 infection		Assessor(s): Kate Reeves	
Activity and Significant Hazard Section	Control measures in place <i>Additional measures or actions not included in the column below should be put in the assessor's recommendations at the end of this document</i>		
Pre-opening Premises Checks	DPSCITT Suite <ul style="list-style-type: none"> • Cleaning team to complete a thorough clean (including sanitisation) of DPSCITT Office, training rooms, break rooms and toilets. • Caretaker to provide body fluids clean up kit to be stored in break room. • Caretaker to ensure toilets are fully stocked with toilet rolls and hand soap and Office and Training Room are fully stocked with soap and handtowels. • SL to purchase: sanitiser spray, disposable cloths to use with the spray, sanitiser wipes, large & small bottles of hand gel, disposable masks, disposable gloves and tissues for staff and trainee use. • Core team to agree configuration of furniture in Office and Training rooms, with 'Safe Zones' for Staff & Trainers. • Core Team to agree tape and floor signage to mark one way system in corridor, 'Safe Zones' in the Office & Training Rooms, and ensure 2m distancing when queuing to enter the Office and toilets. 		

<p>Premises Checks</p>	<p>DPSCITT Suite and Office - Daily, or when working in the Office:</p> <ul style="list-style-type: none"> • Each member of staff to ensure they have access to hand sanitiser and wipes for personal workspaces. • One desk and chair per person – no shared workspaces • SL to ensure hand sanitiser, sanitiser spray, cloths, tissues and gloves are available in the office. • SL to open Office windows each morning to maximise ventilation. • Internal doors to be wedged open where possible/appropriate. <p>DPSCITT Training Rooms – Prior to each training day:</p> <ul style="list-style-type: none"> • SL to ensure hand sanitiser and tissues are available in the break room, corridor and seminar rooms when these are used, and a visor is available for the trainer. • Caretaker to open all external windows and ensure that all toilets are unlocked and well stocked. • Internal doors to be wedged open where possible/appropriate.
<p>Cleaning and disinfection</p>	<p>Cleaning procedures</p> <p>DPSCITT Corridor & Office – Daily:</p> <ul style="list-style-type: none"> • Corridor and office cleaned daily focusing on contact points, doors, door handles. • Office bins to be emptied weekly <p>DPSCITT Training Rooms – Prior to and following each training day:</p> <ul style="list-style-type: none"> • Thorough clean (including sanitisation) of training rooms, break rooms and all toilets <p><i>If there has been a suspected case in school – refer to Trinity Premises Guidance check list.</i></p>
<p>Staff & Trainer entry and exit</p>	<ul style="list-style-type: none"> • Staff and trainers will use the main school entrance to enter and exit the building, signing in and using the hand sanitiser provided. (With the Trinity gates being locked from 8.35 – 9.15 and 2.50 – 3.30, arrival & departure times will avoid busy times).
<p>Trainee Travel, entry and exit</p>	<ul style="list-style-type: none"> • Trainees will only car share with trainees in their bubble and will wear face coverings (unless exempt). • Arrival and departure times will be after drop off/pick up times for children, with trainees arriving between 9.15 and 9.30 and leaving after 4.15. • Trainees will enter the building via the main entrance, use the hand sanitiser provided and sign in using their lanyards. • They will proceed to the DPSCITT Training rooms, where they will sign a paper

	<p>register using their own pens.</p> <ul style="list-style-type: none"> • Having signed out (paper register), trainees will exit the building via the main entrance.
Movement around the DPSCITT Suite and School	<ul style="list-style-type: none"> • Movement around the DPSCITT Suite should be kept to a minimum, with trainees following the one-way system and retaining a 2m distance when queuing for toilets or the office. • When training sessions are in the hall, trainees will meet in their own dedicated training room and wait until they are asked to go to the hall by a trainer or member of staff. • When walking between the hall and the Training Suite, trainees should maintain a 2m distance. • Trainers will 'dismiss' trainees for breaks in bubbles, one row at a time.
Toilets	<ul style="list-style-type: none"> • Staff, trainers and trainees will use the designated DPSCITT toilets in the Training Suite, with staff avoiding use during training breaks, where possible, to avoid queuing. • Individual handwashing and drying facilities are available in each cubicle.
DPSCITT Office	<ul style="list-style-type: none"> • Trainees will not enter the Office unless invited to do so by a member of staff. • A maximum of 3 trainees (& the trainer) will be allowed in the Office at any one time. • Chairs for trainees will be placed outside staff 2m 'Safe Zone' workspaces and office equipment must not be touched by trainees. • Trays to be provided for trainees & staff to hand in documents and resources. • Staff to wash /sanitise hands before using shared equipment (eg photocopier). • If Staff other than the Business Manager use the Office phone, they will clean it afterwards.
Training Rooms /Sessions	<ul style="list-style-type: none"> • Tables to be arranged in rows, with trainees facing forwards with 1m+ distancing and 2m 'Safe Zone' at the front. • Windows and doors to be kept open where possible. • Trainees to wear face masks throughout training sessions (unless exempt) and trainers to wear face shields (or masks) when/if they move out of their 'Safe Zone'. • Trainees to choose where they sit within their bubble for each training day, but then keep this seat for the day, and when required to work in pairs, the pairs will remain the same for the day. • If training activities require groups of more than two, additional rooms must be used to enable 2m distancing. • Trainees are not to share their personal equipment and will be given their own hand sanitiser to use during sessions, and particularly prior to using shared resources.

