



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

School/ Setting	Crosslee Community Primary School	Date of Updated Assessment	18/01/2021
Updated Assessment Completed By	Andrea Wadsworth		

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 type="checkbox"/>	<input type="checkbox"/>	Inform school asap of this through usual Attendance Reporting system. Staff and families to access testing to confirm Covid or not. Follow Govt guidance and isolate for 10 days if positive.
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"/>	Follow Govt. guidance
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"/>	Staff to inform a member of the SLT immediately. A strict 2 M distance should be maintained in a well ventilated area. The SLT member could be informed by phone from the staff members car or from outside if 2 M distance cannot be assured.
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	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All have been completed and are presently being updated. Any staff with changes in circumstances to have new Risk Assessment completed.

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	assessment template provided by Directorate for Children and Education Services Jan 2021 Update All staff individual risk assessments should be reviewed and updated regularly. This is particularly IMPORTANT due to the increasing number of cases and the national lockdown. As in the first national lock down schools should follow the government guidance regarding Clinically Extremely Vulnerable and Clinically Vulnerable staff .				
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"/>	SLT / staff member identified to support each person as appropriate. SBM providing Mental Health and Wellbeing Offer. City Council offer sign posted regularly. During present wider lockdown line managers to support staff.
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 provided as possible. Home Working Risk Assessment completed by staff to be updated if any changes. Monitor these to ensure no issues.

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 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"/>	Daily checks with parents / children of any symptoms of Covid and informed to stay at home if appropriate. Repeated teaching point each day.
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"/>	Use office documentation to ensure isolation is maintained to the correct periods.
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"/>	PPE to be worn by staff member if close contact is needed due to age of child or level of illness.



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					Child to be separated from the group in Meeting Room. Staff member to sit outside room with door ajar and to take care of them from a distance of 2M. Training video provided for all staff to refer to as training for donning and doffing PPE safely.
10	Remote/distance learning contingency arrangements for all pupils should be maintained.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>All pupils provided with new improved on-line learning, provide laptops where possible from school stock. Look at any need for further laptops. Provide Dongles for those they will work for X5 and look at any further Dongles/ data support that school / L.A can provide.</p> <p>Work to be set for an average of 3 hours KS1 and 4 hours KS2. Combination of live lessons and activities set. Work to be checked where possible, support, feedback and guidance given as appropriate and needed. Parents to be contacted if child does not complete work.</p>
11	<p>Pupil groups should be arranged to enable the school to deliver the full range of curriculum subjects and students to receive specialist teaching.</p> <p>At primary school, and in the younger years at secondary (key stage 3), schools may be able to implement smaller groups the size of a full class. If that can be achieved, it is recommended.</p> <p>In secondary schools, and key stage 5, the groups are likely to need to be the size of a year group.</p> <p>Children are kept in their groups for the majority of the classroom time.</p> <p>Jan 2021 Update 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>Classes to be kept up to 15 due to size of rooms and need for social distancing where possible in number of 'bubbles' available in line with safe staffing levels. Number of pupils on site also to be considered in terms of available staff balanced with the need to provide high quality remote learning.</p> <p>Bubbles to be kept separate.</p>
12	School Behaviour Policy and expectations should be updated to reflect COVID measures and communicated to all staff, pupils and parents.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Behaviour Policy being reviewed presently and will be shared with staff, pupils and parents. Remote learning expectations and consequences shared also.

Our School



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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"/>	Key Worker / Vulnerable groups to enter using three different designated doors (communicated to parents by email) Front office can be used for part time pupils. Adults only allowed into entrance, not beyond. Only one family group at a time. Adult must wear mask in reception area. Signs to enforce social distancing and masks. Masks now to be worn on premises outside also.
14	Increased number of Entrance and Exit Points to the Building (external class room doors should be used where possible).	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
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"/>	Parents informed of rules on drop off and reasons, to be reinforced with verbal messages if necessary. Teacher / T.A to greet children and to come straight into school. Any further discussion to be done by phone to reduce time with parents / carers. Letter to inform of requirements sent out Jan 2021.
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. Jan 2021 Update Any visits should ideally happen outside of school hours.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Unless necessary due to the nature of their work or due to large delivery no entrance. If needed share expectations to clean hands before entering and social distancing and where specifically to place delivery. Where deliveries can be completed before or after school times this should be happen.
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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Lunch in classrooms Different outdoor areas to be used for each group at playtime
Travel to and from School (including Public Transport and School Buses)					



