

# Schools/Settings COVID 19- Health and Safety Risk Assessment

## REVISED FOR JANUARY NATIONAL LOCKDOWN

School/ Setting	WDCE	Date of Updated Assessment	05/01/2021
Updated Assessment Completed By	H Large Head of School		

### Staying COVID Secure – Our Commitment

- ✓ We recognise the risk posed by Coronavirus (COVID-19) to our staff, pupils and their families. Control measures to minimise the risk of infection and the transmission of the virus are provided in this Risk Assessment.
- ✓ We will ensure, as far as is reasonably practicable, the Health, Safety and Wellbeing of our staff and pupils.
- ✓ We will share this Risk Assessment and its findings with employees and consult on its contents.
- ✓ We will continue to comply with all relevant Health and Safety Legislation.

### Our Employees

Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
01	Any employee or persons within their household that has <a href="#">coronavirus (COVID-19) symptoms</a> , should not attend school/ setting. They should <a href="#">arrange to have a test</a> .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>• Staff, have received clear communications informing them of current government guidance on the actions to take should anyone display symptoms of COVID-19 and how this will be implemented in the school.</li> <li>• Emphasised on training day 1/6 and 1/9</li> <li>• Hannah Large to act as COVID-19 lead for the school.</li> </ul> <p>Staff to sign to say that they have read and understood the Risk Assessment.</p> <p>Staff, pupils and families should be reminded that they should not attend school, even if they are feeling better, until they receive their test results.</p> <ul style="list-style-type: none"> <li>•</li> </ul>

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02	Any employee who has tested positive for COVID 19 in the past 10 days should not attend school/ setting.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Emphasised on training day 1/6 already and 1/9</li> </ul> <p>Staff, pupils and families should be reminded that they should not attend school, even if they are feeling better, until they receive their test results.</p>
03	Any employee who develops COVID-19 symptoms during the school day should be sent home as soon as possible and should <a href="#">arrange to have a test</a> .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Emphasised on training day 1/6 already and 1/9</li> </ul> <p>Staff, pupils and families should be reminded that they should not attend school, even if they are feeling better, until they receive their test results.</p>
04	<p>An individual risk assessment will be completed for all staff that have characteristics that increase their potential risk from coronavirus (COVID-19), as set out in the <a href="#">COVID-19: review of disparities in risks and outcomes report</a>. Sample assessment template provided by Directorate for Children and Education Services</p> <p><b>Jan 2021 Update</b></p> <p>All staff individual risk assessments should be reviewed and updated regularly. This is particularly IMPORTANT due to the increasing number of cases and the national lockdown. As in the first national lock down schools should follow the government guidance regarding Clinically Extremely Vulnerable and Clinically Vulnerable staff.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Individual RA have already taken place with several members of staff using Manchester LA template.</li> </ul> <p>All staff individual risk assessments should be reviewed and updated regularly. This is particularly IMPORTANT in light of changing Covid Alert levels and increase in cases.</p>
05	We regularly contact / keep in touch with colleagues who are self- isolating/ working from home and monitor / support both their Physical and Mental Health & Wellbeing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>This has been done during the school closure to all but KW/V children phase and in the wider reopening phase. All staff will be in school from September but support and contact around well-being will still continue.</li> </ul>

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06	We provide suitable information and equipment to work at home safely and effectively including those staff who require additional aids and adaptations.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>All staff are in school in small groups. In light of full lockdown in November any staff having to work from home will have equipment etc to enable working .</li> </ul>
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### Our Pupils (National lockdown January 2021- pupils refers to vulnerable pupils and children of critical workers)

Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
07	Any pupil or persons within their household has <u>coronavirus (COVID-19) symptoms</u> , should not attend school/ setting. They should <u>arrange to have a test</u> .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Parents have received clear communications informing them of current government guidance on the actions to take should anyone display symptoms of COVID-19 and how this will be implemented in the school during the wider reopening phase. Further communication will be sent as part of the full opening information pack to be sent to parents.</li> <li>Reminders to be sent out via email and in newsletters in smaller chunks as guidance changes or reminders needed. Information to be sent out every three weeks or when new guidance is given. Reminders sent out when classes are asked to isolate.</li> </ul>
08	Any pupil who has tested positive for COVID 19 in the past 10 days should not attend school/ setting.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>As above</li> </ul>
09	Any pupil who develops COVID-19 symptoms during the school day should be sent home as soon as possible and should <u>arrange to have a test</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>As above</li> </ul>
10	Remote/distance learning contingency arrangements for all pupils should be maintained.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>We have established practices in conducting home learning. A revised and enhanced package utilising Seesaw is in place Microsoft Teams will be rolled out January/February</li> </ul>

