



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

School/ Setting	St. Peter's RC High School	Date of Assessment	01/02/2021
Assessment Completed By	Andrew Montrose Deputy 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 self-isolate immediately and arrange to have a test .	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A protocol has been sent to all staff with guidance and who to notify within school. (Sept. 2020). A document outlining this protocol has been re-sent twice since the start of the term to remind staff of procedures to follow. (Oct. 2020 & Dec. 2020). Support staff whose first language is not English have also been spoken to individually. A list of internal administrative protocols has also been created, including a spreadsheet of COVID-related staff absence and a set of letters to send to staff based on each scenario.
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 type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A protocol has been sent to all staff with guidance and who to notify within school. (Sept. 2020). A document outlining this protocol has been re-sent twice since the start of the term to remind staff of procedures to follow. A list of internal administrative protocols has also been created, including a spreadsheet of COVID-related staff absence and a set of letters to send to staff based on each scenario.

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

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 type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A protocol has been sent to all staff with guidance and who to notify within school. <i>A document outlining this protocol has been re-sent twice since the start of the term to remind staff of procedures to follow. A list of internal administrative protocols has also been created, including a spreadsheet of COVID-related staff absence and a set of letters to send to staff based on each scenario.</i>
04	An individual risk assessment will be completed for all staff that have characteristics that increase their potential risk from coronavirus (COVID-19), as set out in the COVID-19: review of disparities in risks and outcomes report . Sample assessment template provided by Directorate for Children and Education Services	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Any staff who fall into the 'high' category – as per the risk matrix (attached as an appendix) will be individually risk assessed, and adjustments made, where necessary, to their work environment. This includes persons being required to work from home when no suitable adjustments can be found. These staff will also have a meeting on their first day of returning to work. <i>A senior member of staff – reporting directly to the Headteacher – speaks to this group of staff on at least a weekly basis to ensure there are no issues we have to address regarding their well-being and safety. Updates about the well-being of these staff are given weekly to the Headteacher and other key members of staff. Our 'critically extremely vulnerable' staff are not in school.</i>
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 type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All well-being phone calls are being made. Staff who are in this category are regularly contacted and offered all available support. <i>Staff who are currently not in school are contacted by various members of staff on a regular basis. Updates on their well-being and health are passed on to the Headteacher.</i>
06	We provide suitable information and equipment to work at home safely and effectively including those staff who require additional aids and adaptations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	During the well-being conversations and through a survey, staff were asked if they needed any additional equipment to ensure they could carry out their work from home.

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 coronavirus (COVID-19) symptoms , should not attend school/ setting. They should self-isolate immediately and arrange to have a test .	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Pupils and parents/carers have received protocols with guidance of what to do and who to notify. <i>This guidance was reiterated in two Newsletters/Bulletins that went to all households. (Sept. & Dec. 2020).</i>



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

					Letters have also been sent pre and post-Christmas to update parents/carers about the protocols.
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 type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Pupils and parents/carers have received protocols with guidance of what to do and who to notify.</p> <p>Each time a positive case in the pupil population is reported, there is now a well-established set of procedures we follow. These procedures include using seating plans to establish potential close contacts, contacting home directly and arranging for these pupils to go home with a letter outlining the details and dates of self-isolation. Staff who taught pupils who have reported a positive test result are immediately contacted to ascertain if they have been a potential close contact, and decisions made as soon as possible.</p> <p>The importance of accessing work set on the VLE is reinforced to pupils and parents in this process.</p> <p>'Live' cases are recorded and reported to the Headteacher and key staff in meetings on a weekly basis.</p>
09	Any pupil who develops COVID-19 symptoms during the school day should be sent home as soon as possible and should arrange to have a test	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Pupils and parents/carers have received protocols with guidance of what to do and who to notify. Trained staff will support pupils in a designated location.</p> <p>These protocols were reiterated to staff at the start of the current lockdown (Jan.2021).</p>
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 type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Work is provided on our VLE on a weekly basis for every pupil in every subject. The work itself, along with pupil engagement, is monitored by both faculty leaders and a member of the leadership team. Work packs have also been sent out to pupils.</p> <p>A Remote Learning Policy has now been drafted which outlines expectations of staff and pupils. Staff have been involved in this process, and are aware of the basic expectations of setting work on the VLE for absent pupils. Senior staff are constantly updating and refining our remote learning Policy and procedures, in liaison with pastoral staff and parents/carers.</p> <p>Learning resources have been provided for all pupils to collect from school (from 1/2/21); and 230+ lap-tops will have been distributed by the end of February 2021.</p> <p>Any pupils who cannot work from home have been asked to come into school during this current lockdown.</p>
11	Pupil groups should be arranged to enable the school to deliver the full range of curriculum subjects and students to receive specialist teaching.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Pupils are separated into year-group 'bubbles'. Each bubble will be allowed to mix classes with a view to offering the full curriculum. There</p>



