



## Schools/Settings COVID 19- Health and Safety Risk Assessment for September 2020 Return.

<b>School/ Setting</b>	Saint Aidan's Catholic Primary M23 OBW	<b>Date of Assessment</b>	14/07/2020
<b>Assessment Completed By</b>	Sarah Yates/ Deborah Fitzpatrick <b>Updated 7<sup>th</sup> September 2020</b>		

### 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
<b>01</b>	Any employee or persons within their household that has <a href="#">coronavirus (COVID-19) symptoms</a> , should not attend school/ setting. They should self-isolate immediately and <a href="#">arrange to have a test</a> .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All will be made aware that this is required and a test will be arranged for them if required. If testing kits are available they may also be given. Testing will be available for all staff and household members either via the self-referral or employer referral system
<b>02</b>	Any employee who has tested positive for COVID 19 should not attend school/ setting for 7 days from the onset of symptoms.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All employees will remain at home with regular contact from school Follow Covid protocols regarding isolation



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	If the test is positive but the employee has not had symptoms, they should self-isolate for 7 days from the date of the test.				
<b>03</b>	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"/>	Staff will be sent home immediately and a test arranged. An assessment will be made of who has had contact and how to inform parents. Staff must inform school of the test time and place and also inform school immediately when results are received. Contact PHE for advice
<b>04</b>	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	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All staff in the category will have an individual Risk Assessment in line with Manchester LA.
<b>05</b>	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"/>	Emails and phone calls to staff and HT always available
<b>06</b>	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"/>	All teaching staff have a laptop and Ipad to work from home and are aware of the safety required due to GDPR and personal safety.

### Our Pupils

Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
<b>07</b>	If a pupil has anyone within their household that has <a href="#">coronavirus (COVID-19) symptoms</a> , they should	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Parents/Carers must inform school as per normal protocols. They must also inform school of test date and venue and of result as soon as it is received.



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	not attend school/ setting. They should self-isolate immediately and <a href="#">arrange to have a test</a> .				
<b>08</b>	Any pupil who has tested positive for COVID 19 should not attend school/ setting for 7 days from the onset of symptoms. If the test is positive but the pupil has not had symptoms, they should self-isolate for 7 days from the date of the test.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The child should not attend school and regular contact will be made to check how the child is and expected date of return. School will have informed Public Health England and follow the protocols at that time. Check current protocols regarding the rest of the class and staff
<b>09</b>	Any pupil 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"/>	The child will isolate in the Peace Room supervised by Teacher or TA.  PPE (Visor or goggles /gloves/mask are available if 2m distance cannot be observed. Child will be taken to parent at Lawton Moor Road Gate) Parent/Carer will either have test arranged by school or a test kit given (If available) If parent/carers to arrange own test then they must inform school of the date/venue and then the outcome.
<b>10</b>	Remote/distance learning contingency arrangements for all pupils should be maintained in case of school/ year group closure during any local COVID 19 outbreak.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All systems of work packs / online learning and remote learning will be available and the children will be able to continue their learning. Particular attention to children struggling with access. This information will be ascertained in September on the return to school.
<b>11</b>	Pupil groups should be arranged to enable the school to deliver the full range of curriculum subjects and students to receive specialist teaching.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Children to be in class groups.



	<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, but mixing into wider groups is allowed for specialist teaching, wraparound care and transport.</p>				<p>Separate playtimes/staggered start and finish times.</p> <p>Full curriculum will be offered and limited mixing of staff across classes. ( This will be monitored and tracked)</p> <p>Specialist teaching will take place but will be tracked and monitored and Covid Protocols re distance and space will be observed, particularly if mixing groups. This will be avoided, where possible.</p> <p>All visitors will be expected to adhere to our strict rules in school.</p>
<b>12</b>	<p>School Behaviour Policy and expectations should be updated to reflect COVID measures and communicated to all staff, pupils and parents.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Updated and distributed to parents/carers in September.</p>

## 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 possible for certain year groups to avoid all pupils using the same entrance/ exit).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>No parents/carers to enter the classrooms</p> <p>Nursery enter round the back under the canopy</p> <p>Reception enter through the outdoor learning area into the cloakroom</p> <p>Y1 enter via the classroom door</p> <p>Y2 enter through the door on the <b>main playground</b> into their cloakroom</p> <p>Y3 into the Y3/4 cloakroom</p> <p>Y4 enter via the Hall Door</p> <p>Y5/6 both doors open and in by Y6</p>
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"/>	Additional points being utilised
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	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	One way system and limited adult access. (not in building)