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					<ul style="list-style-type: none"> <li>There will be training for teachers during January/February</li> <li>There will be a home school agreement in place regarding safeguarding and acceptable use before new platform is set up in January</li> </ul>
11	<p>Pupil groups should be arranged to enable the school to deliver the full range of curriculum subjects and students to receive specialist teaching.</p> <p>At primary school, and in the younger years at secondary (key stage 3), schools may be able to implement smaller groups the size of a full class. If that can be achieved, it is recommended.</p> <p>In secondary schools, and key stage 5, the groups are likely to need to be the size of a year group.</p> <p>Children are kept in their groups for the majority of the classroom time.</p> <p><b>Jan 2021 Update</b> Children should be kept in consistent groups/ bubbles. Bubbles should be kept as small as possible to reduce the number of contacts.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>In January we will run small year group bubbles.</li> <li>In order to minimise risk and provide reassurance for staff, pupils and parents The bubbles will run as a year group bubble in class and during lunchtimes and playtimes.. This includes how we plan to run before and after school club. We will review this approach at half term. In KS1 children are taught across the two classes in phonics, but kept together as a class within these sessions. Registers taken of small group work for track and trace.</li> <li>In order to reduce the risk of transmission we will minimise movement of staff between bubbles e.g. TA and PPA cover to where absolutely necessary (adult links to be restricted to 2 classes).</li> </ul>
12	School Behaviour Policy and expectations should be updated to reflect COVID measures and communicated to all staff, pupils and parents.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>This has already been shared with staff, governors and parents and is on the website. A reminder will be sent out to staff, parents and pupils.</li> </ul>

### Our School

Capacity, Access and Egress					
Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
13	Designated Entrance and Exit Points to the Building (for each year group of pupils where possible or where not	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>This has been established throughout the seven weeks of the second half of the Summer term.</li> </ul>

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	possible for certain year groups to avoid all pupils using the same entrance/ exit).				<ul style="list-style-type: none"> <li>Further year groups will be added to the process in September.</li> <li>As most children have experienced this, we plan to complete the process in a more compact time frame.</li> <li>A reminder will go out in the information pack before school restarts in September.</li> </ul>
14	Increased number of Entrance and Exit Points to the Building (external class room doors should be used where possible).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>This has been an established process throughout the second half of the Summer term and has worked well.</li> </ul>
15	Develop, share and display drop off/ collection protocols e.g. one way system and one parent/carer only to drop off/ collect child. (Ensure children are dropped off at school gates rather than coming into school playground, older KS2 children are encouraged to walk to school by themselves).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>This has been an established process throughout the second half of the Summer term. Information will be sent out to parents in a return to school information pack</li> </ul>
16	Restrictions on access to school/setting by third parties (parents, contractors, visitors etc). Appointments for school visits, reduced numbers in school reception area (one in/ one out) etc.  <b>Jan 2021 Update</b> Any visits should ideally happen outside of school hours.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>This has been an established process throughout the second half of the Summer term.</li> <li>We will continue to follow DfE guidance with third parties not allowed onto the school site unless they have a specific appointment.</li> </ul>
17	Stagger drop off and finish times, lunch and break times for each cohort/group where possible. If not possible for each year group, consider; for <b>Primary</b> EYFS & KS1/ KS2, for <b>Secondary</b> KS3/ KS4/ 6 <sup>th</sup> Form.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>This has been an established process throughout the second half of the Summer term and will continue in a revised form and communicated to staff and parents through the school information pack..</li> <li>Full daily teaching time will be maintained and not be affected by staggered drop off and finish times.</li> <li><b>Staggered starts and finishing times not needed due to small numbers in school. Staggered lunches still happening</b></li> </ul>

