



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

School/ Setting	Rushbrook Primary Academy	Date of Assessment	09/07/2020
Assessment Completed By	Matt Carroll		

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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All employees have been informed of this and have already been following these guidelines during wider opening. As soon as a person presents with symptoms the individual or RPA will book a COVID-19 test, which ever is the faster method.
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"/>	All employees must send their results to a member of the SLT as soon as they receive them. All employees have been informed that should they test positive they must remain at home for 10 days. A reintegration meeting will take place following the isolation to safeguard the member of staff.
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"/>	All employees have been informed of this and have already been following these guidelines during wider opening. As soon as a person presents with symptoms the individual or RPA will book a COVID-19 test, whichever is the faster method.



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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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Individual risk assessments will be conducted for all staff that fall into extremely clinically/clinically vulnerable and all those members that belong to any BAME group. Appropriate adjustments will be made following 1:1 conversations with the SLT.
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"/>	If a member of staff is at home, the SLT will make regular contact with them. This is a continuation of what is already happening.
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"/>	All staff have laptops to enable them to work from home. A refreshed plan of staff technology has already been developing by the technical team. In the case that staff work from home, a DSE assessment will be carried out and, if necessary, a separate mouse, keyboard and laptop riser will be provided.

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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All families have been informed of this and have already been following these guidelines during wider opening. As soon as a person presents with symptoms the individual or RPA will book a COVID-19 test, whichever is the faster method. Some families do require extra support with this via our inclusion team.
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"/>	All families must send their results to a member of the SLT as soon as they receive them. All families have been informed that should they test positive they must remain at home for 10 days. The attendance officer will monitor when the child returns.
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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	As soon as a child develops symptoms, they will be sent to the isolation room and their parents/carers contacted to collect immediately. If a member of staff chooses to wait with them, they must wear full PPE.
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"/>	Microsoft Teams has already been used by our children during lockdown and the wider opening period. This will continue and pupils will also be directed to The Oak Academy and paper packs will be created in readiness. We have also provided online safety lessons for children and the computing lead provides regular updates regarding



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					keeping safe online. The MS Teams is a secure Trust portal that can only be accessed with passwords and permissions.
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>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Pupils will be grouped into bubbles of 30 and will remain in their class bases for most of the day.</p> <p>Years 5 and 6 will continue to set and provide targeted specialist teaching so these children will form year group bubbles to enable progress maths and English to be taught.</p> <p>Pupils will move to the Computing Zone for specialist teaching and will also use the hall and outdoors for PE</p> <p>Smaller spaces will be created for specialist intervention groups.</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"/>	Behaviour policy will be updated to ensure that measure around safe behaviour are included. This will be communicated with parents and their will also be a developed home school agreement

Our School

Capacity, Access and Egress					
Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
13	Designated Entrance and Exit Points to the Building (for each year group of pupils where possible or where not possible for certain year groups to avoid all pupils using the same entrance/ exit).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Nursery will enter using the gate next to the substation</p> <p>Reception will enter using the KS1 Gate</p> <p>Year 1 will enter using the Year 1 Gate</p> <p>Year 2 will enter using the KS1 Gate</p> <p>Year 3 will enter using the KS1 Gate</p> <p>Year 4 will enter using the gate next to the hall</p> <p>Year 5 and 6 will enter using the KS2 playground gate</p>
14	Increased number of Entrance and Exit Points to the Building (external class room doors should be used where possible).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Nursery will enter through the Nursery outdoor area</p> <p>Reception will enter through the Reception outdoor area</p> <p>Year 1 will enter through the Year 1 external doors</p> <p>Year 2 will enter through the Year 2 external doors</p> <p>Year 3 will enter through the fire exit door and the side of Year 2</p> <p>Year 4 will enter through the small hall door</p>

