



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

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| School/ Setting | Stanley Grove Primary Academy | Date of Assessment | 09/07/2020 |
| Assessment Completed By | Amy Footman (Head of School) | | |

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"/> | Staff understand that if they have symptoms of COVID-19 or have tested positive they must contact a member of the SLT and remain at home for the relevant period in line with current government guidance. This is written into the COVID-19 Staff Handbook. We will follow BFET guidance, informed by PHE and MCC guidance. |
| 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"/> | Staff understand that if they have symptoms of COVID-19 or have tested positive they must contact a member of the SLT and remain at home for the relevant period in line with current government guidance. This is written into the COVID-19 Staff Handbook. We will follow BFET guidance, informed by PHE and MCC guidance. |
| 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"/> | Staff understand that if they develop symptoms of COVID-19 on site they must contact a member of the SLT via phone and leave the site, sharing information on who they have had contact with and what areas they have been using. They will be supported to arrange a test as soon as possible. This is written into the COVID-19 Staff |



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| | | | | | Handbook. We will follow BFET guidance, informed by PHE and MCC guidance. |
| 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"/> | Existing RAs for high risk staff will be updated to reflect the protective measures in place for the full opening. |
| 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"/> | SLT and Phase leaders will keep in touch with staff via phone, messaging and email. Staff also have access to Health Assured services (providing advice and counselling). |
| 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"/> | For the few administration and leadership roles where partial home working is appropriate, staff are issued laptops. |

Our Pupils

| Ref | Control Measure | Yes | No | N/A | Actions Taken Details / Further Information |
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| 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"/> | Regular communication with parents, outlining and reminding of this guidance, will be sent via social media and shared at every appropriate face to face contact. |
| 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"/> | Regular communication with parents, outlining and reminding of this guidance, will be sent via social media and shared at every appropriate face to face contact. |
| 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"/> | When a pupil is sent home, parents will be given an information letter and verbally told the guidance and how to access a test. Where necessary, this will be followed up with a phone call in their home language. Jenny Hollingworth, attendance officer, will follow up with phone calls to check on the progress of tests if a family has not been in touch with school for three days. |



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| 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"/> | Teachers will be using our online platform, Class Dojo, to post homework weekly and share examples of good learning with the class to maintain pupil and parent engagement with the platform. The curriculum team will support year groups to select content for remote learning in the event of a year group closer. |
| 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, but mixing into wider groups is allowed for specialist teaching, wraparound care and transport.</p> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <p>The majority of pupils will remain in their class groups (up to 32 pupils) for all lessons. Nursery will be a year group of 60 and Reception will be a year group bubble of 90 due to the physical design of the EYFS spaces.</p> <p>Some pupils will access regular interventions (SEND, New Arrivals, Phonics, Maths, English, Nurture). These groups will remain constant and be in addition to class groups. Where possible, social distancing will be maintained in intervention groups, with areas given a maximum pupil number limit. Where possible intervention groups will be formed from class groups (bubble within a bubble- phonics, Maths, English) however, this will not always be the case (SEND, New arrivals).</p> <p>Alternative provision 1 will form a static group as social distancing will not be possible. Alternative provision 2 will be an additional group and treated in the same way as a class group.</p> <p>A full year group will access the dining hall together but with social distancing between groups. They playgrounds will be access by a full year group at once but with cones demarcating class areas to reduce movement between groups.</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"/> | The amendments from the wider opening remain in place and will be clearly communicated to staff on INSET days and pupils during the first week of term. |

