



## Schools/Settings COVID 19- Health and Safety Risk Assessment REVISED FOR JANUARY NATIONAL LOCKDOWN

|  |                                     |                                   |            |
|--|-------------------------------------|-----------------------------------|------------|
| <b>School/ Setting</b>                 | Burnage Academy for Boys            | <b>Date of Updated Assessment</b> | 15/01/2021 |
| <b>Updated Assessment Completed By</b> | M. Rogers<br>K Harrison<br>H Carter |                                   |            |

### 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<br>Details / Further Information   |
|-----|---|-------------------------------------|--------------------------|--------------------------|--|
| 01  | Any employee or persons within their household that has <a href="#">coronavirus (COVID-19) symptoms</a> , should not attend school/ setting. They should <a href="#">arrange to have a test</a> . | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | All staff have been forwarded the Risk Assessment and advised to read it.<br>All staff have been advised to follow government guidelines from PHE/NHS. <a href="https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/">https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/</a><br><br><a href="https://www.hse.gov.uk/coronavirus/first-aid-and-medicals/first-aid-certificate-coronavirus.htm">https://www.hse.gov.uk/coronavirus/first-aid-and-medicals/first-aid-certificate-coronavirus.htm</a> .<br>In the first week, this will be part of the form time programme and as messages delivered on the INSET days in September. |
| 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"/> | All staff have been forwarded the Risk Assessment and advised to read it.  |



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|    |  |                                     |                          |                          | <p>All staff have been advised to follow government guidelines from PHE/NHS. <a href="https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/">https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/</a></p> <p><a href="https://www.hse.gov.uk/coronavirus/first-aid-and-medicals/first-aid-certificate-coronavirus.htm">https://www.hse.gov.uk/coronavirus/first-aid-and-medicals/first-aid-certificate-coronavirus.htm</a>.</p> <p>In the first week, this will be part of the form time programme and as messages delivered on the INSET days in September.</p>  |
| 03 | <p>Any employee who develops COVID-19 symptoms during the school day should be sent home as soon as possible and should <a href="#">arrange to have a test</a>.</p>  | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <p>All staff have been forwarded the Risk Assessment and advised to read it.</p> <p>All staff have been advised to follow government guidelines from PHE/NHS. <a href="https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/">https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/</a></p> <p><a href="https://www.hse.gov.uk/coronavirus/first-aid-and-medicals/first-aid-certificate-coronavirus.htm">https://www.hse.gov.uk/coronavirus/first-aid-and-medicals/first-aid-certificate-coronavirus.htm</a>.</p> <p>In the first week, this will be part of the form time programme and as messages delivered on the INSET days in September.</p> |
| 04 | <p>An individual risk assessment will be completed for all staff that have characteristics that increase their potential risk from coronavirus (COVID-19), as set out in the <a href="#">COVID-19: review of disparities in risks and outcomes report</a>. Sample assessment template provided by Directorate for Children and Education Services</p> <p><b>Jan 2021 Update</b></p> <p>All staff individual risk assessments should be reviewed and updated regularly.<br/>This is particularly IMPORTANT due to the increasing number of cases and the national lockdown.<br/>As in the first national lock down schools should follow the government guidance regarding Clinically Extremely Vulnerable and Clinically Vulnerable staff.</p> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <p>We are using the MCC template in order to complete individual risk assessments. These are offered to all staff and completed with colleagues who self-identify as having a characteristic which increases the potential risk from COVID-19.</p> <p>Staff who are clinically extremely vulnerable have been following shielding advice as per Government guidance and are exclusively working from home.</p> <p>Staff who are clinically vulnerable have been advised to work from home.</p> <p>Staff as a whole have been advised to work from home if they can</p>   |



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| 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"/> | The Employee Assistance Programme will be promoted as a tool for all colleagues to access.<br>We will do regular zoom video calls to staff unable to attend site due to self-isolating.                |
| 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"/> | Laptops will be available to support staff to be able to work from home safely.<br>We comply with the DDA guidance to support colleagues with specific needs, completing risk assessments as required. |

**Our Pupils (National lockdown January 2021- pupils refers to vulnerable pupils and children of critical workers)**

| Ref | Control Measure   | Yes                                 | No                       | N/A                      | Actions Taken<br>Details / Further Information   |
|-----|---|-------------------------------------|--------------------------|--------------------------|--|
| 07  | 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 will be communicated to all stakeholders in the plan of the September return and in communications with parents and students.<br>We will ensure this is available in community languages.<br>In the first week, this will be part of the form time programme and as messages delivered on the INSET days in September.   |
| 08  | 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 will be communicated to all stakeholders in the plan of the September return and in communications with parents and students.<br>We will ensure this is available in community languages.<br>In the first week, this will be part of the form time programme and as messages delivered on the INSET days in September.   |
| 09  | 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"/> | As per the plan for full re-opening in September, any pupil who displays COVID-19 symptoms during the school will be isolated in the ventilated room on the main corridor, their parents called to collect and them and return home as soon as possible.<br><br><b>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.</b> |

