

Schools/Settings COVID 19- Health and Safety Risk Assessment for January 2021: in school provision and remote learning during lockdown

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| School/ Setting | St Matthew's RC High School | Date of Assessment | 08/01/2021 |
| Assessment Completed By | Helena Kelly, Christian Ostmeier, Simon Atkin, Helen Murden | | |

Version 6, updated 08/01/2021

With the announcement of school closure with the exception of vulnerable and essential worker students we have continued to follow the below risk assessment with the following adjustments:

- In school provision now in place for vulnerable students and children of key workers. To reduce risk of transmission, we have continued to keep all year groups separate with allocated classrooms in each bubble.
- Pupils continue to enter and exit school via their designated entrance for their year group, and use a different staircase to avoid any cross over of bubbles.
- Catering is pre ordered in the morning and delivered to the designated classrooms at break and lunch so the communal dining area is not used.
- There is designated toilet and hand washing facilities in each bubble
- All staff instructed to work from home unless their presence on site is needed. Staff that wish to come on site to complete remote teaching must use the classroom booking system.
- Cleaning rotas have been adjusted to ensure all areas in use are focused on to an enhanced cleaning standard.
- Remote learning is in place for all students that are off site with increased amount of live and recorded lessons.
- Clinically vulnerable staff are working from home where possible, Clinically Extremely Vulnerable staff are shielding in line with national guidance.
- Contact made with all students at least once per week to check on access to work and well-being.

Other adjustments to the risk assessment are indicated below in red.

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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 <u>coronavirus (COVID-19) symptoms</u> , should not attend school/ setting. They should self-isolate immediately and <u>arrange to have a test</u> . | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <p>New page on school website to provide a faster more effective way of communicating to all stakeholders.</p> <p>Covid Legislation in place from 28/09– copy on the website.</p> <p>Updated guidance to be shared with staff on weekly briefings.</p> <p>Training completed in staff training in September on procedures.</p> <p>Refresher information shared at 4 weekly CPD sessions.</p> <p>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. This is to be actioned via staff briefings, communication via the school app and form time.</p> <p>Staff must call the absence line as normal and internal supply to be arranged within each bubble where possible.</p> <p>Staff must keep school informed of their absence in line with the Absence Policy with daily updates.</p> <p>Guidance shared with parents via social media, school website and email.</p> |

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| 02 | Any employee who has tested positive for COVID 19 should not attend school/ setting for 10 days from the onset of symptoms. If the test is positive but the employee has not had symptoms, they should self-isolate for 14 days from the date of the test. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Training was completed in September Inset to ensure all staff are fully aware of their responsibility for reporting COVID19 positive results Guidance has been updated and information has been sent to parents to reflect this. |
| 03 | Any employee 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"/> | Employees must inform either S Atkin or A Passerello 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. Staff will be asked to complete a questionnaire with Mr Atkin or SLT to identify close or proximity cases. 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. |
| 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 <u>COVID-19: review of disparities in risks and outcomes report</u> . Sample assessment template provided by Directorate for Children and Education Services | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | A staff survey was completed and Individuals at risk were identified, Individual risk assessments to be updated for each person in line with new guidance. Individual risk assessments have been updated for all staff in vulnerable categories. Staff who fall into the Clinically Extremely Vulnerable category have been instructed to work from home. All staff who fall into the Clinically Vulnerable category have had their individual risk assessments reviewed and further action taken if needed. |
| 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"/> | Continued Line Management for staff that are working from home. Weekly updates from the Headteacher via all staff emails. Weekly newsletters, daily challenges and remote training facilities. |
| 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"/> | A staff questionnaire was completed for all staff. Additional aids and adaptations have been made for staff that have requirements with additional personalised risk assessments where necessary. |

