



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

<b>School/ Setting</b>	Melland High School	<b>Date of Updated Assessment</b>	January 2021
<b>Assessment Completed By</b>	Sue Warner		

### Staying COVID Secure – Our Commitment

- ✓ We recognise the risk posed by Coronavirus (COVID-19) to our staff, pupils and their families. Control measures to minimise the risk of infection and the transmission of the virus are provided in this Risk Assessment.
- ✓ We will ensure, as far as is reasonably practicable, the Health, Safety and Wellbeing of our staff and pupils.
- ✓ We will share this Risk Assessment and its findings with employees and consult on its contents.
- ✓ We will continue to comply with all relevant Health and Safety Legislation.

### Our Employees

Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
01	Any employee or persons within their household that has <a href="#">coronavirus (COVID-19) symptoms</a> , should not attend school/ setting. They should self-isolate immediately and <a href="#">arrange to have a test</a> .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Staff have been informed and understand that if they or a member of their household display symptoms of COVID-19 they must contact a member of SLT and undertake a test. If the test is positive, they must remain at home for the relevant period in line with current government/Trust guidance.
02	Any employee who has tested positive for COVID 19 should not attend school/ setting for 10 days from the onset of symptoms. If the test is positive but the employee has not had symptoms, they should self-isolate for 10 days from the date of the test.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Staff have been informed and understand that if they have tested positive for COVID-19 they must contact a member of SLT and remain at home for the relevant period in line with current government/Trust guidance.  <b>Jan 21 - Lateral Flow Tests have been received by the school and we are currently exploring the most effective roll out for testing staff including appropriate procedures &amp; protocols.</b>  <b>Existing protocols for symptomatic staff must continue to be followed as outlined.</b>



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03	Any employee who develops COVID-19 symptoms during the school day should be sent home as soon as possible and should <a href="#">arrange to have a test</a> .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Staff have been informed and 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 whom they have had contact with and what specific zone they have been using in the building. They will be supported to arrange a test as soon as possible in line with current government/Trust 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 <a href="#">COVID-19: review of disparities in risks and outcomes report</a> . Sample assessment template provided by Directorate for Children and Education Services <b>Jan 2021 Update</b> All staff individual risk assessments should be reviewed and updated regularly. This is particularly IMPORTANT due to the increasing number of cases and the national lockdown. As in the first national lock down schools should follow the government guidance regarding Clinically Extremely Vulnerable and Clinically Vulnerable staff.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Individual staff risk assessments will be reviewed and updated regularly for all staff who are currently classed as extremely clinically vulnerable, clinically vulnerable/aged 70+ or from Black, Asian or minority ethnic groups in order to return to work safely with appropriate mitigations in place.
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 SMT will keep in touch with staff via phone, messaging and email. Counselling/wellbeing support is available as appropriate.
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. Staff will be signposted to the online DSE homeworking self-assessment and issued, where appropriate, with laptop risers, separate mouse and keyboard.

### Our Pupils (National lockdown January 2021- pupils refers to vulnerable pupils and children of critical workers)

Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
07	If a pupil has anyone within their household that has <a href="#">coronavirus (COVID-19) symptoms</a> , should not attend school/ setting. They should self-isolate immediately and <a href="#">arrange to have a test</a> .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Families have been informed and understand that if they or a member of their household display symptoms of COVID-19 they must contact school immediately and arrange for a test to be undertaken. If the test is positive, they must remain at home for the relevant period in line with current government/Trust guidance.