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

	<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>is a new one-way system in place (diagram attached as an appendix) to prevent pupils from crossing on the corridor.</p> <p>There are new staggered break and lunch-times for each Year group, with a view to maintaining the integrity of the 'bubbles'.</p> <p>This arrangement has been replicated since the most recent lockdown (6th January 2021), with smaller groups of pupils in school. Staff have been allocated a 'bubble' which they remain in as and when they are on the rota to support these pupils.</p> <p>There will be staggered egress from the building at the end of the day. This does not happen during the current lockdown, as the number of pupils on site does not require this to happen.</p> <p>These procedures and arrangements are regularly reviewed during the COVID-19 Committee meetings, as well as in Union meetings. Changes are made based on feedback.</p>
12	<p>School Behaviour Policy and expectations should be updated to reflect COVID measures and communicated to all staff, pupils and parents.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>This has been done and shared with staff/pupils/parents/carers. Behaviour issues are still recorded, and we have now re-started the after-school Headteachers' detention (this was postponed at the start of the current lockdown – January 2021). Serious incidents of poor behaviour are rare and dealt with immediately. COVID-related behaviour issues are likewise dealt with swiftly and effectively.</p>

Our School

Capacity, Access and Egress					
Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
13	<p>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).</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Each Year group has a separate/designated gate to enter the premises. Pupils will exit the premises using two separate gates, but using a staggered model to avoid everyone exiting the building at the same time.</p>

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

					<p>This system has been successful in maintaining the integrity of the 'Bubbles'. Staff ensure that pupils sanitise hands on entry to the premises, and that they have a face-covering.</p> <p>During the current lockdown, pupils enter the site through one gate, and are supervised outside by staff. Social distancing and sanitising protocols are followed. The pupils go to their allocated classrooms for the day at 8.45 am.</p>
14	Increased number of Entrance and Exit Points to the Building (external class room doors should be used where possible).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Extra external gates are being used to increase the entrance and exit points to the building.
15	Develop, share and display drop off/ collection protocols e.g. one way system and one parent/carer only to drop off/ collect child. (Ensure children are dropped off at school gates rather than coming into school playground, older KS2 children are encouraged to walk to school by themselves).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>One-way system has been designed and will be implemented on the first day of term. Staff have been shown and walked the route to ensure that they have a knowledge of it. Diagrams have also been shared with staff.</p> <p>This system is still operational, albeit with some changes since the start of the year. There are a few areas and times in the day when crowding happens. This is being addressed by monitoring when/where this crowding happens, and staff deployed accordingly. Floor markings to support this one-way system are highly visible.</p>
16	Restrictions on access to school/setting by third parties (parents, members of the public, visitors etc). Appointments for school visits, reduced numbers in school reception area (one in/ one out) etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Visitors to the school are limited to only those necessary. Any visitor to the school will communicate with reception via the intercom before entering to ensure that they are required on site.</p> <p>Any contractors visiting site for maintenance or repair work should be booked outside of operational hours where at all possible.</p> <p>All MANCEP meetings which St. Peter's hosts now take place remotely (since September 2020).</p> <p>All lettings and external catering have ceased.</p>
17	Stagger drop off and finish times, lunch and break times for each cohort/group where possible. If not possible for each year group, consider; for Secondary KS3/ KS4/ 6 th Form. This could include condensing / staggering free periods or break time but retaining the same amount of teaching time, or keeping the length of the day the same but starting and finishing later to avoid rush hour.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Staggered break times and separate lunch times in force. A document added as an appendix shows the full school timetable.</p> <p>During the current lockdown (with reduced numbers of pupils in school), we still use a staggered break and lunch system, but split into KS3 and KS4 pupils.</p> <p>The dining-room and playground have designated areas for each of the Year group 'bubbles'.</p>
Travel to and from School (including Public Transport and School Buses)					



