



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

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| School/ Setting | Burnage Academy for Boys | Date of Assessment | 20/10/2021 |
| Assessment Completed By | M Rogers. <i>Most recent updates in red</i> | | |

Staying COVID Secure – Our Commitment

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

Our Employees

| Ref | Control Measure | Yes | No | N/A | Actions Taken Details / Further Information |
|-----|---|-------------------------------------|-------------------------------------|--------------------------|--|
| 01 | Any employee or persons within their household that has coronavirus (COVID-19) symptoms , should not attend school/ setting. They should arrange to have a test . | <input checked="" type="checkbox"/> | <input checked="" 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. https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/</p> <p>All parents and pupils have been informed by letter of the updated Government guidance</p> <p><i>Staff have been given additional guidance on workplace safety in the event that a household member tests positive but they test negative due to increased risk linked to that staff member</i></p> |
| 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"/> | <p>All staff have been advised to follow government guidelines from PHE/NHS. https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/</p> |



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| | | | | | HR to contact the Self-Isolation Service Hub on 02037436715 after liaising with the employee regarding any close adult contacts in the school setting. |
| 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/ |
| 04 | An individual risk assessment will be completed for all staff that have characteristics that increase their potential risk from coronavirus (COVID-19), as set out in the COVID-19: review of disparities in risks and outcomes report . Sample assessment template provided by Directorate for Children and Education Services. CEV staff are no longer advised to shield. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | We are using the MCC template in order to complete individual risk assessments. These are offered to all staff and completed with colleagues who self-identify as having a characteristic which increases the potential risk from COVID-19. |

Our Pupils

| Ref | Control Measure | Yes | No | N/A | Actions Taken Details / Further Information |
|-----------|--|-------------------------------------|--------------------------|--------------------------|--|
| 05 | Any pupil or persons within their household has coronavirus (COVID-19) symptoms , should not attend school/ setting. They should arrange to have a test . | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | This guidance 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. |
| 06 | Any pupil who has tested positive for COVID 19 in the past 10 days should not attend school/ setting. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | This guidance 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. |



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| | | | | | In the first week, this will be part of the form time programme and as messages delivered on the INSET days in September. |
| 07 | 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"/> | 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 | Remote/distance learning contingency arrangements for all pupils should be maintained in line with any local Covid-19 outbreak. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Staff are trained in MS Teams, there is a remote learning policy and additions to the Pastoral Policies in the event of a return to remote learning. |

Our School

| Asymptomatic Testing | | | | | |
|----------------------|---|-------------------------------------|--------------------------|--------------------------|---|
| Ref | Control Measure | Y | No | N/A | Actions Taken |
| 09 | <p>Rapid testing using Lateral Flow Devices (LFD)s will support the return to education in September by helping to identify people who are asymptomatic;</p> <ul style="list-style-type: none"> Secondary school pupils should complete 2 onsite tests, on return to school, before moving to regular twice weekly tests at home. Secondary school staff should complete regular twice weekly tests at home. A small on-site LFD test centre should be maintained in secondary schools to allow for those unable to take LFD test at home on site. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <p>Secondary schools have a Lateral Flow Device Testing risk assessment in place for their on-site test centre.</p> <p>All schools have a Lateral Flow Testing risk assessment in place for the provision, supply and storage for home Lateral Flow Device Tests.</p> <p>Settings may commence testing from 3 working days before the start of term and can stagger return of pupils across the first week to manage this.</p> <p>The need for regular asymptomatic testing will be reviewed at the end of September.</p> |



