



Schools/Settings COVID 19- Health and Safety Risk Assessment and Outbreak Management Plan

School/ Setting	The East Manchester Academy	Date of Assessment	31/08/2021
Assessment Completed By	J Bowen – Headteacher		

Staying COVID Secure – Our Commitment

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

Our Employees

Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
01	Any employee or persons within their household that has coronavirus (COVID-19) symptoms , should not attend school/ setting. They should arrange to have a test .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	This guidance is communicated to all stakeholders in the plan for return and in communications with parents and students. 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. Staff, pupils and families will 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"/>	This guidance is communicated to all stakeholders in the plan of the 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 arrange to have a test .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Links to further information about how one can access arranging a test is communicated regularly and tests will be given from school stock to complete at home, where appropriate.



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					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 from coronavirus (COVID-19), as set out in the COVID-19: review of disparities in risks and outcomes report . Sample assessment template provided by Directorate for Children and Education Services. CEV staff are no longer advised to shield.	<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 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. All individual risk assessments updated wb September 6 th All staff asked to indicate any new medical conditions that may require risk assessments

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"/>	This guidance is communicated to all stakeholders in the plan of the return and in communications with parents and students. 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.
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"/>	This guidance is communicated to all stakeholders in the plan of the return and in communications with parents and students. 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.
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"/>	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.
08	Remote/distance learning contingency arrangements for all pupils should be maintained in line with any local Covid-19 outbreak.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	We will loan out devices where needed and continue to use MS Teams and paper packs to supplement learning



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Our School

Asymptomatic Testing					
Ref	Control Measure	Y	No	N/A	Actions Taken
09	<p>Rapid testing using Lateral Flow Devices (LFD)s will support the return to education in September by helping to identify people who are asymptomatic;</p> <ul style="list-style-type: none"> Secondary school pupils should complete 2 onsite tests, on return to school, before moving to regular twice weekly tests at home. Secondary school staff should complete regular twice weekly tests at home. 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. Primary school staff should complete twice weekly tests at home. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Secondary schools have a Lateral Flow Device Testing risk assessment in place for their on-site test centre.</p> <p>All schools have a Lateral Flow Testing risk assessment in place for the provision, supply and storage for home Lateral Flow Device Tests.</p> <p>Settings may commence testing from 3 working days before the start of term and can stagger return of pupils across the first week to manage this.</p> <p>The need for regular asymptomatic testing will be reviewed at the end of September.</p> <p>Regular reminders will be given to all stakeholders regarding the importance of maintaining twice weekly testing (to be reviewed at the end of September 2021).</p>
Physical / Social Distancing in the Building					
Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
10	<p>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.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>When there is an increase in local Covid-19 cases, considerations should be given to ensuring social distancing amongst staff- e.g;</p> <ul style="list-style-type: none"> Stagger the use and limit the occupancy of staff room and offices by employees and ensure staff maintain social distancing.



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					<ul style="list-style-type: none"> • Ensure maximum occupancy of each room is calculated to ensure staff can maintain social distancing. • Car sharing should be avoided where possible
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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	N/A in our setting at present

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 coronavirus (COVID-19) symptoms , should not attend school/ setting. They should arrange to have a test .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	This guidance will be communicated through letters, emails, text messages, staff training and form time information sessions.
13	Staff who experience symptoms as above whilst at work should go home as soon as possible and should arrange to have a test .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	This guidance will be communicated through letters, emails, text messages, staff training and form time information sessions.
14	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	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	We will operate established routines for completing this as required.



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	need to isolate or get a test unless they develop symptoms themselves.				
15	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"/>	This guidance will be communicated through letters, emails, text messages, staff training and form time information sessions.
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 school setting whilst they are waiting for their results (unless they develop symptoms).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	This guidance will be communicated through letters, emails, text messages, staff training and form time information sessions.
17	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"/>	As established last academic, students and staff will be reminded to sanitise their hands on entrance and exit to the school site. Cleaning of surfaces will take place twice daily (at the end of P2 and P4). Regular cleaning of high contact surfaces (such as banister rails and door handles) will be retained as part of daily cleaning routines.
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"/>	Sanitiser is available around the site, including in the dining rooms and there will be signs around school to promote this as a key part of keeping each other safe.
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"/>	Increased cleaning regime for toilets and high touch points to remain in place. Sanitiser is available around the site, including in the dining rooms and there will be signs around school to promote this as a key part of keeping each other safe.
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"/>	Posters are on display to promote this practice as well as regular reminders through form time.



