

Schools/Settings COVID 19- Health and Safety Risk Assessment
REVISED FOR JANUARY NATIONAL LOCKDOWN

School/ Setting	St. Edmund's RCPS	Date of Updated Assessment	12/01/2021
Updated Assessment Completed By	Anne Clinton, Executive Headteacher		

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 coronavirus (COVID-19) symptoms , should not attend school/ setting. They should arrange to have a test .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Employees to follow the school policy on reporting absence procedures & continue to keep SLT informed, following normal school policy.</p> <p>Employee to discuss with SLT their capacity to work from home if possible. Availability of laptop, resources etc.</p> <p>Email all staff to remind them of the new reporting absence procedures, particularly to do with covid-19. (31/10/20)</p> <p>Autumn 1- Update from the LA:</p> <p>Staff, pupils and families should be reminded that they should not attend school, even if they are feeling better, until they receive their test results.</p> <p>SR to provide weekly updates on facebook & class dojo for parents regarding steps to take if a child/member of their household has symptoms.</p>



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02	Any employee who has tested positive for COVID 19 in the past 10 days should not attend school/ setting.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Employees to follow the school policy on reporting absence procedures & continue to keep SLT informed, following normal school policy. Employee to discuss with SLT their capacity/fitness to work from home if possible. Availability of laptop, resources etc.
03	Any employee who develops COVID-19 symptoms during the school day should be sent home as soon as possible and should arrange to have a test .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>All staff to receive training on the step by step guidance from the LA (03.07.20) as part of their induction in September 2020 and this will be adhered to. SLT to ensure that employees are kept upto date with any new guidance. Employees should fully understand their own responsibility to report their symptoms and keep their movement around the site to an absolute minimum. EG, use their phone to report to SLT. SLT to test the policy on a regular basis (half termly). Admin teams to have template letters ready to go out to relevant pupils & staff. Employee with symptoms keeps SLT informed with any updates following their test.</p> <p>SLT and Admin Team to attend DHSC webinar before 11/9/20 on understanding how to use test kits in education settings W/C 28/9/20 Digital thermometer put up in the entrance foyer for employees to check temperature upon arrival each day (31.10.20) Email all staff with the reviewed risk assessment to remind them of procedures during the school day.</p> <p>Autumn 1- Update from the LA:</p> <p>Staff, pupils and families should be reminded that they should not attend school, even if they are feeling better, until they receive their test results.</p> <p>SR to provide weekly updates on facebook & class dojo for parents regarding steps to take if a child/member of their household has symptoms.</p>
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 COVID-19: review of disparities in risks and outcomes report . Sample assessment template provided by Directorate for Children and Education Services	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Individual risk assessments have been undertaken for staff who have characteristics that increase their risk. These will be reviewed on 01 & 02/09/20 and decision made about their health and safety on site regarding measures to be put in place for them.</p> <p>W/C 14/9/20 EHT met with and completed individual risk assessments in a 1:1 meeting with vulnerable staff</p> <p>Autumn 1- Update from the LA:</p> <p>Jan 2021 Update from the LA</p>

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	<p>All staff individual risk assessments should be reviewed and updated regularly. This is particularly IMPORTANT due to the increasing number of cases and the national lockdown. As in the first national lock down schools should follow the government guidance regarding Clinically Extremely Vulnerable and Clinically Vulnerable staff.</p>				<p>All staff individual risk assessments should be reviewed and updated regularly. This is particularly IMPORTANT in light of changing Covid Alert levels and increase in cases.</p> <p>W/C 2/11/20 EHT to carry out individual risk assessment reviews with identified staff & agree actions. Disseminate any new procedures to colleagues. WC 04/01/21: EHT reviewed individual risk assessments with colleagues who have been identified as CEV & advised that they work from home whilst we are in Tier 4.</p> <p>WC 11/01/21: All CEV colleagues are working from home until the end of the national lockdown.</p>
05	<p>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</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Daily update e-mail Weekly welfare phone calls/Zoom meetings with DHTs WC 04/01/21: EHT to speak to colleagues who will be working from home. Colleagues are asked to send a daily update email to confirm that they are fit to work, provide a brief outline of their daily tasks, telephone the EHT each Friday afternoon for a welfare call. Colleagues are reminded that they will need to complete a return to work interview with the EHT or DHT when they return to site & it is their responsibility to complete the necessary paperwork beforehand & seek out the EHT/DHT.</p>
06	<p>We provide suitable information and equipment to work at home safely and effectively including those staff who require additional aids and adaptations.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Laptops provided for all staff who usually use them to do their work. Other equipment includes laminators & guillotines. WC 04/01/21: Colleagues who will be working from home have attended site to collect any necessary resources. If work is needed to be dropped off or collected during this Tier 4 period, colleagues are asked to attend site either before 8.00 a.m. or after 4.00 p.m.</p>

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
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07	Any pupil or persons within their household has <u>coronavirus (COVID-19) symptoms</u> , should not attend school/ setting. They should <u>arrange to have a test</u> .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Parental responsibility to communicate this to school. This responsibility will be communicated via the 'returning to school in Sept parents' booklet, FAQs, discussed during induction & written into the home-school agreement. Parents will be asked to sign to agree to keep school informed of test results.</p> <p>W/C 14/9/20 A Covid Response Team was established including members of the SLT and Admin to ensure the step by step guidance is followed</p> <p>W/C 14/9/20 All staff emailed a video of what to do if a pupil/member of staff presents with Covid symptoms. How to use the hand-held thermometer.</p> <p>W/C 28/9/20 Digital thermometer put up outside the isolation room and in the Nursery classroom.</p> <p>W/C 23/11/20 DHT+SBM met to review protocol for when a parent contacts school to state that their child or family member displays symptoms of Covid-19 following new guidance from Manchester Test and Trace sent to schools on 13/11/20</p> <p>Action-EHT: Once approved, agreed revised protocol to be shared with the Covid Response Team</p> <p>Action- Admin: New digital thermometer to be ordered for the new Nursery classroom.</p> <p>WC 04/01/21: DHTs to continue to broadcast this message via our social media pages & newsletters. During PSHE lessons, teachers to explain to pupils that it is likely that they may need to self-isolate as a family if an older sibling tests positive as the lateral testing is rolled out in secondary schools. Teachers to explain to pupils the impact of this & consequences for them to learn from home.</p>
08	Any pupil who has tested positive for COVID 19 in the past 10 days should not attend school/ setting.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Parental responsibility to follow the schools' reporting absence procedure. Admin team to discuss with parent the child's capacity to complete school work. Class teacher/TA to provide a work pack for the child to complete whilst at home. Before returning to school, it will be the parent's responsibility to phone school, speak to the admin team to discuss the child's health.</p> <p>W/C 23/11/20 DHT+SBM met to review protocol for when a pupil or member of staff tests positive for Covid-19 following new guidance from Manchester Test and Trace sent to schools on 13/11/20</p> <p>Action: Once approved, agreed revised protocol to be shared with the Covid Response Team</p>



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					WC 04/01/21: Again, teachers to remind pupils during PSHE lessons what is required.
09	Any pupil who develops COVID-19 symptoms during the school day should be sent home as soon as possible and should arrange to have a test	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All employees to follow the LA 'step by step' guidance (03.07.20) to support the pupil whilst they are still in school awaiting collection from parents. Parental responsibility to inform the admin team of arrangements for the test & to keep school informed so we can take next steps, e.g. sending letters/communicating to parents.
10	Remote/distance learning contingency arrangements for all pupils should be maintained.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>School will make arrangements for all pupils to have curriculum work in pre-prepared packs in case of an outbreak in their class. School will revert back to setting work on class dojo (online learning platform). School will purchase additional stationery & resources in preparation.</p> <p>W/C 7/9/20 Home learning work packs prepared by staff for all pupils.</p> <p>Year 1 teacher working off site provides work & pastoral support for children self isolating due to Covid-19</p> <p>W/C 14/9/20 The Covid Response Team established procedures put into place for a contingency for remote learning</p> <p>W/C 5/10/20 Remote learning policy sent out to all staff</p> <p>W/C 5/10/20 Questionnaire sent to all parents to ascertain any barriers that school will need to overcome to ensure remote learning can take place.</p> <p>W/C 5/10/20 Parents and pupils asked to test Class Dojo so that teachers are aware of any pupil/parents who need support accessing this resource as the main learning platform for remote learning.</p> <p>13/11/20 DHT's attended a remote learning Webinar regarding sharing good practice.</p> <p>W/C 16/11/20 New laptops and dongles delivered to school to distribute to families with no provision to support remote learning. Laptops set up for safe use with learning applications installed by IT technician.</p> <p>W/C 16/11 20 Year 2 teacher collected feedback on Class Dojo from parents with regards to preference for a weekly plan or daily activities set for remote learning.</p> <p>18/11/20 Staff meeting focus on responsibilities of the class teacher for remote learning when individual pupils need to self-isolate</p>