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|           |  |                                     |                          |                          | TF/MR to be central record holder of Covid -19 cases. HLs to report any pupil cases to MR  |
| <b>10</b> | Remote/distance learning contingency arrangements for all pupils should be maintained.   | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <p>Remote Learning is now done through Microsoft Teams. School email accounts for all pupils have been created to promote further use of online learning through Microsoft teams in the event of future school closures.</p> <p>Paper work packs – containing the same differentiated work as is set online – will also be made available so that students without internet/device access are not further disadvantaged. Access to school for pupils without a device will be considered on a case by case basis to balance risk of Covid-19 transmission with school opening</p>  |
| <b>11</b> | <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.</p> <p><b>Jan 2021 Update</b><br/>Children should be kept in consistent groups/ bubbles. Bubbles should be kept as small as possible to reduce the number of contacts.</p> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <p>Pupils will enter the building in a specific entrance for their year group. Pupils will have their lessons in a specific area of the school – a year group bubble. Y11: English, Y10: Maths, Y9: Science, Y8: Ground floor, plus 111, Y7: Humanities. Pupils will move to practical subject classrooms as appropriate with priority given to the KS4 timetable. Pupils will have break / lunch times with their year group – these will be staggered and where 2 year groups have lunch at one time, will be fully staffed to ensure pupils can't mix between year groups.</p> <p>Pupils are kept in consistent year group bubbles and each class has a unique seating plan to assist with contact tracing in the event of a Covid-19 case in the bubble.</p> |
| <b>12</b> | 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"/> | School behaviour and respect policy was updated in July 2020 and staff / pupils were trained in this in Sep 2020. Specific links to Covid-19 unsafe conduct such as lack of social distancing and refusal to wear masks made clear in the policy   |

### Our School



| Capacity, Access and Egress |   |                                     |                          |                          |  |
|-----------------------------|---|-------------------------------------|--------------------------|--------------------------|--|
| Ref                         | Control Measure   | Yes                                 | No                       | N/A                      | Actions Taken<br>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"/> | Pupils will enter the building in a specific entrance for their year group. Pupils will have their lessons in a specific area of the school – a year group bubble. Y11: English, Y10: Maths, Y9: Science, Y8: Ground floor, plus 111, Y7: Humanities. Pupils will move to practical subject classrooms as appropriate with priority given to the KS4 timetable. Pupils will have break / lunch times with their year group – these will be staggered and where 2 year groups have lunch at one time, will be fully staffed to ensure pupils can't mix between year groups. |
| 14                          | Increased number of Entrance and Exit Points to the Building (external class room doors should be used where possible).   | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Each year group will have a specific entry and exit point. This will be communicated to all staff, pupils and parents in re-opening communication. Each entry to the school building will be staffed a member of LG. In the first week, this will be part of the form time programme and as messages delivered on the INSET days in September.   |
| 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"/> | Arrangements for safe travel to and from school will be communicated with staff, students and parents. This will be re-circulated prior to September. Pupils are asked to walk or cycle to school where possible and to avoid public transport. Parents will be asked not to wait at the school gates.<br><br><b>Pupils now use year group specific gates to allow for social distancing in the second lockdown</b>  |
| 16                          | Restrictions on access to school/setting by third parties (parents, contractors, visitors etc). Appointments for school visits, reduced numbers in school reception area (one in/ one out) etc.<br><br><b>Jan 2021 Update</b><br><b>Any visits should ideally happen outside of school hours.</b>   | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | All non-emergency maintenance to be carried out when school is closed to students and staff, where possible<br>Suppliers to be issued with school visiting protocols<br>Remind staff taking deliveries to wipe down goods with wipes and sanitize hands afterwards<br>The reception area has a person capacity display and clear markings and signage to promote social distancing   |



