

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

School/ Setting	Burnage Academy for Boys	Date of Assessment	14/07/2020
Assessment Completed By	K Harrison (Headteacher) , H Carter (Deputy Headteacher), M Rogers (Deputy Headteacher) T Merzougui (Director of Finance), K Cooper (Business Support Manager)		

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 staff have been forwarded the Risk Assessment and advised to read it. All staff have been advised to follow government guidelines from PHE/NHS. https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/ https://www.hse.gov.uk/coronavirus/first-aid-and-medicals/first-aid-certificate-coronavirus.htm . In the first week, this will be part of the form time programme and as messages delivered on the INSET days in September.



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02	Any employee who has tested positive for COVID 19 should not attend school/ setting for 7 days from the onset of symptoms. If the test is positive but the employee has not had symptoms, they should self-isolate for 7 days from the date of the test.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All staff have been forwarded the Risk Assessment and advised to read it. All staff have been advised to follow government guidelines from PHE/NHS. https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/ https://www.hse.gov.uk/coronavirus/first-aid-and-medicals/first-aid-certificate-coronavirus.htm . In the first week, this will be part of the form time programme and as messages delivered on the INSET days in September.
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 staff have been forwarded the Risk Assessment and advised to read it. All staff have been advised to follow government guidelines from PHE/NHS. https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/ https://www.hse.gov.uk/coronavirus/first-aid-and-medicals/first-aid-certificate-coronavirus.htm . In the first week, this will be part of the form time programme and as messages delivered on the INSET days in September.
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"/>	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.
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. 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. We comply with the DDA guidance to support colleagues with specific needs, completing risk assessments as required.

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"/>	This guidance will be communicated to all stakeholders in the plan of the September return and in communications with parents and students. We will ensure this is available in community languages. 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 should not attend school/ setting for 7 days from the onset of symptoms. If the test is positive but the pupil has not had symptoms, they should self-isolate for 7 days from the date of the test.	<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. We will ensure this is available in community languages. 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 arrange to have a test	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	As per the plan for full re-opening in September, any pupil who displays COVID-19 symptoms during the school will be isolated in the ventilated room in reception, their parents called to collect and them and return home as soon as possible. The family will be given information about arranging to have a test and should book a test as soon as possible. They should let school know the outcomes of this test as soon as they have been received. KC to be central record holder of Covid -19 cases. HLs to report any pupil cases to KC.
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"/>	Home learning section of the school website has been built and is used frequently by pupils. School email accounts for all pupils are being created to promote further use of online learning through Microsoft teams in the event of future school closures. Paper work packs – containing the same differentiated work as is set online – will also be made available on a two-weekly cycle so that students without internet/device access are not further disadvantaged.
11	Pupil groups should be arranged to enable the school to deliver the full range of curriculum subjects and students to receive specialist teaching. At primary school, and in the younger years at secondary (key stage 3), schools may be able to implement smaller	<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

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	groups the size of a full class. If that can be achieved, it is recommended. In secondary schools, and key stage 5, the groups are likely to need to be the size of a year group. 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.				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.
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"/>	School behaviour policy is being updated in July 2020 and will be communicated to all staff, pupils and parents in August / September 2020. In the first week, this will be part of the form time programme and as messages delivered on the INSET days in September.

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"/>	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.
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.

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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"/>	All non-emergency maintenance to be carried out when school is closed to students and staff, where possible Suppliers to be issued with school visiting protocols Remind staff taking deliveries to wipe down goods with wipes and sanitize hands afterwards The reception area has a person capacity display and clear markings and signage to promote social distancing
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"/>	All pupils will arrive for the same start time but will have staggered breaks / lunches. Y7 and Y8 will leave 10 minutes prior to the end of the day, 5 mins for Y9.
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"/>	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: <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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All pupils will be advised to wear face masks on public transports. Pupils will be advised not to mix between year groups on public transport routes. 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. 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. 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"/>	School to seek assurance from our Y7 school bus provider (Bullocks) of additional cleaning regimes and that a COVID secure risk assessment has been completed.