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21	Additional lidded bins and increased emptying / replacement are provided / in-place.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
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"> • mechanical ventilation systems – these should be adjusted to increase the ventilation rate wherever possible and checked to confirm that normal operation meets current guidance and that only fresh outside air is circulated. 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 • 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 • 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). <p>To balance the need for increased ventilation while maintaining a comfortable temperature, consider:</p> <ul style="list-style-type: none"> • opening high level windows in colder weather in preference to low level to reduce draughts • increasing the ventilation while spaces are unoccupied (for example, between classes, during break and lunch, when a room is unused) • providing flexibility to allow additional, suitable indoor clothing <p>Heating should be used as necessary to ensure comfort levels are maintained particularly in occupied spaces.</p>



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22	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: <ul style="list-style-type: none"> • Toilets • Door Handles/ Access Buttons • Kitchen areas and associated equipment • Water dispensers/ coolers • Printers/ Photocopiers • White Boards • Play Equipment • Shared resources 				Clean practices to include at least twice daily sanitising of frequently surfaces. This will include desks at the end of P2 and P4. Additional cleaning practices to be maintained throughout the school day, using products as per the guidelines.
23	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. Increased frequency of toilet inspections and checks to ensure sufficient supplies of liquid soap are maintained.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Hand-Washing Guidance Hand-Washing Video
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"/>	Information will be communicated via email and through displays.
Response to an Infection					
Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
25	Sufficient understanding and processes are in place to respond to a confirmed case of COVID 19 in school: <ul style="list-style-type: none"> - Those with symptoms book a test - Contact Public Health when become aware of a confirmed case (Public Health will also contact schools when they become aware of a confirmed case). 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	See Outbreak Management Plan Below



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	<ul style="list-style-type: none"> - Complete On-Line MTAT form. - Public Health/ MTAT will then work with school to determine actions to be taken. - Outbreak management plan is implemented if requested in response to request from local Director of Public Health, Test and Trace or Public Health. 				
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"/>	See Outbreak Management Plan Below

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Outbreak Management Plan					
<p>Outbreak Management Plan (OMP) outlines how the school would operate if additional measures are recommended for your 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”.</p> <p>N.B- THE FOLLWING 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.</p>					
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>				<ul style="list-style-type: none"> • Ensure remote learning platform remains through MS Teams with supplementary work books. • Provision in place for key worker children attendance (as per national lockdowns).
02	<p>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.</p>				<ul style="list-style-type: none"> • For secondary schools onsite Asymptomatic Testing Sites (ATS) in place. • Increased use of home testing for staff.
03	<p>Temporary re-introduction of year/class bubbles, for a temporary period to reduce mixing between groups.</p>				<ul style="list-style-type: none"> • Year/ class group bubbles implemented • Staggered entrance/ exit times (if possible) • Use of different entrances (if possible)



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					<ul style="list-style-type: none"> Staggered/ limited use of communal areas- hall/ dining room etc.
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.				<ul style="list-style-type: none"> Face coverings worn by staff and visitors, in communal areas unless they are exempt. Face coverings worn by pupils in communal areas/ all areas
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.				<ul style="list-style-type: none"> Individual risk assessments regularly reviewed and specifically in line with any updated government guidance regarding VoCs. Remote learning platform in place for children who are advised to shield.
06	Temporary limit to certain school activities; - residential educational visits - open days - transition and taster days - parental attendance in settings - performances in settings				<ul style="list-style-type: none"> Risk assessments in place.

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

Health.and.safety@manchester.gov.uk

Approved by (Head Teacher/ Chair of Governors)	J Bowen	Date of Approval	01/09/2021
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