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| 17   | Stagger drop off and finish times, lunch and break times for each cohort/group where possible.<br>If not possible for each year group, consider;<br>for <b>Primary</b> EYFS & KS1/ KS2,<br>for <b>Secondary</b> KS3/ KS4/ 6 <sup>th</sup> Form.  | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | .All pupils have separate entrances and exits for their break and lunch, eat in separated areas. They will arrive for the same start time but will have staggered breaks / lunches.  |
| <b>Travel to and from School (including Public Transport and School Buses)</b> |  |                                     |                          |                          |  |
| 18   | All staff/ pupils should be advised to walk/ cycle to school and avoid wider public transport where possible. (School buses are not classed as wider public transport- see below).   | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | This will be communicated with parents and pupils in the re-opening letter for September. Staff will be advised of walking / cycling where possible in the re-opening plans.   |
| 19   | Pupils on dedicated school buses should wherever possible:<br><ul style="list-style-type: none"> <li>- Sit together in their year groups,</li> <li>- Ensure hands are sanitised on boarding/ disembarking</li> <li>- Use face coverings where appropriate, for children over the age of 11. E.g. if likely to be in close contact with people outside of their group.</li> </ul> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | All pupils will be advised to wear face masks on public transport. Pupils will be advised not to mix between year groups on public transport routes.<br>Where it has to be used, information will be shared regarding conducting yourself safely whilst using it, including the need to wear a face covering.<br>Guidance on removing and disposing of/storing the covering on entering the school site, including sanitizing your hands, will be shared with parents and students prior to returning in September. This detail is included in the full plan and will be gone through with colleagues on INSET.<br>This will also be covered with pupils as part of the form time programme on the first day back. |
| 20   | Assurance should be sought from school bus providers of additional cleaning regimes and that a COVID secure risk assessment has been completed.  | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Additional cleaning regimes in place on Bullocks coaches, company confirm RA exists, screens to protect drivers in place, only one year bubble has access to the school bus  |
| 21   | Close liaison is in place for statutory 'Home to School Transport' with the Local Authority, school and private providers. Assurance should be sought that additional cleaning regimes are in place and a COVID secure risk assessment has been completed.   | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Home to School transport arrangements have been suspended in lockdown  |
| 22   | Families and pupils that have no alternative to use wider public transport are referred to the <a href="#">safer travel guidance for passengers</a>  | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | To collect the most up to date information that we have on SIMS and then to seek further updates in communication with parents/carers for start of term. Clear messages to be communicated regarding   |



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|   |  |                                     |                          |                          | walking and cycling to school. Signs on school gates indicating social distancing waiting spaces and expectation that students leave the school site and do not congregate at the school gates.<br>TFGM have provided bus routes which have been distributed to students to allow greater choice travelling home and less congestion on most popular routes. Staggered ends mean that buses are less full as they leave   |
|---|--|-------------------------------------|--------------------------|--------------------------|---|
| 23  | <p>There should be a process in place for removing face coverings when pupils and staff who use them arrive at school:<br/>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> <p><b>Jan 2021 Update</b><br/>Face coverings have been a requirement for all secondary school children and staff in corridors and communal areas, in Greater Manchester since the start of the school year and this continues during the national lockdown.</p> <p>Within primary schools Head Teachers have the discretion to decide whether relevant for staff to wear face coverings dependent on local circumstances and the design of the school building.</p> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <p>As staff and students arrive to school, there will be clearly marked areas and bins for them to dispose of face masks and to collect a small plastic bag to store face masks that will be washed and used again. Hand sanitizing will be expected for everyone on entrance to school and for those wearing masks, after they have disposed of them or put them in their plastic bag and away in their bag. Hand sanitizing will be expected before entering classrooms.</p> <p>Face coverings are mandatory on the corridors of the school for all, this rule is managed by the staff and leadership. Clear sanctions are in place for those students who openly defy these requests, information and education re: the importance of this measure is shared. The students and staff do not wear masks in the classroom or outside the building.</p> |
| <b>Physical / Social Distancing in the Building</b> |  |                                     |                          |                          |   |
| Ref   | Control Measure  | Yes                                 | No                       | N/A                      | Actions Taken<br>Details / Further Information  |
| 25  | Classrooms are organised maintaining space between pupils/ children/ adults where possible: small adaptations  | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |   |





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|    | <p>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.</p> <p><b>Jan 2021 Update</b></p> <ul style="list-style-type: none"> <li>- Secondary school teaching staff (and older primary year groups) should continue to maintain 2m from other staff and children. This should be done by marking out an area at the front of the classroom.</li> <li>- Close face to face contact should be avoided and the time spent within 1m of anyone, should be minimised.</li> <li>- Teaching staff, including Teaching Assistants, in primary/ special schools, should limit working across bubbles, wherever possible. Although it is recognised that this may not be possible to enable the full educational offer.</li> <li>- SLT should ensure they maintain their distance from other members of SLT and limit physical contact with other staff. Consideration should be given to having two separate SLT teams/ bubbles to ensure continuity of school leadership and management.</li> </ul> |                                     |                          |                          | <p>Classrooms are organised so that all desks are facing the front of the room, where possible. Teachers are expected to stay at the front of the room and maintain 2 metre social distancing, where possible. Reminders about maintaining social distancing will be given and posters in classrooms will remind staff and students of this. Support staff will be directed as appropriate in the classroom.</p> <p>Teaching zones have been clearly marked out in rooms by the facilities team. Social distancing measures are in place in communal areas and furniture has been moved to make space. SLT meet in the hall socially distanced. Teaching Assistants stick to a year group in the majority of cases.</p> |
| 26 | <p>Reduced movement around school-</p> <ul style="list-style-type: none"> <li>- Timetabling ensures that groups are kept apart and movement around the school is kept to a minimum. Consideration has been given to the avoidance of creating busy corridors, entrances and exits. Staggered start and finish times, break and lunch times have been considered, together with ensuring appropriate time for cleaning surfaces and equipment.</li> </ul>   | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <p>Pupils will be taught in year group bubbles with staff moving to the lessons. Break and lunchtimes will be staggered. Pupil movement out of the bubble areas will be restricted to KS4 practical lessons and KS3 on occasion. <b>End of the day has a staggered exit time for Y7- Y11 when the school is in normal operation but during lockdown the pupils finish at the same time, exiting through different exits.</b></p> <p>Increased frequency of cleaning will take place throughout the day and after school.</p> <p><b>Year 10 has been subdivided into two separate ends of a corridor to prevent mixing of one our largest year groups</b></p>  |