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

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 type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	This has been done through communications with parents/carers.
19	Pupils on dedicated school buses should wherever possible: <ul style="list-style-type: none"> - Sit together in their year groups, - Ensure hands are sanitised on boarding/ disembarking - Use face coverings where appropriate, for children over the age of 11. E.g. if likely to be in close contact with people outside of their group. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Protocols regarding transport to and from school have been reinforced on several occasions via newsletters and messages to parents.</p> <p>We have also got a protocol in place regarding using the school mini-bus to transport pupils for any reason during the school day.</p>
20	Assurance should be sought from school bus providers of additional cleaning regimes and that a COVID secure risk assessment has been completed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
21	Close liaison is in place for statutory 'Home to School Transport' with the Local Authority, school and private providers. Assurance should be sought that additional cleaning regimes are in place and a COVID secure risk assessment has been completed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A designated member of staff liaises with the bus companies on a regular basis regarding COVID-related issues.
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 type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
23	Families and pupils that have no alternative to use wider public transport are referred to the safer travel guidance for passengers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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

24	<p>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.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Members of staff to be on duty at all pupil access points to ensure that pupils sanitize their hands upon entry to the building and either remove reusable face coverings or dispose of single-use coverings. Based on DfE guidance, we now insist on face-coverings from entry onto the premises and in all communal areas. Wearing face-coverings in the classroom is optional, but is now more prevalent than before.</p> <p>Designated staff have a supply of face-coverings for pupils who don't have one.</p>
Physical / Social Distancing in the Building					
Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
25	<p>Classrooms are organised maintaining space between pupils/ children/ adults where possible: small adaptations are made to the classroom to support distancing. Including seating pupils side by side and facing forwards, rather than face to face or side on, In secondary schools, teachers should stay at the front and maintain 2m distance.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>All desks arranged into rows so that all pupils are facing the same way, front to back. All teacher desks where possible are 2m away from pupils. Class sizes are limited to 28 pupils. Rooms are checked regularly to ensure that furniture is in the correct place for suitable distancing.</p> <p>Tape has been placed on the floor of classrooms as a visual reminder to staff that they must stay 2 metres away from the pupils/desks as much as possible.</p>
26	<p>Reduced movement around school-</p> <ul style="list-style-type: none"> - Timetabling ensures that groups are kept apart and movement around the school is kept to a minimum. Consideration has been given to the avoidance of creating busy corridors, entrances and exits. Staggered start and finish times, break and lunch times have been considered, together with ensuring appropriate time for cleaning surfaces and equipment. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>We have now established a routine of staggered breaks and lunches to reduce mass movement and gathering in school.</p> <p>This arrangement has continued into the latest lockdown, starting January 6th 2021.</p> <p>The reduced numbers of pupils in school since January has negated the need for a staggered end to the day – there are no 'mass movements' at any time during the school day.</p>