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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"/>	SENCO to request risk assessments.
22	Parent survey to be completed to confirm mode of transport used by pupils, route to school and any potential alternatives. Where there is heavy use of 'wider public transport' on specific routes, consideration should be given, in conjunction with TfGM and the Local Authority to the commissioning of school buses. E.g. a large proportion of pupils attend a school in North Manchester but live in East Manchester and currently use public transport.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	To collect the most up to date information that we have on SIMS and then to seek further updates in communication with parents/carers for start of term. Clear messages to be communicated regarding walking and cycling to school. Signs on school gates indicating social distancing waiting spaces and expectation that students leave the school site and do not congregate at the school gates. We have liaised with TfGM regarding buses.
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"/>	Communication will be circulated to discourage the use of public transport. Where it has to be used, information has been shared regarding conducting yourself safely whilst using it, including the need to wear a face covering. Guidance on removing and disposing of/storing the covering on entering the school site, including sanitizing your hands, will be shared with parents and students prior to returning in September. This detail is included in the full plan and will be gone through with colleagues on INSET. This will also be covered with pupils as part of the form time programme on the first day back. https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers
24	There should be a process in place for removing face coverings when pupils and staff who use them arrive at school: Pupils/staff instructed not to touch the front of their face covering during use or when removing them, wash hands immediately on arrival, dispose of temporary face coverings in a covered bin or, place reusable face coverings in a plastic bag they can take home with them, and then wash their hands again before going to their classroom.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	As per the most recent guidance on 28 th August 2020 staff and pupils have been instructed to wear masks in communal areas of the school as per the city's status of lockdown requires during lesson changeovers, starts, breaks indoors and end of school. During teaching periods when traffic is reduced staff wearing of masks in corridors will be voluntary as social distancing can be adhered to. Teaching Assistants will be allowed to wear PPE including masks in the classroom to work in close proximity with students.

Physical / Social Distancing in the Building					
Ref	Control Measure	Yes	No	N/A	Actions Taken- 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"/>	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.
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"/>	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. Increased frequency of cleaning will take place throughout the day and after school.
27	Older pupils are regularly reminded of the need to socially distance. E.g. Posters are located throughout school.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	There will be visual reminders around the school. There will be frequent verbal reminders.
28	Communal gatherings of more than one year group should be avoided. E.g. Collective worship, if applicable, should be contained to one bubble/ year group. Dining Hall should be kept to one year group/ class where possible. If not possible for each year group, consider; for 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"/>	Prayer rooms will be established in each of the bubble areas of the school. Pupils will be required to eat with their year group in either the dining hall or main hall.



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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 is not taught as a discrete part of our curriculum. Peripatetic lessons will be postponed until after October half term in the first instance.
30	Pupils should be kept in consistent groups for PE. Outdoor sports should be prioritised and large indoor spaces should be used where it is not.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	PE 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.
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 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. Staff to use reasonable judgement regarding the capacity of the LRC.
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"/>	The maximum capacity for the kitchen is displayed on the doors to the kitchen. Kitchen rotas have been drawn up to support colleagues observing social distancing. Handling deliveries protocols have been devised and shared with suppliers and with kitchen staff taking in deliveries. PPE is available for colleagues as required. There are increased dining spaces so as to reduce the number of children accessing the serveries at any one point. There are sanitising stations in the kitchen and at the entrances too. The guidance will be followed. There will be posters reminding staff to maintain social distancing as far as possible. Signs remind colleagues to observe appropriate hand hygiene.
33	Use of Small Meeting Rooms and Confined Areas (including Photocopier / Printer/ Storage areas) by more than one person prohibited.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Peripatetic music rooms are not to be used for lessons or meetings. They will be reserved as Covid isolation rooms in the event of suspected cases as part of our first aid systems. The meetings room is only to be used with social distancing measures safely in place.