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08	Any pupil who has tested positive for COVID 19 should not attend school/ setting for 10 days from the onset of symptoms. If the test is positive but the pupil has not had symptoms, they should self-isolate for 10 days from the date of the test.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Families have been informed and understand that if their child has tested positive for COVID-19 they must contact school immediately and remain at home for the relevant period in line with current government/Trust guidance.
09	Any pupil who develops COVID-19 symptoms during the school day should be sent home as soon as possible and should <a href="#">arrange to have a test</a>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	When a student is sent home, parents/carers will be given an information letter, informed of the relevant guidance and how to access a test. School will follow up with welfare calls to check on the progress of the test if a family has not been in touch with school for three days.
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"/>	Relevant & appropriate Remote Education in a variety of relevant & meaningful ways will be delivered e.g. in person or via the school website. Multi-agency approaches will be undertaken if appropriate & the system of individual welfare calls will be reinstated.
11	<p>Pupil groups should be arranged to enable the school to deliver the full range of curriculum subjects and students to receive specialist teaching.</p> <p>At primary school, and in the younger years at secondary (key stage 3), schools may be able to implement smaller groups the size of a full class. If that can be achieved, it is recommended.</p> <p>In secondary schools, and key stage 5, the groups are likely to need to be the size of a year group.</p> <p>Children are kept in their groups for the majority of the classroom time</p> <p><b>Jan 2021 Update</b> Children should be kept in consistent groups/ bubbles. Bubbles should be kept as small as possible to reduce the number of contacts.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Timetabled lessons &amp; appropriate curricula will be delivered via the pre; semi &amp; formal curriculum to identified teaching sets. Mixed ability tutor groups will not go ahead during half term 1.</p> <p>All pupils will remain in their teaching sets for all lessons which will take place within designated learning zones.</p> <p>Consistent staff teams will be allocated to each teaching set and will remain in learning zones 1-5 throughout the school day</p> <p>Designated groups of pupils in their zones will access the dining hall on a weekly rota basis. The outside spaces will be accessed for breaks by zones on a rota basis.</p> <p>'Home to School' transport will however require students to move into wider groups which will extend across each learning zones</p> <p><b>Jan 21 – During the current lockdown staff &amp; student timetables have been identified to ensure a consistent approach to curriculum delivery within a safe and secure setting. The Whole School Risk Assessment will be regularly updated to reflect the current dynamic situation.</b></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"/>	<p>Any amendments deemed necessary as a result of the wider opening will be clearly and regularly communicated to staff and to students as appropriate. Student wellbeing will be an integral part of the policy.</p> <p>Individual Behaviour Intervention Strategies will also be monitored &amp; amended as necessary.</p> <p>The Behaviour Support Team will be deployed as appropriate in order to support learning for individual students</p>

## Our School

Capacity, Access and Egress					
Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
13	Designated Entrance and Exit Points to the Building (for each year group of pupils where possible or where not possible for certain year groups to avoid all pupils using the same entrance/ exit).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Students accessing learning zone 4 will enter &amp; leave via the access gate directly into the zone.</p> <p>All other students will enter via the new entrance and be supervised to access their appropriate learning zone.</p> <p>Students will leave with their teaching set one zone at a time to access home to school transport in the first instance followed by independent travellers and those collected by parents/carers, in order to avoid congestion at the entrance/exit..</p> <p>Home to School transport passenger assistants &amp; drivers will be made aware of this process.</p> <p><b>Jan 21 – During the current lockdown certain students will arrive via main reception and be met by relevant members of staff</b></p>
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	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>All processes outlined above will be shared with Home to School Transport, parents/carers who bring their children to school &amp; any students who travel independently.</p> <p>Arrivals &amp; departures will be carefully &amp; appropriately staffed &amp; rigorously monitored by SLT/SMT to ensure a safe &amp; timely entrance &amp; exit to the building</p>
16	<p>Restrictions on access to school/setting by third parties (parents, members of the public, visitors etc).</p> <p>Appointments for school visits, reduced numbers in school reception area (one in/ one out) etc.</p> <p><b>Jan 2021 Update</b></p> <p><b>Any visits should ideally happen outside of school hours</b></p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>As above. 2m distance will be marked at entrance to ensure appropriate distancing is maintained at all times. The main office will be accessible via phone during the day. Parents/Carers will be asked to contact the students tutor by telephone in the first instance &amp; a suitably distanced meeting will be arranged if this is not possible.</p> <p>Third party visits are strictly by appointment &amp; currently only linked professionals eg physio/SALT are accessing the building in addition to regular staff in order to support meeting individual EHCP outcomes</p> <p>GEV reception area is suitably arranged to limit numbers &amp; allow for safe entry &amp; exit.</p>