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					<p>WC 04/01/21: As agreed before Christmas, all teachers are now expected to upload their weekly planning to Class Dojo prior to the week commencing. All teachers are expected to follow the school's remote learning policy. Support staff are expected to conduct welfare calls to pupils who are not onsite & communicate with families via the phone and Class Dojo.</p> <p>WC 11/01/21: All teachers are uploading their weekly planning onto CD (Class Dojo) & following the school policy. Teachers have been allocated to respond to pupils' work on CD, assess their learning & respond to their needs. Welfare team have received training on how to conduct weekly welfare calls & to record on CPOMs & these have started this week. MK to monitor the quality of provision from teachers. SU to monitor the level of engagement on CD from families. SR to monitor the welfare of families on CPOMs</p>
11	<p>Pupil groups should be arranged to enable the school to deliver the full range of curriculum subjects and students to receive specialist teaching.</p> <p>At primary school, and in the younger years at secondary (key stage 3), schools may be able to implement smaller groups the size of a full class. If that can be achieved, it is recommended.</p> <p>In secondary schools, and key stage 5, the groups are likely to need to be the size of a year group.</p> <p>Children are kept in their groups for the majority of the classroom time.</p> <p>Jan 2021 Update from the LA Children should be kept in consistent groups/ bubbles. Bubbles should be kept as small as possible to reduce the number of contacts.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Pupils will be taught in their year groups (single form entry) and as much as possible will stay together – same room, same staff. Smaller groups in Early Years. They will mix into wider groups during lunch but as much as possible with just one other year group. 2 year groups to share the same outdoor space, toilets.</p> <p>Mixing into smaller working groups for teaching of early reading.</p> <p>Breakfast club – we plan for children to go to their own classes & be supervised by TAs, breakfast brought to them in class.</p> <p>No after school provision planned at this time</p> <p>W/C 14/9/20 Timetable devised for peripatetic music teacher and resources organised for safe use and quarantine. W/C 14/9/20 Timetable devised for P.E lessons to take place in 2 separate playground W/C 2/11/20: Arrangements made by PE leader for safe use of P.E equipment and quarantine</p>



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					<p>W/C 23/11/20 Staff meeting- agreed that P.E timetable be replaced with allocated time slots for classes to use the playground for regular high intensity cardiovascular exercise in Spring 1 Action: P.E Lead to devise a timetable by 11.12.20 to DHT for approval for classes to use the playgrounds during the school day for high intensity cardiovascular exercise to replace the current P.E timetable. To be implemented in Spring 1 Autumn 1- update notes from LA:</p> <p>Maintaining details of all close contacts, particularly in a secondary school where whole year groups are classed as a bubble, with seating plans, knowledge of friendship groups and means of travel, has proven to help schools to complete their own track and trace system and reduces the need for whole year groups to isolate when there is a confirmed case in a year group bubble.</p> <p>W/C 2/11/20: DHTs to check that all teachers have submitted their most up to date class seating plans (Years 1-6)</p> <p>WC 04/01/21: If any teachers have changed their seating plans, these must be handed in to the DHT. WC 04/01/21: Teachers to communicate with PE leaders to agree their allocated time for daily outdoor exercise.</p> <p>WC 11/01/21: Children and staff are kept in consistent bubbles. Bubbles are been kept to a maximum of 50% as much as possible. However, this is dependent on classroom capacity & the need/vulnerabilities of pupils/key worker children. Reception classroom has greater capacity as does the Nursery for the class size.</p>
12	School Behaviour Policy and expectations should be updated to reflect COVID measures and communicated to all staff, pupils and parents.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Appendix added to school behaviour policy & send out to parents as part of the 'returning to school in September' pack. Discussed during induction so that parents & pupils fully understand the school's

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					<p>expectations & what the potential consequences will be. Referred to in the home/school agreement which parents sign.</p> <p>W/C 7/9/20 Staff have adapted reward systems within each classroom that allows for awarding house points without the need for pupils touching them.</p> <p>WC 04/01/21 During PSHE lessons, teachers are expected to revisit the school's behaviour policy, including our expectations around covid-19</p>
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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>Reception – designated entrance & exit with a one way system. All other year groups to use the same main entrance into the school and to follow a one way system around the exterior of the school building to drop off at external designated doors. Starting with Rec for their entrance, Y5 & 6 the next door, Y1,2 3&4 at the next door, walk around the corner to Rec. All parents/carers to continue in the same direction & leave the site by a different exit.</p> <p>W/C 7/9/20 More efficient queuing system devised at pupil entrance to prevent bottle neck situation.</p> <p>W/C 14/9/20 Improvements made to reduce the numbers of parents and pupils queuing whilst attempting to slow the flow of parents coming onto the premises at drop off and pick up.</p> <p>W/C 21/9/20 Nursery exit gate is used at all times for parents of pupils with no older siblings.</p> <p>W/C 2/11/20 New and more efficient system put into place for drop-off and collection of Year 1 and Year 2 pupils to prevent parents queuing at exit doors</p> <p>W/C 23/11/20 Nursery and Reception classes swapped classrooms. Information about new drop off and pick up points disseminated to parents on Class Dojo, email and the weekly newsletter</p>



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					WC 04/01/21 Continue with the above system. All year groups to continue to use their designated entrance and exit doors.
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"/>	See above.
15	Develop, share and display drop off/ collection protocols e.g. one way system and one parent/carer only to drop off/ collect child. (Ensure children are dropped off at school gates rather than coming into school playground, older KS2 children are encouraged to walk to school by themselves).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>This will be done via a video as part of the 'returning to school in September' pack & discussed during the induction interview. Signage around the school grounds to display one way system & social distancing.</p> <p><u>Start of the school day:</u> One parent/carer to drop off. School gate to be opened at 8.00 – 8.10 a.m. for families attending breakfast club. School gate to be opened at 8.40 a.m. for families with surnames A-J. Caretaker to man the gate. Open the gate again at 8.50 a.m. for families with surnames K-Z. Parents asked to either stay in their cars or away from the gate until it is opened. Enter through the main pupil/parent gate, follow the one way system & drop off at designated doors. Dropping in this order: Rec, Years 5&6, Years 1,2 3&4, Nurs, walk out onto the path & onto the car park. KS2 children to be encouraged to walk to school or at least to be dropped off away from school. During induction, discuss with parents alternative places to park away from the corner of Monsall Road. Caretaker, DHT & support staff will be outside to direct traffic away from this area. Caretaker, DHT & support staff will be outside to direct traffic away from this area at the start of the year. Parents encouraged to use the posts of the fencing to social distance from others.</p> <p><u>End of the school day:</u> One parent/carer to come on site to collect their children in the same way as they dropped off. Gate to be opened at 3.00 p.m. for families with surnames A-J. Caretaker to man the gate. Open the gate again at 3.10 p.m. for families with surnames K-Z. Key Stage 1+2 children will be lined up in the playground. Come in through the gate & collect from the designated external doors (Rec), walk along the one way system, KS1+2 children joins the parent from their class line, continue to follow the one way system around the external part of the school. Then collect Reception from external classroom doors, walk out onto the path & onto the car park. Any older pupils who walk home will wait until the footfall has dwindled & can then leave the premises via the main pupil/parent gate to the zebra crossing. During induction, discuss with parents alternative places to park away from the corner of</p>

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					<p>Monsall Road. Again, Caretaker, DHT & support staff will be outside to direct traffic away from this area. W/C 7/9/20 DHT to position him/herself at the pupil entrance at drop off and pick up times to monitor. W/C 21/9/20 DHT to model social distancing to the parents by slowing the flow of parents coming onto the premises at drop off and pick up times W/C 21/9/20 KS2 pupils encouraged to walk onto the premises independently. Y6 pupils encouraged to walk to school from a safe distance in order to reduce footfall. W/C 21/9/20 DHT to model to KS2 staff how to challenge a minority of parents who attempt to collect their pupils early. Parents asked to continue on the one way system and join the queue for the 3:10pm pick up. Further reminders through messages on Class Dojo. W/C 5/10/20 A more efficient system established for pick up of Reception pupils to prevent queuing W/C 19/10/20: Developed a more efficient system for drop off and collection of Y1 and Y2 pupils to prevent queuing at entrance/exit doors. Shared this with staff, pupils and parents to set up W/C 2/11/20 W/C 2/11/20 All staff reminded that they must wear a high vis jacket at drop off and pick up times as well as if on duty outside at lunchtimes. Action: DHT to remind and challenge parents that only 1 adult can drop off/collect children. Encourage parents NOT to come on site as much as possible. SR put the same message on FB & CD.</p>
16	<p>Restrictions on access to school/setting by third parties (parents, contractors, visitors etc). Appointments for school visits, reduced numbers in school reception area (one in/ one out) etc.</p> <p>Jan 2021 Update from the LA Any visits should ideally happen outside of school hours.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>This will be shared during induction with staff, parents & children. Parents to communicate via telephone to the school office. No visitors allowed on site unless pre-arranged with SLT. Any meetings to be arranged virtually unless absolutely necessary. Admin team to remain in their office when visitors come to school. One in/out. Any drop offs/post etc to be left on a table in the foyer. Being part of a federation, staff often visit/work at both sites. All staff must ensure they have read, understood and agree to adhere to risk assessments for both sites.</p>