Our School

| Capacity, Access and Egress | | | | | |
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| 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"/> | Additional external gates and internal doors will be used to reduce crowding. N- main gate and classroom doors R- main gate and classroom doors Y1&2- MUGA gate and West door Y3- MUGA gate and Central stairs Y4- Side playground gates and Central stairs Y5&6- Side playground gates and East stairs |
| 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 type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Gates will be manned to discourage parents from enter the site with queries at the start of the day. <ul style="list-style-type: none"> Main Gate Parry Rd- Colin Catherall Stanley Grove (MUGA) - Tracey Ward Rushford Rd- Hew Ting Yuen Side Gate Parry Rd – Amy Footman West door and passage- Alison Bolton Side playground/ Parry Rd- Jane Coogan Service area (PM)- Chris Brown/ Nathan Gorman At home time, a one way system will be in operation on site. Parents/carer numbers on site will be limited and a 2m distance from staff and pupils maintained. |
| 16 | Restrictions on access to school/setting by third parties (parents, members of the public, visitors etc). Appointments for school visits, reduced numbers in school reception area (one in/ one out) etc. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Gates will be manned to discourage parents from enter the site with queries at the start of the day. <ul style="list-style-type: none"> Main Gate Parry Rd- Colin Catherall Stanley Grove (MUGA) - Tracey Ward Rushford Rd- Hew Ting Yuen Side Gate Parry Rd – Amy Footman West door and passage- Alison Bolton Side playground/ Parry Rd- Jane Coogan Service area (PM)- Chris Brown/ Nathan Gorman |

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| | | | | | At home time, a one way system will be in operation on site. Parents/carer numbers on site will be limited and a 2m distance from staff and pupils maintained. The main office will be accessible via phone during the day. When parents do require face-to-face support at the office, this will be a maximum 1 person in the vestibule area. |
| 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"/> | A start of day window between 8.45-9.00 and staggered EYFS 15.20, KS1 15.25 and KS2 15.30 end times are in place. Any further staggering is not operationally viable and was trialed during the partial opening period. A 5-minute window has been created between breaks to reduce traffic around site. Lunchtimes have been divided into 30 minutes dining and 30 minutes outdoor play to prevent the mixing of class groups. Each playground will be used by a single year group at any one time. |
| 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 will be communicated via staff email and social media. The majority of families will be able to walk to school with only a very small percentage using public transport. These families will be contact by the pastoral team and guidance shared. |
| 19 | Pupils on dedicated school buses should wherever possible: - Sit together in their year groups, - Ensure hands are sanitised on boarding/ disembarking - Use face coverings where appropriate, for children over the age of 11. E.g. if likely to be in close contact with people outside of their group. | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | |
| 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 type="checkbox"/> | <input checked="" type="checkbox"/> | |
| 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 | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | |

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| | cleaning regimes are in place and a COVID secure risk assessment has been completed. | | | | |
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| 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"/> | This information is already held by school and those families affected will be individually contacted. |
| 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"/> | See above |
| 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"/> | Signage at the main office reminds staff of the procedures and nappy sacks are available at the nearest lidded bin. Details of this will be in the Covid 19 Staff Handbook. Pupil masks will be removed and taken by parents before entering the site. This has not been an issue during our partial opening. |
| Physical / Social Distancing in the Building | | | | | |
| Ref | Control Measure | Yes | No | N/A | Actions Taken Details / Further Information |
| 25 | Classrooms are organised maintaining space between pupils/ children/ adults where possible: small adaptations are made to the classroom to support distancing. Including seating pupils side by side and facing forwards, rather than face to face or side on, In secondary schools, teachers should stay at the front and maintain 2m distance. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | KS1 & KS2 classrooms and intervention spaces have been configured to allow the maximum space between pupils. Where possible, desks face forward. Some pupils may sit side on where there is no other option available. No pupils will sit face-to-face. Non-essential furniture has been removed to create more space for circulation. There have been no changes to the EYFS environments |