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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 | If a pupil has anyone within their household that has <u>coronavirus (COVID-19) symptoms</u> , should not attend school/ setting. They should self-isolate immediately and <u>arrange to have a test</u> . | <input checked="" type="checkbox"/> | <input checked="" 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. |
| 08 | Any pupil who has tested positive for COVID 19 should not attend school/ setting for 10 days from the onset of symptoms. If the test is positive but the pupil has not had symptoms, they should self-isolate for 10 days from the date of the test. | <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. Work pack to be arranged prior to September for each year group in the event that they are to work from home. |
| 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"/> | Any pupil displaying possible Covid 19 symptoms sent to Head of Year and sit on chair outside the room in ventilated corridor. Head of Year 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. |
| 10 | 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"/> | Remote learning for all year groups in place due to national lockdown. Updated procedures from 5/1/21, all staff informed via remote CPD. Daily email from year group Raising Standards Leader to pupils via school email, detailing work for that day. Increased number of live and recorded lessons in line with new DfE guidance. Measures taken to ensure the safeguarding of students whilst working from home: All students placed into risk categories A/B/C based on prior pastoral knowledge of vulnerability, where category A is the most vulnerable. Pupil contact |

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| | | | | | <ul style="list-style-type: none"> - Every pupil has a phone call one a week from their Form Tutor - Additional calls and any necessary home visits are conducted by the pastoral team - If no contact for C pupils for one week a letter is sent - If no contact for C pupils for two weeks a home visit is made - If no contact for A or B pupils for one week a home visit is conducted by pastoral staff - All A pupils have a key worker - Home visits are conducted each week for: <ul style="list-style-type: none"> - Pupils without contact as above - Pupils who may need additional resources - Pupils who may need an SEMH pack of work - Pupils who are vulnerable - Food drop off pupils <p>FSM vouchers/food provision</p> <ul style="list-style-type: none"> - FSM Vouchers are sent out by the office team - Top up vouchers and food parcels are given out to parents who have identified themselves either via Form Tutors or key workers - Along with the additionality numbers of local services and agencies are also shared with the parent / carer <p>Safeguarding concerns during lockdown</p> <ul style="list-style-type: none"> - CPOMs is used to record all concerns and the pastoral team checks the system many times per day - Additional email confide@smrchs is used for any pupil who may be struggling to contact the team - Work continues with all services and attendance at statutory meetings is ongoing |
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| 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. 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> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <p>In school provision – year group bubbles maintained. Wherever possible same staff working with each year group each day to reduce risk. Max two rooms per year group and socially distanced wherever possible. Year group bubbles are maintained at break and lunchtimes.</p> |
| 12 | <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>An Addendum to the behaviour policy has been produced and shared with parents via the school website.</p> |

Our School

| Capacity, Access and Egress | | | | | |
|-----------------------------|--|-------------------------------------|-------------------------------------|--------------------------|--|
| Ref | Control Measure | Yes | No | N/A | Actions Taken Details / Further Information |
| 13 | <p>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).</p> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <p>Each year group has a separate entrance and exit and a stairwell to use. This has been maintained during national lockdown to ensure consistency.</p> |
| 14 | <p>Increased number of Entrance and Exit Points to the Building (external class room doors should be used where possible).</p> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <p>As above. Additional signage will be placed around school to highlight these areas.</p> |
| 15 | <p>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).</p> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <p>One way system in operation around the car park as normal. Communication to encourage students to walk or cycle where possible.</p> |

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| 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"/> | Clear communication with staff about appointment system. Virtual meetings where possible. Clearer guidance issued to parents via regular communication from headteacher and other staff about avoidance of visiting school unless in emergency Staff informed not to book physical appointments and conduct all parental meetings via phone or Zoom Any essential third party visits arranged outside of the school day as far as possible. |
| 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 Primary EYFS & KS1/ KS2, for Secondary KS3/ KS4/ 6 th 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. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Staggered break and lunchtimes for each year group. Teaching time will remain the same but a new 2-week timetable has been introduced to cut down on movement around the building. This will include double periods for lessons 1 and 3. Designated dining areas clearly colour coded for individual year groups. This timetable has been maintained for the in school provision to ensure year group bubbles are kept apart. |
| Travel to and from School (including Public Transport and School Buses) | | | | | |
| 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"/> | Clear communication with staff and pupils. Clearer guidance issued to staff on avoidance of car sharing wherever possible. If not possible to avoid, staff to wear face masks in car and non-driver sit in rear with window open. |
| 19 | Pupils on dedicated school buses should wherever possible: <ul style="list-style-type: none"> - Sit together in their year groups, - Ensure hands are sanitised on boarding/ disembarking - 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. | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Pupils will be advised to sit in with their year groups however as it is a public bus service this is not possible to insist. School bus service not running during national lockdown. Pupils will be reminded to wear face coverings on public transport and all public areas around school and hand sanitise when arrive at the front door. |