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17	<p>Stagger drop off and finish times, lunch and break times for each cohort/group where possible. If not possible for each year group, consider; for <b>Primary</b> EYFS &amp; KS1/ KS2, for <b>Secondary</b> KS3/ KS4/ 6<sup>th</sup> 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.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Arrival times will be carefully managed &amp; monitored by staff to ensure only small groups of students enter/ exit the building at any one time. Students will be met by staff and escorted to their relevant learning zone. Break times will be staggered with groups accessing a designated outdoor area on a week by week basis. Lunch will be accessed in learning zones with each zone accessing the food hall one day per week on a rota basis.</p> <p><b>Jan 21 – Staff/student timetables will indicate which Zones will be accessed by each group. Lunch will initially be taken on Learning Zones.</b></p>
<b>Travel to and from School (including Public Transport and School Buses)</b>					
18	<p>All staff/ pupils should be advised to walk/ cycle to school and avoid wider public transport where possible. (School buses are not classed as wider public transport- see below).</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>See above re LA 'Home to School' Transport &amp; relevant dissemination of arrival &amp; departure protocols. Students &amp; their families will be advised re safe travel although it is unlikely many students will be able to walk to school. Students who travel independently will be supported to do so safely (especially if using public transport) via appropriately differentiated information.</p>
19	<p>Pupils on dedicated school buses should wherever possible:</p> <ul style="list-style-type: none"> <li>- Sit together in their year groups,</li> <li>- Ensure hands are sanitised on boarding/ disembarking</li> <li>- 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.</li> </ul>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>School will liaise closely with 'Home to School' transport to support the safest possible travel arrangements. Families will be informed of the issues related to this type of travel, should they prefer to transport their son/daughter to &amp; from school themselves. In exceptional circumstances school may arrange pick up/drop off for individual students using the school minibus. This could not be provided on a regular basis but may be used as an interim measure. The school minibus would be cleaned thoroughly after use and would only be used in these exceptional circumstances in the first instance.</p>
20	<p>Assurance should be sought from school bus providers of additional cleaning regimes and that a COVID secure risk assessment has been completed.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>School will liaise closely with 'Home to School' transport to confirm additional cleaning regimes &amp; suitable risk assessments have been put in place.</p>
21	<p>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</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>See above</p>



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	cleaning regimes are in place and a COVID secure risk assessment has been completed.				
22	<p>Parent survey to be completed to confirm mode of transport used by pupils, route to school and any potential alternatives.</p> <p>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.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>This information will be updated by the school in order to accurately confirm 'Home to School' transport groupings, families using their own transport and students who will be travelling independently. The LA travel training service will be contacted for support for those students in order to ensure they are able to travel safely on public transport, if required.</p> <p>Support will also be offered by school staff &amp; safety messages reinforced.</p>
23	<p>Families and pupils that have no alternative to use wider public transport are referred to the <a href="#">safer travel guidance for passengers</a></p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	See above
24	<p>There should be a process in place for removing face coverings when pupils and staff who use them arrive at school:</p> <p>Pupils/staff instructed not to touch the front of their face covering during use or when removing them, wash hands immediately on arrival, dispose of temporary face coverings in a covered bin or, place reusable face coverings in a plastic bag they can take home with them, and then wash their hands again before going to their classroom.</p> <p><b>Jan 2021 Update</b>  Face coverings have been a requirement for all secondary school children and staff in corridors and communal areas, in Greater Manchester since the start of the school year and this continues during the national lockdown.  Within primary schools Head Teachers have the discretion to decide whether relevant for staff to wear face coverings dependent on local circumstances and the design of the school building.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>All staff and students will be provided with reusable face coverings (and plastic storage bags) to wear in all communal areas of the school as per current guidance</p> <p>Staff and pupils will be reminded of processes for removing face coverings as stated in point 24.</p> <p>Appropriate &amp; safe use of all appropriate PPE will be shared with staff regularly  Information posters will be displayed around school and regular reminders &amp; updates will be shared.</p> <p>Staff will be made aware of the option to wear face coverings in a classroom setting should they wish to do so.</p>