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					<p>W/C 21/9/20 Admin staff established a system to encourage any site visitors to, wherever possible, make appointments for visits outside of school hours.</p> <p>W/C 2/11/20: Entrance foyer area improved with a delivery table and a welcome table with relevant cleaning supplies, safeguarding leaflet and bin.</p> <p>WC 11/01/21: Colleagues are reminded that any visitors must be prearranged with the DHT onsite & the admin team & caretaker is aware & prepared for the visit. DHTs are aware that any visits should be undertaken outside school hours whenever possible.</p>
17	<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 Primary EYFS & KS1/ KS2, for Secondary KS3/ KS4/ 6th Form.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p><u>Mornings:</u> Staggered drop off times: Families with surnames A-J drop off between 8.40-8.50 a.m. Families with surnames K-Z drop off between 8.50-9.00 a.m. One way system.</p> <p><u>Afternoons:</u> Staggered collection times: Families with surnames A-J collect between 3.00-3.10 p.m. Families with surnames K-Z collect between 3.10 – 3.20 p.m. This will be discussed with parents during induction. One way system.</p> <p><u>Lunch & Break times:</u> EYFS have continuous provision, Years 1-6 have break in their classroom. Staggered lunch breaks & designated space to play outside. Always use the same designated entrance/exit doors for each key phase & same outdoor space.</p> <p>W/C 1/9/20 Timetable devised for use of main playground for lunchtime divided in half with barriers for years 2-6. Year 1 to use the Nursery playground on a staggered timetable.</p> <p>W/C 12/10/20: Employed an additional sports coach to support existing staff at lunchtimes, improved ratios.</p>
Travel to and from School (including Public Transport and School Buses)					
18	<p>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).</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Information to be collected from parents at registration and discussed during induction. If unable to walk, discuss parking further away from the school site and discuss a walking plan with their child/ren.</p>

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					<p>Arrange if staff do drive, they park in a designated part of the car park to ease the flow of traffic & help parents with drop off and collection. Discuss possibilities of safe car sharing.</p> <p>WC 11/01/21: Colleagues are reminded not to car share unless there is an urgent need. In this scenario, both colleagues are to wear face masks, keep conversation to a minimum, always face forwards and open windows. This would be the same if we had to transport a child or parent.</p>
19	<p>Pupils on dedicated school buses should wherever possible:</p> <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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>When the Year 4 class attend swimming each Monday, school follow the guidance and Risk Assessment completed by Schools Manchester. "Following guidance from Transport for Greater Manchester each bus will be cleaned after every journey including all touch points being cleaned and sanitized. In addition to this every bus will have a full fumigation every evening. All drivers will wear a mask and have their temperature and Covid conditions checked every morning before they start work There will be hand sanitizer at the entrance of all buses, however we would encourage the staff and pupils to sanitize their hands when leaving school premises."</p> <p>Autumn 1 – update notes from LA: For areas with greater restrictions (GM) face coverings should be worn by all mainstream secondary school pupils on dedicated school buses.</p> <p>W/C 2/11/20: Staff accompanying the Year 4 class swimming or during any educational visit using public transport must wear a face covering.</p> <p>WC 04/0/21: Swimming lessons are suspended during lockdown.</p>
20	Assurance should be sought from school bus providers of additional cleaning regimes and that a COVID secure risk assessment has been completed.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	As above.
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 type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	N/A

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22	<p>Families and pupils that have no alternative to use wider public transport are referred to the safer travel guidance for passengers</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Information to be collected from parents at registration and discussed during induction. If unable to walk, discuss parking further away from the school site and walking.</p>
23	<p>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.</p> <p style="color: red;">Jan 2021 Update from the LA Face coverings have been a requirement for all secondary school children and staff in corridors and communal areas, in Greater Manchester since the start of the school year and this continues during the national lockdown.</p> <p style="color: red;">Within primary schools Head Teachers have the discretion to decide whether relevant for staff to wear face coverings dependent on local circumstances and the design of the school building.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>This information to be included in the induction pack & then discussed during induction where relevant.</p> <p>Staff to ensure that there is a lidded bin at the designated entrances to enable children to dispose of their temporary face coverings. Parents asked to provide children with a small plastic bag to put their reusable face covering in. Also have some spare ones on hand to provide if children don't have a bag. Process will be in place for all pupils to first wash their hands either before going into class or the first thing they do when entering the classroom.</p> <p style="color: red;">Autumn 1 Update from the LA:</p> <p style="color: red;">Face coverings have been a requirement for all secondary school children and staff in corridors and communal areas, in areas with greater restrictions (GM) since the start of term. Within primary schools Head Teachers have the discretion to decide whether relevant for staff to wear face masks dependent on local circumstances and the design of the school building.</p> <p>W/C 2/11/20: Lidded bin placed at UKS2 pupil entrance doors. Other classes have lidded bins within their setting where the pupils arrive.</p> <p>W/C 2/11/20: Improved system in place at the staff/visitor entrance for signing in and sanitizing hands</p> <p>W/C 2/11/20: All colleagues expected to wear a face covering when outside their working bubble. Once at a new destination and safe to do so, staff can remove their face covering.</p> <p style="background-color: yellow;">WC 11/01/21: Colleagues are reminded that they are expected to wear a face covering when working outside their working bubble. This face covering should cover the nose and mouth and should be worn accordingly. Colleagues should wear a face mask if a 2 metre distance cannot be kept between themselves and another adult. Colleagues are</p>

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					advised to wear a face mask if they are on duty during drop off & collection in case a parent approaches them unexpectedly.
Physical / Social Distancing in the Building					
Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
25	<p>Classrooms are organised maintaining space between pupils/ children/ adults where possible: small adaptations are made to the classroom to support distancing. Including seating pupils side by side and facing forwards, rather than face to face or side on.</p> <p>Jan 2021 Update</p> <ul style="list-style-type: none"> - Secondary school teaching staff (and older primary year groups) should continue to maintain 2m from other staff and children. This should be done by marking out an area at the front of the classroom. - Close face to face contact should be avoided and the time spent within 1m of anyone, should be minimised. - Teaching staff, including Teaching Assistants, in primary/ special schools, should limit working across bubbles, wherever possible. Although it is recognised that this may not be possible to enable the full educational offer. - SLT should ensure they maintain their distance from other members of SLT and limit physical contact with other staff. Consideration should be given to having two separate SLT teams/ bubbles to ensure continuity of school leadership and management. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Children will sit 2 at a desk facing the front of the room. Years 1 -6, children to be allocated their own stationery in a school issued transparent pencil case, including self-contained sharpener. All teachers to draw up a seating plan which should be adhered to. Keep a good space for the sink area to enable supervised handwashing as well as a good space around the internal door. Teachers and TAs to maintain 2m from each other as much as possible (discuss at induction). Set up systems for moving around the classroom so that children stay in their places as much as possible, teachers and TAs to give out resources.</p> <p>W/C 1/9/20 Staff meeting with EHT to remind staff about maintaining social distancing</p> <p>W/C 5/10/20 Staff encouraged to use the cloakrooms for pupils' coats to increase space further in the classroom. Staggered start and finish times will help with congestion in the cloakrooms.</p> <p>Autumn 1 Update from the LA:</p> <ul style="list-style-type: none"> - Secondary school teaching staff (and older primary year groups) should continue to maintain 2m from other staff and children where possible. This should be done by marking out an area at the front of the classroom. - Close face to face contact should be avoided and the time spent within 1m of anyone, should be minimised. - Teaching staff, including Teaching Assistants, in primary/ special schools, should limit working across bubbles, wherever possible. Although it is recognised that this may not be possible to enable the full educational offer. - SLT should ensure they maintain their distance from other members of SLT and limit physical contact with other staff.

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					<p>Consideration should be given to having two separate SLT teams/ bubbles to ensure continuity of school leadership and management. We have found that without this, whole SLTs have had to isolate which has caused whole school closures.</p> <p>W/C 2/11/20: non-essential furniture removed from Y3 classroom in order to increase space.</p> <p>Action: DHT and Year 4 teacher to explore ways that non-essential furniture be removed from Y4 classroom before end of Autumn 2</p> <p>W/C 2/11/20: labelled table now exists outside each classroom for any deliveries from the admin staff/colleagues to prevent unnecessary entry to classrooms by adults.</p> <p>W/C 2/11/20: Year groups 3-6 now have a dedicated area at the front of the classroom for the teacher (marked out by use of furniture).</p> <p>SLT continue to meet via Zoom. SLT continue to have their own office space.</p> <p>All staff meetings/briefings for more than 5 colleagues are to be undertaken via Zoom.</p> <p>Colleagues reminded of social distancing measures required from each other.</p> <p>WC 04/01/21: Colleagues are asked to check the layout of their classrooms before school begins on 05/01/21. Classrooms have been deep cleaned over the Christmas break & furniture will have been moved. Colleagues are asked to check the layout of their classrooms before school begins on 05/01/21 to ensure that the previous social distancing measures are still in place.</p> <p>WC 11/01/21: DHTs to check that classrooms have a safe layout. Teachers to ensure that where possible, children sit at their own tables to maintain a distance. Teachers & TAs continue to keep a safe distance from pupils where possible and from each other & other adults.</p>
26	<p>Reduced movement around school-</p> <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 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>DHT to produce daily timetable to ensure groups are kept apart. Groups are: N, R, KS1, Lower KS2, Upper KS2. When going outside, external classroom doors to be used for N, R, Years 1&2. Morning break for Y1-6 to take place in own classrooms.</p>