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	dropped off at school gates rather than coming into school playground, older KS2 children are encouraged to walk to school by themselves).				<p><u>Mornings – staggered start</u> N/R Parents/Carers – one adult to enter the site via Lawton Moor road and leave via Rackhouse Road</p> <p>Y1-Y6 staggered start – to enter school site independently and they will be met by staff.</p> <p><u>End of the school day.- staggered finish</u> One adult to collect – parent/carer to enter via the Rackhouse Road entrance and collect children starting with their youngest child first from the designated collection points on the playground near to the external doors and then leave via Lawton Moor Road ( one way)</p>
16	Restrictions on access to school/setting by third parties (parents, members of the public, visitors etc). Appointments for school visits, reduced numbers in school reception area (one in/ one out) etc.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p><b>There will be restrictions in place and visits by appointment only.</b> Only one person to be allowed in the Reception area. Visitors are not to attend the site if they have any symptoms or if they have had a positive test until they are no longer classed as being contagious as per the government guidelines Visitors are to wear a face covering around school and only remove in the teaching zone of the classroom. A visor and appropriate PPE will be worn if in a one to one capacity <b>and in close contact</b> with the child ( eg Speech and Language/ Educational Psychologist etc) An appropriate well ventilated room will be provided Visitors will be provided with a space to wait. Handwashing/Sanitising and all other hygiene protocols will be observed.</p>



<p><b>17</b></p>	<p>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 &amp; KS1/ KS2, for <b>Secondary</b> KS3/ KS4/ 6<sup>th</sup> Form. This could include condensing / staggering free periods or break time but retaining the same amount of teaching time, or keeping the length of the day the same but starting and finishing later to avoid rush hour.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Y6/Y5 8.45-3.10 Y4/Y3 8.50-3.05 Y2/Y1 8.55-3.00 N/R 8.55-9.00am – 2.55pm</p> <p><b>Earliest</b> start time parents/carers to bring <b>all</b> children in their family and <b>earliest</b> pick up parents/carers to collect. School day still the same amount of teaching time available.</p> <p>Break times and lunch times staggered and no more than 2 classes in the dining room at any one time and only on the playground with their connected year groups</p> <p>Y1/Y2 then Y3/4 then Y5/6. N and R to play out separately Y1 and Y2 to play out separately.</p> <p>Car park not available from 8.35am as blocked off for pedestrian access. Car park also closed at 2.50pm for pedestrian access.</p>
<p><b>Travel to and from School (including Public Transport and School Buses)</b></p>					
<p><b>18</b></p>	<p>All staff/ pupils should be advised to walk/ cycle to school and avoid wider public transport where</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Staff and pupils are advised of this in the letter at the end of year.</p>

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	possible. (School buses are not classed as wider public transport- see below).				
<b>19</b>	<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 type="checkbox"/>	Staff and pupils are advised of this in the letter at the end of year
<b>20</b>	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"/>	Swimming may start again and assurance will be sought at the time
<b>21</b>	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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<b>22</b>	<p>Parent survey to be completed to confirm mode of transport used by pupils, route to school and any potential alternatives.</p> <p>Where there is heavy use of 'wider public transport' on specific routes, consideration should be given, in conjunction with TfGM and the Local Authority to the commissioning of school buses. E.g. a large proportion of pupils attend a school in North</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	This will be conducted as per usual data collection.





	Manchester but live in East Manchester and currently use public transport.				
23	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"/>	Advice sent out to parents/carers.
24	There should be a process in place for removing face coverings when pupils and staff who use them arrive at school: 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 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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Following Covid protocols and into the lidded bin outside or into a plastic bag if reusable
<b>Physical / Social Distancing in the Building</b>					
Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
25	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, In secondary schools, teachers should stay at the front and maintain 2m distance.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Children in rows and seated side by side. ( Y1-Y6) Adult zone at the front of the class.  EYFS– organised as per EYFS guidelines for safe practice.