### Travel to and from School (including Public Transport and School Buses)

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18	All staff/ pupils should be advised to walk/ cycle to school and avoid wider public transport where possible. (School buses are not classed as wider public transport- see below).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>This has been an established process throughout the second half of the Summer term but will be reiterated in the information pack sent out to parents</li> <li>For those parents/staff that have to travel by car, we will suggest areas in local area where parking is less congested and then encourage families to walk remaining distance</li> </ul>
19	<p>Pupils on dedicated school buses should wherever possible:</p> <ul style="list-style-type: none"> <li>Sit together in their year groups,</li> <li>Ensure hands are sanitised on boarding/ disembarking</li> <li>Use face coverings where appropriate, for children over the age of 11. E.g. if likely to be in close contact with people outside of their group.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<ul style="list-style-type: none"> <li>No school trips taking place.</li> </ul>
20	Assurance should be sought from school bus providers of additional cleaning regimes and that a COVID secure risk assessment has been completed.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
21	Close liaison is in place for statutory 'Home to School Transport' with the Local Authority, school and private providers. Assurance should be sought that additional cleaning regimes are in place and a COVID secure risk assessment has been completed.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
22	Families and pupils that have no alternative to use wider public transport are referred to the <a href="#">safer travel guidance for passengers</a>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
23	<p>There should be a process in place for removing face coverings when pupils and staff who use them arrive at school:</p> <p>Pupils/staff instructed not to touch the front of their face covering during use or when removing them, wash hands immediately on arrival, dispose of temporary face</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>This will be referred to in the return to school information pack.</li> <li>All adults to wear face masks when moving around the school and when communicating with other adults.</li> <li>All parents/carers to wear masks on school premises.</li> </ul>

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	<p>coverings in a covered bin or, place reusable face coverings in a plastic bag they can take home with them, and then wash their hands again before going to their classroom.</p> <p><b>Jan 2021 Update</b> Face coverings have been a requirement for all secondary school children and staff in corridors and communal areas, in Greater Manchester since the start of the school year and this continues during the national lockdown.</p> <p>Within primary schools Head Teachers have the discretion to decide whether relevant for staff to wear face coverings dependent on local circumstances and the design of the school building.</p>				
Physical / Social Distancing in the Building					
Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
25	<p>Classrooms are organised maintaining space between pupils/ children/ adults where possible: small adaptations are made to the classroom to support distancing. Including seating pupils side by side and facing forwards, rather than face to face or side on.</p> <p><b>Jan 2021 Update</b></p> <ul style="list-style-type: none"> <li>- Secondary school teaching staff (and older primary year groups) should continue to maintain 2m from other staff and children. This should be done by marking out an area at the front of the classroom.</li> <li>- Close face to face contact should be avoided and the time spent within 1m of anyone, should be minimised.</li> <li>- Teaching staff, including Teaching Assistants, in primary/ special schools, should limit working across bubbles,</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>• This has been an established process throughout the second half of the Summer term.</li> <li>• The revised measures include two children sitting at a forward facing desk rather than one.</li> <li>• Children in R Y1 and Year 2 will not be at forward facing desks.</li> <li>• SLT should ensure they maintain their distance from other members of SLT and limit physical contact with other staff.</li> <li>• SLT to be split into two groups- JD and HL do not share office space and one will work from home whilst the other is in school, or in a separate workspace. SLT meetings will be spaced out or done virtually.</li> </ul>

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	<p>wherever possible. Although it is recognised that this may not be possible to enable the full educational offer.</p> <p>- SLT should ensure they maintain their distance from other members of SLT and limit physical contact with other staff. Consideration should be given to having two separate SLT teams/ bubbles to ensure continuity of school leadership and management.</p>				
26	<p>Reduced movement around school-</p> <ul style="list-style-type: none"> <li>- Timetabling ensures that groups are kept apart and movement around the school is kept to a minimum. Consideration has been given to the avoidance of creating busy corridors, entrances and exits. Staggered start and finish times, break and lunch times have been considered, together with ensuring appropriate time for cleaning surfaces and equipment.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>• This has been an established process throughout the second half of the Summer term.</li> <li>• There will be greater movement around school but clear sign posting and staggered times for breaks and lunch ensure children only pass other classes and do so infrequently but do not mix with other classes.</li> <li>• We will use one way routes where at all possible</li> </ul>
27	<p>Older pupils are regularly reminded of the need to socially distance. E.g. Posters are located throughout school.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>• This has been an established process throughout the second half of the Summer term.</li> <li>• There are posters throughout the school and regular reminders are given by teaching and support staff.</li> </ul>
28	<p>Communal gatherings of more than one year group should be avoided. E.g. Collective worship, if applicable, should be contained to one bubble/ year group.</p> <p>Dining Hall should be kept to one year group/ class where possible. If not possible for each year group, consider;</p> <p>for <b>Primary</b> EYFS &amp; KS1/ KS2 ,</p> <p>for <b>Secondary</b> KS3/ KS4/ 6<sup>th</sup> Form.</p> <p>Determine if pupils will be having a school meal, if pupils bring a 'packed lunch' this should be eaten in their class room/ zone reducing numbers in the dining hall.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>• This has been an established process throughout the second half of the Summer term.</li> <li>• Collective worship will be class based and conducted via video recordings or class based responses.</li> <li>• The dining hall will be used by limited numbers in sittings initially during lunch time. Only when hot lunches become available will everyone be using the hall. Only four bubbles at a time use the hall. The creative studio is used in three sittings also to enable the provision of hot dinners. Kitchen staff wear gloves and visors when serving food.</li> </ul>