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	<p>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.</p>			<p>Years 1-6 to always use their designated entrance/exit doors when going out to play or for PE lessons. Lunch to be eaten in the classrooms. DHT to set up systems for lunches to be collected from designated tables in the hall & delivered to classrooms. Cleaner has been employed to clean hotspots and toilets when not in use by the children. DHT to work on the schedule for cleaning & lunchtimes.</p> <p>W/C 7/9/20 Socially distanced places allocated for staff to eat lunches in the hall. Cleaning station set up for staff to wipe down their places after use.</p> <p>W/C 7/9/20 Cleaning schedule adapted to incorporate new rooms in the extension to the school</p> <p>W/C 14/9/20 Staff encouraged to use the additional staffroom (MPR) after eating their lunches for comfort and staying connected during their lunch break whilst maintaining social distance.</p> <p>W/C 14/09/20 Staff reminded of the importance of social distancing in school & outside school. (email from director of education 11/08/20)</p> <p>W/C 5/10/20 Staff informed of peak times and hotspots around the school and advised to wear a face covering in these areas and at these times. Face coverings purchased by the school and staff given access to one each.</p> <p>Autumn 1 Update from the LA:</p> <p>In secondary schools, where at all possible, it is recommended year groups are contained to an area/ zone of the school, with teaching staff travelling throughout the school rather than the pupils. Thus limiting cross-year group transmission. If this is not possible, we strongly suggest that members of teaching staff are positioned throughout the school, particularly at any 'pinch points' to ensure sensible and distanced movement of children from different year groups.</p> <p>W/C 23/11/20 Revised arrangements for staff to eat lunches in the MPR and cleaning schedule afterwards Staff informed on 30/11/20</p>
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					<p>WC 04/01/21 Colleagues are reminded about reduced movement around school. Avoid temptations to go & see colleagues to 'catch up'. Colleagues are reminded of school 'hot spots' where additional precautions are necessary – photocopier, toilets, staffroom, MPR. Face coverings are required and remind each other of the 2metre distance.</p> <p>WC 11/01/21: All timetable arrangements including lunchtimes and cleaning schedules are continuing the same prior to lockdown as these proved to be effective. DHT to continue to monitor & receive feedback from colleagues.</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"/>	<p>Discussed during induction. Children reminded daily when lining up etc, 'keep in your own bubble'. Each morning, recap lesson on social distancing & other covid-19 measures in place – hygiene, handwashing. Timetable for the day to incorporate covid-19 messages. Signage up around the school and on all doors. Incorporated into updated behaviour policy & home-school agreement, covered in induction with parents & children.</p> <p>W/C 21/9/20 DHT met a representative from 'Schools Signs' to review signage around the school.</p> <p>WC 11/01/21 Teachers are reminded to include social distance teaching in their PSHE lessons.</p>
28	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 Primary EYFS & KS1/ KS2 , for Secondary KS3/ KS4/ 6 th 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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>DHT to make arrangements so that the weekly collective worship & celebration assembly with the DHT/EHT will take place in the hall on a rota basis, one class each week. All other collective worship will take place in class. Children will attend weekly Mass on a rota basis via live streaming. Children & staff not to join in with singing. All packed lunches brought from home preferably to be in disposable bags. Children to put any wrapping/waste in their bag provided & dispose in the classroom bin. All school lunches (grab bag packed lunch) to be eaten in the classroom.</p> <p>W/C 14/9/20 Arrangements made for collective worship and celebration assemblies to take place in classrooms for the foreseeable future.</p>

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			<p>W/C 5/10/20 Arrangements made for virtual class Masses and a rota system disseminated to all staff.</p> <p>Autumn 1- Update from the LA:</p> <p>Considerations if re-introducing use of dining hall/ hot food for staggered lunch times;</p> <ul style="list-style-type: none"> - Review the size of the dining hall to determine whether can be used by more than one bubble, for example half the hall for each bubble. - Ensure there is a clear 'no man's land' between each area. - Ensure staggered arrival of the two bubbles to ensure one bubble has been served and sat down prior to the next bubble being served. - Ensure staggered departure of the different bubbles. - Each bubble has their own crockery (trays), utensils, cups that are not used by another bubble. - Lunch Time Organisers are assigned to a specific bubble (if not in place already) - Kitchen staff wear gloves and visors when serving food. - Dining tables and other touch points, such as the serving rack, are thoroughly cleaned prior to the next bubbles using the dining hall. - Ensure hall is well ventilated. <p>Consideration for Before/ After School Club;</p> <ul style="list-style-type: none"> - Children should as far as possible be kept in a group with children from their bubble. - If this is not possible there should be small consistent groups. - Each bubble/ group should have their own equipment and there should be regular handwashing. - Records should be retained of children within each group. - Children/ numbers should be known prior to each session so planning /organising can be completed by club staff. <p>W/C 2/11/20: Decision made to re-introduce hot meals. However, these will be delivered to the classrooms in the first instance & then reviewed taking into account the notes from the LA team.</p>
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					<p>Decision made to continue NOT to provide after school clubs at this time. This will be reviewed for the spring term.</p> <p>WC 04/01/21 Decision made to continue NOT to provide after school clubs during the Spring term.</p> <p>WC 11/01/21: All communal gatherings are suspended during lockdown, the dining hall is out of use. All dining takes place in the classroom.</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> <p>Jan 2021 Update</p> <p>Music lessons can still continue during the national lockdown.</p> <p>Music Mark have completed detailed guidance regarding singing and music lessons- please see link here; https://www.musicmark.org.uk/wp-content/uploads/Literature-Review-August-2020.pdf</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Any singing lessons will be undertaken outside. Children learn tinwhistle so this will be undertaken outside in the forest school, children seated back to back. 'Charanga' music lessons to take place inside but without any singing. Children to use glockenspiels but have allocated beaters (colour coded). Guitar lessons to be undertaken in groups of no more than 15. Glockenspiels & guitars to be wiped after use & left for 72 hours before used again.</p> <p>Autumn 1- Update from LA:</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> <p>Music Mark have completed detailed guidance regarding singing and music lessons- please see link here; https://www.musicmark.org.uk/wp-content/uploads/Literature-Review-August-2020.pdf</p> <p>W/C 2/11/20: Tinwhistle lessons will not take place. This will be reviewed in the spring term. Teachers will continue to use xylophones, guitars & percussion instruments to support teaching. Music teacher will undertake some 1:1 lessons as part of music therapy for identified vulnerable pupils & will be responsible for cleaning/quarantining any instruments between lessons.</p> <p>Teachers will encourage pupils to sing quietly or hum along during music lessons.</p> <p>Teachers & TAs will ensure they increase ventilation in the classroom before music lessons take place.</p>

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					<p>Action: W/C 30/11/20 DHT to revise music timetable in line with updated guidance from the DfE allowing tin whistle lessons to take place. Implement for music therapy sessions</p> <p>Action: W/C 30/11/20 DHT to revise music timetable to allow for Music Therapy sessions.</p> <p>WC 04/01/21: Teachers & TAs are reminded to ensure they increase ventilation in the classroom before, during & after music lessons taking place.</p> <p>WC 11/01/21: The music subject leader, teachers & specialist music teacher are directed to read the latest guidance from the DfE 'Restricting Attendance during the national lockdown' Jan 21, pages 42-45</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> <p>Jan 2021 Update from the LA Outdoor sports should continue to be prioritised wherever possible. However, as we move into the winter months, it is more likely that some PE sessions will be indoors.</p> <p>Considerations for 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. - Equipment should be cleaned thoroughly before and after use (or left in quarantine for 48 hrs (72 hrs if plastic) before another bubble uses. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Outdoor sports will be prioritised. PE taught to individual classes. Teachers to undertake consultation to find out sports/games children want to play & to ensure lots of variety. Anticipate that children will have more time outside at lunchtime due to the style of the lunches provided. Staggered lunchtimes with ample outdoor space for each group. Inclement weather, classes to organise between themselves, a time slot in the hall but only take half the class in a time. Nur & Rec classes have no need to use the hall.</p> <p>W/C 14/9/20 Timetable devised for 2X P.E. lessons per class to take place in 2 separate playgrounds.</p> <p>W/C 7/9/20 Information regarding swimming for Year 4 disseminated to pupils and parents.</p> <p>Autumn 1- Update from the LA:</p> <p>Outdoor sports should continue to be prioritised wherever possible. However, as we move into the winter months, it is more likely that some PE sessions will be indoors.</p> <p>Considerations for 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.

