

	Establishment/Department: DPSCITT Staff and Central Trainers	Establishment Risk Assessment	COVID-19
	Address: Trinity Primary School, Fish Street, Exeter, EX2 7TR		
Person(s)/Group at Risk DPSCITT Staff, Trainers, Trainees and Contractors	Date assessment completed: 1.9.21 Dates to be reviewed: 25.11.21, 26.4.22		
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. • Body fluids clean up kit to be accessed via school reception if needed. • 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. • FL to purchase: sanitiser wipes, large bottles of hand gel, disposable masks, disposable gloves and tissues for staff and trainee use. 		
Premises Checks	DPSCITT Suite and Office - Daily, or when working in the Office: <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 • FL 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"> • FL to ensure hand sanitiser and tissues are available in the training room, break room and corridor. • 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.
Cleaning and disinfection	<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>
Staff & Trainer entry and exit	<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.
Trainee entry and exit	<ul style="list-style-type: none"> • Arrival and departure times will be after drop off/pick up times for children, with trainees arriving between 9.10 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. • Trainees to wear face coverings (unless exempt) in December and January when moving around the building.
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"> • 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"> • Trainees to wear face coverings (unless exempt) for December and January training • Trainers to wear visors or masks when not in Safe Zone at the front of training room. • Tables to be arranged in groups, with hand sanitiser on each table. • Trainees not to swap seats during Training Days. • Windows and doors to be kept open where possible. • Trainees are not to share their personal equipment and will use hand sanitiser during sessions, particularly prior to using shared resources.

	<ul style="list-style-type: none"> • 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 to use during sessions where possible.
Breaks and Lunch time	<ul style="list-style-type: none"> • Trainees to wear face coverings (unless exempt) in December and January when moving around the building. • Trainees to bring packed lunch and encouraged to bring own hot and cold drinks. • Staff, trainers & trainees to wash/sanitise hands before touching shared resources. • Personal lunch boxes etc to be taken home and any DPSCITT crockery placed in dishwasher by trainees.
Staff, Trainers and Trainees	<ul style="list-style-type: none"> • Staff, trainers and trainees must not attend school or central training if they: <ul style="list-style-type: none"> ➢ have any Covid-19 symptoms ➢ have a positive test result from a Lateral Flow test ➢ are waiting for the outcome of a PCR test ➢ are not fully vaccinated and have been in close contact with someone who has tested positive for Covid-19. • All staff, trainers and trainees will take a Lateral Flow test prior to each central training day and only attend following a negative result. • Use own equipment if possible and wash/sanitise hands before using shared equipment. • Staff and trainees are encouraged to become fully vaccinated 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 Covid-19 Risk Management and Contingency Plans. • Hold regular individual 1:1 meetings with staff and trainees to monitor and support their mental health and wellbeing.
Suspected Infection	<p>Engage with the NHS Test and Trace Service</p> <ul style="list-style-type: none"> • Staff and trainees with any symptoms of Covid-19 must arrange for a PCR test, 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. • If symptoms develop in school or during central training, the individual must safely inform a member of staff, and if possible, go straight home.

	<ul style="list-style-type: none"> • 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 opposite the Break Room). • 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. • 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 DPSCITT's Contingency Plans have been informed by the DfE's 'Contingency framework: education and childcare settings', August 2021.</p> <p>We will seek public health advice, via the DfE Helpline ((0800 046 8687) if:</p> <ul style="list-style-type: none"> • 4 trainees or staff, who have mixed closely, test positive for Covid-19 in a 10 day period • Any trainees or staff are admitted to hospital with Covid-19.
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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
Training Rooms/Sessions	Trainees not to swap seats during training sessions to make identification of 'close contacts' more straightforward	From Oct '21	KR
Training Rooms/Sessions	Trainees & Trainers to wear face coverings during sessions and when moving through the building in December & January.	From December '21	KR

Signed: Headteacher/Head of Department: *K.J. Reeves*

Date: 25.11.2021

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