Physical / Social Distancing in the Building					
Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
25	<p>Classrooms are organised maintaining space between pupils/ children/ adults where possible: small adaptations are made to the classroom to support distancing. Including seating pupils side by side and facing forwards, rather than face to face or side on</p> <p><b>Jan 2021 Update</b></p> <ul style="list-style-type: none"> <li>- Secondary school teaching staff (and older primary year groups) should continue to maintain 2m from other staff and children. This should be done by marking out an area at the front of the classroom.</li> <li>- Close face to face contact should be avoided and the time spent within 1m of anyone, should be minimised.</li> <li>- Teaching staff, including Teaching Assistants, in primary/ special schools, should limit working across bubbles, wherever possible. Although it is recognised that this may not be possible to enable the full educational offer.</li> <li>- SLT should ensure they maintain their distance from other members of SLT and limit physical contact with other staff. Consideration should be given to having two separate SLT teams/ bubbles to ensure continuity of school leadership and management.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Classrooms and other relevant spaces have been configured to allow the maximum space between students. Where possible, desks face forward and students will not sit face-to-face.</p> <p>Non-essential furniture has been removed to create more space for circulation.</p> <p>There have been no changes to the PMLD &amp; Complex Needs environments where the main protective measures will be enhanced cleaning and hand hygiene.</p> <p>Jan 21 - Current timetabling continues to ensure that staff do not cross zones (bubble), remaining on their designated zone at all times.</p> <p>SLT have appropriate measures in place to ensure strict social distancing and a clear arrangement for delineation of the team to ensure continuity of leadership &amp; management.</p>
26	<p>Reduced movement around school-</p> <ul style="list-style-type: none"> <li>- 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.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Students will remain in teaching sets &amp; in allocated learning zones throughout the day.</p> <p>Staffing, including consistent TAs, will be allocated to each learning zone and will remain with the allocated zone throughout the day.</p> <p>Lunch will be taken in each zone with the exception of the food hall rota.</p> <p>Breaks will also take place in the learning zones with designated outdoor spaces.</p> <p>Additional cleaning will take place at key points throughout the day and in each learning zone.</p> <p>Jan 21 – As per staff/student timetables</p>

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<b>27</b>	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"/>	Posters are displayed in classes, shared spaces and corridors. Staff will verbally remind those students who are able to socially distance regularly throughout the day, particularly at transition times.
<b>28</b>	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 <b>Primary</b> EYFS & KS1/ KS2, for <b>Secondary</b> KS3/ KS4/ 6 <sup>th</sup> 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"/>	Students will only mix within each designated learning zone. Students will only access the food hall on a strict rota basis & lunch will ordinarily be eaten in each learning zone. There will be no key stage assemblies or group use of the small hall or theatre.  <span style="color: red;">Jan 21 – See use of learning zones during current lockdown</span>
<b>29</b>	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. <span style="color: red;"><b>Jan 2021 Update</b></span> <span style="color: red;">Music lessons can still continue during the national lockdown.</span> <span style="color: red;">Music Mark have completed detailed guidance regarding singing and music lessons- please see link here;</span> <span style="color: blue;"><a href="https://www.musicmark.org.uk/wp-content/uploads/Literature-Review-August-2020.pdf">https://www.musicmark.org.uk/wp-content/uploads/Literature-Review-August-2020.pdf</a></span>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	There will be no instrument use apart from the use of certain percussion instrument. Drumming sessions may take place with a small group of students on a specific learning zone and suitably socially distanced. Music will comprise of developing a knowledge and appreciation of different genres of music.
<b>30</b>	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. <span style="color: red;"><b>Jan 2021 Update</b></span> <span style="color: red;">Outdoor sports should continue to be prioritised wherever possible. However, as we move into the winter months, it is more likely that some PE sessions will be indoors.</span> <span style="color: red;">Considerations for indoor PE:</span>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Students will access PE lessons in teaching sets, as appropriate, which will take place outside when possible  <span style="color: red;">Jan 21 – Adapted physical activities will take place during current lockdown period within designated groups and with appropriate safety measures in place</span>