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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"/>	<p>Movement around school will be limited. No gatherings in the hall or visiting other classes. Toilet access and movement monitored by an adult. Staggered start and finish times Cleaning ongoing throughout the day</p>
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"/>	<p>Posters around school and in classrooms</p>
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. Dining Hall should be kept to one year group/ class where possible. If not possible for each year group, consider; for <b>Primary</b> EYFS &amp; KS1/ KS2 , for <b>Secondary</b> KS3/ KS4/ 6<sup>th</sup> Form. 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"/>	<p>No gatherings of more than one year group. Only gatherings will be via online platforms.</p> <p>Dining Hall N and Reception eating in EYFS separate sittings Y1/Y2 enter the dining room via different doors and eat separately from each other Y3/Y4 enter the dining room via different doors and eat separately from each other Y5/Y6 enter the dining room via different doors and eat separately from each other School meals and packed lunches offered. This will be reviewed if difficulties in turnaround time.</p>

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<b>29</b>	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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>No wind instrument playing or communal singing.</b>  <b>Percussion and steel pans (with cleaning protocols) and listening and appreciation to continue for now.</b> <b>This will be reviewed.</b>
<b>30</b>	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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Class groups only.</b> <b>Outdoor where possible</b>
<b>31</b>	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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Limited occupancy and areas provided for staff to maintain social distancing</b> <b>Main Office area only to be entered by <b>Office staff and HT/DHT during operational hours.</b> All interactions via phone in the class, email directly to the office or through the screen in the foyer.</b> <b>All Staff to observe social distancing protocols and <b>masks or face coverings</b> to be worn around the school when not in their own class.</b>
<b>32</b>	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> .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Covid Risk Assessment to be gained from Elior/ Taylor Shaw and protocols observed.</b>
<b>33</b>	Use of Small Meeting Rooms and Confined Areas (including Photocopier / Printer/ Storage areas) by more than one person prohibited.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Only one person to be in PPA room where the photocopier is sited.</b>



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34	Non Essential repair / contracted works in buildings to be carried outside school hours.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Where possible, limited access to the site and outside school hours.
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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

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



Infection Control, Cleaning and Hygiene Arrangements					
Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
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"/>	If any staff member or child experiences symptoms then protocols for isolation will be as per government guidelines at the time. All will be made aware that this isolation is required and a test will be arranged for them if required. If they do not need it to be arranged then they must inform school of the date/time and venue of test and then the result when known. If testing kits are available they may also be given.
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"/>	Staff will be sent home immediately and a test arranged. An assessment will be made of who has had contact and how to inform parents. Staff must inform school of the test time and place and also inform school immediately when results are received.
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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The child will isolate in the Peace Room supervised by Teacher or TA.  PPE (Visor or goggles /gloves/mask are available if 2m distance cannot be observed. Child will be taken to parent at Lawton Moor Road Gate)  Parent/Carer will either have test arranged by school or a test kit given (If available) If parent/carers to arrange own



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	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.				test then they must inform school of the date/venue and then the outcome.
<b>40</b>	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"/>	If any parent/carer experiences symptoms then protocols for isolation will be as per government guidelines at the time. Parent/Carers will be made aware that this isolation is required and a test will be arranged for them if required. If they do not need it to be arranged then they must inform school of the date/time and venue of test and then the result when known. If testing kits are available they may also be given.
<b>41</b>	Staff/ pupils who test positive for COVID 19 should self-isolate for 7 days. Other members of their household (including siblings) should self -isolate for 14 days from when the symptomatic person first has symptoms.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	As per government guidelines
<b>42</b>	Provision of hand-washing / hand-hygiene facilities at entrances and throughout school/setting. (Regularly monitored & maintained).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Routines will be in place for regular handwashing in all areas. This will be monitored and maintained.
<b>43</b>	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).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All will wash hands on entering the site and at all other designated times following our hygiene protocols Lidded bins will be in all classrooms and lessons will be held on how to dispose of their tissues safely and to wash their hands straight away afterwards.

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	Small children and children with complex needs should continue to be helped to wash their hands properly.				
<b>44</b>	<p>Different pupil groups do not need to be allocated their own toilet blocks or hand washing facilities.</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"/>	<p>Enhanced and regular cleaning in place throughout the day</p> <p>All protocols on handwashing/sanitising throughout the day</p> <p>P Taylor available throughout the day- normal cleaning and additional cleaning will be carried out in the most 'vulnerable' areas of the school.</p>
<b>45</b>	<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> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Classrooms will have all items removed that are deemed unnecessary and are not able to be cleaned. Soft furnishings and toys that are hard to clean will be stored away and not available for use.</p> <p>Children will not bring pencil cases to school. All items for their use will be on their table ( no sharing of resources)</p> <p>All shared resources will be cleaned before and after use.</p> <p>Outdoor equipment will be regularly and meticulously cleaned as part of our cleaning protocols</p>



