



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

<b>School/ Setting</b>	St Matthew's RC High School	<b>Date of Assessment</b>	01/09/2021
<b>Assessment Completed By</b>	Simon Atkin, Helena Kelly, Helen Murden		

### 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"/>	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.
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"/>	Guidance has been updated and information will be shared via FAQ document before full school return.
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"/>	Staff that develop symptoms at work are aware of the protocol and must leave site immediately. The cover rota is set up to support the safeguarding of students. Employees must inform either S Atkin or A Passarello and A Smith to ensure that the correct cover and be put in place. Staff must adhere to the Absence Management Policy and ensure school is always updated.



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04	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. CEV staff are no longer advised to shield.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All staff individual risk assessments should be reviewed and updated regularly.
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### Our Pupils

Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
05	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"/>	Parents to continue to call the attendance line. Clear communication with parents and updated guidance circulated. School website updated to reflect Government guidance changes. All staff, pupils and families to be reminded that they should not attend school, even if they are feeling better, until they receive their test results.
06	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"/>	Parents to continue to call the attendance line. Clear communication with parents and updated guidance sent home prior to the start of term.
07	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"/>	Any pupil displaying possible Covid 19 symptoms sent to their year group Buddy Room and sit on chair outside the room in ventilated corridor. Member of staff on duty informs Student Services who contact home. Once student collected staff member wearing the provided PPE wipes down any contact surfaces using sanitizing spray. PPE equipment disposed of in yellow sanitary waste bag.
08	Remote/distance learning contingency arrangements for all pupils should be maintained in line with any local Covid-19 outbreak.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Remote learning arrangements for all year groups ready to be implemented in case of students needing to isolate. All staff aware of procedure. Daily email from year group Raising Standards Leader to pupils via school email, detailing work for that day.  Measures taken to ensure the safeguarding of students whilst working from home:

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					<p>All students placed into risk categories A/B/C based on prior pastoral knowledge of vulnerability, where category A is the most vulnerable.</p> <p>Pupil contact</p> <ul style="list-style-type: none"> <li>- Every pupil has a phone call once a week from their Form Tutor</li> <li>- Additional calls and any necessary home visits are conducted by the pastoral team</li> <li>- If no contact for C pupils for one week a letter is sent</li> <li>- If no contact for C pupils for two weeks a home visit is made</li> <li>- If no contact for A or B pupils for one week a home visit is conducted by pastoral staff</li> <li>- All A pupils have a key worker</li> <li>- Home visits are conducted each week for:             <ul style="list-style-type: none"> <li>- Pupils without contact as above</li> <li>- Pupils who may need additional resources</li> <li>- Pupils who may need an SEMH pack of work</li> <li>- Pupils who are vulnerable</li> <li>- Food drop off pupils</li> </ul> </li> </ul> <p>FSM vouchers/food provision</p> <ul style="list-style-type: none"> <li>- FSM Vouchers are sent out by the office team</li> <li>- Top up vouchers and food parcels are given out to parents who have identified themselves either via Form Tutors or key workers</li> <li>- Along with the additionality numbers of local services and agencies are also shared with the parent / carer</li> </ul> <p>Safeguarding concerns during remote learning:</p> <ul style="list-style-type: none"> <li>- CPOMs is used to record all concerns and the pastoral team checks the system many times per day</li> <li>- Additional email confide@smrchs.com is used for any pupil who may be struggling to contact the team</li> <li>- Work continues with all services and attendance at statutory meetings is ongoing</li> </ul>
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## Our School

Asymptomatic Testing					
Ref	Control Measure	Y	No	N/A	Actions Taken
09	<p>Rapid testing using Lateral Flow Devices (LFD)s will support the return to education in September by helping to identify people who are asymptomatic;</p> <ul style="list-style-type: none"> <li>Secondary school pupils should complete 2 onsite tests, on return to school, before moving to regular twice weekly tests at home.</li> <li>Secondary school staff should complete regular twice weekly tests at home.</li> <li>A small on-site LFD test centre should be maintained in secondary schools to allow for those unable to take LFD test at home on site.</li> <li>Primary school staff should complete twice weekly tests at home.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Lateral Flow Device Testing risk assessment in place for our on-site test centre.</p> <p>This risk assessment includes the provision, supply and storage for home Lateral Flow Device Tests.</p> <p>We will commence testing from 1/9/21 and will stagger return of pupils across the first week to manage this.</p> <p>The need for regular asymptomatic testing will be reviewed at the end of September.</p>
Physical / Social Distancing in the Building					
Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
10	<p>Although social distancing is no longer a legal requirement for staff and pupils. Head Teachers still have a legal duty to ensure the health and safety of their staff.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>When there is an increase in local Covid-19 cases, considerations should be given to ensuring social distancing amongst staff- e.g;</p> <ul style="list-style-type: none"> <li>Stagger the use and limit the occupancy of staff room and offices by employees and ensure staff maintain social distancing.</li> <li>Ensure maximum occupancy of each room is calculated to ensure staff can maintain social distancing.</li> </ul>



