



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

<b>School/ Setting</b>	The East Manchester Academy	<b>Date of Assessment</b>	21/01/2021
<b>Assessment Completed By</b>	J Bowen		

### 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"/>	This guidance is communicated to all stakeholders in the plan of the September return and in communications with parents and students. Virtual assemblies, form time messages, poster and electronic signage will reinforce the message. Messages will be communicated regularly to staff through e-bulletins and parents and carers through text messages
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 type="checkbox"/>	This guidance is communicated to all stakeholders in the plan of the September return and in communications with parents and students. Virtual assemblies, form time messages, poster and electronic signage will reinforce the message. Messages will be communicated regularly to staff through e-bulletins and parents and carers through text messages
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"/>	Links to further information about how one can access arranging a test is in the plan for full re-opening in September. A link to this site is also on the school website. Protocols have been shared with staff and rooms designated as waiting areas
04	An individual risk assessment will be completed for all staff that have characteristics that increase their potential risk	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	We are using the MCC template in order to complete individual risk assessments. These are offered to all staff and completed with



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

	<p>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</p> <p><b>Jan 2021 Update</b></p> <p>All staff individual risk assessments should be reviewed and updated regularly. This is particularly IMPORTANT due to the increasing number of cases and the national lockdown. As in the first national lock down schools should follow the government guidance regarding Clinically Extremely Vulnerable and Clinically Vulnerable staff.</p>				<p>colleagues who are identified as having a characteristic which increases the potential risk from COVID-19. Staff lists for risk assessments are regularly reviewed by the headteacher and HR. Medical needs forms will be re-distributed on the INSET days and risk assessments completed by HR.</p> <p>All individual risk assessments updated in January</p> <p>All staff asked to indicate any new medical conditions that may require risk assessments</p>
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"/>	<p>The Employee Assistance Programme will be promoted as a tool for all colleagues to access and details are available to access at all times through the Staff Wellbeing part of the intranet. Regular communications take place with colleagues working from home and will continue throughout the period.</p>
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"/>	<p>Laptops and furniture are available to support staff to be able to work from home safely and have already been distributed to current staff. This will be reviewed bi-weekly We comply with the DDA guidance to support colleagues with specific needs, completing risk assessments as required.</p>

### Our Pupils

Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
07	If a pupil has anyone within their household that has <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"/>	<p>This guidance is communicated to all stakeholders in the plan of the September return and in communications with parents and students. Virtual assemblies, form time messages, poster and electronic signage will reinforce the message. Messages will be communicated regularly to staff through e-bulletins and parents and carers through text messages</p>



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

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"/>	This guidance is communicated to all stakeholders in the plan of the September return and in communications with parents and students. Virtual assemblies, form time messages, poster and electronic signage will reinforce the message. Messages will be communicated regularly to staff through e-bulletins and parents and carers through text messages
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"/>	As per the plan for full re-opening in September, any pupil who displays COVID-19 symptoms during the school will be isolated in the ventilated room in reception, their parents called to collect and them and return home as soon as possible. The family will be given information about arranging to have a test and should book a test as soon as possible. They should let school know the outcomes of this test as soon as they have been received.
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"/>	Remote learning practices developed during lockdown will continue to be explored with digital leaders from faculties developing this part of our provision. Homework set for remote learning will support strengthening students' familiarity with practices so that, in the event of full or partial lockdown, learning can continue. We will look to loan out devices where needed in the event of lockdown (following systems used in the first lockdown). Paper work packs – containing the same differentiated work as is set online – will also be made available on a two-weekly cycle so that students without internet/device access are not further disadvantaged.
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> <p><b>Jan 2021 Update</b></p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>All students will arrive to school and congregate in year bubbles between 8-8.30. Year teams will supervise their spaces and form tutors will arrive at 8.25. Form groups are based on a single year group and staffed by faculties:</p> <ul style="list-style-type: none"> <li>- Year 7 – English</li> <li>- Year 8 – Science</li> <li>- Year 9 – DT/Humanities</li> <li>- Year 10 – PE/PA/MFL</li> <li>- Year 11 – Maths</li> </ul> <p>80% of the curriculum will be delivered within these year based zones with teachers moving to student groups, this will ensure the full</p>