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	<ul style="list-style-type: none"> <li>- Outdoor play equipment should be frequently cleaned following use by each group.</li> <li>- Pupils and teachers can take books and shared resources home, although unnecessary sharing should be avoided and rules on hand cleaning and cleaning of the resources should apply.</li> </ul>				<p>Staff will have available (and will wipe down after use) any shared resources. (If at all possible they will avoid sharing them)</p> <p>Books will be marked ( in school – but this will be under review) but staff will observe protocols regarding hand cleaning</p>
<b>46</b>	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).	x			<p>Children will not bring pencil cases to school. All items for their use will be on their table ( no sharing of resources)</p> <p>No bags, lunch boxes and water bottles only.</p>
<b>47</b>	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"/>	Routines will be in place for regular handwashing in all areas.
<b>48</b>	Additional lidded bins and increased emptying / replacement are provided / in-place.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Increased number of bins on site and increased emptying of the bins



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49	All working areas within the building should be well-ventilated (Windows and Doors open) where safe and appropriate to do so.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All doors open where possible and safe to do so. Windows open in rooms.
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>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>All areas will be cleaned in the morning during the day and at the end of the day. P Taylor will be on site with cleaners from 6.30am</p> <p>He will return between 12 and 4.30 and clean areas throughout the day as required and directed.</p> <p>Cleaning in classes and dining room throughout the day</p>
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"/>	<p>Staff should have their own mug and or water bottle to keep the use of the staffroom to a limited time. No sharing of mugs.</p> <p>Facilities cleaned regularly</p> <p>Staff should bring a packed lunch where possible</p>
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"/>	Staff should keep all their belongings in their allocated classroom.
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"/>	<p><a href="#">Hand-Washing Guidance</a></p> <p><a href="#">Hand-Washing Video</a></p>



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<b>54</b>	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"/>	Staff who receive deliveries will wash their hands more frequently and sanitise their hands with alcohol sanitiser.
<b>55</b>	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"/>	P Taylor will be on site to monitor this- staff to ring and let HT know and this will be resolved.
<b>56</b>	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"/>	All visitors will be expected to adhere to our strict rules in school.

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

All visitors to the site (ClearTech, Essential Hygiene etc will be expected to comply with all requirements of PPE etc if having to move about the site to perform checks)

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"/>	<p>All information shared with parents/carers and expectations reiterated in Behaviour Policy under Covid guidance agreement</p> <p>Contact and work with Public Health as required.</p> <p>Record kept in the office of movement around the school / visitors and any contact between individuals and groups.</p>
58	<p>If an outbreak is confirmed (2 or more cases within a 14 day period) health protection teams may recommend that a larger number of other pupils self-isolate at home as a precautionary measure.</p> <p>Remote/distance learning contingency arrangements for all pupils should be maintained in case of school/</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Refer to PHE Guidance at the time.</p> <p>Remote learning protocols will begin.</p>



## Schools/Settings COVID 19- Health and Safety Risk Assessment for September 2020 Return.

	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"/>	All staffing on the site is in place.
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"/>	P Taylor available throughout the day- normal cleaning and additional cleaning will be carried out in the most 'vulnerable' areas of the school.
61	Sufficient numbers of trained staff are in place to provide First Aid and First Aiders are aware of updated HSE guidance.(See link).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<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> . Paediatric First Aiders are on site at all times.
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"/>	Staffing numbers are above requirements for safe evacuation of the site.
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> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All tests are up to date and are constantly monitored.



**Schools/Settings COVID 19- Health and Safety Risk Assessment for  
September 2020 Return.**

	<ul style="list-style-type: none"> <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> </ul>				
<b>64</b>	Defect Reporting arrangements are in place.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Report to Office and HT.</b>

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

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 to support a successful return. Parents contacted to involve them in planning for children's return in September- e.g. social stories/ visits.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	As and when applicable. Information shared with parents to be discussed with the children.
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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Most classes 30 and under Y3 32 Y5 35 N 25 Autumn Term
67	Pupils, although no longer shielding, but remain under the care of a specialist health professional, school	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	As and when applicable.



## Schools/Settings COVID 19- Health and Safety Risk Assessment for September 2020 Return.

	<p>should discuss school return with their health professional.</p> <p>Where a pupil is unable to attend their setting because they are complying with clinical or public health advice distance/ remote education is provided.</p>				
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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 (please ensure completed prior to return to Local Authority).**

<b>Completed by Head Teacher &amp; Approved by Chair of Governors</b>	<p>Sarah Yates</p> <p>Janet Mudd/ Dr Idoya Puig</p>	<b>Date of Approval</b>	15/07/2020
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## Schools/Settings COVID 19- Health and Safety Risk Assessment for September 2020 Return.

<b>Date shared with all staff included the H&amp;S representative</b>	14/07/2020	<b>Date when school will be open and operating for ALL pupils.</b>	03/09/2020
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