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| | | | | | where the main protective measures will be enhanced cleaning and hand hygiene. |
| 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 avoidance of creating busy corridors, entrances and exits. Staggered start and finish times, break and lunch times have been considered, together with ensuring appropriate time for cleaning surfaces and equipment. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <p>A start of day window between 8.45-9.00 and staggered EYFS 15.20, KS1 15.25 and KS2 15.30 end times are in place.</p> <p>Year groups have designated routes to and from the classroom.</p> <p>A 5-minute window has been created between breaks to reduce traffic around site. Lunchtimes have been divided into 30 minutes dining and 30 minutes outdoor play to prevent the mixing of class groups. Each playground will be used by a single year group at any one time.</p> |
| 27 | <p>Older pupils are regularly reminded of the need to socially distance. E.g. Posters are located throughout school.</p> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <p>Posters are displayed in classes, shared spaces and corridors. Staff will verbally remind pupils regularly throughout the day, particularly at transition times. There will be no Daily Mile.</p> |
| 28 | <p>Communal gatherings of more than one year group should be avoided. E.g. Collective worship, if applicable, should be contained to one bubble/ year group. Dining Hall should be kept to one year group/ class where possible. If not possible for each year group, consider; for Primary EYFS & KS1/ KS2 , for Secondary KS3/ KS4/ 6th Form. Determine if pupils will be having a school meal, if pupils bring a 'packed lunch' this should be eaten in their class room/ zone reducing numbers in the dining hall.</p> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <p>Most assemblies will be held via Teams, with pupils remaining in classrooms. Where groups are brought together, this will be no more than one year group at a time and 2m distance between class groups will be maintained.</p> <p>The dining hall will be used at greatly reduced capacity, with only one year group using the main and small hall at one time. Splitting packed lunches and dinner is not operationally possible due to staffing constraints.</p> |
| 29 | <p>Due to the increased risk of infection in music lessons (singing, playing wind or brass instruments), these lessons should be outside wherever possible, in groups of no more than 15, instruments should not be shared and pupils should stand back to back or side by side.</p> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <p>There will be no wind instrument use or singing. Music will comprise of developing a knowledge and appreciation of different genres of music.</p> |
| 30 | <p>Pupils should be kept in consistent groups for PE. Outdoor sports should be prioritised and large indoor spaces should be used where it is not.</p> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <p>Pupils will have PE in class groups outside wherever possible. Sports club will comprise of pupils from the same class group unless social distancing can be maintained.</p> |
| 31 | <p>Stagger the use and limit the occupancy of staff room and offices by employees and ensure staff maintain social</p> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <p>Maximum room occupancy will be displayed on the door. 1m distancing plus additional cleaning of touch points will be the</p> |



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| | distancing of 2m. If not possible 1m plus additional controls. | | | | protective controls. There will be no face-to-face seating in meeting rooms, offices and staffrooms. |
| 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"/> | Taylor Shaw will staff the kitchen appropriately and remain behind the counter when serving children. They will also be spaced apart where possible and work in different areas of the kitchen. (See Taylor Shaw Risk Assessment) |
| 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"/> | Maximum room occupancy will be displayed on the door. 1m distancing plus additional cleaning of touch points will be the protective controls. |
| 34 | Non Essential repair / contracted works in buildings to be carried outside school hours. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | This control has been in place throughout the partial opening and will continue. |
| 35 | Reduction in lift use with priority given to employees or children with disabilities, relevant existing health conditions or those who are pregnant. Staff encouraged to use stairs. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | This control has been in place throughout the partial opening and will continue. The lift will also be used by a single Lunchtime Organiser to transport lunches to classes. |
| 36 | Staff that assist pupils with AGP (aerosol generating procedures) have appropriate AGP PPE. Any procedures are done in a separate, ventilated room where possible. (Refer to health colleagues if this is applicable). | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | |

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

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| <p>PPA timetabling changes: Specialist teachers will teach two classes per day (previously four). They will maintain strict social distancing, relying on class based staff, where available, to support the delivery of lessons (particularly in EYFS).</p> <p>After school late pupils: using lower hall to provide space to socially distance.</p> <p>SEN Keyworkers: will work across either one year group (two classes) or, in one case across a phase. Alternative Provision 1 will have a fixed team of staff and create a permanent pupil group (10 children).</p> <p>Parents will be encouraged to leave the site as soon as they have collected their child. All contact at drop off/collection will be made from a 2m distance. If sensitive messages need to be shared a phone call will be used in preference to a face-to-face meeting. Parents should only be invited onto the site by</p> |
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prior arrangement. Social distancing must be maintained, they should be encouraged not to touch surfaces or resources. They must use hand sanitisers on entering and exiting.

| Infection Control, Cleaning and Hygiene Arrangements | | | | | |
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| Ref | Control Measure | Yes | No | N/A | Actions Taken Details / Further Information |
| 37 | Staff and/or pupils who are experiencing 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"/> | Both staff and pupils have been instructed that if they experience symptoms or have tested positive they must remain at home. If any staff member or pupil exhibit symptoms whilst at school they will be sent home immediately or quarantined until collected. Staff and pupils will be supported to access testing. This is written into the COVID-19 Staff Handbook and regularly communicated with parents via social media. We will follow BFET guidance, informed by PHE and MCC guidance. |
| 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"/> | See point 37 |
| 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"/> | Pupils will be quarantined outside the front of school or in the parent meeting room until they can be collected. If the child is unable to be left due to their age or learning needs, staff supervising the child indoors will wear PPE. These will consist of gloves, apron and face mask. All staff who have been in contact with a symptomatic pupil will wash their hands. The quarantine area and pupil's desk will be cleaned following the relevant guidance. We will follow BFET, PHE and MCC guidance. |
| 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 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | When a pupil is sent home, parents will be given an information letter and verbally told the guidance and how to access a test. Where necessary, this will be followed up with a phone call in their home |