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					<ul style="list-style-type: none"> <li>Car sharing should be avoided where possible</li> </ul>
11	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"/>	Detailed work has been completed by health, and health & safety colleagues to ensure staff that assist pupils with AGP can do this in a covid secure way. Refer to Amie Stocks/ Julie Hicklin if applicable.

Infection Control, Cleaning and Hygiene Arrangements					
Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
12	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"/>	Staff reminded of protocol for if they are experiencing COVID-19 symptoms via staff training and information sent out prior to return in Sep 2021. Staff should not attend work and should get a test immediately. Detailed guidance of when to isolate/seek test has been issued to all staff and is published in Edulink. Updated information sent to parents via letter and staff via weekly newsletter.
13	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 experiencing symptoms at work must inform their line manager immediately and leave the building straight away. Line manager to inform S Atkin. Staff member to get tested as soon as possible and inform school of outcome. S Akin will contact the member of staff to ask standard questions to ensure correct procedures can take place.
14	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"/>	PPE Kits are provided in the zones to protect any staff member dealing with a potential covid case. If a member of staff uses the PPE kit in the buddy room they need to put it in the bag supplied and inform site staff so it can be collected and disposed off and replenished.



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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.				
15	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"/>	Standard letter in Edulink app is sent to all parents whose child displays symptoms. Same message repeated to parents/carers by attendance team during initial phone call. Protocol in place for attendance team to ensure key messages are consistent.
16	Staff/ pupils who test positive for COVID 19 should self-isolate for 10 days. Close contacts should take a PCR test but do not need to isolate; they can continue to attend the school setting whilst they are waiting for their results (unless they develop symptoms).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Updated information sent out to staff and parents/carers prior to return in September 2021 detailing the changes to this guidance compared to previous guidance.
17	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"/>	Hand sanitiser in all classrooms and at the entrances to school. Hand washing facilities available in all toilets.
18	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"/>	Hand sanitiser available in every classroom for use throughout the day. Regular reminders to staff about the continued need for hand hygiene.
19	Toilets and facilities will be cleaned regularly in line with the school's enhanced cleaning regime. Pupils will be encouraged to clean their hands thoroughly throughout the day	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Toilets and facilities cleaned regularly in line with enhanced cleaning regime. Pupils encouraged to clean hands upon entering school and before break and lunch. Hand sanitisation is required on entering and leaving each classroom.
20	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"/>	Tissues and closed bins in all classrooms.
21	Additional lidded bins and increased emptying / replacement are provided / in-place.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All new lidded bins in classrooms and increased frequency of emptying bins.



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22	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"/>	<p>Our ventilation system has recently undergone a large recommission. We have purchased an agreement with a recognised company to undertake all the necessary maintenance and health and safety checks.</p> <p>We have been advised to use air handling and air-condition on a balance of risk. Staff have been instructed to teach with open classroom windows to increase natural airflow while the air handling system is on.</p>
22	<p>A regular cleaning schedule should be maintained. This should include twice daily cleaning (using detergent and hot water followed by a chlorine based disinfectant solution) of all areas and equipment, with a particular focus on frequently touched surfaces:</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>Sterilising fluid used in all public areas, offices and classrooms.</p> <p>An enhanced cleaning rota has been put in place to cover</p> <ul style="list-style-type: none"> <li>• Toilets in all areas double the normal cleaning times</li> <li>• Door Handles/ Access Buttons/lift/public area</li> <li>• Kitchen areas and associated equipment</li> <li>• Shared resources</li> </ul>
23	<p>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.</p> <p>Increased frequency of toilet inspections and checks to ensure sufficient supplies of liquid soap are maintained.</p>	<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>
24	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"/>	Contractors are advised to use hand sanitiser and inform the Site Manager should they have any symptoms while on site. A covid agreement must be sign and information requested needs to be completed before entering the site.