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| 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"/> | We will continue to advise pupils to wear face coverings, and use sanitiser. We have offered to support the transport system by communicating key messages to pupils where necessary. |
| 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"/> | Contacted Transport for GM to provide a risk assessment for school buses to ensure standards are met. |
| 22 | Parent survey to be completed to confirm mode of transport used by pupils, route to school and any potential alternatives. 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 Manchester but live in East Manchester and currently use public transport. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Survey completed by parents and pupils in Autumn Term which included question about transport to and from school. |
| 23 | Families and pupils that have no alternative to use wider public transport are referred to the safer travel guidance for passengers | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Clear communication on our website. Regular contact with Greater Manchester Transport. |
| 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"/> | <p>Pupils will be reminded to wear face coverings on public transport and all public areas around school and hand sanitise when arrive at the front door.</p> <p>Rule now established in school that all adults and children need to wear face coverings at all times in the school building, with the exception of classrooms and when they are eating.</p> <p>Messaging around health/hygiene routines is part of daily staff and student briefings.</p> <p>Zip lock bags have been provided to all students to ensure safe storage of their mask.</p> |

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| Physical / Social Distancing in the Building | | | | | |
|--|---|-------------------------------------|--------------------------|--------------------------|---|
| 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"/> | <p>All furniture in the classrooms will be forward facing with a two-metre distance from the teacher. Desks in all classrooms will be forward facing so pupils are side by side.</p> <p>Teaching staff should continue to maintain 2m from other staff and children where possible. A marking will be placed at the front of the classroom to remind students of this guidance. Close face to face contact should be avoided and the time spent within 1m of anyone, should be minimised.</p> <p>There is a station inside each classroom with tissues, sanitiser, hygiene roll, sanitisation spray and a bin.</p> <p style="color: red;">All the above protocols remain in place for our in school provision. TAs and teaching staff allocated to the same year group as far as possible to reduce contact across bubbles.</p> |
| 26 | Reduced movement around school- <ul style="list-style-type: none"> - 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. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <p>Timetables have been rearranged to ensure reduced movement around school. All year groups have been allocated zones and clear road maps will be issued to each pupil.</p> <p>Staggered times to break and lunch. Breakfast will be served at 8pm in 5 locations so that no group mixes.</p> <p>Each year group has an allocated stair case for movement to break and lunch, and there are 5 separate entrances/exits for the beginning and end of the day.</p> |
| 27 | Older pupils are regularly reminded of the need to socially distance. E.g. Posters are located throughout school. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Clear signage throughout the school and will be reviewed over October Half Term. |

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| 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; for Primary EYFS & KS1/ KS2 , for Secondary KS3/ KS4/ 6th 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"/> | <p>Virtual assemblies will take place during form time for individual year groups.</p> <p>Separate dining areas for all year groups. The hall is divided in two with separate serving areas for year groups, and time for cleaning between sittings.</p> <p>All containers are disposable</p> |
| 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> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <p>All peripatetic music lessons will use personal instruments. KS3 Music SoW will be adapted so resources/instruments are not shared across year group bubbles. Seating plans in place to ensure all pupils are facing forward.</p> <p>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.</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"/> | <p>Pupils that have PE can come to school in their kit for that day. Sports Hall will still be in use for indoor use.</p> <p>Pupils will stay in classes within their year group bubble.</p> <p>Outdoor sports will 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>Indoor PE:</p> <ul style="list-style-type: none"> - 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). - Consider PE activities that use limited equipment, such as dance, yoga, circuits. - 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. |