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			<p>- 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.</p> <p>- Equipment should be cleaned thoroughly before and after use (or left in quarantine for 48 hrs (72 hrs if plastic) before another bubble uses.</p> <p>The Association for Physical Education have completed detailed PE guidance- please see link here:</p> <p>https://www.afpe.org.uk/coronavirus-guidance-support</p> <p>W/C 2/11/20 Arrangements made for safe use of P.E. equipment and quarantine.</p> <p>Autumn 2 & Spring 1: As recommended by the LA, outdoor P.E. will continue to be prioritised as the indoor space is being used for staff dining. However, the DHT will devise a plan for hall use during continued inclement weather. Teachers/ TAs will ensure that pupils are dressed in warm and suitable clothing for outdoor PE sessions – this includes tracksuits and coats. Teachers can undertake warm up activities in the classroom before going outside. Teachers will also ensure that standing still outside whilst giving instructions are kept to a minimum during cold weather. Instructions & feedback on learning can be given indoors.</p> <p>W/C 23/11/20 Staff meeting- agreed that P.E timetable be replaced with allocated time slots for classes to use the playground for regular high intensity cardiovascular exercise in Spring 1</p> <p>Action: P.E Lead to devise a timetable by 11.12.20 to DHT for approval for classes to use the playgrounds during the school day for high intensity cardiovascular exercise to replace the current P.E timetable. To be implemented in Spring 1</p> <p>Action: P.E lead and DHT to make arrangements to use the school hall during inclement weather and disseminate to staff by 11.12.20 To be implemented in Spring 1</p> <p>WC 04/01/21: Teachers are reminded that outdoor P.E. and exercise are prioritised during Tier 4 & address with pupils our expectations around wearing warm clothing for P.E.</p>
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					<p>WC 11/01/21: All PE lessons/Physical activity will be outdoors. Teachers are to support families to ensure children are wearing suitable clothing, e.g. coats and woollies can be worn. This is an ideal opportunity for the classroom to be fully ventilated whilst the children are outdoors. Yoga & relaxation exercise (e.g. meditation) can take place indoor if the weather is particularly bad.</p>
31	<p>Stagger the use and limit the occupancy of staff room and offices by employees and ensure staff maintain social distancing of 2m. If not possible 1m plus additional controls.</p> <p>Jan 2021 Update from the LA</p> <p><u>CRITICALLY IMPORTANT</u></p> <p>It is vitally important that measures to ensure social distancing between staff are robust and monitored to ensure adhered to:</p> <ul style="list-style-type: none"> - Ensure maximum occupancy of each room is calculated based on social distancing requirements of 2m, mark out the available spaces in staff room/ PPA room and remove any unnecessary tables/ chairs. - Consider moving one member of office staff to a different location to ensure office work stations 2m apart and to ensure business continuity if there is a confirmed case within Admin staff. If this is not possible due to lack of available space, work stations should be adapted with screens. - Ensure contact with Admin staff is limited. Staff, including members of SLT should limit access with the school office and Admin staff wherever possible. There have been instances where a confirmed case within Admin staff has meant the entire SLT has had to isolate and the school 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Staffroom has capacity of 4. We will be making use of an additional room for staff to use. Staff to bring in own refreshments & lunches, to be kept in cooler bags & taken to their classroom/staffroom/MPR. Staff to be encouraged to go out for a walk at lunchtime or run an errand to minimise use of staffroom areas. Staggered lunchbreaks. There will also be capacity for staff to eat their lunch in the dining hall at a safe distance from others.</p> <p>Each room to have signage on the door indicating room capacity. Signage: 'stop - capacity in this room is 2. Knock & check before entering.' Internal doors to be kept closed so that door signs are in view. WCs & cubicles – E.g. female WC, capacity for 2 but not at the hand basins, signage on inside of cubicle. Signage on inside door – 'check before leaving, is the corridor clear?'</p> <p>Wet wipes & antibacterial spray available for staff to wipe down their own areas after use. Staff informed during induction of increased risk of infection by using communal area. Staff informed of school expectations around social distancing measures – update staff handbook & staff code of conduct to reflect these expectations.</p> <p>W/C 1/9/20 Staff meeting with EHT to remind staff about maintaining social distancing</p> <p>W/C 7/9/20 Lunchtime arrangements timetable given to staff</p> <p>W/C 7/9/20 Additional staffroom set up with the capacity for 12 adults for use after eating lunch and teacher PPA time.</p> <p>W/C 7/9/20 Placemats put on dining room tables to remind staff to socially distance whilst eating.</p> <p>W/C 14/9/20 Cleaning station set up in the hall so staff can wipe down their places after eating their lunch.</p> <p>Autumn 1- update notes from the LA:</p>

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	<p>has had to close. If possible contact should be via phone, on-line or through the office 'hatch' if available.</p> <ul style="list-style-type: none"> - Ensure if staff are car-sharing (ONLY AS A LAST RESORT) face masks are worn and car windows are open to ensure appropriate ventilation. - Ensure clear signage regarding use of the photocopier, kitchen area, small meeting rooms and confined areas (i.e one member of staff only, clean before and after use). 			<p>This has been one of the main issues highlighted during Health and Safety compliance visits.</p> <p>Measures to ensure social distancing between staff:</p> <ul style="list-style-type: none"> - Ensure maximum occupancy of each room is calculated based on social distancing requirements of 2m, mark out the available spaces in staff room/ PPA room and remove any unnecessary tables/ chairs. - Consider moving one member of office staff to a different location to ensure office work stations 2m apart and to ensure business continuity if there is a confirmed case within Admin staff. If this is not possible due to lack of available space, work stations should be adapted with screens. - Ensure contact with Admin staff is limited. Staff, including members of SLT should limit access with the school office and Admin staff wherever possible. There have been instances where a confirmed case within Admin staff has meant the entire SLT has had to isolate and the school has had to close. If possible contact should be via phone, on-line or through the office 'hatch' if available. - Ensure if staff are car-sharing (ONLY AS A LAST RESORT) face masks are worn and car windows are open to ensure appropriate ventilation. <p>W/C 2/11/20 SLT note that our current measures to help staff with social distancing in the staffroom, PPA room & dining hall are satisfactory. Colleagues are reminded that any entry into the admin offices is unauthorised as these rooms are already at capacity. All admin rooms have an allocated table outside to leave documents. From 2/11/20, colleagues will be challenged if in or at an office door. Colleagues are reminded NOT to car share unless absolutely necessary & to follow the protocol recommended by the LA. SLT note that our current measures in place for using the photocopier are satisfactory. DHT to then ensure the area is marked out so only 1 member of staff to use. Staff are reminded to wipe clean before & after use.</p>
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					<p>DHT to check with the caretaker that all rooms (including offices/meeting rooms continue to have the necessary cleaning materials to enable colleagues to wipe down & sanitize before and after use.</p> <p>W/C 23/11/20 Revised arrangements for staff to eat lunches in the MPR as well as the staff room and cleaning schedule afterwards Staff informed on 30/11/20</p> <p>WC 04/01/21 Colleagues are reminded to follow the measures we have in place. Seating arrangements are NOT to be rearranged as they are in place for social distancing. Colleagues are reminded to 'wipe in & wipe out!'</p> <p>WC 11/01/21 Colleagues are asked to read the information from the LA. DHTs to revisit the staffroom & MPR to ensure that the seating arrangements are at a safe distance. Colleagues are reminded that the DHT & EHT will check that everyone is adhering to the rules. Colleagues are reminded to use the internal telephone system or their mobile phone if necessary. Colleagues are asked to self-monitor and give gentle reminders to each other if necessary. All office staff are working in a designated office as are members of SLT.</p>
32	<p>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).</p> <p>Jan 2021 Update from LA</p> <p>Consideration should be given to having two separate kitchen teams/ bubbles, with 2m social distancing maintained at all times between the bubbles, to ensure continuity of school meal provision.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Kitchen team directed by Manchester Fayre. Clearly defined signage for our staff at the hall partition not to go into this area.</p> <p>Autumn 1 Update from the LA:</p> <p>Consideration should be given to having two separate kitchen teams/ bubbles, with 2m social distancing maintained at all times between the bubbles, to ensure continuity of school meal provision.</p> <p>N/A for our school. Managed by Manchester Fayre. However, if our kitchen team has to close, we will use our partner school to provide a reduced lunch menu.</p>
33	<p>Use of Small Meeting Rooms and Confined Areas (including Photocopier / Printer/ Storage areas) by more than one person prohibited.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>All rooms have been risk assessed to ensure social distancing is maintained. Each room to have signage on the door indicating room capacity. Signage: 'stop - capacity in this room is 2. Knock & check before entering.' Doors to be kept closed so that door signs are in</p>

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	<p>Jan 2021 Update from LA</p> <p>- As above, ensure clear signage regarding use of the photocopier, kitchen area, small meeting rooms and confined areas (i.e one member of staff only, clean before and after use).</p>				<p>view. Staff informed of school expectations around social distancing measures – update staff handbook & staff code of conduct to reflect these expectations. W/C 21/9/20 DHT reviewed signage on each door used by staff for capacity.</p> <p>As above, SLT are satisfied with our clear signage & staff are adhering to this.</p> <p>Autumn 1 Update from the LA:</p> <p>- As above, ensure clear signage regarding use of the photocopier, kitchen area, small meeting rooms and confined areas (i.e one member of staff only, clean before and after use).</p> <p>Action: W/C 30/11/20 DHT to ensure parents and staff are informed through the newsletter, weekly bulletin, posters and social media about local restrictions that come into place on 2/12/20 following the national lockdown.</p> <p>WC 11/01/21 DHT to check signage is still up and clear during weekly monitoring walk around with caretaker.</p>
34	Non Essential repair / contracted works in buildings to be carried outside school hours.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>All visits to site to be arranged with the admin team and undertaken in out of school hours. Discussed during induction with admin and caretaker. Contractors to declare they have read, understood and agree to adhere to the covid-19 risk assessment available on the school website. (upgrade our signing in system to include this) W/C 21/9/20 Admin team devised a system for contractors to make declaration of comprehending the Risk Assessment prior to coming onto site. Contact information is now collated for the purpose of track and trace via 'visitor declaration' form.</p>
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"/>	N/A
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.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<p>N/A</p> <p>Autumn 1 Update from the LA:</p>



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	(Refer to health colleagues if this is applicable).				Detailed work has been completed by health, and health & safety colleagues to ensure staff that assist pupils with AGP can do this covid securely. Refer to Amie Stocks/ Julie Hicklin if applicable.
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Additional Physical / Social Distancing Measures applied (Please detail below)

<p>Messages to be communicated using the internal phone systems or via email. All personnel to use their own internal phones allocated in their classrooms. If more than one person uses the phone in the classroom, wipe down after use (update staff handbook & staff code of conduct). Non-cleaning or caretaking staff are not permitted to enter sluice rooms, boiler room etc. Only Manchester Fayre staff are allowed to enter the kitchen area starting at the hall partition. During staff induction go through which rooms/adults they are likely to need to go to & discuss the safest way to do this.</p> <p>DHT to undertake Induction with new staff to double check they have read, understood and agree to adhere to the risk assessment. SBM to ensure that Hays (supply agency) have a copy of this risk assessment and that any visiting staff have also read, understood and agree to adhere to this before attending site.</p>

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 coronavirus (COVID-19) symptoms , should not attend school/ setting. They should arrange to have a test .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Employees to follow the school policy on reporting absence procedures & arrange to have a test. Keep SLT informed, following normal school policy. SLT & admin to ensure template letters/notifications are ready to be sent to parents & colleagues who work with this employee. Referred to in the staff handbook, reporting absence procedures & staff code of conduct.

