

<b>School/ Setting</b>	Melland High School	<b>Date of Assessment</b>	01/09/2021
<b>Assessment Completed By</b>	S. 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 <a href="#">arrange to have a test</a> .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Staff should be reminded that they should not attend school, even if they are feeling better, until they receive their test results.
02	Any employee who has tested positive for COVID 19 in the past 10 days should not attend school/ setting.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	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.
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 Staff should be reminded that they should not attend school, even if they are feeling better, until they receive their test results.
04	An individual risk assessment will be completed for all staff that have characteristics that increase their potential risk from coronavirus (COVID-19), as set out in the <a href="#">COVID-19: review of disparities in risks and outcomes report</a> . Sample	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All staff individual risk assessments should be reviewed and updated regularly.

	assessment template provided by Directorate for Children and Education Services. CEV staff are no longer advised to shield.				
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## Our Pupils

Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
05	Any pupil or persons within their household has <u>coronavirus (COVID-19) symptoms</u> , should not attend school/ setting. They should <u>arrange to have a test</u> .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	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.
06	Any pupil who has tested positive for COVID 19 in the past 10 days should not attend school/ setting.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	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.
07	Any pupil who develops COVID-19 symptoms during the school day should be sent home as soon as possible and should <u>arrange to have a test</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	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.
08	Remote/distance learning contingency arrangements for all pupils should be maintained in line with 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.

## Our School

Asymptomatic Testing					
Ref	Control Measure	Y	No	N/A	Actions Taken
09	Rapid testing using Lateral Flow Devices (LFD)s will support the return to education in September by helping to identify people who are asymptomatic;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	There is a Lateral Flow Testing risk assessment in place for the provision, supply and storage for home Lateral Flow Device Tests. The need for regular asymptomatic testing will be reviewed at the end of September.

	<ul style="list-style-type: none"> <li>Secondary school pupils should complete 2 onsite tests, on return to school, before moving to regular twice weekly tests at home.</li> <li>Secondary school staff should complete regular twice weekly tests at home.</li> <li>A small on-site LFD test centre should be maintained in secondary schools to allow for those unable to take LFD test at home on site.</li> <li>Primary school staff should complete twice weekly tests at home.</li> </ul>				<p>Students at MHS experience SLD/PMLD and are unlikely to be able to either provide informed consent to be tested or to reliably self-test.</p> <p>There are also likely to be individual medical issues/conditions which present an additional risk for testing in school. The decision has therefore been taken that no testing of students will be carried out by school staff on site.</p> <p>Home testing kits will be sent home with students with appropriate instruction &amp; information, for 2 tests to be carried out prior to September return to school followed by twice weekly tests to be carried out throughout September</p> <p>All staff will be issued with appropriate testing kits to enable twice weekly testing at home. All necessary processes and procedures to facilitate this have been followed – see LFD Testing risk assessment</p>
<b>Physical / Social Distancing in the Building</b>					
Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
10	Although social distancing is no longer a legal requirement for staff and pupils. Head Teachers still have a legal duty to ensure the health and safety of their staff.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Once official notification of an increase in Covid-19 cases is received, considerations will immediately be given to how social distancing can best be achieved amongst staff and pupils. <b>See Risk Assessment March 21</b>
11	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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Detailed work has been completed by health, and health & safety colleagues to ensure staff that assist pupils with AGP can do this in a covid secure way. 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 & BFET Director of HR. A separate ventilated room is not available.