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					<p>Dining tables and other touch points, such as the serving rack, are thoroughly cleaned prior to the next bubbles using the dining hall. Ensure hall is well ventilated.</p> <ul style="list-style-type: none"> <li>To ensure class groups being separate during lunch time there will be specific zones in the hall. Anti bac spray and wipes to be used to clean classrooms after lunch.</li> <li><b>Before/ After School Club;</b></li> <li>Each Year Group is kept as a bubble and does not mix or share equipment</li> <li>Records are retained of children within each group.</li> <li>Children/ numbers should be known prior to each session so planning /organising can be completed by club staff.</li> </ul>
29	<p>Due to the increased risk of infection in music lessons (singing, playing wind or brass instruments), these lessons should be outside wherever possible, in groups of no more than 15, instruments should not be shared and pupils should stand back to back or side by side.</p> <p><b>Jan 2021 Update</b></p> <p>Music lessons can still continue during the national lockdown.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Children will have access to the music curriculum but music lessons will be adapted to minimise risk of transmission.</li> <li>Singing, playing wind and brass instruments is no longer limited to groups of 15 in class (the limit still applies in extra-curricular activity). There is still a risk of cumulative build-up of aerosols so the need for ventilation is heightened.</li> </ul> <p>Music Mark have completed detailed guidance regarding singing and music lessons- please see link here; <a href="https://www.musicmark.org.uk/wp-content/uploads/Literature-Review-August-2020.pdf">https://www.musicmark.org.uk/wp-content/uploads/Literature-Review-August-2020.pdf</a></p>
30	<p>Pupils should be kept in consistent groups for PE. Outdoor sports should be prioritised and large indoor spaces should be used where it is not.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>This has been an established process throughout the second half of the Summer term due to the hall been used as a classroom. All PE is currently outdoors Should the weather be problematic a reduced PE</li> </ul>

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	<p><b>Jan 2021 Update</b> Outdoor sports should continue to be prioritised wherever possible. However, as we move into the winter months, it is more likely that some PE sessions will be indoors.</p>				<p>curriculum can be delivered inside using the hall with sanitising and non sharing being the mitigations for transmission.</p> <ul style="list-style-type: none"> <li>• During the first half term of the Autumn term, we will continue to have all PE sessions outside.</li> <li>• Mr Briggs , the PE lead is to co-ordinate with staff the PE equipment needs across the first half term.</li> </ul> <p>Considerations for indoor PE:</p> <ul style="list-style-type: none"> <li>• Ensure indoor PE session takes place in a large well-ventilated space. Windows and doors should be open (where it is safe and appropriate to do so).</li> <li>• Consider PE activities that use limited equipment, such as dance, yoga, circuits.</li> <li>• -If equipment is used, try to keep this to a minimum and pupils are given their own equipment and use only this during the lesson.</li> <li>• Equipment should be cleaned thoroughly before and after use (or left in quarantine for 48 hrs (72 hrs if plastic) before another bubble uses.</li> <li>• The Association for Physical Education have completed detailed PE guidance- please see link here:</li> </ul> <p><a href="https://www.afpe.org.uk/coronavirus-guidance-support">https://www.afpe.org.uk/coronavirus-guidance-support</a></p> <ul style="list-style-type: none"> <li>•</li> </ul>
31	<p>Stagger the use and limit the occupancy of staff room and offices by employees and ensure staff maintain social distancing of 2m. If not possible 1m plus additional controls.</p> <p><b>Jan 2021 Update</b></p> <p><b><u>CRITICALLY IMPORTANT</u></b></p> <p>It is vitally important that measures to ensure social distancing between staff are robust and monitored to ensure adhered to:</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>• This has been an established process throughout the second half of the Summer term and therefore staff are used to this routine.</li> <li>• In September there will be two staff rooms.</li> <li>• Particular time slots will be allocated to staff.</li> <li>• The need to stick to designated times will be emphasised on the training day 1/9.</li> <li>• Ensure contact with Admin staff is limited. Staff, including members of SLT should limit access with the school office and Admin staff wherever possible.</li> </ul>