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| | uncertain they will get a test for their child or may struggle to get a test. | | | | language. Jenny Hollingworth, attendance officer, will follow up with phone calls to check on the progress of tests if a family has not been in touch with school for three days. |
| 41 | Staff/ pupils who test positive for COVID 19 should self-isolate for 7 days. Other members of their household (including siblings) should self -isolate for 14 days from when the symptomatic person first has symptoms. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | This information will be shared with parents via letter and, if necessary, a phone call to reinforce. See above. |
| 42 | Provision of hand-washing / hand-hygiene facilities at entrances and throughout school/setting. (Regularly monitored & maintained). | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Hand sanitisers are available near all doors that require opening and at all entry and exit points. Children and staff will be asked to wash their hands-on arrival. Visitors will have to use sanitiser at the school entrance and be instructed to wash their hands. The Facilities team will check these regularly. Staff will report issues to the main office, who will arrange immediate replenishment. |
| 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"/> | All classrooms have sinks, which will be used for regular pupil hand washing. There will be an expectation that everybody washes their hands at all appropriate times and this will be communicated to staff and children. |
| 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"/> | An additional cleaner will be on site 10am-2pm to provide an enhanced cleaning regime. |
| 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. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | KS1 & 2 All pupils will have their own set of stationery on their desks. Where equipment is shared between pupils in the same class it will be cleaned once a week or left for 48/72 hours before future use. Eg: Text books used daily will be wiped down once every two weeks, Felt pens used for one lesson can be left unclean if it will be 72 hours before their next use. Outdoor play equipment that is used daily needs cleaning once a half term. Equipment will be cleaned meticulously before use by another group, or left for 48/72 hours. Staff will develop |

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| | <ul style="list-style-type: none"> - Resources that are shared between groups, such as sports, art, and science equipment should be cleaned frequently and meticulously and always left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles. - Outdoor play equipment should be frequently cleaned following use by each group. - Pupils and teachers can take books and shared resources home, although unnecessary sharing should be avoided and rules on hand cleaning and cleaning of the resources should apply. | | | | <p>their own local systems for cleaning (dirty trays, time of day cleaned, storage of dirty items).</p> <p>EYFS All equipment will be shared within the year group bubbles. Staff will follow a schedule for cleaning equipment in all areas once every two weeks. Hard to clean items will be removed from provision or used and then removed from the setting for 48/72 hours.</p> <p>Fixed Outdoor Equipment The facilities team will clean contact points on fixed play equipment and table tops once every half term</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). | | | | This control has been in place throughout the partial opening and will continue. It will be communicated to parents as part of transitioning back to school. |
| 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"/> | All classrooms will be equipped with tissues and lidded bins so that staff and pupils can use these for any instances of sneezing. Bins will be emptied on a daily basis. Staff will report issues to the main office, who will arrange immediate emptying. |
| 48 | Additional lidded bins and increased emptying / replacement are provided / in-place. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Additional lidded bins have been situated throughout the school site. |
| 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"/> | Staff are instructed to open windows and internal doors. Where there are no opening windows, internal ventilation systems must be switched on. External door must remain shut between 15.10-16.00 as external gates are open. |