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					Year 5 and 6 will enter through the KS2 playground side door
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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	EYFS parents/carers will queue by the relevant classrooms and be allowed on site. All queues will remain socially distanced and signposting will encourage this as will the supervising staff. Year 1 will queue outside of the Year 1 fence so won't be on site Year 2/Year 3 will be encouraged to drop off at KS1 gate Year 4 will be handed over outside the hall gate Year 5 and 6 will be encouraged to leave the site alone
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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The office will work on a 1 in 1 out system and families will have to queue outside should they need to visit the office staff. Appointments will be booked in advance to manage number of onsite visitors. They will have to telephone to book appointments and not just turn up.
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 Primary EYFS & KS1/ KS2, 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Due to the number of entrances and exits that we have there will be very short staggered drop off and finish times to allow families to drop children off. Years 2, 4 and 6 will be dropped off at 8.35am and picked up/go home at 3.05pm Years N, R, 1, 3 and 5 will be dropped off at 8.45am and picked up/go home at 3.15pm Lunchtimes and break times will be staggered and only one year group will be allowed to be out on the playground at any one time (see attached timetable)
Travel to and from School (including Public Transport and School Buses)					
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"/>	Those staff that can walk will be encouraged to do so. Members of staff that use public transport will be encouraged to use earlier trains/buses to avoid peak travel times.
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 checked="" type="checkbox"/>	



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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 checked="" 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 checked="" type="checkbox"/>	
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"/>	Already taken place. Most of our families either walk to school or drive using own transport. Parents/carers will be encouraged to walk to school if they can. If they drive to school, parents/carers will be encouraged to park away from the school site to avoid congestion and overcrowding on pavements.
23	Families and pupils that have no alternative to use wider public transport are referred to the safer travel guidance for passengers	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	This will be highlighted to families in communication at the end of term and during the summer holidays
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"/>	Should a member of staff or child come to school wearing a face mask they will be asked to carefully remove them using the ear straps. They must then dispose of the face mask or place it in their designated bag until they need to wear it again. Once the face mask/covering has been removed they must wash or sanitise their hands.
Physical / Social Distancing in the Building					
Ref	Control Measure	Yes	No	N/A	Actions Taken

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					Details / Further Information
25	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"/>	Desks will not be placed in the usual block of 6. Classrooms will use the L, T and U model where desks are placed alongside each other so that children are not directly facing each other. Year 6 only will continue to use rows. There will be no carpet time for the whole class. This must be used in smaller groups and children must be appropriately spaced out.
26	Reduced movement around school- - 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Years 5 and 6 will be the only year groups that use setting for Reading, English and Maths lessons. All other year groups will remain in their class bubbles. Break time and lunch time will be staggered. Children in Year 1 – 6 will have their lunches in the classroom and will order their meal in the morning. When children are outside playing during lunchtimes the additional daytime cleaner will wipe down tables etc.
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"/>	Posters will be located in each classroom, around school and in the outside environment.
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 Primary EYFS & KS1/ KS2 , for Secondary KS3/ KS4/ 6 th 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 no assemblies in the hall. Monday and Friday assemblies will be via MS Teams and transmitted to all classrooms. EYFS will eat in the hall and all other classes will eat in their rooms. Children will still be provided with a hot meal or sandwiches from home. The lunches will be transported to the classrooms.
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"/>	Music lessons will only be Samba and Keyboards so the groups are no bigger than 15 and can be socially distanced throughout each lesson. There is no singing in any of these groups



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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"/>	Pupils will be kept in their class bubbles for PE and outdoor sports have been timetabled. The hall will also be in use but there will be no more than 30 children within the space and all doors and windows will be opened for extra ventilation
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"/>	The use of the staffroom will be staggered as both play and lunch times will also be staggered so some staff will be in class during this time. Numbers will be limited and new distanced tables have been purchased. Staff will also have regular reminders about distancing in the staffroom The PPA space has been taken out of the staffroom so it is no longer a dual use room.
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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Kitchen staff will maintain 2m distance whilst preparing food. They will maintain 1m plus at the hatch when serving the food. The majority of children except EYFS will eat in classrooms so contact with kitchen staff will be limited. Taylor Shaw will also provide a risk assessment
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"/>	Small office spaces will only be used by the staff that work full time in them. Assistant Principal will be moved to an office with better ventilation. The photocopying room will be limited to one person at a time and sanitisation wipes will be available. Staff must clean the controls before and after use.
34	Non Essential repair / contracted works in buildings to be carried outside school hours.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Any non-essential works to be contracted will be carried out in the either before or after school and has also been scheduled for the summer holidays when school is closed.
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"/>	Lifts are only used for members of staff with existing health conditions. They will be asked to use the lift on an individual basis. The lift buttons will be cleaned with anti-viral wipes throughout the day.
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 checked="" type="checkbox"/>	

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



Need to carefully reflect and navigate children returning to school from an emotional wellbeing point of view, in particular adjusting to it not being the same as school was prior to closing.