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

	<p>Children should be kept in consistent groups/ bubbles. Bubbles should be kept as small as possible to reduce the number of contacts.</p>			<p>coverage of the curriculum and enable less transition points within the building.</p> <p>Pastoral and Support Staff have been designated to a year zone to provide supervision at transition points within the day and passive supervision and staff move between rooms.</p> <p>Students will move between rooms in their bubbles if they are in different sets for subjects although this is minimal and less than 20% of the year group between subjects. Forms will remain mixed ability.</p> <p>Where students are moving to specialist areas they will be given a specific route and accompanied by their student services year team, this is only ever half a year cohort s approximately 100 students.</p> <p>Break time will be split into three with students having a designated side of the canteen cordoned off social space and an area to socialise in their year groups. We will continue to provide hot meals and students will have a full range of choices.</p> <p>Arrangements for the splits, will be as follows:</p> <ul style="list-style-type: none"> <li>- Years 8/9</li> <li>- Year 7</li> <li>- Years 10/11</li> </ul> <p>The full breadth of the curriculum will be delivered to students and staff have been asked to use the following guidelines in planning for this approach:</p> <ul style="list-style-type: none"> <li>- Minimise the use of paper based resources</li> <li>- Ensure equipment that is necessary such as reading books in English are placed in the year zone to avoid staff having to carry round equipment</li> </ul>
--	---	--	--	--

DRAFT



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

	<p style="font-size: 100px; opacity: 0.3; font-weight: normal;">D R A</p>				<ul style="list-style-type: none"> <li>- Lesson content saved onto the shared area with a generic user log in to avoid wasted lesson time</li> <li>- Standard procedure for starts and ends to lessons to ensure children have consistency</li> <li>- Students packs with necessary equipment stored in form rooms to use throughout the day to avoid cross contamination</li> </ul> <p>Staff to be given a free room timetable and access to laptops as they will not have full use of their own classrooms in the interim period to allow planning.</p> <p>At the end of each break and lunch the next set of teaching staff will arrive to the designated zone and supervise the transition to their next lesson.</p> <p>Each Year group will have a route out of the building and will have a slightly staggered dismissal.</p> <p style="color: red;">All students and staff will be expected to wear face coverings/visors in communal areas such as welcome zones, canteen and corridors. Visors can be worn during lesson time for teaching staff. Adjustments will be made for those who are exempt. This has been communicated to staff and parents.</p> <p style="color: red;">During the 3<sup>rd</sup> National Lockdown – children kept in groups of less than 15 and the same groups for all lessons.</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>A temporary code of conduct has been added to the appendix of the Behaviour for Learning Policy. A copy of this can be found in the full plan for re-opening in September.</p> <p>A copy of the appendix has also been shared with parents.</p> <p>A copy of the appendix will also be shared with students during the form time sessions on the first day back.</p>



					A copy of the appendix will be shared with colleagues on the INSET days in September. The full Behaviour for Learning policy and this temporary appendix can be accessed on the school website.
--	--	--	--	--	--

### 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"/>	See above  As outlined fully in the plan, there are designated entrances and exits to the school site. Students will enter through their allocated entrance at their allotted staggered start time. On coming through the gates, there will be sanitizing stations and students will sanitize their hands before proceeding to their form room/designated area of the school site. At the end of the day, students must leave site as per the staggered finish times. Students must not congregate.  <i>All students and staff will be expected to wear face coverings/visors in communal areas such as welcome zones, canteen and corridors. Visors can be worn during lesson time for teaching staff. Adjustments will be made for those who are exempt. This has been communicated to staff and parents.</i>
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"/>	Each year group bubble has their own entrance to their designated part of the school. This arrangement, in conjunction with the staggered timings, will mean that insofar as is possible, year group bubbles will be kept apart. This information will be communicated with all stakeholders and signage around school will label clearly the zones allocated to each year.
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	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Arrangements for safe travel to and from school has been communicated with staff, students and parents. This will be re-circulated prior to September. Pupils are asked to walk or cycle to school where possible and to avoid public transport.