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	<p>- Ensure maximum occupancy of each room is calculated based on social distancing requirements of 2m, mark out the available spaces in staff room/ PPA room and remove any unnecessary tables/ chairs.</p> <p>- Consider moving one member of office staff to a different location to ensure office work stations 2m apart and to ensure business continuity if there is a confirmed case within Admin staff. If this is not possible due to lack of available space, work stations should be adapted with screens.</p> <p>- Ensure contact with Admin staff is limited. Staff, including members of SLT should limit access with the school office and Admin staff wherever possible. There have been instances where a confirmed case within Admin staff has meant the entire SLT has had to isolate and the school has had to close. If possible contact should be via phone, on-line or through the office 'hatch' if available.</p> <p>- Ensure if staff are car-sharing (ONLY AS A LAST RESORT) face masks are worn and car windows are open to ensure appropriate ventilation.</p> <p>- Ensure clear signage regarding use of the photocopier, kitchen area, small meeting rooms and confined areas (i.e one member of staff only, clean before and after use).</p>				<ul style="list-style-type: none"> <li>• Work stations will be adapted with (from November onwards.)</li> <li>• PPA to be taken off site if possible from November to limit staff in same room</li> <li>• Staff encouraged to do prep and admin before and after school off site to limit number of adults in the building</li> </ul>
32	<p>Kitchen staff maintain social distancing of 2m in the kitchen. If not possible 1m plus additional controls. Kitchens must comply with the <a href="#">guidance for food businesses on coronavirus (COVID-19)</a>.</p> <p><b>Jan 2021 Update</b></p> <p>Consideration should be given to having two separate kitchen teams/ bubbles, with 2m social distancing maintained at all times between the bubbles, to ensure continuity of school meal provision.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>• This has been an established process throughout the second half of the Summer term.</li> <li>• Initially, there will only be cold food prepared as has been the case during the second half of the Summer term.</li> <li>• The introduction of preparing hot food will only be done when Manchester Fayre have sufficient capacity and confidence to meet COVID-19 food preparation guidance. <b>Hot food from end of September Hot food served in January</b></li> </ul>

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					<ul style="list-style-type: none"> <li>2m distance and sanitisation and mask wearing to limit the spread amongst Kitchen staff</li> </ul>
33	<p>Use of Small Meeting Rooms and Confined Areas (including Photocopier / Printer/ Storage areas) by more than one person prohibited.</p> <p><b>Jan 2021 Update</b></p> <p>- As above, ensure clear signage regarding use of the photocopier, kitchen area, small meeting rooms and confined areas (i.e one member of staff only, clean before and after use).</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>This has been an established process throughout the second half of the Summer term.</li> <li>ensure clear signage regarding use of the photocopier, kitchen area, small meeting rooms and confined areas (i.e one member of staff only, clean before and after use).</li> </ul>
34	Non Essential repair / contracted works in buildings to be carried outside school hours.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>This has been an established process throughout the second half of the Summer term and will continue.</li> </ul>
35	Reduction in lift use with priority given to employees or children with disabilities, relevant existing health conditions or those who are pregnant. Staff encouraged to use stairs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
36	Staff that assist pupils with AGP (aerosol generating procedures) have appropriate AGP PPE. Any procedures are done in a separate, ventilated room where possible. (Refer to health colleagues if this is applicable).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

**Additional Physical / Social Distancing Measures applied (Please detail below)**

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Infection Control, Cleaning and Hygiene Arrangements					
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37	Staff and/or pupils who are experiencing <a href="#">coronavirus (COVID-19) symptoms</a> , should not attend school/ setting. They should <a href="#">arrange to have a test</a> .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>As above. See Ref 01</li> </ul>
38	Staff who experience symptoms as above whilst at work should go home as soon as possible and should <a href="#">arrange to have a test</a> .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>As above. See Ref 02</li> </ul>
39	Pupils who experience COVID-19 symptoms should be collected from school/ setting as soon as possible. They should be kept 2m apart from all other pupils and staff whilst on site, where possible. If pupil needs direct personal care until they can return home, staff should wear gloves, an apron and a face mask. Eye protection should also be worn if deemed risk from coughing/spitting/ vomiting. Anyone who come into close contact with someone with COVID symptoms must wash their hands. They do not need to isolate or get a test unless they develop symptoms themselves.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>This has been an established process throughout the second half of the Summer term.</li> <li>The music room will be used as a holding area until the parents can collect the pupil.</li> <li>The music room will be used by peripatetic teachers once music tuition is restarted. On the understanding that it is to be vacated if it needs to be used as a holding area.</li> </ul>