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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 Suppliers to be issued with school visiting protocols Works will be scheduled to take place outside of the hours and areas in use during this arrangement 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. 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

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- 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"/>	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 arrange to have a test .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Staff will be reminded of their obligation to report any symptoms and self-isolate as necessary. Signs around the school site will remind colleagues of the symptoms and be updated as per updates from PHE and the NHS.
39	Pupils who experience COVID-19 symptoms should be collected from school/ setting as soon as possible. They should be kept 2m apart from all other pupils and staff whilst on site, where possible. If pupil needs direct personal care until they can return home, staff should wear gloves, 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 checked="" 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. Any student displaying symptoms will be isolated here. Parents/Carers will be contacted as soon as possible to come and collect them A member of supervising staff will be stationed outside of this room until the student(s) is/are collected. First aiders will be wearing PPE – provided by the school – if required. There is a clear first aid policy and procedure which has been communicated to staff 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/carers expresses their difficulty in doing this, they will be supplied with a testing kit - (there will be a small number of testing kits made available to schools). This will be included in communications with parents/carers before the start of term. Parents will be advised about PHE guidelines.
41	Staff/ pupils who test positive for COVID 19 should self-isolate for 7 days. Other members of their household (including siblings) should self -isolate for 14 days from when the symptomatic person first has symptoms.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	We will communicate this message with parents/carers and will use the standard letters that the DfE will be providing to remind parents/carers of their responsibility. Staff will be reminded in September. PHE/NHS guidelines https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/ https://www.hse.gov.uk/coronavirus/first-aid-and-medicals/first-aid-certificate-coronavirus.htm .

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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"/>	Hand sanitising stations to be provided at each entrance to the school and at the entrance to each classroom. 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. Increased frequency of cleaning to be scheduled.
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"/>	Posters highlighting this to be displayed at key points around the site. On arrival and departure to and from school, students, staff and visitors will sanitize their hands Hand sanitizer, tissues and pedal bins (with lids) to be available in all classrooms and around the site.
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"/>	Increased cleaning of toilet facilities during the day. One year group at a time to use the toilets in staggered breaks and lunchtimes. No toilet usage during lessons unless of a medical need. Signage to indicate which year groups can use which toilets.
45	Educational Resources; <ul style="list-style-type: none">- For frequently used resources such as pens and pencils, staff and pupils should have their own items- Classroom based resources, such as books and games, can be used and shared within the group. They should be cleaned regularly as part of school's enhanced cleaning regime.- Resources that are shared between groups, such as sports, art, and science equipment should be cleaned frequently and meticulously and always between groups, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Every student to have their own stationery supplies which will not be shared with other students. Other classroom based resources such as books will be cleaned more regularly and will only be used within that year group bubble. The school will have a more frequent cleaning schedule which will have a greater focus on the high contact areas. Practical subjects to be cleaned much more frequently. Increase in resources e.g. calculator per pupil.

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	<ul style="list-style-type: none"> - 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. 				
46	Pupils should limit the amount of equipment they bring into school each day. This should be limited to lunch boxes, coats, bags, books, stationery and mobile phones (where applicable).				Parents and carers will be advised of this in re-opening information during August. Information will be reiterated in our introductory assemblies and pastoral time with pupils in September.
47	All staff and pupils are encouraged to cough / sneeze into tissues and dispose of these in appropriate waste disposal bins. (Catch it, Kill it, Bin it)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	PHE guidance displayed.
48	Additional lidded bins and increased emptying / replacement are provided / in-place.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Every classroom, office and other areas of the site will have a pedal bin and reminders about (Catch it, bin it, kill it)
49	All working areas within the building should be well-ventilated (Windows and Doors open) where safe and appropriate to do so.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All rooms will have door stops. Doors will be propped open and windows will be open where safe and appropriate to do so.
50	<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"> • 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"/>	<p>Cleaning schedule to be agreed with cleaning supervisor and in-school day cleaners have increased the frequency of key high contact areas: toilets, door handles, banisters/rails, access buttons, and door plates.</p> <p>Increased frequency of cleaning of the kitchen areas.</p> <p>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.</p> <p>The dining areas that are used by year group bubbles will be cleaned extensively between break and lunchtime.</p>