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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"/>	
19	Pupils on dedicated school buses should wherever possible: <ul style="list-style-type: none"> - Sit together in their year groups, - Ensure hands are sanitised on boarding/ disembarking - Use face coverings where appropriate, for children over the age of 11. E.g. if likely to be in close contact with people outside of their group. 	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
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"/>	Baths trips not presently happening.
21	Close liaison is in place for statutory 'Home to School Transport' with the Local Authority, school and private providers. Assurance should be sought that additional cleaning regimes are in place and a COVID secure risk assessment has been completed.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
22	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"/>	
23	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"/>	Staff required to wear face masks in corridors and general areas when moving through school unless exempt. Also required to wear these outside when parents/ carers on premises. (Parents / Carers also to wear both inside and outside on premises). Designated bins for masks provided on both floors. If child arrives with mask parent to take it for them. If not with parent and is reusable must be placed in a sealed bag and kept in child's bag.

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	<p>Jan 2021 Update 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>				
Physical / Social Distancing in the Building					
Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
25	<p>Classrooms are organised maintaining space between pupils/ children/ adults where possible: small adaptations are made to the classroom to support distancing. Including seating pupils side by side and facing forwards, rather than face to face or side on.</p> <p>Jan 2021 Update</p> <ul style="list-style-type: none"> - 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. - Close face to face contact should be avoided and the time spent within 1m of anyone, should be minimised. - 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. - SLT should ensure they maintain their distance from other members of SLT and limit physical contact with other 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Classrooms are planned for social distancing in terms of individual desks and spacing. Pupils facing forward.</p> <p>Older pupils in Year 5 and 6 and other pupils where it is possible encouraged to stay 2M away from staff wherever possible.</p> <p>Staff to work with one bubble only where possible. This may not be possible at times dependent on pupil needs but should be as limited as possible. SLT to maintain social distancing from other members of the SLT, office and all staff at all times.</p>



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	staff. Consideration should be given to having two separate SLT teams/ bubbles to ensure continuity of school leadership and management.				
26	<p>Reduced movement around school-</p> <ul style="list-style-type: none"> - Timetabling ensures that groups are kept apart and movement around the school is kept to a minimum. Consideration has been given to the avoidance of creating busy corridors, entrances and exits. Staggered start and finish times, break and lunch times have been considered, together with ensuring appropriate time for cleaning surfaces and equipment. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Pupils to be with adult at all times as move around the school in groups. No contact with other groups in school. Use of tape and signs, posters to support this. Toilets to be designated to groups and ensure no .Entrances and exits, staggered times and rooms used allows groups not to need to mix.</p> <p>Corridors have taped lines.</p> <p>Lunches to be in classrooms</p>
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"/>	Review posters and get children to produce new ones / add produced ones as needed.
28	<p>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/ 6th Form.</p> <p>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.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Lunches in classrooms, no assemblies.
29	<p>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.</p> <p>Jan 2021 Update</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Music can be taught but with consideration to restrictions such as not using / sharing equipment. Lessons without equipment preferable.

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	<p>Music lessons can still continue during the national lockdown.</p> <p>Music Mark have completed detailed guidance regarding singing and music lessons- please see link here; https://www.musicmark.org.uk/wp-content/uploads/Literature-Review-August-2020.pdf</p>				
30	<p>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.</p> <p>Jan 2021 Update 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: <ul style="list-style-type: none"> - 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). - Consider PE activities that use limited equipment, such as dance, yoga, circuits. - 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. - Equipment should be cleaned thoroughly before and after use (or left in quarantine for 48 hrs (72 hrs if plastic) before another bubble uses. </p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Outdoor P.E at school to be prioritised. If P.E lessons provided in school then use school hall / Dance studio. Ensure pupils are well spaced out and hall is well ventilated with doors and windows open.</p> <p>Focus on P.E that does not use equipment. If equipment used then needs to not be shared and quarantine, cleaned in line with guidance.</p> <p>When P.E provided during home education assess risks and remind pupils on safety in terms of space / weather conditions if pupils may complete outdoors with family etc.</p>
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>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Staff Room – ensure 2 metre space between staff. Maximum of 10 people.</p>