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| <b>27</b> | Older pupils are regularly reminded of the need to socially distance. E.g. Posters are located throughout school.  | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | There are visual reminders of handwashing and social distancing around the school.  |
| <b>28</b> | 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.<br>Dining Hall should be kept to one year group/ class where possible. If not possible for each year group, consider; for <b>Primary</b> EYFS & KS1/ KS2 , for <b>Secondary</b> KS3/ KS4/ 6 <sup>th</sup> Form.<br>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"/> | Prayer rooms will be established in each of the bubble areas of the school.<br><br>Pupils will be required to eat with their year group in either the dining hall or main hall.<br><br><span style="color: red;">Assemblies are restricted to House Bubbles and half year events with strict social distancing between form bubbles in the hall. They last no longer than 15 minutes</span> |
| <b>29</b> | 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.<br><br><span style="color: red;"><b>Jan 2021 Update</b></span><br><br><span style="color: red;">Music lessons can still continue during the national lockdown.</span><br><br><span style="color: red;">Music Mark have completed detailed guidance regarding singing and music lessons- please see link here; <a href="https://www.musicmark.org.uk/wp-content/uploads/Literature-Review-August-2020.pdf">https://www.musicmark.org.uk/wp-content/uploads/Literature-Review-August-2020.pdf</a></span> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Music is not taught as a discrete part of our curriculum.<br><br><span style="color: red;">Peripatetic lessons have been temporarily suspended in this lockdown</span>  |
| <b>30</b> | 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.<br><br><span style="color: red;"><b>Jan 2021 Update</b></span>   | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | PE department have a clear plan for fitness and cross country based lessons. The gym will not be used. The sports hall will be used for one group at a time.<br><br><span style="color: red;">The PE department has put in place a very thorough cleaning protocol after every single lesson, the facilities team clean the changing rooms extremely regularly</span>                       |



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|    | <p>Outdoor sports should continue to be prioritised wherever possible. However, as we move into the winter months, it is more likely that some PE sessions will be indoors.</p> <p>Considerations for indoor PE:</p> <ul style="list-style-type: none"> <li>- Ensure indoor PE session takes place in a large well-ventilated space. Windows and doors should be open (where it is safe and appropriate to do so).</li> <li>- Consider PE activities that use limited equipment, such as dance, yoga, circuits.</li> <li>- If equipment is used, try to keep this to a minimum and pupils are given their own equipment and use only this during the lesson.</li> <li>- Equipment should be cleaned thoroughly before and after use (or left in quarantine for 48 hrs (72 hrs if plastic) before another bubble uses.</li> </ul>  |                                     |                          |                          |  |
| 31 | <p>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.</p> <p><b>Jan 2021 Update</b></p> <p><b><u>CRITICALLY IMPORTANT</u></b></p> <p>It is vitally important that measures to ensure social distancing between staff are robust and monitored to ensure adhered to:</p> <ul style="list-style-type: none"> <li>- Ensure maximum occupancy of each room is calculated based on social distancing requirements of 2m, mark out the available spaces in staff room/ PPA room and remove any unnecessary tables/ chairs.</li> <li>- Consider moving one member of office staff to a different location to ensure office work stations 2m apart and to ensure business continuity if there is a confirmed case within Admin staff. If this is not possible due to lack of</li> </ul> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <p>The LRC will be an area for staff to rest and prepare lessons. An urn will be provided for tea and coffee for staff in the LRC. Staff to be provided with water in the LRC.</p> <p>We have imposed a limit of 15 people in the communal space, provided cleaning equipment in the space, insisted on the wearing of face masks and moved furniture to ensure strict 2 metre distance between people at all times.</p> <p>Admin staff have been provided with Perspex screens and have been reallocated new office space to ensure social distancing between workstations. Hot desking has been stopped</p> <p>Peripatetic music rooms are not to be used for lessons or meetings. The meetings room is only to be used with social distancing measures safely in place.</p> |