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	<ul style="list-style-type: none"> <li>- Ensure indoor PE session takes place in a large well-ventilated space. Windows and doors should be open (where it is safe and appropriate to do so).</li> <li>- Consider PE activities that use limited equipment, such as dance, yoga, circuits.</li> <li>- If equipment is used, try to keep this to a minimum and pupils are given their own equipment and use only this during the lesson.</li> <li>- Equipment should be cleaned thoroughly before and after use (or left in quarantine for 48 hrs (72 hrs if plastic) before another bubble uses.</li> </ul>				
31	<p>Stagger the use and limit the occupancy of staff room and offices by employees and ensure staff maintain social distancing of 2m. If not possible 1m plus additional controls.</p> <p><b>Jan 2021 Update</b> <b>CRITICALLY IMPORTANT</b></p> <p>It is vitally important that measures to ensure social distancing between staff are robust and monitored to ensure they are adhered to:</p> <ul style="list-style-type: none"> <li>- Ensure maximum occupancy of each room is calculated based on social distancing requirements of 2m, mark out the available spaces in staff room/ PPA room and remove any unnecessary tables/ chairs.</li> <li>- Consider moving one member of office staff to a different location to ensure office work stations 2m apart and to ensure business continuity if there is a confirmed case within Admin staff. If this is not possible due to lack of available space, work stations should be adapted with screens.</li> <li>- Ensure contact with Admin staff is limited. Staff, including members of SLT should limit access with the school office and Admin staff wherever possible. There have been instances where a confirmed case within Admin staff has meant the entire SLT has had to isolate and the school has had to close. If possible contact should be via phone, on-line or through the office 'hatch' if available.</li> </ul>	☒	<input type="checkbox"/>	<input type="checkbox"/>	<p>A socially distanced space for staff breaks will be allocated within each learning zone and staff will be regularly reminded of the need to socially distance.</p> <p>There will be no face-to-face seating in meeting rooms, offices and staffrooms. Protective screens will be in place for the admin team &amp; office</p> <p>Additional cleaning will be in place for all spaces.</p> <p>Jan 21 – Staff are consistently reminded of the vital need to adhere strictly to social distancing measures via whole school briefings, departmental meetings, one to one discussions, emails and posters etc.</p> <p>Contact with admin staff is strictly controlled and screening is in place to ensure social distancing is maintained.</p> <p>All staff issued with regular reminders regarding car sharing as a last resort and of appropriate safety measures should it absolutely need to go ahead</p> <p>Clear signage regarding the safe use of equipment &amp; hand sanitiser is displayed at the photocopier, kitchen areas &amp; meeting rooms</p>



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	<p>- Ensure if staff are car-sharing (ONLY AS A LAST RESORT) face masks are worn and car windows are open to ensure appropriate ventilation.</p> <p>- Ensure clear signage regarding use of the photocopier, kitchen area, small meeting rooms and confined areas (i.e one member of staff only, clean before and after use).</p>				
32	<p>Kitchen staff maintain social distancing of 2m in the kitchen. If not possible 1m plus additional controls. Kitchens must comply with the <a href="#">guidance for food businesses on coronavirus (COVID-19)</a>.</p> <p><b>Jan 2021 Update</b> Consideration should be given to having two separate kitchen teams/ bubbles, with 2m social distancing maintained at all times between the bubbles, to ensure continuity of school meal provision.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Taylor Shaw will staff the kitchen appropriately and remain behind the counter when serving children.</p> <p>They will also be spaced apart where possible and work in different areas of the kitchen. (See Taylor Shaw Risk Assessment)</p>
33	<p>Use of Small Meeting Rooms and Confined Areas (including Photocopier / Printer/ Storage areas) by more than one person prohibited.</p> <p><b>Jan 2021 Update</b> As above, ensure clear signage regarding use of the photocopier, kitchen area, small meeting rooms and confined areas (i.e one member of staff only, clean before and after use).</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Use of meeting rooms will be strictly controlled in terms of occupancy numbers &amp; appropriate distancing.</p> <p>Information re the use of specific equipment will be clearly displayed. Appropriate cleaning materials will be available such as anti-viral wipes to enable cleaning to take place before and after use.</p>
34	<p>Non Essential repair / contracted works in buildings to be carried outside school hours.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>This control has been in place throughout the partial opening and will continue.</p>
35	<p>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.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>This control has been in place throughout the partial opening and will continue. The safe use of the lift will be carefully monitored by both MHS &amp; CMA SLT. Staff and students will use the allocated front staircase. Sanitizing stations will be made available at each lift entrance for use before entering the lift.</p>
36	<p>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).</p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>Students requiring AGP will be carefully risk assessed before returning to school. Advice regarding risk to staff delivering AGP will be taken from school nursing service, Public Health team &amp; BFET Director of HR.</p>

					A separate ventilated room is not available.
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### Additional Physical / Social Distancing Measures applied (Please detail below)

Parents/carers will use the school entrance utilising a marked 2m distance. If sensitive messages need to be shared a phone call will be used in preference to a face-to-face meeting. Parents/carers will only be invited onto the site by prior arrangement; social distancing will be maintained and hand sanitisers used entering and exiting the building.