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	<p>Jan 2021 Update</p> <p><u>CRITICALLY IMPORTANT</u></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"> - 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. - 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 available space, work stations should be adapted with screens. - 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. - Ensure if staff are car-sharing (ONLY AS A LAST RESORT) face masks are worn and car windows are open to ensure appropriate ventilation. - 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). 				<p>Signs on all rooms to be adhered to in terms of numbers /use of areas and equipment.</p>
<p>32</p>	<p>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).</p> <p>Jan 2021 Update</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Risk Assessment completed by SBM and School Chef. Please see separate R.A. Rota in place to reduce staff members in at one time.</p>

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	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.				
33	Use of Small Meeting Rooms and Confined Areas (including Photocopier / Printer/ Storage areas) by more than one person prohibited. Jan 2021 Update - 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).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Staff to adhere to all signage provided. Alert SLT if any signs are missing or staff feel that different advice is needed. If signs not being adhered to then report to SLT to action.
34	Non Essential repair / contracted works in buildings to be carried outside school hours.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Site Manger to ensure this is planned for and happens. SBM to line manage this. Contractors allowed on site if essential work carried out in line with social distancing and in areas away from staff and children.
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"/>	No requirement for staff or children to use the lift at present.
36	Staff that assist pupils with AGP (aerosol generating procedures) have appropriate AGP PPE. Any procedures are done in a separate, ventilated room where possible. (Refer to health colleagues if this is applicable).	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

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



No fans to be used – Keep windows and doors open to get good air flow throughout the school where possible.
No forest school at present.

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"/>	Inform to get tested immediately and to inform school of outcome. Siblings / family to isolate while awaiting the result. Parents to ring office or email if out of hours to inform school of any positive results of children attending. Staff to inform school following Attendance procedures asap.
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"/>	As above. Cover plan in place for Teacher / T.A to cover if no symptoms. To get tested and advise school asap of test outcome. Possible closure of group or school dependent on advice from PHE. Inform SLT at 2M distance.
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	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	PPE to be worn by staff member if need to provide close care. Training video provided for all staff to refer to as training for donning and doffing of PPE safely.



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	need to isolate or get a test unless they develop symptoms themselves.				
40	Parents of pupils with COVID 19 symptoms should be instructed to get their child tested. Schools will have a small number of testing kits to be provided to parents where it is uncertain they will get a test for their child or may struggle to get a test.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Tests available from SBM (office) if needed.
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"/>	
42	Provision of hand-washing / hand-hygiene facilities at entrances and throughout school/setting. (Regularly monitored & maintained). Jan 2021 Update 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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Continue to promote hand cleaning and provide frequent opportunities to wash hands / use hand sanitiser throughout the school day. Use as teaching point each day with reminders of importance. Wash hands on arrival, before and after lessons, before and after lunch and use of the toilet. Hand sanitiser units are throughout the school. Ensure that these and soap dispensers are checked daily and that stock is at good levels at all times – Site Manager.
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"/>	As above Pupils with additional needs to have support with this as needed.
44	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. Toilets and facilities will be cleaned regularly in line with the school's enhanced cleaning regime.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Toilets are cleaned throughout the day. Toilets allocated to different 'bubbles'.