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|----|---|-------------------------------------|--------------------------|--------------------------|---|
|    | <p>available space, work stations should be adapted with screens.</p> <ul style="list-style-type: none"> <li>- Ensure contact with Admin staff is limited. Staff, including members of SLT should limit access with the school office and Admin staff wherever possible. There have been instances where a confirmed case within Admin staff has meant the entire SLT has had to isolate and the school has had to close. If possible contact should be via phone, on-line or through the office 'hatch' if available.</li> <li>- Ensure if staff are car-sharing (ONLY AS A LAST RESORT) face masks are worn and car windows are open to ensure appropriate ventilation.</li> <li>- Ensure clear signage regarding use of the photocopier, kitchen area, small meeting rooms and confined areas (i.e one member of staff only, clean before and after use).</li> </ul> |                                     |                          |                          |   |
| 32 | <p>Kitchen staff maintain social distancing of 2m in the kitchen. If not possible 1m plus additional controls. Kitchens must comply with the <a href="#">guidance for food businesses on coronavirus (COVID-19)</a>.</p> <p><b>Jan 2021 Update</b></p> <p>Consideration should be given to having two separate kitchen teams/ bubbles, with 2m social distancing maintained at all times between the bubbles, to ensure continuity of school meal provision.</p>  | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <p>The maximum capacity for the kitchen is displayed on the doors to the kitchen.</p> <p>Kitchen rotas have been drawn up to support colleagues observing social distancing.</p> <p>Handling deliveries protocols have been devised and shared with suppliers and with kitchen staff taking in deliveries.</p> <p>PPE is available for colleagues as required.</p> <p>There are increased dining spaces so as to reduce the number of children accessing the serveries at any one point.</p> <p>There are sanitising stations in the kitchen and at the entrances too.</p> <p>The guidance will be followed. There will be posters reminding staff to maintain social distancing as far as possible.</p> <p>Signs remind colleagues to observe appropriate hand hygiene.</p> <p><b>As of January 2021 the catering team has been divided to allow less people on site at any one time</b></p> |
| 33 | <p>Use of Small Meeting Rooms and Confined Areas (including Photocopier / Printer/ Storage areas) by more than one person prohibited.</p> <p><b>Jan 2021 Update</b></p>   | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <p>Peripatetic music rooms are not to be used for lessons or meetings.</p> <p>The meetings room is only to be used with social distancing measures safely in place.</p> <p><b>Office occupancy numbers will be put on office and communal areas by the facilities team</b></p>  |

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|    |  |                                     |                          |                                     |   |
|----|--|-------------------------------------|--------------------------|-------------------------------------|---|
|    | - As above, ensure clear signage regarding use of the photocopier, kitchen area, small meeting rooms and confined areas (i.e one member of staff only, clean 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"/>            | All non-emergency maintenance to be carried out when school is closed to students and staff, where possible<br><b>Suppliers to be issued with school visiting protocols</b><br>Works will be scheduled to take place outside of the hours and areas in use during this arrangement<br>Our suppliers sign in when on site so are able to adhere to test and trace requirements in the event this becomes necessary |
| 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"/>            | Signs to be displayed limiting use to one person at a time.<br>Signs outside all lifts stating that only one person can use at any one time.  |
| 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"/> | N/A at the moment in school   |

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



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| Infection Control, Cleaning and Hygiene Arrangements |  |                                     |                          |                          |  |
|--|--|-------------------------------------|--------------------------|--------------------------|--|
| Ref  | Control Measure  | Yes                                 | No                       | N/A                      | Actions Taken<br>Details / Further Information   |
| 37   | Staff and/or pupils who are experiencing <a href="#">coronavirus (COVID-19) symptoms</a> , should not attend school/ setting. They should <a href="#">arrange to have a test</a> .   | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | As per NHS and PHE guidance. This message has been communicated to all stakeholders and will be reinforced again in our communications before the start of term.   |
| 38   | Staff who experience symptoms as above whilst at work should go home as soon as possible and should <a href="#">arrange to have a test</a> .   | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Staff will be reminded of their obligation to report any symptoms and self-isolate as necessary.<br>Signs around the school site will remind colleagues of the symptoms and be updated as per updates from PHE and the NHS.  |
| 39   | Pupils who experience COVID-19 symptoms should be collected from school/ setting as soon as possible. They should be kept 2m apart from all other pupils and staff whilst on site, where possible. If pupil needs direct personal care until they can return home, staff should wear gloves, an apron and a face mask. Eye protection should also be worn if deemed risk from coughing/spitting/ vomiting. Anyone who come into close contact with someone with COVID symptoms must wash their hands. They do not need to isolate or get a test unless they develop symptoms themselves. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Pupils will be asked to isolate until collected by a parent / carer. The peripatetic music rooms can be used for this purpose. The rooms can be seen into.<br>Any student displaying symptoms will be isolated here.<br>Parents/Carers will be contacted as soon as possible to come and collect them<br>A member of supervising staff will be stationed outside of this room until the student(s) is/are collected. First aiders will be wearing PPE – provided by the school – if required.<br>Guidance will be communicated to parents/ carers. |
| 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"/> | The parents/carers will be told to do this when they collect their child. If the parent/carer expresses their difficulty in doing this, they will be supplied with a testing kit - (there will be a small number of testing kits made available to schools).<br>This will be included in communications with parents/carers before the start of term.<br>Parents will be advised about PHE guidelines.   |
| 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 10 days from when the symptomatic person first has symptoms.  | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | We will communicate this message with parents/carers and will use the standard letters that the DfE will be providing to remind parents/carers of their responsibility.<br>Staff will be reminded<br><br>PHE/NHS guidelines  |