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

	KS2 children are encouraged to walk to school by themselves).				Parents are asked not to wait at the school gates. If they must, there are clear waiting markers along the school fence so that waiting at a social distance can be observed.
<b>16</b>	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"/>	All non-emergency maintenance to be carried out when school is closed to students and staff, where possible Suppliers to be issued with school visiting protocols Remind staff taking deliveries to wipe down goods with wipes and sanitize hands afterwards The reception area has a person capacity display and clear markings and signage to promote social distancing
<b>17</b>	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 & 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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	As outlined fully in the plan, there are designated entrances and exits to the school site.  All students will arrive to school and congregate in year bubbles between 8-8.30. Year teams will supervise their spaces and form tutors will arrive at 8.25. Form groups are based on a single year group and staffed by faculties:  <ul style="list-style-type: none"> <li>- Year 7 – English</li> <li>- Year 8 – Science</li> <li>- Year 9 – DT/Humanities</li> <li>- Year 10 – PE/PA/MFL</li> <li>- Year 11 – Maths</li> </ul> 80% of the curriculum will be delivered within these year based zones with teachers moving to student groups, this will ensure the full coverage of the curriculum and enable less transition points within the building.  Where students are moving to specialist areas they will be given a specific route and accompanied by their student services year team, this is only ever half a year cohort s approximately 100 students.





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

					<p>Break time will be split into three with students having a designated side of the canteen cordoned off social space and an area to socialise in their year groups. We will continue to provide hot meals and students will have a full range of choices.</p> <p>Arrangements for the splits, will be as follows:</p> <ul style="list-style-type: none"> <li>- Years 8/9</li> <li>- Year 7</li> <li>- Years 10/11</li> </ul>
<b>Travel to and from School (including Public Transport and School Buses)</b>					
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"/>	The safer travel guidance has been shared with all staff, students and their families in the plans for September opening. There are links on the website and this will be covered with students as part of their first form time and with staff on the training day.
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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Communication has been circulated to discourage the use of public transport including the dedicated school bus. Where it has to be used, information has been shared regarding conducting yourself safely whilst using it, including the need to wear a face covering. Guidance on removing and disposing of/storing the covering on entering the school site, including sanitizing your hands, will be shared with parents and students prior to returning in September. This detail is included in the full plan and will be gone through with colleagues on INSET.</p> <p>This will also be covered with pupils as part of the form time programme on the first day back.</p> <p style="color: red;">All students and staff will be expected to wear face coverings/visors in communal areas such as welcome zones, canteen and corridors. Visors can be worn during lesson time for teaching staff. Adjustments will be made for those who are exempt. This has been communicated to staff and parents.</p>





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

20	Assurance should be sought from school bus providers of additional cleaning regimes and that a COVID secure risk assessment has been completed.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Sourced from TfGM
21	Close liaison is in place for statutory 'Home to School Transport' with the Local Authority, school and private providers. Assurance should be sought that additional cleaning regimes are in place and a COVID secure risk assessment has been completed.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	School Business manager to request Risk Assessments
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"/>	To collect the most up to date information that we have on SIMS and then to seek further updates in communication with parents/carers for start of term.  Clear messages to be communicated regarding walking and cycling to school. Signs on school gates indicating social distancing waiting spaces and expectation that students leave the school site and do not congregate at the school gates.
23	Families and pupils that have no alternative to use wider public transport are referred to the <a href="#">safer travel guidance for passengers</a>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Detailed in our communication with parents and carers. Posters on display in reception and information on school website.
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"/>	As staff and students arrive to school, there will be clearly marked areas and bins for them to dispose of face masks and to collect a small plastic bag to store face masks that will be washed and used again.  <b>Hand sanitizing will be expected for everyone on entrance to school and students to remain wearing masks in their designated spaces. Staff will also be wearing face masks/visors which will be provided by the academy.</b>  <b>Regular form time slides delivered to reinforce messages regarding correct storage/usage of face masks.</b>
<b>Physical / Social Distancing in the Building</b>					
<b>Ref</b>	<b>Control Measure</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Actions Taken</b>



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

					<b>Details / Further Information</b>
<b>25</b>	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"/>	<p>Classrooms are organised so that all desks are facing the front of the room. Teachers and support staff are expected to stay at the front of the room and maintain 2 metre social distancing where possible. Reminders about maintaining social distancing will be given and posters in classrooms will remind staff and students of this.</p> <p>Staff to utilise empty classrooms in order to work effectively.</p>
<b>26</b>	<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>As outlined fully in the plan, there are designated entrances and exits to the school site.</p> <p>All students will arrive to school and congregate in year bubbles between 8-8.30. Year teams will supervise their spaces and form tutors will arrive at 8.25. Form groups are based on a single year group and staffed by faculties:</p> <ul style="list-style-type: none"> <li>- Year 7 – English</li> <li>- Year 8 – Science</li> <li>- Year 9 – DT/Humanities</li> <li>- Year 10 – PE/PA/MFL</li> <li>- Year 11 – Maths</li> </ul> <p>80% of the curriculum will be delivered within these year based zones with teachers moving to student groups, this will ensure the full coverage of the curriculum and enable less transition points within the building.</p> <p>Where students are moving to specialist areas they will be given a specific route and accompanied by their student services year team, this is only ever half a year cohort s approximately 100 students.</p> <p>Break time will be split into three with students having a designated side of the canteen cordoned off social space and an area to</p>