Infection Control, Cleaning and Hygiene Arrangements					
Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
37	Staff and/or pupils who are experiencing <a href="#">coronavirus (COVID-19) symptoms</a> , should not attend school/ setting. They should <a href="#">arrange to have a test</a> .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Both staff and students have been instructed that if they experience symptoms of COVID-19 they must remain at home & arrange a test. 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 in line with government & Trust guidance.
38	Staff who experience symptoms as above whilst at work should go home as soon as possible and should <a href="#">arrange to have a test</a> .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	See above
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"/>	Students will be quarantined in a designated space until they can be collected. An identified toilet will be available and cleaned after use. Staff supervising the student will wear appropriate PPE (gloves, apron and face mask) if they are unable to ensure suitable social distancing. All staff who have been in contact with a symptomatic pupil will follow appropriate hygiene procedures. The quarantine area will be cleaned following the relevant guidance. Appropriate government & Trust guidance will be followed throughout the procedure.

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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 a student is sent home, parents/carers will be given an information letter, informed of the relevant guidance and how to access a test. School will offer a home testing kit in exceptional circumstances for example, where a student is unable to access a test due to extreme challenging behaviour. School will follow up with welfare calls to check on the progress of the test 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/carers 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). <b>Jan 2021 Update</b> Hand hygiene remains one of the key controls to limit the spread of the virus. Ensure regular hand washing/ sanitising continues to remain an integral part of the school day.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Hand sanitisers are available at all entry and exit points  Students and staff will be expected to wash their hands on arrival and at key points throughout the day. Hand sanitiser will be available in all classrooms & community spaces.  Students will be encouraged to use hand sanitiser regularly and will be assisted to do so if necessary.  Visitors will use sanitiser at the school entrance and be instructed to wash their hands on entry to the building. The facilities team will check these daily & replenish as necessary.
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 which have sinks will be used for regular student hand washing. Bathrooms will be used if a classroom sink is unavailable Staff & students will be encouraged to wash their hands on a regular basis & made aware of the importance of doing so via posters, videos & PSHE lessons. Students who are unable to wash their hands independently will be assisted to do so.
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.  See above for handwashing routines & advice



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

<p><b>45</b></p>	<p>Educational Resources;</p> <ul style="list-style-type: none"> <li>- For frequently used resources such as pens and pencils, staff and pupils should have their own items</li> <li>- 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.</li> <li>- 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.</li> <li>- Outdoor play equipment should be frequently cleaned following use by each group.</li> <li>- 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.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Where appropriate students will have their own set of equipment available in individual trays.</p> <p>Where equipment is shared between students, it will 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 groups.</p> <p>Outdoor play equipment that is used daily will be cleaned once a half term.</p> <p>Staff will develop their own local systems for cleaning which will take place on a daily basis and be supplemented by increased cleaning regimes.</p> <p>Hard to clean items will be removed from provision or used and then removed from the setting for 48/72 hours.</p>
<p><b>46</b></p>	<p>Pupils should limit the amount of equipment they bring into school each day. This should be limited to lunch boxes, coats, bags, books, stationery and mobile phones (where applicable).</p>				<p>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 post current lockdown period.</p>
<p><b>47</b></p>	<p>All staff and pupils are encouraged to cough / sneeze into tissues and dispose of these in appropriate waste disposal bins. (Catch it, Kill it, Bin it)</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>All classrooms will be equipped with tissues and waste disposal bins which will be emptied on a daily basis. Appropriate posters will be displayed in each classroom &amp; protocols reinforced with students where appropriate. Pupils will be encouraged to wash/sanitise their hands after using tissues.</p>
<p><b>48</b></p>	<p>Additional lidded bins and increased emptying / replacement are provided / in-place.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Lidded bins are situated throughout the school site.</p>