Clear guidance for staff prior to INSET (shared when share staff/ rooms timetable etc) on expectations on Teaching and Learning and pastoral support and also made clear to parents/carers.

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 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"/>	Both staff and pupils have been instructed that if they experience symptoms they must remain at home. A test will be arranged straight away,
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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If any staff member or pupil exhibit symptoms whilst at school, they will be sent home immediately or quarantined until collected. A test will be arranged straight away.
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	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Pupils will be quarantined in meeting room 1 away from everyone else until they can be collected. This room will be deep cleaned and fogged after use. PPE kits will be provided in school if children need personal care. These will consist of gloves, apron and face mask/visor



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	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.				
40	Parents of pupils with COVID 19 symptoms should be instructed to get their child tested. Schools will have a small number of testing kits to be provided to parents where it is uncertain they will get a test for their child or may struggle to get a test.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	When parents/carers collect their child they will be informed that a test should be obtained. They will also be supported to obtain a test should this prove difficult. If testing kits are provided in school then they will be shared with families that are unable to access testing.
41	Staff/ pupils who test positive for COVID 19 should self-isolate for 10 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"/>	All staff have been informed of this procedure.
42	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"/>	There will be hand sanitisers at the entrances to school and children will be asked to wash their hands-on arrival. Visitors will have to use sanitiser at the school entrance and be instructed to wash their hands.
43	All staff and pupils are encouraged to regularly wash their hands with soap and water, especially upon arrival at school/setting, prior to eating, following break/lunch time and any other time deemed necessary (after coughs/sneezes). Small children and children with complex needs should continue to be helped to wash their hands properly.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All rooms will be provided with hand wash to enable regular sanitisation. There will be an expectation that everybody washes their hands at all appropriate times and this will be communicated to staff and children. The DfE recommend e-bug https://e-bug.eu/eng_home.aspx?cc=eng&ss=1&t=Welcome%20to%20e-Bug , which is a free resource for classrooms and home use. It is based on learning about micro-organisms, the spread and prevention of infection.
44	Different pupil groups do not need to be allocated their own toilet blocks or hand washing facilities. Toilets and facilities will be cleaned regularly in line with the school's enhanced cleaning regime. Pupils will be encouraged to clean their hands thoroughly throughout the day	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All classrooms have their own handwashing facilities so this can be done regularly throughout the day without having to use communal bathrooms. Toilets and facilities will be cleaned throughout the day by the additional daytime cleaner that has been employed.



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45	<p>Educational Resources;</p> <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. - 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. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>All pupils will have their own personal stationery sets in class so that these items are not shared.</p> <p>Any shared resources within the classroom will be wiped down and cleaned regularly but will not leave the classroom bubble.</p> <p>Pupil groups will have their own lunchtime and PE resources based on the curriculum that they are delivering. These will not be shared with another group and they will be cleaned regularly.</p> <p>Teachers will be able to take their 'bubble books' home for marking but will not be allowed to handle books from other bubbles.</p> <p>If SLT and wider leadership look at children's books, handwashing will be recommended and, if required, gloves can be worn</p>
46	<p>Pupils should limit the amount of equipment they bring into school each day. This should be limited to lunch boxes, coats, bags, books, stationery and mobile phones (where applicable).</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Children will only be permitted to bring a coat and bag into school and lunchbox if applicable. This will be monitored by class teachers and they will ask parents to leave equipment at home should too much be bought in</p>
47	<p>All staff and pupils are encouraged to cough / sneeze into tissues and dispose of these in appropriate waste disposal bins. (Catch it, Kill it, Bin it)</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Tissues will be present in every room throughout the academy. Posters advising how to cough/sneeze into tissues will be positioned around the environment. All rooms have appropriate bins. If pupils do use a tissue they will be asked to wash their hands after.</p>
48	<p>Additional lidded bins and increased emptying / replacement are provided / in-place.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>All rooms have appropriate bins and these will be emptied by the additional daytime cleaner.</p>