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| | | | | | - Equipment should be cleaned thoroughly before and after use (or left in quarantine for 48 hrs (72 hrs if plastic) before another bubble uses. PE to follow The Association for Physical Education guidance. |
| 31 | 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"/> | Staff Room and other work rooms currently closed. Only essential staff working on site, all other staff working from home. 15 classrooms established as remote teaching rooms, bookable by one person only with strict cleaning procedure in place before and after use. All staff meetings taking place remotely. |
| 32 | Kitchen staff maintain social distancing of 2m in the kitchen. If not possible 1m plus additional controls. Kitchens must comply with the guidance for food businesses on coronavirus (COVID-19) . | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Mellor's risk assessment is in place. Covid champion in place to ensure standards are adhered too. |
| 33 | 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"/> | See section 31 above. |
| 34 | Non Essential repair / contracted works in buildings to be carried outside school hours. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 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"/> | Staff encouraged to use stairs whenever possible. Pupils only issued with lift pass if medical evidence is produced. Clear signage for social distancing and one person in the lift at all times. |
| 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)

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| Infection Control, Cleaning and Hygiene Arrangements | | | | | |
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| Ref | Control Measure | Yes | No | N/A | Actions Taken Details / Further Information |
| 37 | Staff and/or pupils who are experiencing <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"/> | Staff reminded of protocol for if they are experiencing COVID-19 symptoms via staff training. 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. Staff and parents instructed to keep school informed of symptoms and Covid-19 test results even when working from home. |
| 38 | Staff who experience symptoms as above whilst at work should go home as soon as possible and should <u>arrange to have a test</u> . | <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. |



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| 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"/> | 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. |
| 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"/> | Communication via 'Protocol for Parents' were sent out in August to all parents, as well as being placed on the school website. Parents should keep child off school and get tested if they are showing symptoms of COVID-19. 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. This is to be communicated via staff briefings, communication via the school app and form time. |
| 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 14 days from when the symptomatic person first has symptoms. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Communication via 'Protocol for Parents' were sent out in August to all parents, as well as being placed on the school website. A new page has been set up on the website to ensure ease of access to up to date information. |
| 42 | 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 toilets in each 'block'. Assigned toilets within each zone for each year group. |
| 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"/> | Hand sanitiser available in every classroom for use throughout the day. |
| 44 | Different pupil groups do not need to be allocated their own toilet blocks or hand washing facilities. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | The in school provision have been allocated their own toilets and this has been communicated to all pupils and staff. Pupils encouraged to |

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| | <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> | | | | <p>clean hands upon entering school and before break and lunch. Hand sanitisation is required on entering and leaving each classroom.</p> |
| 45 | <p>Educational Resources;</p> <ul style="list-style-type: none"> - For frequently used resources such as pens and pencils, staff and pupils should have their own items - 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. - 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. - Outdoor play equipment should be frequently cleaned following use by each group. - 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. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <p>Pupils are being issued with a pencil case of resources so that no sharing is required.</p> <p>All classrooms have antibacterial spray and hygiene roll for cleaning resources where required.</p> <p>Increased cleaning of all equipment across the school.</p> |
| 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> | | | | <p>To be communicated in Assemblies (virtual).</p> |
| 47 | <p>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)</p> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <p>Tissues and closed bins in all classrooms.</p> |
| 48 | <p>Additional lidded bins and increased emptying / replacement are provided / in-place.</p> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <p>All new lidded bins in classrooms and increased frequency of emptying bins.</p> |



Schools/Settings COVID 19- Health and Safety Risk Assessment for January 2021: in school provision and remote learning during lockdown

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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"/> | <p>Ensure all windows and doors are open where safe and appropriate to do so, however as we are in winter then a common sense approach should be adopted.</p> <p>Students encouraged to wear layers under their uniform.</p> <ul style="list-style-type: none"> • mechanical ventilation systems – these should be adjusted to increase the ventilation rate wherever possible, and checked to confirm that normal operation 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) • 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 • 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) |
| 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"> • Toilets • Door Handles/ Access Buttons • Kitchen areas and associated equipment • Water dispensers/ coolers • Printers/ Photocopiers • White Boards • Play Equipment • Shared resources | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <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"> • Toilets in all areas double the normal cleaning times • Door Handles/ Access Buttons/lift/public area • Kitchen areas and associated equipment • Shared resources • IT rooms on class change overs |