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| | <ul style="list-style-type: none"> Primary school staff should complete twice weekly tests at home. | | | | |
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| Physical / Social Distancing in the Building | | | | | |
| Ref | Control Measure | Yes | No | N/A | Actions Taken Details / Further Information |
| 10 | Although social distancing is no longer a legal requirement for staff and pupils. Head Teachers still have a legal duty to ensure the health and safety of their staff. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <p>Staff have been advised to maintain distance. We have a clear approach to ventilation around doors ajar and windows open. Staff and pupils are allowed to still wear masks should they wish to. Guidance on office occupancy space has been issued to staff. We are maintaining hand wash in all rooms of the school and in public spaces. Breaks and lunches are still split for pupils to prevent spread of Covid-19</p> <p>Staff have been given additional guidance on workplace safety in the event that a household member tests positive but they test negative due to increased risk linked to that staff member</p> |
| 11 | Staff that assist pupils with AGP (aerosol generating procedures) have appropriate AGP PPE. Any procedures are done in a separate, ventilated room where possible. (Refer to health colleagues if this is applicable). | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <p>Detailed work has been completed by health, and health & safety colleagues to ensure staff that assist pupils with AGP can do this in a Covid secure way.</p> <p>Refer to Amie Stocks/ Julie Hicklin if applicable.</p> <p>Not applicable</p> |

| Infection Control, Cleaning and Hygiene Arrangements | | | | | |
|--|--|-------------------------------------|--------------------------|--------------------------|---|
| Ref | Control Measure | Yes | No | N/A | Actions Taken Details / Further Information |
| 12 | Staff and/or pupils who are experiencing coronavirus (COVID-19) symptoms , should not attend school/ setting. They should arrange to have a test . | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | This guidance will be communicated to all stakeholders in the plan of the September return and in communications with parents and students. |



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| | | | | | 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. |
| 13 | Staff who experience symptoms as above whilst at work should go home as soon as possible and should arrange to have a test . | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | This guidance will be communicated 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. |
| 14 | Pupils who experience COVID-19 symptoms should be collected from school/ setting as soon as possible. They should be kept 2m apart from all other pupils and staff whilst on site, where possible. If pupil needs direct personal care until they can return home, staff should wear gloves, an apron and a face mask. Eye protection should also be worn if deemed risk from coughing/spitting/ vomiting. Anyone who come into close contact with someone with COVID symptoms must wash their hands. They do not need to isolate or get a test unless they develop symptoms themselves. | <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. There is a clear first aid protocol for dealing with pupils with Covid symptoms including isolation rooms |
| 15 | Parents of pupils with COVID 19 symptoms should be instructed to get their child tested. Schools will have a small number of testing kits to be provided to parents where it is uncertain they will get a test for their child or may struggle to get a test. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | This guidance will be communicated 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. 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. |



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| 16 | Staff/ pupils who test positive for COVID 19 should self-isolate for 10 days. Close contacts should take a PCR test but do not need to isolate; they can continue to attend the school setting whilst they are waiting for their results (unless they develop symptoms). | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <p>This guidance will be communicated to all stakeholders in the plan of the September return and in communications with parents and students.</p> <p>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.</p> <p>Staff have been given additional guidance on workplace safety in the event that a household member tests positive but they test negative due to increased risk linked to that staff member</p> |
| 17 | Provision of hand-washing / hand-hygiene facilities at entrances and throughout school/setting. (Regularly monitored & maintained). | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <p>Hand sanitiser is provided at the entrance, exit and in all classrooms of the school as well as the dining room. Students are encouraged to use this.</p> <p>Posters highlighting this to be displayed at key points around the site</p> |
| 18 | All staff and pupils are encouraged to regularly wash their hands with soap and water, especially upon arrival at school/setting, prior to eating, following break/lunch time and any other time deemed necessary (after coughs/sneezes). Small children and children with complex needs should continue to be helped to wash their hands properly. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <p>Hand sanitiser is provided at the entrance, exit and in all classrooms of the school as well as the dining room. Students are encouraged to use this.</p> <p>Posters highlighting this to be displayed at key points around the site</p> |
| 19 | Toilets and facilities will be cleaned regularly in line with the school's enhanced cleaning regime. Pupils will be encouraged to clean their hands thoroughly throughout the day | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <p>The school will continue with the cleaning runs put into operation throughout 2020-21</p> <p>Posters highlighting this to be displayed at key points around the site</p> |
| 20 | All staff and pupils are encouraged to cough / sneeze into tissues and dispose of these in appropriate waste disposal bins. (Catch it, Kill it, Bin it) | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <p>The school will continue to provide waste bins with lids across the school and provide paper towels for students</p> <p>Posters highlighting this to be displayed at key points around the site</p> |
| 21 | Additional lidded bins and increased emptying / replacement are provided / in-place. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <p>The school will continue to provide waste bins with lids across the school and provide paper towels for students</p> |