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

					<p>socialise in their year groups. We will continue to provide hot meals and students will have a full range of choices.</p> <p>Arrangements for the splits, will be as follows:</p> <ul style="list-style-type: none"> <li>- Years 8/9</li> <li>- Year 7</li> <li>- Years 10/11</li> </ul>
27	Older pupils are regularly reminded of the need to socially distance. E.g. Posters are located throughout school.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	There will be visual reminders around the school. There will be frequent verbal reminders.
28	Communal gatherings of more than one year group should be avoided. E.g. Collective worship, if applicable, should be contained to one bubble/ year group. Dining Hall should be kept to one year group/ class where possible. If not possible for each year group, consider; for <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"/>	There will be year group gatherings during the first week of term. These will be in places that are only used by that year group with enough time in between for extensive cleaning. Other assemblies will happen virtually throughout the half term. There will be no other communal gatherings. The zoned dining spaces and allocated year group sittings allow enough time for thorough cleaning between use. Where pupils have brought a packed lunch they can eat in designated classrooms within their bubble zone. This will reduce
29	Due to the increased risk of infection in music lessons (singing, playing wind or brass instruments), these lessons should be outside wherever possible, in groups of no more than 15, instruments should not be shared and pupils should stand back to back or side by side.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Where possible, music lessons will take place outside. There will not be any singing indoors. Equipment will be allocated to a year group bubble at a time. As with other shared resources, there will be strict sanitizing procedures in place that will be followed so that equipment is cleaned before and after use.  <b>The updated music guidance that has been issued by the government such as singing outdoors has been used to inform the curriculum.</b>
30	Pupils should be kept in consistent groups for PE. Outdoor sports should be prioritised and large indoor spaces should be used where it is not.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	PE groups to remain consistent, with no changes and to work outside for most lessons. Half a sports hall is available for Year 9 groups only.



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

					<p>Wherever and whenever possible, PE lessons will take place outside. On days where pupils have PE timetabled, they will wear their PE kit so there will be no need to get changed. Activities have been planned to reduce the amount of equipment that will be used. As with other shared resources, there will be strict sanitizing in procedures place that will be followed so that equipment is cleaned before and after use.</p> <p>During the 3<sup>rd</sup> Lockdown:</p> <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	Stagger the use and limit the occupancy of staff room and offices by employees and ensure staff maintain social distancing of 2m. If not possible 1m plus additional controls.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>As with all offices and shared working spaces for adults, room capacity signs are clearly displayed on the door. Additional staff work spaces and pop-up staffrooms have been created at social times to ensure that staff can rest and observe social distancing. Signs around schools and communications with colleagues serve as a consistent and constant message regarding the need to socially distance.</p>
32	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> .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>The maximum capacity for the kitchen is displayed on the doors to the kitchen. Kitchen rotas have been drawn up to support colleagues observing social distancing. Handling deliveries protocols have been devised and shared with suppliers and with kitchen staff taking in deliveries. PPE is available for colleagues as required. There are increased dining spaces so as to reduce the number of children accessing the serveries at any one point. There are sanitizing stations in the kitchen and at the entrances too. The guidance will be followed. There will be posters reminding staff to maintain social distancing as far as possible.</p>



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

					Signs remind colleagues to observe appropriate hand hygiene.
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"/>	<p>Students access to copiers and printers will be limited</p> <p>Staff's use of copiers and printers will use a card reader access so to minimise contact points. Wipes will be available with the protocols/signs of wiping the machine before and after use in place and displayed clearly at the machines.</p> <p>Social distancing will be maintained and meeting rooms well ventilated.</p> <p>Smaller meeting rooms will not be used. Signs highlighting capacity of rooms will be used.</p> <p>Sanitizing wipes, tissues and pedal bins (with lids) will be available in each room in use.</p> <p>Signs and floor markings to emphasise social distancing requirements continue to be in place.</p> <p>All rooms will have a sign outside stating the capacity for that room.</p>
34	Non Essential repair / contracted works in buildings to be carried outside school hours.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>All non-emergency maintenance to be carried out when school is closed to students and staff, where possible</p> <p>Suppliers to be issued with school visiting protocols</p> <p>Works will be scheduled to take place outside of the hours and areas in use during this arrangement</p> <p>We know our suppliers so are able to adhere to test and trace requirements in the event this becomes necessary</p>
35	Reduction in lift use with priority given to employees or children with disabilities, relevant existing health conditions or those who are pregnant. Staff encouraged to use stairs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Signs to be displayed limiting use to one person at a time.</p> <p>Signs outside all lifts stating that only one person can use at any one time.</p> <p>Lift passes collected and distributed to staff who need them with medical needs.</p>
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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N/A