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

27	Older pupils are regularly reminded of the need to socially distance. E.g. Posters are located throughout school.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Posters to be printed and put up in various locations around the school. Pupils reminded every lesson of the need to socially distance.
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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All inter-year group work postponed until further notice. Separate break and lunch times for each Year group in force. <i>Since a visit from the LA Health & Safety Representative who deemed assemblies were safe to conduct, we have had some Year-group assemblies. Staff are asked to sit at the front and socially distance themselves from the pupils and each other.</i>
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 type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>We care following the DfE guidance regarding music lessons.</i>
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 type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>PE staff follow enhanced guidelines regarding pupils having to wear a face-covering whilst changing for PE, and enhanced hygiene of equipment and facilities every lesson.</i>
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 type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All shared offices / staff room spaces have notices on them, displaying the maximum occupancy of said rooms. <i>This has been reinforced several times verbally and in daily e-bulletin notices.</i> <i>We have also put 'maximum adult capacity' signs on classrooms being used for pupils in the current lockdown, and reinforced this protocol in various meetings with staff.</i>
32	Kitchen staff maintain social distancing of 2m in the kitchen. If not possible 1m plus additional controls. Kitchens must comply with the guidance for food businesses on coronavirus (COVID-19) .	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Catering protocols (attached as an appendix) provide compliance with all relevant guidance
33	Use of Small Meeting Rooms and Confined Areas (including Photocopier / Printer/ Storage areas) by more than one person prohibited.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Notices have been put on small office and other spaces in school (eg Reprographics) to reinforce this.</i>
34	Non Essential repair / contracted works in buildings to be carried outside school hours.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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

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 type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Use of lifts prohibited for all but those staff and pupils who have a valid medical reason. Occupancy is limited to one person per lift unless necessary for a medical or practical reason.
36	Staff that assist pupils with AGP (aerosol generating procedures) have appropriate AGP PPE. Any procedures are done in a separate, ventilated room where possible. (Refer to health colleagues if this is applicable).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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

Floor markers for social distancing and directional movement are placed on all floors and staircases.

Temporary barriers when pupils enter the premises at the start of the day, and when they leave the dining-room after lunch have been erected.

Tape on classroom floors has enabled staff to have a visible reminder of not getting close to the pupils.

Screens have been erected in each classroom on the teachers' desks as an extra layer of safety.

Screens have also been erected in other areas – eg the Dining-Room tills and the Main Office.

Infection Control, Cleaning and Hygiene Arrangements

Ref	Control Measure	Yes	No	N/A	Actions Taken
-----	-----------------	-----	----	-----	---------------



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

					Details / Further Information
37	Staff and/or pupils who are experiencing coronavirus (COVID-19) symptoms , should not attend school/ setting. They should arrange to have a test .	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A protocol has been sent to all staff with guidance and who to notify within school. Staff have been reminded of protocols on several occasions. Pupils and parents/carers have received protocols with guidance of what to do and who to notify.
38	Staff who experience symptoms as above whilst at work should go home as soon as possible and should arrange to have a test .	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A protocol has been sent to all staff with guidance and who to notify within school. Staff have been reminded of protocols on several occasions.
39	Pupils who experience COVID-19 symptoms should be collected from school/ setting as soon as possible. They should be kept 2m apart from all other pupils and staff whilst on site, where possible. If pupil needs direct personal care until they can return home, staff should wear gloves, an apron and a face mask. Eye protection should also be worn if deemed risk from coughing/spitting/ vomiting. Anyone who come into close contact with someone with COVID symptoms must wash their hands. They do not need to isolate or get a test unless they develop symptoms themselves.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Pupils and parents/carers have received protocols with guidance of what to do and who to notify. Trained staff are available to care for pupils until they are collected from school in a dedicated location. All appropriate PPE is provided and available . A set of protocols and procedures have been drawn up to give staff a step-by-step list of what to do when a positive case is confirmed. These protocols have been shared with key staff, so we are able to have consistency in terms of adhering to these protocols.
40	Parents of pupils with COVID 19 symptoms should be instructed to get their child tested. Schools will have a small number of testing kits to be provided to parents where it is uncertain they will get a test for their child or may struggle to get a test.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Pupils and parents/carers have received protocols with guidance of what to do and who to notify.
41	Staff/ pupils who test positive for COVID 19 should self-isolate for 10 days from the test. Other members of their household (including siblings) should self -isolate for 14 days from when the symptomatic person first has symptoms.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A protocol has been sent to all staff with guidance and who to notify within school. Pupils and parents/carers have received protocols with guidance of what to do and who to notify. A set of protocols and procedures have been drawn up to give staff a step-by-step list of what to do when a positive case is confirmed.