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|-----------|--|-------------------------------------|--------------------------|--------------------------|---|
| 51 | Staff should ensure shared facilities such as staff room kitchens are cleaned thoroughly after use. E.g. following lunch or hot drink preparation. Staff should ensure any communal crockery, cutlery used is thoroughly washed and where possible use their own. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | All protocols were shared with staff during Sept inset. |
| 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 have been asked to contact Louise if they require a locker. No personal items to be stored in classrooms. We have reminded staff in virtual assemblies that a clear desk and classroom policy needs to be in place to support enhanced sanitation. |
| 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"/> | <u>Hand-Washing Guidance</u> <u>Hand-Washing Video</u> |
| 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"/> | |
| 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"/> | Increased inspections to hourly. Staff to continue to report to the helpdesk any concerns. |
| 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"/> | 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. Suppliers to be informed of the NO DELIVERY times due to students using the service yard as an entrance. |

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"> - Those with symptoms book a test (as above schools will be provided with a limited | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <p>Training took place at inset. Refresher training weekly via staff virtual briefings. Clear communication with parents of procedures. Message reinforced by more detailed guidance issued to staff w/c 21/9/20 and on the 5/10</p> <p>Each person presenting with symptoms is asked a serious of questions by SLT. There is a set standard of questions that are updated regularly to reflect guidance and to ensure accuracy and consistency.</p> <p>New guidance issued by LA to follow in case of positive case. This guidance has been shared with all SLT and other relevant members of staff. School's internal protocol has been updated to reflect this.</p> <p>Confirmed case:</p> <ul style="list-style-type: none"> • Make a decision on contacts and individuals needing to isolate. • If necessary contact the senior officer for support in applying the guidance • For clinical support call Manchester Track and Trace – 0800 840 3858 (7 days per week, 9am – 5pm) • School must complete the online form to notify Manchester Test and Trace of confirmed cases only. <ul style="list-style-type: none"> ➤ During the working week, this is to be done 24hours of taking action. For cases over the weekend, please complete the form on the next working day. |

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| | <p>number of tests)</p> <ul style="list-style-type: none"> - Contact Public Health when become aware of a confirmed case (Public Health will also contact schools when they become aware of a confirmed case). - Public Health will then work with school to determine actions to be taken. - School should keep a record of pupils/staff in each year group and any | | | | <p>➤ The tracing team will only respond if they have a concern about action taken.</p> <p>Online form link: https://forms.office.com/Pages/ResponsePage.aspx?id=Xn3OsM2B-0eU9ydsYmt7CTHy2kLkbJ5OmiWI1yWP18VUQTixN0pITDUxRjZUWjIXR09YUDBYNUxJVC4u</p> <div style="border: 3px double #0070C0; padding: 10px;"> <p>Schools - contacts</p> <p>James Backhouse - Mobile: 07773576563 Email: james.backhouse@manchester.gov.uk</p> <p>Liz Clarke - Mobile: 07971587112 Email: liz.clarke@manchester.gov.uk</p> <p>Andrea Daubney - Mobile: 07795 635026 Email: andrea.daubney@manchester.gov.uk</p> <p>Sharon Gardner - Mobile: 07950359752 Email: sharon.gardner@manchester.gov.uk</p> <p>Marie Hall - Mobile: 07971385232 Email: marie.hall2@manchester.gov.uk</p> <p>Simon Taylor - Mobile: 07903373836 Email: simon.taylor@manchester.gov.uk</p> </div> <div style="border: 3px double #0070C0; padding: 10px; margin-top: 10px;"> <p>Early Years Settings - contacts</p> <p>Gill Blackwell – Mobile: 07960592913 Email: gillian.blackwell@manchester.gov.uk</p> <p>Jennie Henry – Mobile: 07939 998235 Email: jennie.henry@manchester.gov.uk</p> <p>Lesley Rudge – Mobile: 07932 217315 Email: lesley.rudge@manchester.gov.uk</p> </div> |
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| | <p>close contact between staff and children in different groups.</p> <ul style="list-style-type: none"> - School should keep a record of all visitors to the school including contact details. Records to be kept for 21 days. | | | | |
| 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. Remote/distance learning contingency arrangements for</p> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <p>Remote learning protocol established during lockdown. All pupils issued with a Knowledge Organiser in September. This is supported by digital resources including recorded teaching of lessons. Further training for staff around procedures for remote learning took place on 17.9.20, protocol for providing remote learning work shared</p> <p>Investment in equipment such as visualisers to support home learning</p> |