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

<p><b>49</b></p>	<p>All working areas within the building should be well-ventilated (Windows and Doors open) where safe and appropriate to do so.</p> <p><b>Jan 2021 Update</b> <b>Key Control</b> Ensure all windows and doors are open where safe and appropriate to do so. As we are in winter, parents and staff should be advised to ensure dressed appropriately, jumpers, fleeces, layers etc. This can be achieved by a variety of measures including:</p> <ul style="list-style-type: none"> <li>• mechanical ventilation systems – these should be adjusted to increase the ventilation rate wherever possible, and checked to confirm that normal operation meets current guidance (if possible, systems should be adjusted to full fresh air or, if not, then systems should be operated as normal as long as they are within a single room and supplemented by an outdoor air supply)</li> <li>• natural ventilation – opening windows (in cooler weather windows should be opened just enough to provide constant background ventilation, and opened more fully during breaks to purge the air in the space). Opening internal doors can also assist with creating a throughput of air</li> <li>• natural ventilation – if necessary external opening doors may also be used (as long as they are not fire doors and where safe to do so)</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Staff have been instructed to open windows in each classroom/zone during the day &amp; when safe &amp; appropriate to do so.</p> <p>All doors &amp; windows will be open where safe &amp; appropriate</p> <p>Students will be encouraged to dress for cold weather when appropriate</p> <p>Certain areas in school have however been identified as having poor ventilation as windows are not able to be opened widely to enable a significant airflow.</p>
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## 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"> <li>• Toilets</li> <li>• Door Handles/ Access Buttons</li> <li>• Kitchen areas and associated equipment</li> <li>• Water dispensers/ coolers</li> <li>• Printers/ Photocopiers</li> <li>• White Boards</li> <li>• Play Equipment</li> <li>• Shared resources</li> </ul> <p><b>Jan 2021 Update</b> <b>Key Control</b> Ensure daily cleaning regime remains thoroughly robust.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>At least one additional cleaner will be on site 10am-2pm to provide an enhanced cleaning regime. This includes toilets, door handles/push plates, staff kitchen areas, tables and work surfaces.</p> <p>Staff are equipped with spray and blue roll to carryout enhanced cleaning of classroom equipment.</p> <p>Anti-viral wipes/ spray and tissues will be placed next to shared equipment so that it can be wiped by staff before and after use. Posters on/next to the equipment will prompt staff to clean.</p> <p>Re-fillable water containers will be cleaned thoroughly before using shared water dispensers. Dispensers will only be used by staff and sanitizing stations will be made available.</p> <p>Classrooms will be fogged after use when appropriate</p> <p>All established cleaning routines will continue to be rigorously delivered</p>
51	<p>Staff should ensure shared facilities such as staff room kitchens are cleaned thoroughly after use. E.g. following lunch or hot drink preparation.</p> <p>Staff should ensure any communal crockery, cutlery used is thoroughly washed and where possible use their own.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Antiviral wipes/ spray and tissues will be placed next to shared equipment so that it can be wiped by staff before and after use. Posters 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>Staff will store any personal items safely in cupboards/store rooms.</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><b><u>Hand-Washing Guidance</u></b></p> <p><b><u>Hand-Washing Video</u></b></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>



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

<b>55</b>	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"/>	An additional cleaner will be on site 10am-2pm to provide an enhanced cleaning regime. This includes toilets. Staff are instructed to report any issues immediately to a member of the facilities team.
<b>56</b>	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 by the facilities team.

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

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<b>Response to an Infection</b>					
<b>Ref</b>	<b>Control Measure</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Actions Taken Details / Further Information</b>
<b>57</b>	<p>Sufficient understanding and processes are in place to respond to a confirmed case of COVID 19 in school:</p> <ul style="list-style-type: none"> <li>- Those with symptoms book a test (as above schools will be provided with a limited number of tests)</li> <li>- Contact Public Health when become aware of a confirmed case (Public Health will also contact schools when they become aware of a confirmed case).</li> <li>- Public Health will then work with school to determine actions to be taken.</li> <li>- School should keep a record of pupils/staff in each year group and any close contact between staff and children in different groups.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>All members of the Senior Leadership &amp; Senior Management Teams have a clear understanding of the processes in place to respond to a confirmed case of COVID-19.</p> <p>Copies of the latest government &amp; LA guidance is available on the school network.</p>





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

	- School should keep a record of all visitors to the school including contact details. Records to be kept for 21 days.				
<b>58</b>	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"/>	Relevant & appropriate Remote Education will be provided either in person or via the school website. Multi-agency approaches will be undertaken if appropriate & the system of individual welfare calls will be reinstated.  <span style="color: red;">Jan 21 – Processes in place as outlined above during current lockdown period</span>