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|           |  |                                     |                          |                          |  |
|-----------|--|-------------------------------------|--------------------------|--------------------------|--|
|           |  |                                     |                          |                          | <a href="https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/">https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/</a><br><br><a href="https://www.hse.gov.uk/coronavirus/first-aid-and-medicals/first-aid-certificate-coronavirus.htm">https://www.hse.gov.uk/coronavirus/first-aid-and-medicals/first-aid-certificate-coronavirus.htm</a>   |
| <b>42</b> | <p>Provision of hand-washing / hand-hygiene facilities at entrances and throughout school/setting. (Regularly monitored &amp; maintained).</p> <p><b>Jan 2021 Update</b></p> <p>Hand hygiene remains one of the key controls to limit the spread of the virus. Ensure regular hand washing/ sanitising continues to remain an integral part of the school day.</p> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <p>Handsanitising stations to be provided at each entrance to the school and at the entrance to each classroom.</p> <p>Instructions on hand sanitizing will form part of INSET and pupils' return to school. If they are wearing a mask, they should dispose of it or out it into a plastic bag on arrival, remembering not to touch their faces, before they then sanitize their hands.</p> <p>Increased frequency of cleaning to be scheduled.</p> |
| <b>43</b> | <p>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).</p> <p>Small children and children with complex needs should continue to be helped to wash their hands properly.</p>  | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <p>Posters highlighting this to be displayed at key points around the site.</p> <p>On arrival and departure to and from school, students, staff and visitors will sanitize their hands</p> <p>Hand sanitizer, tissues and pedal bins (with lids) to be available in all classrooms and around the site.</p>  |
| <b>44</b> | <p>Different pupil groups do not need to be allocated their own toilet blocks or hand washing facilities. This could be considered but is not a requirement.</p> <p>Toilets and facilities will be cleaned regularly in line with the school's enhanced cleaning regime.</p> <p>Pupils will be encouraged to clean their hands thoroughly throughout the day</p>   | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <p>Increased cleaning of toilet facilities during the day.</p> <p>One year group at a time to use the toilets in staggered breaks and lunchtimes.</p> <p>No toilet usage during lessons unless of a medical need.</p> <p>Signage to indicate which year groups can use which toilets.</p>  |
| <b>45</b> | <p>Educational Resources;</p> <ul style="list-style-type: none"> <li>- For frequently used resources such as pens and pencils, staff and pupils should have their own items</li> <li>- Classroom based resources, such as books and games, can be used and shared within the group.</li> </ul>   | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <p>Every student to have their own stationery supplies which will not be shared with other students.</p> <p>Other classroom based resources such as books will be cleaned more regularly and will only be used within that year group bubble.</p>  |

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|           |  |                                     |                          |                          |  |
|-----------|--|-------------------------------------|--------------------------|--------------------------|--|
|           | <p>They should be cleaned regularly as part of school's enhanced cleaning regime.</p> <ul style="list-style-type: none"> <li>- Resources that are shared between groups, such as sports, art, and science equipment should be cleaned frequently and meticulously and always between groups, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles.</li> <li>- Outdoor play equipment should be frequently cleaned following use by each group.</li> </ul> |                                     |                          |                          | <p>The school will have a more frequent cleaning schedule which will have a greater focus on the high contact areas.</p> <p>Practical subjects to be cleaned much more frequently.</p> <p>Increase in resources e.g. calculator per pupil.</p>                   |
| <b>46</b> | <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>  |                                     |                          |                          | <p>Parents and carers were be advised of this in re-opening information during August.</p> <p>Information is reiterated in our introductory assemblies and pastoral time with pupils in September.</p>   |
| <b>47</b> | <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>PHE guidance displayed.</p>   |
| <b>48</b> | <p>Additional lidded bins and increased emptying / replacement are provided / in-place.</p>  | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <p>Every classroom, office and other areas of the site will have a bin and reminders about using it. <b>Key communal areas will have lidded pedal bins</b></p>   |
| <b>49</b> | <p>All working areas within the building should be well-ventilated (Windows and Doors open) where safe and appropriate to do so.</p> <p><b>Jan 2021 Update</b></p> <p><b><u>Key Control</u></b></p>  | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <p>All rooms will have door stops. Doors will be propped open and windows will be open where safe and appropriate to do so.</p> <p><b>Air conditioning units are used when the air is not being mechanically recycled but is being drawn in from outside</b></p> |