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					<p>Parental responsibility to communicate this to school. This responsibility will be communicated via the 'returning to school in Sept parents' booklet, FAQs, discussed during induction & written into the home-school agreement. Parents will be asked to sign to agree to keep school informed of test results.</p> <p>SLT and Admin Team to attend DHSC webinar before 11/9/20 on understanding how to use test kits in education settings</p> <p>W/C 14/9/20 A Covid Response Team was established including members of the SLT and Admin to ensure the step by step guidance is followed</p> <p>W/C 14/9/20 Template letters for parents adapted bespoke to the school</p> <p>W/C 14/9/20 All staff emailed a video of what to do if a pupil/member of staff presents with Covid symptoms.</p> <p>W/C 21/9/20 DHT reviewed signage in all areas of the school of step by step guidance as well as wearing PPE</p> <p>W/C 23/11/20 DHT+SBM met to review protocol for when a pupil or member of staff displays symptoms of Covid-19 following new guidance from Manchester Test and Trace sent to schools on 13/11/20</p> <p>Action-EHT: Once approved, agreed revised protocol to be shared with the Covid Response Team</p> <p>WC 04/01/21 SR to continue to provide weekly updates on facebook & class dojo for parents regarding steps to take if a child/member of their household has symptoms.</p>
38	<p>Staff who experience symptoms as above whilst at work should go home as soon as possible and should arrange to have a test.</p>	☒	<input type="checkbox"/>	<input type="checkbox"/>	<p>All staff to receive training on the step by step guidance from the LA (03.07.20) as part of their induction in September 2020 and this will be adhered to. SLT to ensure that employees are kept upto date with any new guidance. Employees should fully understand their own responsibility to report their symptoms and keep their movement around the site to an absolute minimum. EG, use the internal phone system to report to SLT & admin team. SLT to test the policy on a regular basis (half termly). Admin teams to have template letters ready to go out to relevant pupils & staff. Employee with symptoms keeps SLT informed with any updates following their test.</p> <p>W/C 14/9/20 Template letters for staff adapted bespoke to the school</p> <p>W/C 14/9/20 All staff emailed a video of what to do if a pupil/member of staff presents with Covid symptoms.</p>



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					<p>W/C 23/11/20 DHT+SBM met to review protocol for when a member of staff displays symptoms of Covid-19 following new guidance from Manchester Test and Trace sent to schools on 13/11/20</p> <p>Action-EHT: Once approved, agreed revised protocol to be shared with the Covid Response Team</p> <p>WC 04/01/21: All staff are reminded to follow the agreed protocol & staff absence procedures if they experience symptoms. Staff are expected to remind themselves of how to follow the reporting absence procedures.</p> <p>WC 11/01/21: Primary Staff can book in for regular lateral flow tests by calling: 0161 947 0770 or 0800 092 4020.</p> <p>The 3 sites we are currently using are:</p> <ul style="list-style-type: none"> · Moss Side Leisure Centre, Moss Lane East, M15 5NN. Please note there is a one-way system in place, so it is easier to park in the Asda car park (with 3 hour parking) and walk down Hulme High Street to the centre. · Debdale Outdoor Centre, M18 7LJ. The centre is in Gorton, off Hyde Road, and is best reached from Wall Way - opposite a large McDonald's. · FC United of Manchester, Broadhurst Park, 310 Lightbowne Rd, Moston M40 0FJ. With a big car park. <p>Opening times vary and staff will be advised of appointment times when they call to book. All sites offer appointments outside school core hours and at the weekend.</p> <p>Public Health colleagues are looking into the possibility of opening up additional testing sites from 18th January, if the demand is high. Further information will follow as soon as we have an updated position.</p>
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"/>	<p>All employees to follow the LA 'step by step' guidance (03.07.20) to support the pupil whilst they are still in school awaiting collection from parents. 1 colleague phones through to the office for admin team to phone home. 1 colleague takes pupil to the isolation room where employee will don PPE, visors also available. Take temperature with electronic thermometer. Ensure regular messages given to parents about keeping contact numbers up to date.</p> <p>Once the child leaves, colleague to inform admin team to arrange for the isolation room to be cleaned by cleaning staff.</p>



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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.				<p>Colleagues responsibility to ensure they dispose of PPE, leave room in the correct condition & follow the correct hand hygiene procedure.</p> <p>W/C 14/9/20 All staff made aware that the Isolation Room must be cleaned after use by an onsite cleaner.</p> <p>W/C 12/10/20 2nd Isolation Room identified as Intervention Room 1</p> <p>W/C 4/1/21 Primary Isolation Room is now intervention Room 1. Secondary Isolation Room is now Intervention Room 4</p>
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"/>	<p>When collecting their child, parent will be instructed by the admin team to get their child tested. This will be followed up with an email from the 'communications@' email address.</p> <p>Parental responsibility to inform the admin team of arrangements for the test & to keep school informed so we can take next steps, e.g. sending letters/communicating to parents.</p> <p>W/C 11/9/20 SLT and Admin Team attended DHSC webinar on understanding how to use test kits in education settings</p> <p>W/C 21/9/20 Admin Team and SLT to reviewed how parents are communicated to. Now a clear system is in place</p> <p>Email all staff to remind them of the new reporting absence procedures, particularly to do with covid-19. (31/10/20)</p> <p>Autumn 1- Update from the LA:</p> <p>Staff, pupils and families should be reminded that they should not attend school, even if they are feeling better, until they receive their test results.</p> <p>WC 04/01/21: SR to provide weekly updates on facebook & class dojo for parents regarding steps to take if a child/member of their household has symptoms.</p> <p>WC 04/01/21: All staff are reminded to follow the agreed protocol if a pupil experiences symptoms.</p>
41	Staff/ pupils who test positive for COVID 19 should self-isolate for 10 days. Other members of their household (including siblings) should self -isolate for 10 days from when the symptomatic person first has symptoms.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>All of this information will be communicated during the registration & induction process. It will be included in the parents' booklet, the induction meeting, the FAQs, home/school agreement. Undertaken during staff registration, induction, staff returning to work booklet, staff handbook & code of conduct. Work packs to be provided for any children having to self-isolate.</p>

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42	<p>Provision of hand-washing / hand-hygiene facilities at entrances and throughout school/setting. (Regularly monitored & maintained).</p> <p style="color: red;">Jan 2021 Update from the LA</p> <p style="color: red;">Hand hygiene remains one of the key controls to limit the spread of the virus. Ensure regular hand washing/ sanitising continues to remain an integral part of the school day.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>All classrooms and toilets have sinks with warm water, soap, hand towels. Hand sanitizers are throughout school, internally & externally and clearly signed. Discussed and agreed during induction with all staff but particularly with cleaning and caretaking about replenishing dispensers and checking classrooms are well resourced.</p> <p>W/C 14/9/20 Paper towel dispensers have been put up next to all sinks</p> <p>W/C 2/11/20 Caretaker increased hand sanitizing stations in classrooms from 1 to 2</p> <p style="background-color: #e0ffff;">WC 04/01/21: During PSHE lessons, teachers are expected to remind pupils of the importance of hygiene measures & ensure pupils know & use the hand sanitizing stations.</p> <p style="background-color: #ffff00;">WC 11/01/21: Teachers are asked to provide DHT with a timetable of their day which outlines when regular hand washing/sanitising takes place and for younger pupils who/how/when is this supervised. Timetables need to be submitted by 18/01/21.</p>
43	<p>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).</p> <p>Small children and children with complex needs should continue to be helped to wash their hands properly.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>This will be incorporated into the timetable & PSHE curriculum, e-bug resources to be used. Boxes of tissues, anti-bacterial wipes, disposable cloths hand sanitizers in each classroom, kept by the sinks and all other working areas (each office & intervention rooms). Cleaning products kept in staffrooms & toilets for staff to use as & when required. Children taught to sneeze into their arm if unable to reach a tissue. Younger children taught how to handwash.</p> <p>W/C 14/9/20 Timetables allow for extra hand washing at regular intervals in the school day</p> <p style="background-color: #e0ffff;">WC 04/01/21: During PSHE lessons, teachers are expected to remind pupils of the importance of hand hygiene & respiratory measures needed. DHTs to check signage around school & continue to monitor caretaking schedules so that hygiene resources are replenished.</p> <p style="background-color: #ffff00;">WC 11/01/21: DHTs to send weekly a variety of reminders on CD & facebook with posters reminding the community of the importance of hand hygiene & respiratory hygiene and also to support remote learning of this.</p>