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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 doors will be open with a wedge where safe to do so. All windows will be open to allow adequate ventilation.
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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A daily cleaner will be in operation in addition to the after school daily cleaning team.
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"/>	Staff will be advised of this and the dishwasher has been repaired to ensure appropriate hot washing. Staff will use boiler for hot drinks and not kettle. Staff will be asked to wiped down any shared equipment after each use. The staffroom will be cleaned regularly throughout the day.
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"/>	Staff will secure their items in their lockable cupboards within the classrooms or office spaces
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"/>	Hand-Washing Guidance Hand-Washing Video These and others will be positioned around the school.
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"/>	Office staff will have personal bottles of sanitiser and will also be provided with gloves so that they can cover their hands should they wish. They will also be encouraged to wash their hands after accepting post/deliveries



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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"/>	The site staff and daily cleaner will ensure sufficient supplies are stocked and they will also regularly check specific areas. Staff will be able to report to SLT if they identify low stock.
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"/>	Suppliers and contractors will be alerted to our guidance and asked to sanitise their hands before entering the building. We will also keep suppliers and contractors to a minimum during school opening hours. We will ask if it is essential and whether it can be done outside of school hours.

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

Each classroom to have own cleaning supplies to be used in line with guidance produced and shared on INSET day.

A fogger has been purchased so all classrooms can be fogged at the end of the day and any shared spaces can be fogged after use.

Response to an Infection					
Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
57	Sufficient understanding and processes are in place to respond to a confirmed case of COVID 19 in school:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Public health and BFET will be contacted when a positive case is evident.

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	<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. 				<p style="color: red;">School will work closely with Public Health to assess and carry out appropriate steps. Class and year group records will be kept for all children and records of adults will be collated. Any visitor will have to sign in upon arrival and records will be kept.</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. 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 style="color: red;">If 2 or more cases are confirmed, we would consult BFET and Public Health to take further advice regarding a wider closure.</p>
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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p style="color: red;">Sufficient staffing levels have been identified. Should this become challenging then we will consult with P Walsh, GEV Facilities manager to increase staffing numbers. If this is not possible, the decision may be taken to close school.</p>
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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p style="color: red;">Additional daily cleaners will be in place to increase the rate of cleanliness around the building.</p>
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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>https://www.hse.gov.uk/coronavirus/first-aid-and-medicals/first-aid-certificate-coronavirus.htm. Yes, and these will be identified to everyone</p>



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62	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"/>	The majority of fire marshals will be on site. New fire plan will be shared with staff on INSET day and we will carry out drills with the children. In an alarm activation, all persons must exit the building quickly, regardless of social distancing. The assembly points will be socially distanced but the key message is to get everyone out quickly.
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 • Electrical Safety • Gas Safety • PAT Testing • Asbestos Management 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	PPM work has already been delivered and will continue throughout the lockdown/reopening period. See JH
64	Defect Reporting arrangements are in place.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	PPM workers continue to report to Junior Hart

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



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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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Pupils with EHCP have individual risk assessments. Those children that need additional support have been provided with a 1:1 adult. These will be reviewed regularly as children enter the building and get used to new systems.
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"/>	Bubbles will remain at class sizes of 30 children. There will also be smaller breakout spaces for children who struggle to social distance but they will be kept within their year group environment.
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"/>	Remote education will be provided for any children unable to attend school due to specialist health conditions. Their families and health professionals will be consulted and regular contact will be made with these children.



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

Health.and.safety@manchester.gov.uk

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

Completed by Head Teacher & Approved by CEO	15/07/2020 following consultations with union reps in school and all staff members	Date of Approval	28/08/2020
Date shared with all staff included the H&S representative	09/07/2020 - Shared with both NEU and NASUWT reps and adjusted based on questions raised. 14/07/2020 – Shared with all staff and adjusted based on questions raised.	Date when school will be open and operating for ALL pupils.	03/09/2020 following 2 staff INSET days
Signed by H&S professional (name and date)		H&S professional comments	17.08.2020