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|    |  |                                     |                          |                          |   |
|----|--|-------------------------------------|--------------------------|--------------------------|---|
|    | <p>Ensure all windows and doors are open where safe and appropriate to do so.</p> <p>As we are in winter, parents and staff should be advised to ensure dressed appropriately, jumpers, fleeces, layers etc.</p> <p>This can be achieved by a variety of measures including:</p> <ul style="list-style-type: none"> <li>• mechanical ventilation systems – these should be adjusted to increase the ventilation rate wherever possible, and checked to confirm that normal operation meets current guidance (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)</li> <li>• natural ventilation – opening windows (in cooler weather windows should be opened just enough to provide constant background ventilation, and opened more fully during breaks to purge the air in the space). Opening internal doors can also assist with creating a throughput of air</li> <li>• natural ventilation – if necessary external opening doors may also be used (as long as they are not fire doors and where safe to do so)</li> </ul> |                                     |                          |                          |   |
| 50 | <p>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:</p> <ul style="list-style-type: none"> <li>• Toilets</li> <li>• Door Handles/ Access Buttons</li> <li>• Kitchen areas and associated equipment</li> <li>• Water dispensers/ coolers</li> <li>• Printers/ Photocopiers</li> <li>• White Boards</li> <li>• Play Equipment</li> <li>• Shared resources</li> </ul> <p><b>Jan 2021 Update</b></p>  | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <p>Cleaning schedule <b>is in operation</b> and in-school day cleaners have increased the frequency of key high contact areas: toilets, door handles, banisters/rails, access buttons, door plates. Increased frequency of cleaning of the kitchen areas. Staff and students should bring in their own water bottles. Disposable paper cups will be available.</p> <p>Any shared resources will be used within one year group bubble. The dining areas that are used by year group bubbles will be cleaned extensively between break and lunchtime.</p> |



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|    |   |                                     |                          |                          |   |
|----|---|-------------------------------------|--------------------------|--------------------------|---|
|    | <p><b><u>Key Control</u></b></p> <p>Ensure daily cleaning regime remains thoroughly robust.</p>   |                                     |                          |                          |   |
| 51 | <p>Staff should ensure shared facilities such as staff room kitchens are cleaned thoroughly after use. E.g. following lunch or hot drink preparation.</p> <p>Staff should ensure any communal crockery, cutlery used is thoroughly washed and where possible use their own.</p> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <p>There will be maximum capacity in all staff communal areas including the LRC. <b>LRC capacity is now 15 with social distancing and mask wearing in force.</b> Staff should bring their own cups and clean them themselves. Sanitising wipes will be used after staff have made drinks and opened fridge doors.</p> |
| 52 | <p>Staff should consider the storage of their personal items to ensure they are Covid secure.</p>   | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <p>Staff to be encouraged to bring fewer personal items that will need storage during the day.</p>  |
| 53 | <p>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.</p>   | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <p><a href="#">Hand-Washing Guidance</a></p> <p><a href="#">Hand-Washing Video</a></p>  |
| 54 | <p>Office staff who receive deliveries, post etc. are encouraged to wash their hands more frequently and are provided with sanitiser.</p>   | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <p>Screen in place at reception and tape markers show distance to be maintained</p> <p>Remind staff taking deliveries to wipe down goods with wipes and sanitize hands afterwards.</p> <p>Only essential visits to take place. Visitor protocol to be sent to all staff who are frequent visitors</p>                 |
| 55 | <p>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.</p>  | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <p>Cleaning to take place more frequently in all student and staff toilets.</p> <p>Hand dryers to be switched off and more frequent checks of hand soap and paper towels.</p>   |



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|    |  |                                     |                          |                          |  |
|----|--|-------------------------------------|--------------------------|--------------------------|--|
| 56 | Suppliers and Contractors advised if attending premises of infection control arrangements, no-access areas and expectations around personal hygiene. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | All non-emergency maintenance to be carried out when school is closed to students and staff, where possible<br>Suppliers to be issued with school visiting protocols<br>Remind staff taking deliveries to wipe down goods with wipes and sanitise hands afterwards |
|----|--|-------------------------------------|--------------------------|--------------------------|--|

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

| <b>Response to an Infection</b> |   |                                     |                          |                          |   |
|---------------------------------|---|-------------------------------------|--------------------------|--------------------------|---|
| Ref                             | Control Measure   | Yes                                 | No                       | N/A                      | Actions Taken<br>Details / Further Information  |
| 57                              | Sufficient understanding and processes are in place to respond to a confirmed case of COVID 19 in school: <ul style="list-style-type: none"> <li>- Those with symptoms book a test (as above schools will be provided with a limited number of tests)</li> <li>- Contact Public Health when become aware of a confirmed case (Public Health will also contact schools when they become aware of a confirmed case).</li> <li>- Public Health will then work with school to determine actions to be taken.</li> </ul> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | This will be communicated with parents/carers. We will follow PHE/NHS guidance – insert here.<br><a href="https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/">https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/</a><br><br><a href="https://www.hse.gov.uk/coronavirus/first-aid-and-medicals/first-aid-certificate-coronavirus.htm">https://www.hse.gov.uk/coronavirus/first-aid-and-medicals/first-aid-certificate-coronavirus.htm</a><br><br>Reports can be pulled from SIMS of all students in all year group bubbles. We will maintain a list of visitors with their contact details. |