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<p>44</p>	<p>Different pupil groups do not need to be allocated their own toilet blocks or hand washing facilities. This could be considered but is not a requirement.</p> <p>Toilets and facilities will be cleaned regularly in line with the school's enhanced cleaning regime.</p> <p>Pupils will be encouraged to clean their hands thoroughly throughout the day</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>School has the capacity for classes to be allocated their own toilets. Toilets & facilities will be cleaned more regularly as part of the enhanced cleaning regime now already in place.</p> <p>Pupils supported with hand washing where possible.</p> <p>On entering the classroom, after using the toilet, before any breaks, after breaks, before lunch, after lunch, before home, after coughing or sneezing.</p> <p>W/C 7/9/20 Nursery and Reception have own toilet facilities. Y1+Y2 share a toilet block, Y3+4 share a toilet block, Y5+6 share a toilet block</p> <p>W/C 21/9/20 Email sent to staff to remind children which toilet facilities to use especially at lunch time for KS2 pupils</p> <p>W/C 2/11/20: Signage put up for toilet doors indicating which classes are permitted to use them.</p> <p>W/C 16/11/20 DHT reviewed usage of Y5+6 toilets with UKS2 staff to prevent overcrowding</p>
<p>45</p>	<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. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Pupils in Years 1-6 issued with their own pencil cases & relevant stationery. Staff to do the same. Staff induction – discuss this & not leaving pens/other stationery around on surfaces.</p> <p>Teachers, TAs & children to wipe down any resources after use and leave by their sink units for 48 or 72 hours before returning to any central source. Use the Nur & Rec large water trays for washing any plastic resources when necessary.</p> <p>Outdoor play equipment to be rotated between classes. Use 1 set of equipment for a week & then rotate. These are plentiful & can be stored before using again. Outdoor taps to be installed before September to help with cleaning equipment. UK Sports coach to be responsible for this after a class has finished.</p>

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				<p>Reading books: when brought in from home, keep them in a separate box for 5 days before putting them back into the central source. Text books: label per pair of children.</p> <p>Book bags: children to use school issued and only have reading book, record book, spelling book, homework books.</p> <p>W/C 14/9/20 Individual classes established routines for placing reading books from home into quarantine for 72 hours. W/C 28/9/20 System established for the Art teacher to bring resources into school for quarantine the week before a classes Art Day</p> <p>Autumn 1 Update from the LA:</p> <p>Consideration if re-introducing trim trail/ outdoor play equipment:</p> <ul style="list-style-type: none"> - Touch points should be cleaned thoroughly before and after use. - Introduction of a rota system for e.g. one bubble AM, another bubble PM to allow for cleaning in between. - Each bubble washes hands before and after use. <p>Action: By the end of Autumn 2: DHT to ensure the Book Den is fully functioning and a safe system is in place for using books in consultation with the teachers</p> <p>Outdoor equipment has been cleaned, quarantined & ready for rotation for Autumn 2. Adventure trail in playground B will be used by bubbles Y5, Y4, & Y2. Each bubble to use for 1 week & then rotate. Wk 1: Y5, Wk 2: Y4, Wk 3: Y2, Wk 4: Y5, Wk 5: Y4, Wk 6: Y2, Wk 7: Y5</p> <p>WC 04/01/21 DHTs & PE leaders to check that outdoor equipment has been cleaned, quarantined & ready for rotation for Spring 1.</p>
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46	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>To be addressed during induction. Children only need to bring a book bag, packed lunch & water bottle. Older children travelling to & from school on their own may bring their mobile phone which should be kept in their book bag. Children will be asked to wear a waterproof hooded coat for outdoor play.</p> <p>20/11/20 Weekly staff bulletin. SLT requested teachers to speak to pupils regarding not bringing equipment into school from home</p> <p>WC 04/01/21 During PSHE lessons, teachers are expected to remind pupils that this measure hasn't changed. There continues to be a limit on resources allowed into school.</p>
47	All staff and pupils are encouraged to cough / sneeze into tissues and dispose of these in appropriate waste disposal bins. (Catch it, Kill it, Bin it)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Incorporated into the curriculum, hygiene, e-bug resources to be used. Boxes of tissues, hand sanitizers in each classroom and all other working areas. Signage in all classrooms, offices, around school. Bins to be double bagged. Open bins to be removed & replaced with lidded bins. Posters & other signage up around the school to remind everyone of the 'catch it, bin it, kill it' message.</p> <p>W/C 9/11/20: More tissue boxes delivered from suppliers and distributed to all areas.</p> <p>WC 04/01/21: During PSHE lessons, teachers are expected to remind pupils of respiratory hygiene. DHTs to check with caretaking staff that classrooms & staff communal areas are well stocked with supplies.</p> <p>WC 11/01/21: DHTs to send weekly a variety of reminders on CD & facebook with posters reminding the community of the importance of hand hygiene & respiratory hygiene and also to support remote learning of this.</p>



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48	Additional lidded bins and increased emptying / replacement are provided / in-place.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Included in the enhanced cleaning schedule. All bins to have lids & be double bagged. Action: W/C 30/11/20 DHT to place an order for more lidded and pedal bins as the ones previously purchased are inadequate.
49	<p>All working areas within the building should be well-ventilated (Windows and Doors open) where safe and appropriate to do so.</p> <p>Jan 2021 Update</p> <p><u>Key Control</u></p> <p>Ensure all windows and doors are open where safe and appropriate to do so.</p> <p>As we are in winter, parents and staff should be advised to ensure dressed appropriately, jumpers, fleeces, layers etc.</p> <p>This can be achieved by a variety of measures including:</p> <ul style="list-style-type: none"> • 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) 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>All windows opened in classrooms and offices. Caretaker and cleaners to action this each morning and evening. Employees working in their own offices, to manage their own ventilation.</p> <p>W/C 28/9/20 Caretaker now ensures the school central heating system is switched on each morning at the start of his shift.</p> <p>Autumn 1 Update from the LA:</p> <p>Key area looked at by Health and Safety Executive (HSE) on their visits.</p> <p>Ensure all windows and doors are open where safe and appropriate to do so.</p> <p>As we move into colder weather, parents and staff should be advised to ensure dressed appropriately, jumpers, fleeces etc</p> <p>Autumn 2: Caretaker continue to ensure that agreed windows are open in classrooms/halls/toilets/staffrooms etc. DHT to monitor. Staff advised to wear warm clothing & keep windows open for ventilation.</p> <p>SR to put on regular reminders to parents for children to wear winter woollies and appropriate clothing for outdoor PE lessons.</p> <p>WC 04/01/21: Colleagues are reminded to keep their classrooms regularly ventilated, particularly when pupils leave the classroom for outdoor breaks. Teachers & TAs are responsible for this. DHT & caretaker to undertake spot checks.</p> <p>WC 11/01/21: DHT to meet & review with the caretaker the natural school ventilation which is in place. Internal doors to classrooms can be left open if teachers prefer. External doors are only to be open for drop off and collection purposes. Teachers and TAs are expected to open the windows wider before the morning break, at lunchtime & at the end of the</p>

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					school day. Teachers & TAs are to make a judgement to ensure that the rooms are well ventilated but not too cold to work in.
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 <p>Jan 2021 Update</p> <p>Key Control</p> <p>Ensure daily cleaning regime remains thoroughly robust.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Increased cleaning staff.</p> <p>Cleaning staff will deep clean all areas every evening.</p> <p>Cleaning staff will wipe down communal spaces each morning.</p> <p>Cleaning equipment available in all classrooms – disposable cloths, gloves, bin liners, antibacterial spray & wipes.</p> <p>Frequent wipe down of surfaces between sessions as staff deem appropriate.</p> <p>Enhanced cleaning regime to be agreed with caretaker and cleaning staff during induction. Increased cleaning hours throughout the day, clean toilets and high contact points.</p> <p>W/C 1/9/20 Cleaning schedules and areas to be cleaned devised for 4 cleaning staff before and after school. Additional cleaning schedule drawn up for a cleaner for 3 hours during the school day</p> <p>W/C 28/9/20 Daily tick list devised for cleaners to ensure all areas are covered for cleaning. DHT and caretaker to monitor on weekly walkaround on a Wednesday.</p> <p>W/C 11/01/21: DHT & caretaker to review & evaluate the cleaning schedule checking that it continues to be thoroughly robust. DHT to check that the cleaning team are satisfied with the schedule.</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>Microwaves, toasters removed from staffroom. Dishwasher will be out of use. Staff room limited to three personnel at a time. Staggered breaks & lunchtimes. Staff to bring in their own crockery, wash after use and take away, not to be left in the staffroom/MPR. Cleaning materials available to wipe down sink, tables, arms of chairs used.</p> <p>Door to be kept closed with signage on the door. Signage to advise staff of expectations. Additional cleaning after breaktimes & lunch of high contact points – door handles, fridge, sink. Staff encouraged to bring flasks & food in cooler bags. No hot drinks to be taken from the staffroom unless lidded. Staff informed of increased risk of infection by using communal area. Staff need to give themselves more time to wipe down areas they have used. This will be addressed during induction, staff code of conduct & staff handbook to reflect this. Staff encouraged to dine in the hall, MPR or staffroom & encouraged to go off the premises during their lunch break.</p> <p>W/C 2/9/20 Staffroom capacity increased to 4 personnel.</p>