### Key Roles and Responsibilities

Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
<b>59</b>	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 and will be maintained to ensure the safety & security of students on each of the learning zones. The GEV facilities team have appropriate responsibility for the maintenance & security of the building & site.
<b>60</b>	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"/>	An additional cleaner will be on site 10am-2pm to provide an enhanced cleaning regime. The facilities team will also monitor the availability of hygiene consumables and ensure a sufficient stock is available.
<b>61</b>	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"/>	Four additional members of staff have been trained in First Aid provision to ensure sufficient cover in each of the learning zones. All first aiders are aware of updated guidance.
<b>62</b>	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 fire drills will be carried out during half term 1

### Statutory Premises Compliance and Maintenance

Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
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## Schools/Settings COVID 19- Health and Safety Risk Assessment for September 2020 Return.

63	<p>PPM (Planned Preventative Maintenance) work continues to be delivered for critical building systems (Life-Safety) including:</p> <ul style="list-style-type: none"> <li>• Fire Alarm and Detection</li> <li>• Powered Doors / Gates</li> <li>• Legionella and Water Testing</li> <li>• Electrical Safety</li> <li>• Gas Safety</li> <li>• PAT Testing</li> <li>• Asbestos Management</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>PPM work has already been delivered and will continue to be delivered for critical building systems from September onwards. The Building Manager will ensure that all protocols are compliant with current government guidance.</p>
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.**

<b>Additional Measures/ Considerations for Special Schools</b>					
<b>Ref</b>	<b>Control Measure</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Actions Taken Details / Further Information</b>
<b>65</b>	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"/>	<p>Individual student risk assessments have been carried out &amp; updated. Mask wearing is recommended as appropriate</p> <p>Regular welfare calls have been held with individual families and will continue where students are self-isolating. All EHCP reviews have been held via telephone; Annual Progress Reports have been sent home &amp; follow-up calls held with families. EHCP reviews timetabled for the Autumn term will be held via telephone</p> <p>Teachers will continue to take opportunities to discuss individual concerns &amp; future priorities via the student planner and/or telephone in the first instance</p> <p><b>Jan 21 – Teachers will undertake regular welfare calls to families. EHCP reviews will continue to be held remotely to ensure all EHCP outcomes are effectively reviewed &amp; evaluated.</b></p>
<b>66</b>	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"/>	<p>Careful consideration has been given to each of the learning zones to ensure both the correct level of provision &amp; staffing and to limit the number of contacts between staff and students. Students in LZ3 &amp; 4 will have a higher staffing ratio with consistent teams in order to support students with complex needs &amp; PMLD. Students in LZ1,2 &amp; 5 will be in larger groups and will not move between zones. Formal curriculum provision will be delivered within LZ1&amp; LZ2 &amp; Post-16 curriculum in LZ5.</p> <p><b>Jan 21 – See use of learning zones during current lockdown</b></p>

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

67	<p>Pupils, although no longer shielding, but remain under the care of a specialist health professional, school should discuss school return with their health professional.</p> <p>Where a pupil is unable to attend their setting because they are complying with clinical or public health advice distance/ remote education is provided.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Discussions with appropriate health professionals are on-going regarding students who are under the care of a specialist clinician to determine whether they are able to return to school safely. Staff will support the student/s with appropriate learning resources whilst they remain at home</p> <p>Advice regarding risk to staff delivering AGP has been taken from school nursing service, Public Health team, BFET Director of HR &amp; relevant legal professional. The LA H&amp;S team will visit school to assist in the identification of a suitable space to provide AGP interventions and appropriate PPE, however currently a separate ventilated room is not available. Following this visit and subsequent recommendations, discussions will take place with staff regarding delivery.</p>
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Further Information via: Health and Safety Team  
Internal Audit & Risk Management  
6<sup>th</sup> Floor  
Town Hall Extension

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

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

<p><b>Completed by Head Teacher &amp; Approved by CEO of Trust</b></p>		<p><b>Date of Approval</b></p>	<p>Click here to enter a date.</p>
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## Schools/Settings COVID 19- Health and Safety Risk Assessment for September 2020 Return.

<b>Date shared with all staff included the H&amp;S representative</b>	Click here to enter a date.	<b>Date when school will be open and operating for ALL pupils.</b>	Click here to enter a date.
<b>Signed by appropriately qualified H&amp;S professional (name, date)</b>		<b>Any comments from H&amp;S professional</b>	