

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

School/ Setting	St. Edmund's RC Primary School	Date of Assessment	26/08/2020
Assessment Completed By	Anne Clinton, EHT		

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 self-isolate immediately and 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 & continue to keep SLT informed, following normal school policy. Employee to discuss with SLT their capacity to work from home if possible. Availability of laptop, resources etc.
02	Any employee who has tested positive for COVID 19 should not attend school/ setting for 7 days from the onset of symptoms. If the test is positive but the employee has not had symptoms, they should self-isolate for 7 days from the date of the test.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	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"/>	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



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

					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.
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"/>	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.
05	We regularly contact / keep in touch with colleagues who are self- isolating/ working from home and monitor / support both their Physical and Mental Health & Wellbeing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Daily update e-mail Weekly welfare phone calls/Zoom meetings with DHTs
06	We provide suitable information and equipment to work at home safely and effectively including those staff who require additional aids and adaptations.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Laptops provided for all staff who usually use them to do their work. Other equipment includes laminators & guillotines.

Our Pupils

Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
07	If a pupil has anyone within their household that has coronavirus (COVID-19) symptoms , should not attend school/ setting. They should self-isolate immediately and arrange to have a test .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	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.
08	Any pupil who has tested positive for COVID 19 should not attend school/ setting for 7 days from the onset of symptoms. If the test is positive but the pupil has not had symptoms, they should self-isolate for 7 days from the date of the test.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	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.
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.



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

10	Remote/distance learning contingency arrangements for all pupils should be maintained in case of school/ year group closure during any local COVID 19 outbreak.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	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.
11	Pupil groups should be arranged to enable the school to deliver the full range of curriculum subjects and students to receive specialist teaching. At primary school, and in the younger years at secondary (key stage 3), schools may be able to implement smaller groups the size of a full class. If that can be achieved, it is recommended. In secondary schools, and key stage 5, the groups are likely to need to be the size of a year group. Children are kept in their groups for the majority of the classroom time, but mixing into wider groups is allowed for specialist teaching, wraparound care and transport.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	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. Mixing into smaller working groups for teaching of early reading. Breakfast club – we plan for children to go to their own classes & be supervised by TAs, breakfast brought to them in class. No after school provision planned at this time.
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 expectations & what the potential consequences will be. Referred to in the home/school agreement which parents sign.

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"/>	Nursery – 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 N for their entrance, Y5 & 6 the next door, Y3&4 at the next door, walk around the corner to Y2, then Y1, then R. All parents/carers to continue in the same direction & leave the site by a different exit.



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

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/DHT 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: Nur, Years 5&6, Years 3&4, Year 2, Year 1, Rec, 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 Upper Monsall St & Monsall Road. 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. DHT/Caretaker to man the gate. Open the gate again at 3.10 p.m. for families with surnames K-Z. Key Stage 2 children will be lined up in the playground. Come in through the gate & collect from the designated external doors (Nur), walk along the one way system, KS2 children joins the parent from their class line, continue to follow the one way system around the external part of the school. Then collect Year 2, Year 1, Reception's 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 Upper Monsall St & Monsall Road. Again, Caretaker, DHT & support staff will be outside to direct traffic away from this area.</p>
16	Restrictions on access to school/setting by third parties (parents, members of the public, visitors etc).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	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

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

	Appointments for school visits, reduced numbers in school reception area (one in/ one out) etc.				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.
17	Stagger drop off and finish times, lunch and break times for each cohort/group where possible. If not possible for each year group, consider; for Primary EYFS & KS1/ KS2, for Secondary KS3/ KS4/ 6 th Form. This could include condensing / staggering free periods or break time but retaining the same amount of teaching time, or keeping the length of the day the same but starting and finishing later to avoid rush hour.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<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. <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. <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.
Travel to and from School (including Public Transport and School Buses)					
18	All staff/ pupils should be advised to walk/ cycle to school and avoid wider public transport where possible. (School buses are not classed as wider public transport- see below).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	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. 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.
19	Pupils on dedicated school buses should wherever possible: <ul style="list-style-type: none"> - Sit together in their year groups, - Ensure hands are sanitised on boarding/ disembarking - Use face coverings where appropriate, for children over the age of 11. E.g. if likely to be in close contact with people outside of their group. 	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	N/A
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"/>	N/A