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

42	Provision of hand-washing / hand-hygiene facilities at entrances and throughout school/setting. (Regularly monitored & maintained).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Hand sanitizer is provided at all entrances for staff and pupils, who will be required to sanitize their hands before entering the building. All pupils will also sanitise their hands on entrance to every classroom. These procedures are now well-established, but reminders are sent out regularly via the e-bulletin.
43	All staff and pupils are encouraged to regularly wash their hands with soap and water, especially upon arrival at school/setting, prior to eating, following break/lunch time and any other time deemed necessary (after coughs/sneezes). Small children and children with complex needs should continue to be helped to wash their hands properly.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Posters put around the school and pupils regularly reminded to wash their hands.
44	Different pupil groups do not need to be allocated their own toilet blocks or hand washing facilities. Toilets and facilities will be cleaned regularly in line with the school's enhanced cleaning regime. Pupils will be encouraged to clean their hands thoroughly throughout the day	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Cleaning protocols (attached as an appendix) cover enhanced cleaning.
45	Educational Resources; <ul style="list-style-type: none"> - For frequently used resources such as pens and pencils, staff and pupils should have their own items - Classroom based resources, such as books and games, can be used and shared within the group. They should be cleaned regularly as part of school's enhanced cleaning regime. - 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. - Outdoor play equipment should be frequently cleaned following use by each group. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Guidance on the use of educational resources has been given to staff (Sept. 2020).</p> <p>Faculty Leaders will be asked to report back on the adherence to this guidance via our 'Quality of Education' Reports.</p>



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

	- 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.				
46	Pupils should limit the amount of equipment they bring into school each day. This should be limited to lunch boxes, coats, bags, books, stationery and mobile phones (where applicable).				
47	All staff and pupils are encouraged to cough / sneeze into tissues and dispose of these in appropriate waste disposal bins. (Catch it, Kill it, Bin it)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Posters and regular reminders
48	Additional lidded bins and increased emptying / replacement are provided / in-place.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Additional resources and products were purchased to support testing of staff and pupils (Jan. 2021).
49	All working areas within the building should be well-ventilated (Windows and Doors open) where safe and appropriate to do so.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Staff encouraged to open windows and doors and keep open. Reminders are sent on a regular basis via the e-bulletin.
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"> ● Toilets ● Door Handles/ Access Buttons ● Kitchen areas and associated equipment ● Water dispensers/ coolers ● Printers/ Photocopiers ● White Boards ● Play Equipment ● Shared resources 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Cleaning protocols cover enhanced cleaning.
51	Staff should ensure shared facilities such as staff room kitchens are cleaned thoroughly after use. E.g. following lunch or hot drink preparation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Cleaning products provided for all shared facilities.



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

	Staff should ensure any communal crockery, cutlery used is thoroughly washed and where possible use their own.				
52	Staff should consider the storage of their personal items to ensure they are Covid secure.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Some staff have access to lockers in the staff-room
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 type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Hand-Washing Guidance Hand-Washing Video
54	Office staff who receive deliveries, post etc. are encouraged to wash their hands more frequently and are provided with sanitiser.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
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 type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Increased toilet inspections are now part of the site staff's protocols and schedules.
56	Suppliers and Contractors advised if attending premises of infection control arrangements, no-access areas and expectations around personal hygiene.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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



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

As part of our protocols when staff or pupils are tested positive, areas where these people are based are deep-cleaned.