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



DRAFT

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"/>	As per NHS and PHE guidance. This message has been communicated to all stakeholders and will be reinforced again in our communications before the start of term.
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"/>	Staff will be reminded of their obligation to report any symptoms and self-isolate as necessary. Signs around the school site will remind colleagues of the symptoms and be updated as per updates from PHE and the NHS
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,	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	An isolation room (next to admin department) is in place. Any student displaying symptoms will be isolated here. Parents/Carers will be contacted as soon as possible to come and collect them A member of supervising staff will be stationed outside of this room until the student(s) is/are collected.



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

	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.				They will be wearing PPE – provided by the school Guidance will be communicated to parents/ carers.
<b>40</b>	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"/>	The parents/carers will be told to do this when they collect their child. If the parent/carer expresses their difficulty in doing this, they will be supplied with a testing kit - (there will be a small number of testing kits made available to schools) This will be included in communications with parents/carers before the start of term.
<b>41</b>	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"/>	We will communicate this message with parents/carers and will use the standard letters that the DfE will be providing to remind parents/carers of their responsibility.
<b>42</b>	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 Sanitizing stations will be available in all of the arrival areas. There will be outdoor hand sanitizing stations for when all students arrive in the morning to school. If they are wearing a mask, they should dispose of it or put it into a plastic bag on arrival, remembering not to touch their faces, before they then sanitize their hands. Hand sanitizer, tissues and pedal bins (with lids) to be available in all classrooms and around the site. Increased frequency of cleaning to be scheduled
<b>43</b>	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"/>	Posters highlighting this to be displayed at key points around the site. On arrival and departure to and from school, students, staff and visitors will sanitize their hands Hand sanitizer, tissues and pedal bins (with lids) to be available in all classrooms and around the site.
<b>44</b>	Different pupil groups do not need to be allocated their own toilet blocks or hand washing facilities.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	There will be an increase in the frequency of cleaning for toilets and other high contact areas. There will be visual reminders for all students and staff about the need to wash hands regularly.





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

	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				
<b>45</b>	<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>Every student to have their own stationery supplies which will not be shared with other students.</p> <p>Other classroom based resources such as books will be cleaned more regularly and will only be used within that year group bubble. The school will have a more frequent cleaning schedule which will have a greater focus on the high contact areas.</p> <p>Resources that will be used across bubbles, such as PE equipment – will be sanitized before and after each group have used it and/or will under no circumstances be used within 48 hours of its last usage.</p>
<b>46</b>	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).				These key messages will be communicated to students and parents/carers before the start of term.
<b>47</b>	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>Posters to be displayed.</p> <p>Hand sanitizer, tissues and pedal bins (with lids) to be available in all classrooms and around the site.</p> <p>PHE and NHS guidance to be re-distributed to all stakeholders, making guidance clear – we have a translate facility on our website to</p>



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

					support non-English speaking families' access to this important information.
48	Additional lidded bins and increased emptying / replacement are provided / in-place.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Every classroom, office and other areas of the site will have a pedal bin and reminders about (Catch it, bin it, kill it)
49	All working areas within the building should be well-ventilated (Windows and Doors open) where safe and appropriate to do so.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All rooms will have door stops. Doors will be propped open and windows will be open where safe and appropriate to do so.
50	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: <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>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Cleaning schedule to be agreed with cleaning contractor and in-school day cleaners have increased the frequency of key high contact areas: toilets, door handles, banisters/rails, access buttons, door plates. Increased frequency of cleaning of the kitchen areas. Staff and students should bring in their own water bottles. Disposable paper cups will be available. Students will have their own equipment including mini whiteboards. Any shared resources will be used within one year group bubble. The two dining areas that are used by two, year group bubbles will be cleaned extensively in the two hour period between break and lunchtime.
51	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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	There will be maximum capacity in all staff communal areas. Staff should bring their own cups and clean them themselves. Sanitizing wipes will be used after staff have made drinks and opened fridge doors.
52	Staff should consider the storage of their personal items to ensure they are Covid secure.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Inform staff that they are to keep their personal belongings with them or in their workspace. Some staff may use their allocated locker in the staffroom, if applicable.
53	Staff and pupils are provided with instructions on how to achieve effective hand-washing; for example in the form of posters, written guidance and videos clips etc.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">Hand-Washing Guidance</a>  <a href="#">Hand-Washing Video</a>