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

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
22	Parent survey to be completed to confirm mode of transport used by pupils, route to school and any potential alternatives. Where there is heavy use of 'wider public transport' on specific routes, consideration should be given, in conjunction with TfGM and the Local Authority to the commissioning of school buses. E.g. a large proportion of pupils attend a school in North Manchester but live in East Manchester and currently use public transport.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	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.
23	Families and pupils that have no alternative to use wider public transport are referred to the safer travel guidance for passengers	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	This information to be included in the induction pack & then discussed during induction where relevant.
24	There should be a process in place for removing face coverings when pupils and staff who use them arrive at school: Pupils/staff instructed not to touch the front of their face covering during use or when removing them, wash hands immediately on arrival, dispose of temporary face coverings in a covered bin or, place reusable face coverings in a plastic bag they can take home with them, and then wash their hands again before going to their classroom.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	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.
Physical / Social Distancing in the Building					
Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
25	Classrooms are organised maintaining space between pupils/ children/ adults where possible: small adaptations are made to the classroom to support distancing. Including	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	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.



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

	seating pupils side by side and facing forwards, rather than face to face or side on, In secondary schools, teachers should stay at the front and maintain 2m distance.				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.
26	Reduced movement around school- - Timetabling ensures that groups are kept apart and movement around the school is kept to a minimum. Consideration has been given to the avoidance of creating busy corridors, entrances and exits. Staggered start and finish times, break and lunch times have been considered, together with ensuring appropriate time for cleaning surfaces and equipment.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	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. 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.
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"/>	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.
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"/>	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.
29	Due to the increased risk of infection in music lessons (singing, playing wind or brass instruments), these lessons should be outside wherever possible, in groups of no more than 15, instruments should not be shared and pupils should stand back to back or side by side.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	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.



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

30	Pupils should be kept in consistent groups for PE. Outdoor sports should be prioritised and large indoor spaces should be used where it is not.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	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.
31	Stagger the use and limit the occupancy of staff room and offices by employees and ensure staff maintain social distancing of 2m. If not possible 1m plus additional controls.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	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. 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?' 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.
32	Kitchen staff maintain social distancing of 2m in the kitchen. If not possible 1m plus additional controls. Kitchens must comply with the guidance for food businesses on coronavirus (COVID-19) .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Kitchen team directed by Manchester Fayre. Clearly defined signage for our staff at the hall partition not to go into this area.
33	Use of Small Meeting Rooms and Confined Areas (including Photocopier / Printer/ Storage areas) by more than one person prohibited.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	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 view. Staff informed of school expectations around social distancing measures – update staff handbook & staff code of conduct to reflect these expectations.
34	Non Essential repair / contracted works in buildings to be carried outside school hours.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	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)



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

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 checked="" 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. (Refer to health colleagues if this is applicable).	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	N/A

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

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 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.

Infection Control, Cleaning and Hygiene Arrangements					
Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information

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

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. 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.
38	Staff who experience symptoms as above whilst at work should go home as soon as possible and should arrange to have a test .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	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.
39	Pupils who experience COVID-19 symptoms should be collected from school/ setting as soon as possible. They should be kept 2m apart from all other pupils and staff whilst on site, where possible. If pupil needs direct personal care until they can return home, staff should wear gloves, an apron and a face mask. Eye protection should also be worn if deemed risk from coughing/spitting/ vomiting. Anyone who come into close contact with someone with COVID symptoms must wash their hands. They do not need to isolate or get a test unless they develop symptoms themselves.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	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. Once the child leaves, colleague to inform admin team to arrange for the isolation room to be cleaned by cleaning staff. Colleagues responsibility to ensure they dispose of PPE, leave room in the correct condition & follow the correct hand hygiene procedure.
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"/>	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. 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.
41	Staff/ pupils who test positive for COVID 19 should self-isolate for 7 days. Other members of their household	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	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