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51	Staff should ensure shared facilities such as staff room kitchens are cleaned thoroughly after use. E.g. following lunch or hot drink preparation. Staff should ensure any communal crockery, cutlery used is thoroughly washed and where possible use their own.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	There will be maximum capacity in all staff communal areas including the LRC. Staff to use reasonable judgement regarding the capacity of the LRC. Staff should bring their own cups and clean them themselves. Sanitising wipes will be used after staff have made drinks and opened fridge doors.
52	Staff should consider the storage of their personal items to ensure they are Covid secure.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Staff to be encouraged to bring fewer personal items that will need storage during the day.
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
54	Office staff who receive deliveries, post etc. are encouraged to wash their hands more frequently and are provided with sanitiser.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Screen in place at reception and tape markers show distance to be maintained Remind staff taking deliveries to wipe down goods with wipes and sanitize hands afterwards. Only essential visits to take place. Visitor protocol to be sent to all staff who are frequent visitors
55	Increased frequency of toilet inspections and checks to ensure sufficient supplies of liquid soap and paper towels are maintained. Staff to report shortages to site staff.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Cleaning to take place more frequently in all student and staff toilets. Hand dryers to be switched off and more frequent checks of hand soap and paper towels.
56	Suppliers and Contractors advised if attending premises of infection control arrangements, no-access areas and expectations around personal hygiene.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All non-emergency maintenance to be carried out when school is closed to students and staff, where possible Suppliers to be issued with school visiting protocols Remind staff taking deliveries to wipe down goods with wipes and sanitise hands afterwards

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



Response to an Infection					
Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
57	<p>Sufficient understanding and processes are in place to respond to a confirmed case of COVID 19 in school:</p> <ul style="list-style-type: none"> - Those with symptoms book a test (as above schools will be provided with a limited number of tests) - Contact Public Health when become aware of a confirmed case (Public Health will also contact schools when they become aware of a confirmed case). - Public Health will then work with school to determine actions to be taken. - School should keep a record of pupils/staff in each year group and any close contact between staff and children in different groups. - School should keep a record of all visitors to the school including contact details. Records to be kept for 21 days. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>This will be communicated with parents/carers. We will follow PHE/NHS guidance – insert here. https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/</p> <p>https://www.hse.gov.uk/coronavirus/first-aid-and-medicals/first-aid-certificate-coronavirus.htm.</p> <p>Reports can be pulled from SIMS of all students in all year group bubbles. We will maintain a list of visitors with their contact details.</p> <p>SLC to report COVID cases of any staff/student to KC and TM to keep central record of Covid cases.</p>
58	<p>If an outbreak is confirmed (2 or more cases within a 14 day period) health protection teams may recommend that a larger number of other pupils self-isolate at home as a precautionary measure.</p> <p>Remote/distance learning contingency arrangements for all pupils should be maintained in case of school/ year group closure during any local COVID 19 outbreak.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Follow PHE/NHS guidelines here. https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/</p> <p>https://www.hse.gov.uk/coronavirus/first-aid-and-medicals/first-aid-certificate-coronavirus.htm.</p> <p>Year groups to be sent home as appropriate when advised by PHE.</p>
Key Roles and Responsibilities					
Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
59	<p>Sufficient staffing / resources are in place to maintain the security of the building and its occupants.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Internal discussions with facilities manager and cleaners' supervisor to establish change to 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>

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

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).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	https://www.hse.gov.uk/coronavirus/first-aid-and-medicals/first-aid-certificate-coronavirus.htm .
62	Sufficient numbers of staff are in place to enable safe evacuation of the building in the event of an emergency.	<input 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

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"/>	All non-emergency maintenance to be carried out when school is closed to students and staff, where possible.
64	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.



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Additional Measures					
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"/>	Risk assessments completed on all pupils with an EHCP in June 2020 – to be updated in September 2020.
66	Bubbles/ groups are of an 'appropriate' class size. Numbers are lower in special schools than mainstream which will help to limit contacts. Children with complex needs unable to social distance so acceptable in smaller groups.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Year group bubbles have been planned. Areas of the school have been divided up. Year group bubbles will be in one area of the school and staff will move to teach and work with that year group.
67	Pupils, although no longer shielding, but remain under the care of a specialist health professional, school should discuss school return with their health professional. Where a pupil is unable to attend their setting because they are complying with clinical or public health advice distance/ remote education is provided.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	HLs to have conversations with parents of pupils with health concerns.

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

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 Chair of Governors	K Harrison H Carter M Rogers T Merzougui K Cooper	Date of Approval	Click here to enter a date.
Date shared with all staff included the H&S representative	Click here to enter a date.	Date when school will be open and operating for ALL pupils.	09/09/2020