## Infection Control, Cleaning and Hygiene Arrangements

Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
12	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 PCR 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 PCR testing in line with government & Trust guidance.
13	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
14	Pupils who experience COVID-19 symptoms should be collected from school/ setting as soon as possible. They should be kept 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
15	Parents of pupils with COVID 19 symptoms should be instructed to get their child tested. Schools will have a small number of postal testing kits to be provided to parents/carers where they may struggle to access a test centre and/or 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 PCR 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. Advice re accessing a PCR test will be given based on student's specific individual needs
16	Staff/ pupils who test positive for COVID 19 should self-isolate for 10 days. Close contacts should take a PCR test but do not need to isolate; they can continue to attend the	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	This information will be shared appropriately with parents/carers See above

	school setting whilst they are waiting for their results (unless they develop symptoms).				
17	Provision of handwashing / hand-hygiene facilities at entrances and throughout school/setting. (Regularly monitored & maintained).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Hand sanitisers are available at all entry and exit points</p> <p>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 &amp; community spaces.</p> <p>Students will be encouraged to use hand sanitiser regularly and will be assisted to do so if necessary.</p> <p>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 &amp; replenish as necessary</p>
18	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"/>	<p>All classrooms which have sinks will be used for regular student hand washing. Bathrooms will be used if a classroom sink is unavailable Staff &amp; students will be encouraged to wash their hands on a regular basis &amp; made aware of the importance of doing so via posters, videos &amp; PSHE lessons. Students who are unable to wash their hands independently will be assisted to do so.</p>
19	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"/>	<p>An additional cleaner will be on site 10am and 2pm to provide an enhanced cleaning regime.</p> <p>See above for handwashing routines &amp; advice</p>
20	All staff and pupils are encouraged to cough / sneeze into tissues and dispose of these in appropriate waste disposal bins. (Catch it, Kill it, Bin it)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>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>
21	Additional lidded bins and increased emptying / replacement are provided / in-place.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Lidded bins are situated throughout the school site.</p>
22	All working areas within the building should be well-ventilated (Windows and Doors open) where safe and appropriate to do so.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Good ventilation can be achieved by a variety of measures including:</p> <ul style="list-style-type: none"> <li>mechanical ventilation systems are available in certain areas of the school and will be used appropriately</li> </ul>

				<ul style="list-style-type: none"> <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> <p>To balance the need for increased ventilation while maintaining a comfortable temperature, consider:</p> <ul style="list-style-type: none"> <li>• opening high level windows in colder weather in preference to low level to reduce draughts</li> <li>• increasing the ventilation while spaces are unoccupied (for example, between classes, during break and lunch, when a room is unused)</li> <li>• providing flexibility to allow additional, suitable indoor clothing</li> </ul> <p>Heating should be used as necessary to ensure comfort levels are maintained particularly in occupied spaces.</p> <p>Certain areas in school eg corridors and staircases have been identified as having poor ventilation.</p> <p>Consideration should be given to increasing ventilation while spaces are unoccupied (for example between classes, during break time or whenever the room is unused) and providing flexibility to allow additional suitable indoor clothing</p>
22	<p>A regular cleaning schedule should be maintained. This should include twice daily cleaning (using detergent and hot water followed by a chlorine based disinfectant solution) of all areas and equipment, with a particular focus on frequently touched surfaces:</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> </ul>	X		<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>

	<ul style="list-style-type: none"> <li>• Play Equipment</li> <li>• Shared resources</li> </ul>				<p>Classrooms will be fogged after use when appropriate</p> <p>All established cleaning routines will continue to be rigorously delivered</p>
23	<p>Staff and pupils are provided with instructions on how to achieve effective handwashing; for example in the form of posters, written guidance and videos clips etc.</p> <p>Increased frequency of toilet inspections and checks to ensure sufficient supplies of liquid soap are maintained.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p><a href="#">Hand-Washing Guidance</a></p> <p><a href="#">Hand-Washing Video</a></p> <p>Posters are displayed in all toilets and above classroom sinks</p>
24	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.
<b>Response to an Infection</b>					
Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
25	<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</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>- Complete On-Line MTAT form.</li> <li>- Public Health/ MTAT will then work with school to determine actions to be taken.</li> <li>- Outbreak management plan is implemented if requested in response to request from local Director of Public Health, Test and Trace or Public Health.</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>
26	If an outbreak, school's Covid-19 outbreak management plan is implemented. 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"/>	<p>Relevant &amp; appropriate Remote Education will be provided either in person or via the school website.</p> <p>Multi-agency and safeguarding approaches will be undertaken if appropriate &amp; the system of individual welfare calls will be reinstated.</p> <p>See also MHS Covid-19 Outbreak Management Plan Sept 2021 below</p>