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| 22 | <p>All working areas within the building should be well-ventilated (Windows and Doors open) where safe and appropriate to do so.</p> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <p>Staff have been told to have windows open and doors ajar to teach in the school but not fire doors</p> <p>Heads of Faculty have been asked to ensure corridor windows are kept open daily.</p> <p>Air conditioning units are used when the air is not being mechanically recycled but is being drawn in from outside</p> <p>Co2 monitors have been received by the school, approx. 30 in total. Each faculty area has been given 4 to use and guidance has been circulated to Faculty Leaders as to how to use these based on Government documentation from the DfE including placement locations in class, rotation and what to do if Co2 quality is detected in the 'poor' zone on the detector</p> |
| 22 | <p>A regular cleaning schedule should be maintained. This should include twice daily cleaning (using detergent and hot water followed by a chlorine based disinfectant solution) of all areas and equipment, with a particular focus on frequently touched surfaces:</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 type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <p>The Covid-19 cleaning schedule is still in operation and in-school day cleaners have increased the frequency of key high contact areas: toilets, door handles, banisters/rails, access buttons, door plates.</p> <p>Increased frequency of cleaning of the kitchen areas.</p> <p>Staff and students should bring in their own water bottles.</p> <p>Staff have been offered a lidded cup for drinks by the school and advised that no cups without lids be used in the school</p> |
| 23 | <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>Hand-Washing Guidance</p> <p>Hand-Washing Video</p> <p>There are posters and guidance which has been retained across the school</p> |



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| | Increased frequency of toilet inspections and checks to ensure sufficient supplies of liquid soap are maintained. | | | | Toilets are checked hourly for cleanliness and provision of materials |
|---------------------------------|---|-------------------------------------|--------------------------|--------------------------|---|
| 24 | Suppliers and Contractors advised if attending premises of infection control arrangements, no-access areas and expectations around personal hygiene. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Advised upon entry to the school |
| Response to an Infection | | | | | |
| Ref | Control Measure | Yes | No | N/A | Actions Taken Details / Further Information |
| 25 | Sufficient understanding and processes are in place to respond to a confirmed case of COVID 19 in school: <ul style="list-style-type: none"> - Those with symptoms book a test - Contact Public Health when become aware of a confirmed case (Public Health will also contact schools when they become aware of a confirmed case). - Complete On-Line MTAT form. - Public Health/ MTAT will then work with school to determine actions to be taken. - Outbreak management plan is implemented if requested in response to request from local Director of Public Health, Test and Trace or Public Health. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <p>There is a clear process in place for dealing with any person (pupil or staff member) who displays Covid symptoms</p> <p>As per the DfE announcement and updated Covid-19 guidance the school will not contact trace but will await PHE guidance as to whether Covid cases in the school represent an outbreak based on PHE thresholds</p> <p>The school will liaise with its SSQA if the school feels that cases are increasing exponentially and there could be a risk of closure, through the Manchester Test and Trace Team on 0800 840 3858 and the SSQA/Education contact</p> <p>School will continue to report confirmed cases through MCC online reporting form on a weekly basis.</p> <p>https://forms.office.com/r/sUcGg6A1hB.</p> |
| 26 | If an outbreak, school's Covid-19 outbreak management plan is implemented. Remote/distance learning contingency arrangements for all pupils should be maintained in case of school/ year group closure during any local COVID 19 outbreak. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Staff are trained in MS Teams, there is a remote learning policy and additions to the Pastoral Policies in the event of a return to remote learning. |