We have also invested in an ultra-low-volume (UVL) cold fogging machine (Oct. 2020), which is used to help deep-clean large areas after use, and to ensure fabric and carpeted areas are suitably sanitised after use. The PE Faculty staff also use an enhanced anti-bacterial/anti-viral spray solution for equipment they use at the end of every lesson.

Response to an Infection					
Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
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"> - Those with symptoms book a test (as above schools will be provided with a limited number of tests) - Contact Public Health when become aware of a confirmed case (Public Health will also contact schools when they become aware of a confirmed case). - Public Health will then work with school to determine actions to be taken. - School should keep a record of pupils/staff in each year group and any close contact between staff and children in different groups. - School should keep a record of all visitors to the school including contact details. Records to be kept for 21 days. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>PHE are contacted each time there is a confirmed positive case in the school community. All guidance is followed, and records updated daily.</p>



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

58	If an outbreak is confirmed (2 or more cases within a 14 day period) health protection teams may recommend that a larger number of other pupils self-isolate at home as a precautionary measure. Remote/distance learning contingency arrangements for all pupils should be maintained in case of school/ year group closure during any local COVID 19 outbreak.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Key Roles and Responsibilities					
Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
59	Sufficient staffing / resources are in place to maintain the security of the building and its occupants.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	This is reviewed weekly, and decision made for the following week.
60	Sufficient staffing / resources are in place to maintain the cleanliness of the building and to carry out necessary inspections of consumables needed to maintain hygiene (including their replenishment).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	This is reviewed daily, and contingency plans put in place (eg using an Agency to supply cleaning staff).
61	Sufficient numbers of trained staff are in place to provide First Aid and First Aiders are aware of updated HSE guidance.(See link).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	https://www.hse.gov.uk/coronavirus/first-aid-and-medicals/first-aid-certificate-coronavirus.htm .
62	Sufficient numbers of staff are in place to enable safe evacuation of the building in the event of an emergency.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Statutory Premises Compliance and Maintenance					
Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
63	PPM (Planned Preventative Maintenance) work continues to be delivered for critical building systems (Life-Safety) including: <ul style="list-style-type: none"> • Fire Alarm and Detection • Powered Doors / Gates • Legionella and Water Testing 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	ALL PPM up to date.



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

	<ul style="list-style-type: none">• Electrical Safety• Gas Safety• PAT Testing• Asbestos Management				
64	Defect Reporting arrangements are in place.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Report to site staff

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

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

Health.and.safety@manchester.gov.uk

Additional Measures/ Considerations for Special Schools					
Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
65	Pupil risk assessment completed/ updated to determine additional support for children with EHC plans to support a successful return. Parents contacted to involve them in planning for children's return in September- e.g. social stories/ visits.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Pupils with EHC Plans are monitored daily. Any additional support needed is co-ordinated by our SENCO and member of staff responsible for the RP pupils. The majority of our pupils with an EHCP are attending school during the current lockdown – those who don't attend are contacted by key pastoral staff on a regular basis.
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 type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	We have, since our return in January, increased staff on the rota for vulnerable pupils and children of Critical Workers, in order to ensure class sizes are kept low. We have staffed two extra 'bubbles' to accommodate our most vulnerable pupils and our EAL pupils.
67	Pupils, although no longer shielding, but remain under the care of a specialist health professional, school should discuss school return with their health professional. Where a pupil is unable to attend their setting because they are complying with clinical or public health advice distance/ remote education is provided.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	



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

Completed by Head Teacher & Approved by Chair of Governors	30/08/2020 25/10/20 (Version 2) 11/11/20 (Version 3) 01/02/21 (Version 4)	Date of Approval	01/09/2020
Date shared with all staff included the H&S representative	01/09/2020 12/11/20 (Version 3)	Date when school will be open and operating for ALL pupils.	07/09/2020