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					<p>W/C 2/9/20 Communal electrical items, crockery and cutlery removed to 'out of use' cupboard</p> <p>W/C 7/9/20 Additional Staffroom established with the capacity for 12 adults for use after eating lunch and teacher PPA time.</p> <p>W/C 7/9/20 Placemats put on dining room tables to remind staff to socially distance whilst eating.</p> <p>W/C 14/9/20 Cleaning station set up in the hall so staff can wipe down their places after eating their lunch.</p> <p>WC 04/01/21 Staff are reminded to 'wipe in & wipe out' before they use any communal equipment (e.h. photocopier) & communal furniture.</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"/>	<p>All cloakroom areas out of use. Signage to be displayed advising staff and pupils of this. To be discussed and agreed during induction. Staff and pupils to place coats on the back of chairs. Staff asked to bring only essential items in a small bag. Leave somewhere safe and secure but in an out of reach place. Agree this with staff working in the same classroom.</p>
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>USE e-bug resources from Dept for Health. Staff to go through the routine with pupils each morning following prayers. Incorporated into the timetable and curriculum. Posters up at every sink throughout the school.</p> <p>Hand-Washing Guidance</p> <p>Hand-Washing Video</p> <p>W/C 21/9/20 Signage for handwashing in all classrooms, pupil toilets and staff toilets.</p> <p>WC 04/01/21: During PSHE lessons, teachers are expected to revisit this to remind pupils of how to achieve effective handwash. Supervision of younger pupils is expected to support & remind at the start of term.</p> <p>WC 11/01/21: DHTs to send weekly a variety of reminders on CD & facebook with posters reminding the community of the importance of hand hygiene & respiratory hygiene and also to support remote learning of this.</p>
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"/>	<p>Admin team to ask postal/delivery staff to leave post or any orders in a safe place so they can pick up after they have left the building. This can be in the foyer. Agree this during induction. Staff directed to</p>

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					handwash after picking up parcels, or wear gloves if they would prefer. Gloves and hand sanitizer provided.
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 of toilets by cleaner throughout the day. Cleaner to be provided with PPE – gloves, apron, mask. Only enters toilets, classrooms when they are empty. Visors are available if cleaning staff request. DHT to organise cleaning schedule to fit in with timetables. W/C 7/09/20 Additional cleaning schedule drawn up for a cleaner for 3 hours during the school day W/C 14/09/20 DHT weekly walk around (Wednesday morning at 7:00am) with caretaker with a checklist for all cleaning equipment. W/C 14/09/20 EHT and DHT walk around & compiled a list of actions WC 04/01/21: DHT to continue to monitor with weekly checks. Colleagues are asked to email any issues to the DHT so these can be addressed with the caretaker.
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"/>	Admin team/SLT to discuss this when arranging any essential visits.

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

Teachers and TA's will not be directed to clean, cleaning materials will be made available in all classrooms and staffroom for safety. It is at the individual's discretion whether to do so. They are asked to wipe down areas after they have used, e.g. communal chair or space.

Cleaning staff to be issued with and expected to wear PPE – apron, gloves, face mask and visor on request.

All staff issued with PPE in case of coming into contact with suspected case of Covid-19.

P.E. equipment – PE leader to schedule PE/Games equipment with UK Sports Coach for each class, each week (Y1-6). UK sports coach to wash it down each day. External taps to be used.



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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 number of tests) - 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 close contact between staff and children in different groups. - School should keep a record of all visitors to the school including contact details. Records to be kept for 21 days. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>All staff but particularly the admin team to receive training on the necessary processes & records to be kept. DHT will direct Admin Co-ordinator to contact Public Health & then to work with them on next steps.</p> <p>DHT responsible for timetables, PPA and supply cover (weekly diary dates overview will be our record). Staff changes kept to an absolute minimum so that staff follow the set timetables.</p> <p>School signing in system to include visitors to provide contact details, this will need to include regular delivery drivers (including to the kitchen, postal, other regular visitors to site who drop off but don't usually sign in or enter the site).</p> <p>W/C 7/9/20 PPA timetable established and disseminated to all teachers and HLTA's</p> <p>W/C 7/9/20 New system in place to disseminate diary dates to all staff in order to avoid gathering together.</p> <p>W/C 21/9/20 Admin team devised a system for visitors to make declaration of comprehending the Risk Assessment prior to coming onto site. Contact information is now collated for the purpose of tracking and tracing.</p> <p>W/C 2/11/20 Inventory sign in for staff and visitors system updated and replaced.</p> <p>WC 04/01/21: Covid response team to follow the revised protocol issued by SU (dated 15/12/20)</p>
58	<p>If an outbreak is confirmed health protection teams may recommend that a larger number of other pupils self-isolate at home as a precautionary measure.</p> <p>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"/>	<p>This will be addressed with staff and parents during induction re: this eventuality & the steps that will be taken.</p> <p>School has plans in place to enable children to return to remote learning. Packs of learning resources will be distributed to a class in this event. Staff are prepared to revert back to online learning, activity packs and welfare calls.</p> <p>11.9.20 on understanding how to use test kits in education settings</p>



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					<p>W/C 7/9/20 Home learning work packs prepared by staff for all pupils. W/C 14/9/20 The Covid Response Team established procedures put into place for a contingency for remote learning W/C 5/10/20 Remote learning policy sent out to all staff W/C 5/10/20 Questionnaire sent to all parents to ascertain any barriers that school will need to overcome to ensure remote learning can take place WC 04/01/21: Teachers to follow the school's remote learning policy, TAs to undertake welfare calls, DHTs to co-ordinate food parcels/lunches, educational resources, IT equipment, DSL & SENDCo responsible for vulnerable pupils & their families.</p>
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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"/>	Caretaker lives on site.
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"/>	Caretaker x1 Cleaning schedule will be increased to 11 hours a day, 1 cleaner will be on site for 3 hours during the school day to clean learning areas, toilets for staff & children, staff room & other identified hotspots referred to earlier & to replenish resources.
61	Sufficient numbers of trained staff are in place to provide First Aid and First Aiders are aware of updated HSE guidance.(See link). https://www.hse.gov.uk/coronavirus/first-aid-and-medicals/first-aid-certificate-coronavirus.htm	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Staff who are first aid trained asked to read this guidance This will be addressed during staff induction & then tested by DHT. PPE sourced for staff to use whilst administering First Aid – gloves, masks and aprons. Sufficient number of staff are paediatric first aiders but are due their training in September 2020. This needs to be arranged (SR to arrange) One colleague is 'first aid at work' trained but we aim to increase this to 3. Action: All TA's to receive 1 st Aid training booked in for W/C 28/9/20 WC 04/01/21:Paediatric First Aid training was cancelled. Current staff who have previous qualifications are asked to refresh themselves with any on-line training/ refresher



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					information. First Aiders at Work (AC) to ensure all first aid resources are replenished and in stock.
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"/>	DHT & Caretaker are qualified fire marshalls. EVAC procedures need to be reviewed & then practised during the first week back & then regularly (each half term). W/C 2/9/20 Updated Fire Emergency Clearance devised and disseminated to all staff. Updated procedures have been displayed around the school in every room. W/C 7/9/20 A planned Fire Emergency Clearance was held and feedback emailed to all staff. An unplanned Fire Emergency Clearance was held during Autumn 1 (15/10/20) + Autumn 2. (25/11/20) both took under 4 minutes for full evacuation. WC 04/01/21: DHTs to arrange an EVAC drill.
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"> • 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"/>	Followed DfE guidance. The site has continued to be open throughout lockdown and the usual compliance has taken place. This will continue to be booked in with the admin team but done as much as possible out of school hours. DHT, Admin team and caretaker to be aware and action this. PPM in place and managed by Casserlys.
64	Defect Reporting arrangements are in place.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SENDCo has been undertaking annual reviews with pupils and parents this term and discussing returning to school/transition to high school, discussed new teachers, watched videos of new teachers. SENDCo will make contact with parents again as part of induction and will go through all necessary paper work & provide additional support W/C 7/9/20 SENDCo has held meetings with all teachers & made calls to parents to discuss transition of SEND pupils. WC 04/01/21: SENDCo to ensure all pupil risk assessments are upto date and are in place for any new SEND pupils starting, that all staff & pupils concerned know the necessary steps to follow.
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"/>	'Bubbles' will be our classes but then when playing outside or dining, no more than 2year groups. Playground will be zoned off so each year group has their own space. Children in Nur & Rec will be in smaller group sizes as much as possible. (additional risk assessments done for Nur & Rec) W/C 1/9/20 Timetable devised for use of main playground for lunchtime divided in half with barriers for years 2-6. Year 1 to use the Reception playground on a staggered timetable. Action WC 12/10/20: Employed an additional sports coach to support existing staff at lunchtimes

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					WC 04/01/21: Nursery and Reception classes swapped classrooms after half term to help with space & social distancing.
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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



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School Leadership Oversight.

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

Approved by (Head Teacher/ Chair of Governors)	Anne Clinton EHT 12.01.21 Peter Aulton, Chair of Governors	Date of Approval	20/01/2021
Date Provided to Unions	15/01/2021	Shared with colleagues	15/01/21

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