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					<ul style="list-style-type: none"> <li>This will be reemphasised during the training session on 1/9</li> </ul>
40	Parents of pupils with COVID 19 symptoms should be instructed to get their child tested. Schools will have a small number of testing kits to be provided to parents where it is uncertain they will get a test for their child or may struggle to get a test.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Home testing kits will be in school for September.</li> <li>Staff, pupils and families should be reminded that they should not attend school, even if they are feeling better, until they receive their test results.</li> </ul>
41	Staff/ pupils who test positive for COVID 19 should self-isolate for 10 days. Other members of their household (including siblings) should self -isolate for 10 days from when the symptomatic person first has symptoms.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>This has been an established process throughout the second half of the Summer term.</li> <li>This will be emphasised at the training day 1/9</li> </ul>
42	Provision of hand-washing / hand-hygiene facilities at entrances and throughout school/setting. (Regularly monitored & maintained).  <b>Jan 2021 Update</b>  Hand hygiene remains one of the key controls to limit the spread of the virus. Ensure regular hand washing/ sanitising continues to remain an integral part of the school day.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>This has been an established process throughout the second half of the Summer term</li> <li>Cleaning and site staff regularly monitor and refresh supplies.</li> <li>All children to utilise handwashing facilities in their own classroom. Children in Reception, Year 1 and Year 2 to enter their classrooms directly from the playground and then wash hands before entering any other part of the building.</li> <li>Children in Years 3 to 5 to walk directly through the school and into their own classrooms and then immediately wash their hands before entering another part of the building.</li> </ul>
43	All staff and pupils are encouraged to regularly wash their hands with soap and water, especially upon arrival at school/setting, prior to eating, following break/lunch time and any other time deemed necessary (after coughs/sneezes). Small children and children with complex needs should continue to be helped to wash their hands properly.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>This has been an established process throughout the second half of the Summer term so children are used to the routine.</li> <li>Handwashing to be supervised with staff to ensure appropriate use of supplies and facilities.</li> </ul>

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44	<p>Different pupil groups do not need to be allocated their own toilet blocks or hand washing facilities. This could be considered but is not a requirement.</p> <p>Toilets and facilities will be cleaned regularly in line with the school's enhanced cleaning regime.</p> <p>Pupils will be encouraged to clean their hands thoroughly throughout the day</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>This has been an established process throughout the second half of the Summer term</li> <li>Enhanced cleaning regime in the toilets and shared facilities are already established and will continue though in an adapted form.</li> </ul>
45	<p>Educational Resources;</p> <ul style="list-style-type: none"> <li>For frequently used resources such as pens and pencils, staff and pupils should have their own items</li> <li>Classroom based resources, such as books and games, can be used and shared within the group. They should be cleaned regularly as part of school's enhanced cleaning regime.</li> <li>Resources that are shared between groups, such as sports, art, and science equipment should be cleaned frequently and meticulously and always between groups, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles.</li> <li>Outdoor play equipment should be frequently cleaned following use by each group.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>This has been an established process throughout the second half of the Summer term. Children will continue to have their own set of frequently used resources.</li> <li>PE lessons are organised that children in different year groups will be using different equipment. PE lead to organise exclusive use of equipment in classes.</li> <li>Reading books have not gone home during the second half of the Summer term but in September this will recommence.</li> <li>There will be a quarantine system in place to allow a minimum of 48 hours between books coming back into school and being used in school or going back out to another household.</li> <li>Trim trail and large resources are used only by one bubble and timetabled</li> </ul>
46	<p>Pupils should limit the amount of equipment they bring into school each day. This should be limited to lunch boxes, coats, bags, books, stationery and mobile phones (where applicable).</p>				<ul style="list-style-type: none"> <li>Pupils are used to this as throughout the second half of the Summer term they were restricted to bringing a coat, small bag, lunchbox and water bottle.</li> </ul>

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					<ul style="list-style-type: none"> <li>PE kit will be worn for PE lessons but it will only go home once a half term to be washed.</li> </ul>
47	All staff and pupils are encouraged to cough / sneeze into tissues and dispose of these in appropriate waste disposal bins. (Catch it, Kill it, Bin it)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>This has been an established process throughout the second half of the Summer term. Children are reminded about this throughout the day via posters in classrooms, corridors and toilet facilities and via the teacher giving reminders.</li> <li>Tissues will be made available in each class to encourage Catch it, Kill it, Bin it.)</li> </ul>
48	Additional lidded bins and increased emptying / replacement are provided / in-place.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>This has been an established process throughout the second half of the Summer term. Lidded bins were purchased in May 2020 and are in all classrooms and communal areas.</li> </ul>
49	<p>All working areas within the building should be well-ventilated (Windows and Doors open) where safe and appropriate to do so.</p> <p><b>Jan 2021 Update</b></p> <p><b><u>Key Control</u></b></p> <p>Ensure all windows and doors are open where safe and appropriate to do so.</p> <p>As we are in winter, parents and staff should be advised to ensure dressed appropriately, jumpers, fleeces, layers etc.</p> <p>This can be achieved by a variety of measures including:</p> <ul style="list-style-type: none"> <li>mechanical ventilation systems – these should be adjusted to increase the ventilation rate wherever possible, and checked to confirm that normal operation</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>This has been an established process throughout the second half of the Summer term and will continue in the first half of the Autumn term.</li> <li>Classroom will continue to have windows and doors open. Site staff to ensure that as many windows open as possible.</li> <li>As we move into colder weather, parents and staff should be advised to ensure dressed appropriately, jumpers, fleeces etc</li> </ul>