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	Pupils will be encouraged to clean their hands thoroughly throughout the day				
45	<p>Educational Resources;</p> <ul style="list-style-type: none"> - For frequently used resources such as pens and pencils, staff and pupils should have their own items - Classroom based resources, such as books and games, can be used and shared within the group. They should be cleaned regularly as part of school's enhanced cleaning regime. - Resources that are shared between groups, such as sports, art, and science equipment should be cleaned frequently and meticulously and always between groups, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles. - Outdoor play equipment should be frequently cleaned following use by each group. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Staff have own equipment that is not shared.</p> <p>Pupils have individual resources including laptop / Ipad that are not shared.</p> <p>Any shared resources within the bubble should be cleaned regularly including furniture such as tables and chairs.</p> <p>Any resources shared within a bubble are not to be used by other groups unless cleaned or in quarantine.</p> <p>Outdoor equipment that is shared within a bubble should be cleaned frequently and always after use.</p>
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).	X			Only essential equipment brought into school. Message to parent if this is not adhered to.
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"/>	
48	Additional lidded bins and increased emptying / replacement are provided / in-place.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Lidded bins in all rooms and emptied frequently.
49	<p>All working areas within the building should be well-ventilated (Windows and Doors open) where safe and appropriate to do so.</p> <p>Jan 2021 Update</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Keep windows and doors open where possible to provide effective ventilation. Fans are not to be used. Keep windows open just enough for air to be freshened during lessons and opened more widely in breaks to purge the air. Open internal</p>

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	<p><u>Key Control</u></p> <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"> • 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) • 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 • 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) 				<p>doors to keep air fresh through the school and open outside doors as appropriate and safe to do so.</p> <p>Uniform not required at present so that pupils can wear warm clothes in respect to increase in windows open. Pupils encouraged to wear clean clothes daily.</p> <p>Staff dress expectations relaxed to allow for warm, clean clothes to be worn in respect to increase in windows open.</p>
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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 <p>Jan 2021 Update</p> <p><u>Key Control</u></p> <p>Ensure daily cleaning regime remains thoroughly robust.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p style="color: red;">Additional cleaning throughout the lockdown through the school day. Site Manager to ensure regime remains 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>Staff to use their own cutlery and crockery and clean immediately after use. Additional cleaning to clean these areas.</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>Safe storage away from other items.</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>Hand-Washing Guidance</p> <p>Hand-Washing Video</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>Office staff to wash hands before and straight after handling deliveries. Sanitiser also available.</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>Site Manager to ensure stocks for sufficient supplies and keep topped up. Any shortages to be reported to SLT / Site Manager.</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"/>	Allowed entry as needed. Make aware of hand cleaning, S.D etc.
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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	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 (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. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p style="color: green;">Previous experience of positive cases and bubble closures ensures that the school has effective systems to deal with this.</p> <p style="color: green;">PHE reported to and the L.A as appropriate. Follow PHE / L.A guidelines.</p> <p style="color: green;">Lists of groups, which staff working with which groups needs to be available in case of a positive case.</p> <p style="color: green;">Visitors kept record of through entry system.</p>



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	<ul style="list-style-type: none"> - 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. 				
58	<p>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.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Key Roles and Responsibilities					
Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
59	Sufficient staffing / resources are in place to maintain the security of the building and its occupants.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Rota for office so the front entrance is always manned.
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"/>	Additional cleaning hours during the school day. Rota in place.
61	<p>Sufficient numbers of trained staff are in place to provide First Aid and First Aiders are aware of updated HSE guidance.(See link).</p> <p>https://www.hse.gov.uk/coronavirus/first-aid-and-medicals/first-aid-certificate-coronavirus.htm</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	F.A on premises at all times. Cover this position if needed. Also 4 X SLT have had Covid 19 F.A training
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"/>	Group of staff Fire Warden trained last year and 4 X SLT have had new training during Covid 19. Fire training provided for all staff – January 2021. Fire Drill planned with social distancing and new groups.



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"/>	Site Manager – all in place in line with Health and Safety Policy.
64	Defect Reporting arrangements are in place.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Reported to SBM or SLT as appropriate and passed to Site Manager to be actioned.

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 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 being reviewed at present. Included in the School Community Plan.
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"/>	Up to 15 pupils in bubble. Due to size of rooms and need for SD only up to this number of pupils to be accommodated in each bubble. Pupils with complex needs supported as appropriate and use of Social Stories to support.

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

Health.and.safety@manchester.gov.uk

School Leadership Oversight.

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

Approved by (Head Teacher/ Chair of Governors)	Andrea Wadsworth Louise Coops	Date of Approval	18/01/2021
Date Provided to Unions	Click here to enter a date.		