## Outbreak Management Plan

Outbreak Management Plan (OMP) outlines how the school would operate if additional measures are recommended for the setting or the local area. The Director of Public Health, Public Health England Health Protection Teams or the Local Authority could recommend certain measures are re-introduced. This may happen to help manage outbreaks in schools, or if there is an “extremely high prevalence” of Covid-19 in the community and other measures have failed to reduce transmission, or as part of a package of measures “responding to a variant of concern”.

N.B- THE FOLLOWING CONTROL MEASURES DO NOT NEED TO BE PUT INTO PLACE UNLESS RECOMMENDED BY THE DIRECTOR OF PUBLIC HEALTH, PHE HEALTH PROTECTION TEAMS OR THE LOCAL AUTHORITY.

Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
01	<p>If there is significant concern that existing or recently introduced measures in an area have failed to mitigate community transmission, or that a more robust response is required to contain the outbreak of a VoC it may be necessary to limit the number of children and young people in education or childcare settings through attendance restrictions.</p> <p>ATTENDANCE RESTRICTIONS SHOULD ONLY BE CONSIDERED AS A LAST RESORT FOLLOWING THE DFEs ‘CONTINGENCY FRAMEWORK’ AND, IN COLLABORATION WITH PUBLIC HEALTH AND THE LOCAL AUTHORITY.</p>	X			<ul style="list-style-type: none"> <li>High quality remote education will remain in place for students unable to attend school</li> <li>Provision in place for vulnerable students and those of key workers</li> </ul>
02	When a variant of COVID-19 is classed as a variant of concern (VoC), DHSC will increase targeted testing in that area to help suppress and control any possible new cases and better understand the new variants.	X			<ul style="list-style-type: none"> <li>Continue distribution of LFT for student home use. Support families to utilise appropriately</li> <li>Increased use of home testing for staff.</li> </ul>
03	Temporary re-introduction of year/class bubbles/zones, for a temporary period to reduce mixing between groups.	X			<ul style="list-style-type: none"> <li>Year/ class group/zone bubbles implemented</li> <li>Staggered entrance/ exit times (if possible)</li> <li>Staggered/ limited use of communal areas- hall/ dining room etc.</li> </ul>

04	Temporary re-introduction of face coverings. In all cases any educational drawbacks in the recommended use of face coverings should be balanced with the benefits in managing transmission and should allow for reasonable exemptions for their use.	X			<ul style="list-style-type: none"> <li>• Face coverings worn by staff and visitors, in communal areas unless they are exempt.</li> <li>• Face coverings worn by students in communal areas/ all areas</li> </ul>
05	Temporary re-introduction of shielding in the event of a major outbreak or variant of concern that poses a significant risk to individuals on the shielded patient list. SHIELDING CAN ONLY BE RE-INTRODUCED BY NATIONAL GOVERNMENT.	X			<ul style="list-style-type: none"> <li>• Individual risk assessments regularly reviewed and specifically in line with any updated government guidance regarding VoCs.</li> <li>• Remote learning platform in place for children who are advised to shield.</li> </ul>
06	Temporary limit to certain school activities; - residential/daily educational visits - open days - transition and taster days - parent/carer attendance in settings - performances in settings	X			<ul style="list-style-type: none"> <li>• Risk assessments in place.</li> </ul>

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)

<b>Approved by (Head Teacher/ Chair of Governors)</b>	Mrs S Warner	<b>Date of Approval</b>	Click here to enter a date.
		20/07/21	