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|                                       | <ul style="list-style-type: none"> <li>- School should keep a record of pupils/staff in each year group and any close contact between staff and children in different groups.</li> <li>- School should keep a record of all visitors to the school including contact details. Records to be kept for 21 days.</li> </ul>                                  |                                     |                          |                          | School to report COVID cases of any staff/student to TF/MR and TF/MR to keep central record of Covid cases.   |
|---------------------------------------|---|-------------------------------------|--------------------------|--------------------------|---|
| 58                                    | If an outbreak is confirmed 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 checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <p>Follow PHE/NHS guidelines here.<br/><a href="https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/">https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/</a></p> <p><a href="https://www.hse.gov.uk/coronavirus/first-aid-and-medicals/first-aid-certificate-coronavirus.htm">https://www.hse.gov.uk/coronavirus/first-aid-and-medicals/first-aid-certificate-coronavirus.htm</a>.</p> <p>Year groups to be sent home as appropriate when advised by PHE.</p> |
| <b>Key Roles and Responsibilities</b> |   |                                     |                          |                          |   |
| Ref                                   | Control Measure   | Yes                                 | No                       | N/A                      | Actions Taken<br>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>There has been change to cleaning working patterns and cleaning arrangements to ensure enough resource to keep everyone as safe as it practicably possible</p> <p>Source support from external cleaning agency to provide extra required cleaning capacity</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"/> | Priorities have been put in place for over the summer holiday to ensure that there are enough consumables. This will be reviewed as and when required.  |
| 61                                    | Sufficient numbers of trained staff are in place to provide First Aid and First Aiders are aware of updated HSE guidance.(See link).<br><br><a href="https://www.hse.gov.uk/coronavirus/first-aid-and-medicals/first-aid-certificate-coronavirus.htm">https://www.hse.gov.uk/coronavirus/first-aid-and-medicals/first-aid-certificate-coronavirus.htm</a> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <p>There has been an updated first aid policy and first aid guidance sent to all first aid staff on the school rota, following the HSE guidelines</p>   |



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| <b>62</b>  | Sufficient numbers of staff are in place to enable safe evacuation of the building in the event of an emergency.   | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | As per normal fire evacuation. Meeting points to be remarked to ensure that year group bubbles are kept separate. Review House system's evacuation meeting point |
|--|--|-------------------------------------|--------------------------|--------------------------|--|
| <b>Statutory Premises Compliance and Maintenance</b> |  |                                     |                          |                          |  |
| <b>Ref</b>   | <b>Control Measure</b>   | <b>Yes</b>                          | <b>No</b>                | <b>N/A</b>               | <b>Actions Taken<br/>Details / Further Information</b>   |
| <b>63</b>  | PPM (Planned Preventative Maintenance) work continues to be delivered for critical building systems (Life-Safety) including: <ul style="list-style-type: none"> <li>• Fire Alarm and Detection</li> <li>• Powered Doors / Gates</li> <li>• Legionella and Water Testing</li> <li>• Electrical Safety</li> <li>• Gas Safety</li> <li>• PAT Testing</li> <li>• Asbestos Management</li> <li>•</li> </ul> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | All non-emergency maintenance to be carried out when school is closed to students and staff, where possible.   |
| <b>64</b>  | Defect Reporting arrangements are in place.  | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | This will be managed as per existing arrangements  |

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



| Additional Measures/ Considerations for Special Schools |   |                                     |                          |                          |  |
|---|---|-------------------------------------|--------------------------|--------------------------|--|
| Ref   | Control Measure   | Yes                                 | No                       | N/A                      | Actions Taken<br>Details / Further Information   |
| 65  | Pupil risk assessment completed/ updated to determine additional support for children with EHC plans.   | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Risk assessments completed on all pupils with an EHCP in June 2020<br>All pupils will EHCP in daily contact with either SENCO or member of the TA team re: learning.                             |
| 66  | Bubbles/ groups are of an 'appropriate' class size. Numbers are lower in special schools than mainstream which will help to limit contacts.<br>Children with complex needs unable to social distance so acceptable in smaller groups. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Year group bubbles are in operation. Areas of the school have been divided up. Year group bubbles will be in one area of the school and staff are moving to teach and work with that year group. |



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

[Health.and.safety@manchester.gov.uk](mailto:Health.and.safety@manchester.gov.uk)

### School Leadership Oversight.

All risk assessments will need to be shared with governors so that they can continue to have oversight.

|   |   |                         |            |
|---|---|-------------------------|------------|
| <b>Approved by<br/>(Head Teacher/<br/>Chair of<br/>Governors)</b> | Mr Alan Scott<br>Mr Karl Harrison<br>Mr M Rogers<br>Ms H Carter | <b>Date of Approval</b> | 15/01/2021 |
| <b>Date Provided to<br/>Unions</b>                                | 23/01/2020  |                         |            |