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	<p>meets current guidance (if possible, systems should be adjusted to full fresh air or, if not, then systems should be operated as normal as long as they are within a single room and supplemented by an outdoor air supply)</p> <ul style="list-style-type: none"> <li>• natural ventilation – opening windows (in cooler weather windows should be opened just enough to provide constant background ventilation, and opened more fully during breaks to purge the air in the space). Opening internal doors can also assist with creating a throughput of air</li> <li>• natural ventilation – if necessary external opening doors may also be used (as long as they are not fire doors and where safe to do so)</li> </ul>				
50	<p>Increased frequency of cleaning of communal areas and locations / high contact points (using detergent and hot water followed by a chlorine based disinfectant solution) including:</p> <ul style="list-style-type: none"> <li>• Toilets</li> <li>• Door Handles/ Access Buttons</li> <li>• Kitchen areas and associated equipment</li> <li>• Water dispensers/ coolers</li> <li>• Printers/ Photocopiers</li> <li>• White Boards</li> <li>• Play Equipment</li> <li>• Shared resources</li> </ul> <p><b>Jan 2021 Update</b></p> <p><b><u>Key Control</u></b></p> <p><b>Ensure daily cleaning regime remains thoroughly robust.</b></p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>• This has been an established process throughout the second half of the Summer term and will continue into the Autumn term.</li> <li>• The site manager will ensure that there is constant supply of cleaning resources for communal and high contact points.</li> <li>• Staff will have access to cleaning materials as well as cleaning staff so that teaching and support staff can clean communal high contact points after each use.</li> </ul>
51	<p>Staff should ensure shared facilities such as staff room kitchens are cleaned thoroughly after use. E.g. following lunch or hot drink preparation.</p> <p>Staff should ensure any communal crockery, cutlery used is thoroughly washed and where possible use their own.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>• This has been an established process throughout the second half of the Summer term. Staff bring their own lidded beaker. Cleaning resources are available in the</li> </ul>

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					staffroom and staff are aware of cleaning routines following food and drink preparation.
52	Staff should consider the storage of their personal items to ensure they are Covid secure.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>This has been an established process throughout the second half of the Summer term. Staff bring in a restricted amount of personal items from home that are stored securely. No food from home is brought to share.</li> </ul>
53	Staff and pupils are provided with instructions on how to achieve effective hand-washing; for example in the form of posters, written guidance and videos clips etc.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">Hand-Washing Guidance</a> <a href="#">Hand-Washing Video</a>
54	Office staff who receive deliveries, post etc. are encouraged to wash their hands more frequently and are provided with sanitiser.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>This has been an established process and a constant supply of hand sanitiser is available in the office. Phones and equipment are wiped down on a regular basis.</li> </ul>
55	Increased frequency of toilet inspections and checks to ensure sufficient supplies of liquid soap and paper towels are maintained. Staff to report shortages to site staff.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>This was done by site staff in the second half of the Summer term and this will continue in the Autumn term.</li> </ul>
56	Suppliers and Contractors advised if attending premises of infection control arrangements, no-access areas and expectations around personal hygiene.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>As much as is possible, all site contractors are to visit school when children are not present. Any contractors will be expected to follow personal hygiene guidelines.</li> </ul>