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| | 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"/> | 24 hour security remains in place. Site staff and SLT are on a rota system to ensure all entrances into the building are manned when open. |
| 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"/> | Full cleaning team in place. Contract with agency to support staff illness/isolation. Areas monitored based on pupil numbers and plan to close classrooms that are not in use where necessary to support the cleaning rota. |
| 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"/> | https://www.hse.gov.uk/coronavirus/first-aid-and-medicals/first-aid-certificate-coronavirus.htm . First aid rota in place. PPE kits and first aid kits in all year group buddy rooms. Weekly orders and replenishment is being managed efficiently. Additional training planned for the 19/10. |
| 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"/> | Planned Fire Evacuation took place on the 29/09 – all students attended their fire assembly points. New procedures for fire drill shared with staff w/c 21/9/20 and are available on the shared drive. Daily assessments are made on staffing numbers and decisions are made with health and safety being our major priority. |
| Statutory Premises Compliance and Maintenance | | | | | |

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| 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"> • Fire Alarm and Detection • Powered Doors / Gates • Legionella and Water Testing • Electrical Safety • Gas Safety • PAT Testing • Asbestos Management | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | All PPM has been planned Protec were here in Oct half term to service and remedial work on fire alarm Powered doors were serviced during summer 2020 Legionella remedial work was carried out October Half Term 2020 and will be complete by December 2020. Hardwiring was carried out in October Half Term 2020 also electrical repairs Gas safety was carried out in April 2020 Pat testing was completed in October Half Term 2020 A survey as carried out in November 2018 – no asbestos was found. |
| 64 | Defect Reporting arrangements are in place. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Defects are to be reported to the helpdesk. |

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

Procedure for Fire Alarm on school premises during current school closure

Context

- School is closed to pupils apart from children of key workers and vulnerable pupils. Pupils remain in year group bubbles. In the event of a fire alarm, year groups will leave the building and congregate in the following areas. Class teachers teaching at that time will accompany them to these places:

Year 7 – Yard behind sports hall

Year 8 – Main yard (near B stairs)

Year 9 – Main yard (near C stairs)

Year 10 – Yard behind sports hall

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Year 11 – ‘Caged’ area outside sports hall

- Deputy Head on duty either Mr Atkin (SAT) or Mr Passarello (AP) go to the front of school and communicate with site staff and ensure the source of the alarm is found and assessed.
- SLT members in the provision on that day are responsible for ensuring that pupils are out of the building and all pupils are present. A member of staff will be nominated each day to take the register at the meeting points and liaise with an SLT member. This person will be the Head of Year, if in school, or another nominated person. SLT will liaise with SA/AP to clarify all pupils have evacuated the building.
- All remaining curriculum staff should meet on the yard behind the sports hall (A Smith to register).
- All admin staff are to leave the building by the nearest exit and meet at the front of school (S Freakes to register).
- When it is safe to come back into the building SA/AP will communicate with SLT via radios to allow re-entry back into the building.

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"/> | All parents contacted regarding return in September. Regular contact has been maintained throughout lockdown and provision in school has been offered. |
| 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"/> | |
| 67 | Pupils, although no longer shielding, but remain under the care of a specialist health professional, school should discuss school return with their health professional. Where a pupil is unable to attend their setting because they are complying with clinical or public health advice distance/ remote education is provided. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Resources for remote learning in place. |

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

Health.and.safety@manchester.gov.uk

School Leadership (please ensure completed prior to return to Local Authority).

| | | | |
|---|---|--|------------|
| Completed by Head Teacher & Approved by Chair of Governors |  | Date of Approval | 08/01/2021 |
| Date shared with all staff included the H&S representative | 08/01/2021 | Date when school will be open and operating for ALL pupils. | |