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

54	Office staff who receive deliveries, post etc. are encouraged to wash their hands more frequently and are provided with sanitiser.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Screen in place at reception and tape markers show distance to be maintained Remind staff taking deliveries to wipe down goods with wipes and sanitize hands afterwards. Only essential visits to take place. Visitor protocol to be sent to all staff who are frequent visitors
55	Increased frequency of toilet inspections and checks to ensure sufficient supplies of liquid soap and paper towels are maintained. Staff to report shortages to site staff.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Cleaning to take place more frequently in all student and staff toilets.
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"/>	All non-emergency maintenance to be carried out when school is closed to students and staff, where possible Suppliers to be issued with school visiting protocols Remind staff taking deliveries to wipe down goods with wipes and sanitize hands afterwards

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



<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>
57	<p>Sufficient understanding and processes are in place to respond to a confirmed case of COVID 19 in school:</p> <ul style="list-style-type: none"> <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> <li>- School should keep a record of all visitors to the school including contact details. Records to be kept for 21 days.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>This will be communicated with parents/carers. We will follow PHE guidance – insert here.</p> <p>Reports can be pulled from SIMS of all students in all year group bubbles. We will maintain a list of visitors with their contact details.</p>
58	<p>If an outbreak is confirmed (2 or more cases within a 14 day period) health protection teams may recommend that a larger number of other pupils self-isolate at home as a precautionary measure.</p> <p>Remote/distance learning contingency arrangements for all pupils should be maintained in case of school/ year group closure during any local COVID 19 outbreak.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Remote learning is in a strong place and will continue to be developed during the period of time that the school is back together. We are looking at how to keep best practice shared and are committed to keeping the best of what we have learned during this period of time. If students do have to be at home again, they will have access to remote learning and to work packs.</p>
<b>Key Roles and Responsibilities</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>
59	<p>Sufficient staffing / resources are in place to maintain the security of the building and its occupants.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Discussions with Bulloughs – cleaning company to establish change to working patterns to ensure enough resource to keep everyone as safe as it practicably possible</p>



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

<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"/>	Priorities have been put in place for over the summer holiday to ensure that there are enough consumables. This will be reviewed on a weekly basis.
<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"/>	<a href="https://www.hse.gov.uk/coronavirus/first-aid-and-medicals/first-aid-certificate-coronavirus.htm">https://www.hse.gov.uk/coronavirus/first-aid-and-medicals/first-aid-certificate-coronavirus.htm</a> .
<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"/>	As per normal fire evacuation. Muster points to be remarked to ensure that year group bubbles are kept separate.

### Statutory Premises Compliance and Maintenance

Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
<b>63</b>	PPM (Planned Preventative Maintenance) work continues to be delivered for critical building systems (Life-Safety) including: <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"/>	All non-emergency maintenance to be carried out when school is closed to students and staff, where possible.
<b>64</b>	Defect Reporting arrangements are in place.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	This will be managed as per existing arrangements



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

**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>
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 to review risk assessments for EHCP students and to update if necessary. SEND students have attended during last two weeks of term to familiarise selves with environment. Staggered start to year, will enable more processing and familiarisation time.
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"/>	Year group bubbles have been planned. Areas of the school have been divided up. Year group bubbles will be in one area of the school and staff will move to teach and work with that year group.
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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	For school health adviser to contact parents and carers to recommend seeking advice from the GP.

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

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).**

<b>Completed by Head Teacher &amp; Approved by Chair of Governors</b>	J Bowen	<b>Date of Approval</b>	25th January
<b>Date shared with all staff included the H&amp;S representative</b>	Click here to enter a date. 25 <sup>th</sup> January	<b>Date when school will be open and operating for ALL pupils.</b>	11/09/2020