**Additional Infection Control, Cleaning and Hygiene Measures applied (Please detail below)**

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Response to an Infection					
Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
57	<p>Sufficient understanding and processes are in place to respond to a confirmed case of COVID 19 in school:</p> <ul style="list-style-type: none"> <li>- Those with symptoms book a test (as above schools will be provided with a limited number of tests)</li> <li>- Contact Public Health when become aware of a confirmed case (Public Health will also contact schools when they become aware of a confirmed case).</li> <li>- Public Health will then work with school to determine actions to be taken.</li> <li>- School should keep a record of pupils/staff in each year group and any close contact between staff and children in different groups.</li> <li>- School should keep a record of all visitors to the school including contact details. Records to be kept for 21 days.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>• A COVID-19 register will be set up to record any staff/pupils who have shown symptoms.</li> <li>• A register of the contact details of all visitors to the school will be established. Details will be kept for 21 days.</li> <li>• The 1<sup>st</sup> half term Autumn timetable shows which staff are in contact with which classes. Staff to have training on reducing contact between themselves and children and between themselves and other staff members.</li> </ul>
58	<p>If an outbreak is confirmed health protection teams may recommend that a larger number of other pupils self-isolate at home as a precautionary measure.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>• Contingency plans for home learning will be in place. See Ref 10</li> </ul>

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	Remote/distance learning contingency arrangements for all pupils should be maintained in case of school/ year group closure during any local COVID 19 outbreak.				
Key Roles and Responsibilities					
Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
59	Sufficient staffing / resources are in place to maintain the security of the building and its occupants.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>There are several key holders – site manager and lead cleaner are the principal members of staff who secure the building. Head of School can also do so as can the Executive Head if needed.</li> </ul>
60	Sufficient staffing / resources are in place to maintain the cleanliness of the building and to carry out necessary inspections of consumables needed to maintain hygiene (including their replenishment).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Four members of the cleaning team are in place. The site manager can be called upon if needed. Cleaning team members from West Didsbury CE can be utilised if needed.</li> </ul>
61	Sufficient numbers of trained staff are in place to provide First Aid and First Aiders are aware of updated HSE guidance.(See link).  <a href="https://www.hse.gov.uk/coronavirus/first-aid-and-medicals/first-aid-certificate-coronavirus.htm">https://www.hse.gov.uk/coronavirus/first-aid-and-medicals/first-aid-certificate-coronavirus.htm</a>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p><a href="https://www.hse.gov.uk/coronavirus/first-aid-and-medicals/first-aid-certificate-coronavirus.htm">https://www.hse.gov.uk/coronavirus/first-aid-and-medicals/first-aid-certificate-coronavirus.htm</a></p> <ul style="list-style-type: none"> <li>First aiders are aware of HSE guidance</li> </ul>
62	Sufficient numbers of staff are in place to enable safe evacuation of the building in the event of an emergency.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>A fire drill took place during the wider opening of school in June.</li> <li>All staff and children will be in school from September. Individual classes will have a run through of the evacuation process across the first three weeks of school.</li> <li>A whole school evacuation drill will take place after half term when the transmission rate has fallen further.</li> </ul>

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## Statutory Premises Compliance and Maintenance

Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
63	PPM (Planned Preventative Maintenance) work continues to be delivered for critical building systems (Life-Safety) including: <ul style="list-style-type: none"> <li>• Fire Alarm and Detection</li> <li>• Powered Doors / Gates</li> <li>• Legionella and Water Testing</li> <li>• Electrical Safety</li> <li>• Gas Safety</li> <li>• PAT Testing</li> <li>• Asbestos Management</li> <li>•</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>• This has been an established process throughout the second half of the Summer term. PPM work continued as the school remained open to key worker and vulnerable children throughout the closure period.</li> <li>• PPM visits are timed so that, if at all possible, they take place when children are not on site.</li> </ul>
64	Defect Reporting arrangements are in place.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>• Daily inspection of the property inside and out by the site manager and lead cleaner.</li> <li>• Health and Safety inspection by independent assessor occurred during school closure to all but key worker and vulnerable children.</li> </ul>

### Additional Response to an Infection /Statutory Compliance and Maintenance measures.

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Additional Measures/ Considerations for Special Schools					
Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
65	Pupil risk assessment completed/ updated to determine additional support for children with EHC plans.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
66	Bubbles/ groups are of an 'appropriate' class size. Numbers are lower in special schools than mainstream which will help to limit contacts. Children with complex needs unable to social distance so acceptable in smaller groups.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

# Schools/Settings COVID 19- Health and Safety Risk Assessment

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Further Information via: Health and Safety Team  
Internal Audit & Risk Management  
6<sup>th</sup> Floor  
Town Hall Extension

[Health.and.safety@manchester.gov.uk](mailto:Health.and.safety@manchester.gov.uk)

### School Leadership Oversight.

All risk assessments will need to be shared with governors so that they can continue to have oversight.

<b>Approved by (Head Teacher/ Chair of Governors)</b>		<b>Date of Approval</b>	Click here to enter a date.
<b>Date Provided to Unions</b>	Click here to enter a date.		