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

	(including siblings) should self -isolate for 14 days from when the symptomatic person first has symptoms.				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.
42	Provision of hand-washing / hand-hygiene facilities at entrances and throughout school/setting. (Regularly monitored & maintained).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	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.
43	All staff and pupils are encouraged to regularly wash their hands with soap and water, especially upon arrival at school/setting, prior to eating, following break/lunch time and any other time deemed necessary (after coughs/sneezes). Small children and children with complex needs should continue to be helped to wash their hands properly.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	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.
44	Different pupil groups do not need to be allocated their own toilet blocks or hand washing facilities. Toilets and facilities will be cleaned regularly in line with the school's enhanced cleaning regime. Pupils will be encouraged to clean their hands thoroughly throughout the day	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	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. Pupils supported with hand washing where possible. On entering the classroom, after using the toilet, before any breaks, after breaks, before lunch, after lunch, before home, after coughing or sneezing.
45	Educational Resources; <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. 	<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</p>



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

	<ul style="list-style-type: none"> - Outdoor play equipment should be frequently cleaned following use by each group. - Pupils and teachers can take books and shared resources home, although unnecessary sharing should be avoided and rules on hand cleaning and cleaning of the resources should apply. 				<p>before September to help with cleaning equipment. UK Sports coach to be responsible for this after a class has finished.</p> <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>
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).				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.
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"/>	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.
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.
49	All working areas within the building should be well-ventilated (Windows and Doors open) where safe and appropriate to do so.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All 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.

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

50	<p>Increased frequency of cleaning of communal areas and locations / high contact points (using detergent and hot water followed by a chlorine based disinfectant solution) including:</p> <ul style="list-style-type: none"> • Toilets • Door Handles/ Access Buttons • Kitchen areas and associated equipment • Water dispensers/ coolers • Printers/ Photocopiers • White Boards • Play Equipment • Shared resources 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Increased cleaning staff. Cleaning staff will deep clean all areas every evening. Cleaning staff will wipe down communal spaces each morning. Cleaning equipment available in all classrooms – disposable cloths, gloves, bin liners, antibacterial spray & wipes. Frequent wipe down of surfaces between sessions as staff deem appropriate. 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>
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. 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. 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>
52	<p>Staff should consider the storage of their personal items to ensure they are Covid secure.</p>	<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	<p>Staff and pupils are provided with instructions on how to achieve effective hand-washing; for example in the form of posters, written guidance and videos clips etc.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Hand-Washing Guidance Hand-Washing Video USE e-bug resources from Dept for Health. Staff to go through the routine with pupils each morning following prayers. Incorporated into</p>



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

					the timetable and curriculum. Posters up at every sink throughout the school.
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"/>	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 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.
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.

Response to an Infection



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

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>
58	<p>If an outbreak is confirmed (2 or more cases within a 14 day period) health protection teams may recommend that a larger number of other pupils self-isolate at home as a precautionary measure.</p> <p>Remote/distance learning contingency arrangements for all pupils should be maintained in case of school/ 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>
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	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Caretaker x1</p> <p>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,</p>



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

	inspections of consumables needed to maintain hygiene (including their replenishment).				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).	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	https://www.hse.gov.uk/coronavirus/first-aid-and-medicals/first-aid-certificate-coronavirus.htm . 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.
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).
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"/>	



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

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

--

Additional Measures/ Considerations for Special Schools					
Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
65	Pupil risk assessment completed/ updated to determine additional support for children with EHC plans to support a successful return. Parents contacted to involve them in planning for children's return in September- e.g. social stories/ visits.	<input checked="" type="checkbox"/>	<input checked="" 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.
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)
67	Pupils, although no longer shielding, but remain under the care of a specialist health professional, school should discuss school return with their health professional. Where a pupil is unable to attend their setting because they are complying with clinical or public health advice distance/ remote education is provided.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	SENDCo to go through all children with medical needs but N/A as of 13/07/20.

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

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

Health.and.safety@manchester.gov.uk

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

Completed by Head Teacher & Approved by Chair of Governors	Anne Clinton EHT Pete Aulton Chair of Governors	Date of Approval	15/07/2020
Date shared with all staff included the H&S representative	16/07/2020	Date when school will be open and operating for ALL pupils.	07/09/2020

Plan to reopen

01/09/20 – staff induction, pupil registration

02/09/20 – continued staff induction, pupil & parent induction, telephone interviews undertaken by staff



MANCHESTER
CITY COUNCIL

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

03/09/20 – half of the families return to site for induction (surnames A-J)

04/09/20 – half of the families return to site for induction (surnames K-Z)

07/09/20 – full return to site & breakfast provision for working parents recommences.