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| 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>An additional cleaner will be on site 10am-2pm to provide an enhanced cleaning regime. This includes toilets, door handles/push plates, access buttons, staff kitchen areas, desks.</p> <p>Staff are equipped with spray and blue roll to carryout enhanced cleaning of classroom equipment.</p> <p>Antibacterial wipes/ spray and tissues will be placed next to shared equipment so that it can be wiped by staff before and after use. Signs on/next to the equipment will prompt staff to clean.</p> <p>The facilities team will clean contact points on fixed play equipment and table tops once every half term.</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>Antibacterial wipes/ spray and tissues will be placed next to shared equipment so that it can be wiped by staff before and after use. Signs on/next to the equipment will prompt staff to clean.</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>Personal items will be stored in cupboards. Where this is not possible, items will be stored away from pupils and communal areas such as coat rack, will not be used.</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 checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <p><u>Hand-Washing Guidance</u></p> <p><u>Hand-Washing Video</u></p> <p>Posters are displayed in all toilets and above classroom sinks.</p> |
| 54 | <p>Office staff who receive deliveries, post etc. are encouraged to wash their hands more frequently and are provided with sanitiser.</p> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <p>Office staff will have access to sanitiser and will also be provided with gloves so that they can cover their hands should they wish. They will be encouraged to wash their hands after accepting post/deliveries</p> |
| 55 | <p>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.</p> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <p>An additional cleaner will be on site 10am-2pm to provide an enhanced cleaning regime. This includes toilets. Staff are instructed to report an issues to a member of the facilities team immediately.</p> |



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

| | | | | | |
|-----------|--|-------------------------------------|--------------------------|--------------------------|---|
| 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"/> | This control has been in place throughout the partial opening and will continue. It will be communicated to contractors on arrival. |
|-----------|--|-------------------------------------|--------------------------|--------------------------|---|

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

| Response to an Infection | | | | | |
|--------------------------|---|-------------------------------------|--------------------------|--------------------------|---|
| Ref | Control Measure | Yes | No | N/A | Actions Taken Details / Further Information |
| 57 | Sufficient understanding and processes are in place to respond to a confirmed case of COVID 19 in school: <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"/> | All members of the Leadership Team and Admin Manager have been briefed on the 'Step-by-step' procedures. A copy of the latest MCC guidance is available in the main office and SLT Hub. |



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

| | | | | | |
|-----------|---|-------------------------------------|--------------------------|--------------------------|--|
| 58 | If an outbreak is confirmed (2 or more cases within a 14 day period) health protection teams may recommend that a larger number of other pupils self-isolate at home as a precautionary measure. Remote/distance learning contingency arrangements for 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"/> | Teachers will be using our online platform, Class Dojo, to post homework weekly and share examples of good learning with the class to maintain pupil and parent engagement with the platform. The curriculum team will support year groups to select content for remote learning in the event of a year group closer. |
|-----------|---|-------------------------------------|--------------------------|--------------------------|--|

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"/> | Sufficient staffing levels have been identified. HLTAs will be available for teaching cover. They will maintain strict social distancing, relying on class based staff to support the delivery of lessons (particularly in EYFS). |
| 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"/> | In addition to the usual cleaning team and facilities team, an additional cleaner will be on site 10am-2pm to provide an enhanced cleaning regime |
| 61 | Sufficient numbers of trained staff are in place to provide First Aid and First Aiders are aware of updated HSE guidance.(See link). | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | https://www.hse.gov.uk/coronavirus/first-aid-and-medicals/first-aid-certificate-coronavirus.htm . |
| 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"/> | Fire drill procedures have been updated and will be included in INSET day training in September. |

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 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | PPM work has already been delivered and will continue throughout the reopening period. |



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

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|-----------|---|-------------------------------------|--------------------------|--------------------------|---|
| | <ul style="list-style-type: none"> • Legionella and Water Testing • Electrical Safety • Gas Safety • PAT Testing • Asbestos Management | | | | |
| 64 | Defect Reporting arrangements are in place. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Staff will report via the usual channels. |

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

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

Health.and.safety@manchester.gov.uk

| Additional Measures/ Considerations for Special Schools | | | | | |
|---|--|-------------------------------------|--------------------------|-------------------------------------|--|
| Ref | Control Measure | Yes | No | N/A | Actions Taken Details / Further Information |
| 65 | Pupil risk assessment completed/ updated to determine additional support for children with EHC plans to support a successful return. Parents contacted to involve them in planning for children's return in September- e.g. social stories/ visits. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | SENCo has contacted parents of pupils who have not been accessing during the partial opening. Social stories, visits and phased return will be used to support transition. |
| 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"/> | Alternative Provision 1 have been designated additional space (library) and a permanent pupil and staff group to create an AP1 bubble. |
| 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"/> | |



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

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