	<ul style="list-style-type: none"> • Gloves will be worn when sharing resources which are difficult to clean, such as books. • If possible, shared resources will be cleaned thoroughly after sessions. (If this is not possible, they will be left for 72 hours before being re-used). • Paper handouts to be kept to a minimum, with trainees accessing and downloading e-copies or printing personal copies of these to use during sessions.
Breaks and Lunch time	<ul style="list-style-type: none"> • Breaks and lunch will be taken either within the trainee's dedicated training room or within their dedicated break room, with strict 2m distancing. • Break and lunch times to be staggered initially for different bubbles. • Trainees to bring packed lunch and encouraged to bring own hot and cold drinks. • Staff, trainers & trainees to make own drinks and wash/sanitise hands before touching shared resources. • Trainees to spend breaks in their dedicated training or break room and observe 2m distancing. • Personal lunch boxes etc to be taken home and any DPSCITT crockery placed in dishwasher by trainees.
Staff, Trainers and Trainees	<p>Common Rules</p> <ul style="list-style-type: none"> • Staff, trainers and trainees must self-isolate and not work or attend training if they: <ul style="list-style-type: none"> ➢ have any Covid-19 symptoms ➢ someone in their household has Covid-19 symptoms ➢ have been contacted by the Track and Trace service because they've been in contact with someone who has tested positive for Covid-19 ➢ they are required to quarantine following foreign travel. • Maintain 2m+ social distancing where possible, and wear face coverings where this is not possible. • Avoid using shared equipment if possible, wash/sanitise hands before use and clean after use. • Use own equipment i.e. pens, laptops & hand sanitiser, and disinfect regularly • Clean and disinfect own workspaces and equipment as often as possible i.e. computer, desk and chair and regularly cleanse hands. • Staff and trainees advised to download and use the NHS App.
Mental Health and Wellbeing	<ul style="list-style-type: none"> • Consult and involve staff, trainers and trainees in drawing up and reviewing the Risk Management Plan. • Hold regular individual 1:1 meetings with staff and trainees to monitor and support their mental health and wellbeing.

<p>Suspected Infection</p>	<p>Engage with the NHS Test and Trace Service</p> <ul style="list-style-type: none"> • Staff, trainers and trainees with any symptoms of Covid-19 must arrange for a Covid 19 test, by phoning NHS119 or using the NHS Test and Trace website (https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested). • They must inform a member of DPSCITT staff and self-isolate at home until they have the results of the test. (Trainees must also inform their school-based tutor). • If they test positive, they must inform a member of DPSCITT staff immediately and continue to self-isolate for at least 10 days from the onset of their symptoms. Other members of their household should also self-isolate for the full 14 days. <ul style="list-style-type: none"> • If symptoms develop in school or during central training, the individual must safely inform a member of staff, and if possible, go straight home. • Where an individual needs to wait to be collected, they will do so in a designated isolation room, where they must try to avoid touching anything. (At Trinity, this will be the Meeting Room next to Classroom 3). • If needed, they will use the first toilet in the row of toilets in the SCITT suite and ensure that a member of staff is informed about this immediately. • Isolation room (and if necessary, the toilet) to be deep cleaned and sanitised before further use. <ul style="list-style-type: none"> • As soon as possible, the individual must arrange for a Covid 19 test, engage with the NHS Track and Trace process and report the outcome of their test to a member of DPSCITT staff. <p>Manage confirmed cases in the DPSCITT Community</p> <ul style="list-style-type: none"> • DPSCITT staff will report any positive test outcomes to the SW Public Health England Team (0300 303 8162 - option 1, then option 1. Out of hours advice - 0300 303 8162 - option 1) or its replacement body, and follow their advice, which could include closing trainee bubbles or the whole training centre for 'in person' learning.
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Assessor's Recommendations - Additional Control Measures or Actions

Section	List Actions / Additional Control Measures	Date action to be carried out	Person Responsible
Cleaning and disinfection	Check with Trinity HT & BM that training rooms, break rooms & toilets are fully sanitised following each training day.	12.10.20	KR
Breaks and lunch time	Remind trainees about adhering to strict 2m distancing & strongly advise use of NHS App for contact tracing.	23.11.20	KR & JC
Breaks and lunch time	From April 2021, trainees will remain in their bubbles throughout all breaks	21.4.21	KR

Signed: Headteacher/Head of Department: *K.J. Reeves* **Date: 12.10.20 and 19.4.21**

The outcome of this assessment should be shared with the relevant staff
 A copy of the completed assessment to be kept on file and copied to the Health & Safety Co-ordinator