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					Suppliers to be informed of the NO DELIVERY times due to students using the service yard as an entrance.
Response to an Infection					
Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
25	<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</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>- Complete On-Line MTAT form.</li> <li>- Public Health/ MTAT will then work with school to determine actions to be taken.</li> <li>- Outbreak management plan is implemented if requested in response to request from local Director of Public Health, Test and Trace or Public Health.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	See Outbreak Management Plan Below
26	<p>If an outbreak, school's Covid-19 outbreak management plan is implemented. Remote/distance learning contingency arrangements for all pupils should be maintained in case of school/ year group closure during any local COVID 19 outbreak.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	See Outbreak Management Plan Below



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

Outbreak Management Plan					
<p>Outbreak Management Plan (OMP) outlines how the school would operate if additional measures are recommended for your setting or the local area. The Director of Public Health, Public Health England Health Protection Teams or the Local Authority could recommend certain measures are re-introduced. This may happen to help manage outbreaks in schools, or if there is an “extremely high prevalence” of Covid-19 in the community and other measures have failed to reduce transmission, or as part of a package of measures “responding to a variant of concern”.</p> <p><b>N.B- THE FOLLOWING CONTROL MEASURES DO NOT NEED TO BE PUT INTO PLACE UNLESS RECOMMENDED BY THE DIRECTOR OF PUBLIC HEALTH, PHE HEALTH PROTECTION TEAMS OR THE LOCAL AUTHORITY.</b></p>					
Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
01	<p>If there is significant concern that existing or recently introduced measures in an area have failed to mitigate community transmission, or that a more robust response is required to contain the outbreak of a VoC it may be necessary to limit the number of children and young people in education or childcare settings through attendance restrictions.</p> <p><b>ATTENDANCE RESTRICTIONS SHOULD ONLY BE CONSIDERED AS A LAST RESORT FOLLOWING THE DFEs ‘CONTINGENCY FRAMEWORK’ AND, IN COLLABORATION WITH PUBLIC HEALTH AND THE LOCAL AUTHORITY.</b></p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>• Our remote learning platform via Google Classroom remains in place.</li> <li>• Detailed plans exist to re-open our provision for key worker and vulnerable children attendance (as per national lockdowns).</li> </ul>
02	<p>When a variant of COVID-19 is classed as a variant of concern (VoC), DHSC will increase targeted testing in that area to help suppress and control any possible new cases and better understand the new variants.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>• Arrangements for our Asymptomatic Testing Sites (ATS) are in place ready to be implemented if required.</li> <li>• In this event we will increase the frequency of home testing for staff and continue to require staff to report their result via Edulink.</li> </ul>
03	<p>Temporary re-introduction of year/class bubbles, for a temporary period to reduce mixing between groups.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>• Our year groups continue to be arranged in zones in this academic year, this will make transferring to a temporary ‘bubble system’ easy to implement.</li> <li>• Use of different entrances will continue.</li> <li>• Staggered breaks and lunchtimes will continue.</li> </ul>




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04	Temporary re-introduction of face coverings. In all cases any educational drawbacks in the recommended use of face coverings should be balanced with the benefits in managing transmission and should allow for reasonable exemptions for their use.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>• Face coverings worn by staff and visitors, in communal areas unless they are exempt.</li> <li>• Face coverings worn by pupils in communal areas/all areas</li> </ul>
05	Temporary re-introduction of shielding in the event of a major outbreak or variant of concern that poses a significant risk to individuals on the shielded patient list. <b>SHIELDING CAN ONLY BE RE-INTRODUCED BY NATIONAL GOVERNMENT.</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>• Individual risk assessments regularly reviewed and specifically in line with any updated government guidance regarding VoCs.</li> <li>• Remote learning platform in place for children who are advised to shield.</li> </ul>
06	Temporary limit to certain school activities; - residential educational visits - open days - transition and taster days - parental attendance in settings - performances in settings	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>• Risk assessments in place.</li> </ul>

Further Information via: Health and Safety Team  
Internal Audit & Risk Management  
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Town Hall Extension

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

Approved by (Head Teacher/ Chair of Governors)		Date of Approval	12/08/2021
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