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| Outbreak Management Plan | | | | | |
|---|--|-----|----|-----|--|
| <p>Outbreak Management Plan (OMP) outlines how the school would operate if additional measures are recommended for your setting or the local area. The Director of Public Health, Public Health England Health Protection Teams or the Local Authority could recommend certain measures are re-introduced. This may happen to help manage outbreaks in schools, or if there is an “extremely high prevalence” of Covid-19 in the community and other measures have failed to reduce transmission, or as part of a package of measures “responding to a variant of concern”.</p> <p>N.B- THE FOLLWING CONTROL MEASURES DO NOT NEED TO BE PUT INTO PLACE UNLESS RECOMMENDED BY THE DIRECTOR OF PUBLIC HEALTH, PHE HEALTH PROTECTION TEAMS OR THE LOCAL AUTHORITY.</p> | | | | | |
| Ref | Control Measure | Yes | No | N/A | Actions Taken Details / Further Information |
| 01 | <p>If there is significant concern that existing or recently introduced measures in an area have failed to mitigate community transmission, or that a more robust response is required to contain the outbreak of a VoC it may be necessary to limit the number of children and young people in education or childcare settings through attendance restrictions.</p> <p>ATTENDANCE RESTRICTIONS SHOULD ONLY BE CONSIDERED AS A LAST RESORT FOLLOWING THE DFEs ‘CONTINGENCY FRAMEWORK’ AND, IN COLLABORATION WITH PUBLIC HEALTH AND THE LOCAL AUTHORITY.</p> | X | | | <ul style="list-style-type: none"> The school’s remote learning platform remains in place There will be provision in place for key worker children attendance (as per national lockdowns). All policies still retain a section as to how the school responds in a closure situation The school will liaise with its SSQA if the school feels that cases are increasing exponentially and there could be a risk of closure, through the Manchester Test and Trace Team on 0800 840 3858 and the SSQA/Education contact School will continue to report confirmed cases through MCC online reporting form: https://forms.office.com/r/sUcGg6A1hB. |
| 02 | <p>When a variant of COVID-19 is classed as a variant of concern (VoC), DHSC will increase targeted testing in that area to help suppress and control any possible new cases and better understand the new variants.</p> | X | | | <ul style="list-style-type: none"> For secondary schools onsite Asymptomatic Testing Sites (ATS) in place. Increased use of home testing for staff. |
| 03 | <p>Temporary re-introduction of year/class bubbles, for a temporary period to reduce mixing between groups.</p> | X | | | <ul style="list-style-type: none"> Year/ class group bubbles implemented Staggered entrance/ exit times (if possible) Use of different entrances (if possible) |



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| | | | | | <ul style="list-style-type: none"> Staggered/ limited use of communal areas- hall/ dining room etc. |
| 04 | Temporary re-introduction of face coverings. In all cases any educational drawbacks in the recommended use of face coverings should be balanced with the benefits in managing transmission and should allow for reasonable exemptions for their use. | X | | | <ul style="list-style-type: none"> Face coverings worn by staff and visitors, in communal areas unless they are exempt. Face coverings worn by pupils in communal areas/ all areas |
| 05 | Temporary re-introduction of shielding in the event of a major outbreak or variant of concern that poses a significant risk to individuals on the shielded patient list. SHIELDING CAN ONLY BE RE-INTRODUCED BY NATIONAL GOVERNMENT. | X | | | <ul style="list-style-type: none"> Individual risk assessments regularly reviewed and specifically in line with any updated government guidance regarding VoCs. Remote learning platform in place for children who are advised to shield. |
| 06 | Temporary limit to certain school activities; - residential educational visits - open days - transition and taster days - parental attendance in settings - performances in settings | X | | | <ul style="list-style-type: none"> Risk assessments in place. |

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

Health.and.safety@manchester.gov.uk

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| Approved by (Head Teacher/ Chair of Governors) | Karl Harrison Alan Scott | Date of Approval | 20/10/2021 |
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