



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

<b>School/ Setting</b>	Unity Community Primary	<b>Date of Assessment</b>	10/07/2020
<b>Assessment Completed By</b>	Jude Lee/Gina Leach HT/SBM		

### 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 <a href="#">coronavirus (COVID-19) symptoms</a> , should not attend school/ setting. They should self-isolate immediately and <a href="#">arrange to have a test</a> .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All staff informed to get tested even with mild symptoms, self-isolate until results are back. Staff informed to self-isolate if household member has symptoms until test result is confirmed. If positive staff member self isolates for 7 days. If negative, back to school
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 informed of this in staff meeting 15.7.20 and again on training day 1.9.20
03	Any employee who develops COVID-19 symptoms during the school day should be sent home as soon as possible and should <a href="#">arrange to have a test</a> .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	



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04	An individual risk assessment will be completed for all staff that have characteristics that increase their potential risk from coronavirus (COVID-19), as set out in the <a href="#">COVID-19: review of disparities in risks and outcomes report</a> . Sample assessment template provided by Directorate for Children and Education Services	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	BLG score card completed by all staff. Those identified as moderate or high risk to have full individual risk assessment completed
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"/>	BLG wellbeing offer shared with all 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"/>	

### 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 <a href="#">coronavirus (COVID-19) symptoms</a> , should not attend school/ setting. They should self-isolate immediately and <a href="#">arrange to have a test</a> .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All families regularly emailed and telephoned and this message is conveyed.
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"/>	All families informed through email/video and regular telephone calls of this Step by step information sheet to be given to all parents in school/nursery/daycare.
09	Any pupil who develops COVID-19 symptoms during the school day should be sent home as soon as possible and should <a href="#">arrange to have a test</a>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Parents informed of this and to attend school/nursery with NI number and email access so office can support to book a test.
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"/>	Class Dojo in place for all children. School to begin using Microsoft Teams Nursery emailing links to parents of suggested activities for child engagement

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11	<p>Pupil groups should be arranged to enable the school to deliver the full range of curriculum subjects and students to receive specialist teaching.</p> <p>At primary school, and in the younger years at secondary (key stage 3), schools may be able to implement smaller groups the size of a full class. If that can be achieved, it is recommended.</p> <p>In secondary schools, and key stage 5, the groups are likely to need to be the size of a year group.</p> <p>Children are kept in their groups for the majority of the classroom time, but mixing into wider groups is allowed for specialist teaching, wraparound care and transport.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Children arranged into year group bubbles.</p> <p>Y3+Y4 and Y5 + Y6 will form one bubble so they can play outside together but will mainly be in their class bubble</p> <p>Reception, Y1 and Y2 will be in year group bubbles to allow mixing for phonics, outdoor continuous provision etc (up to 60). Specialist teaching of key children means they may be in more than one bubble</p> <p>Nursery and daycare in morning and afternoon bubbles. All day children to be sent home if either bubbles have to self-isolate</p> <p>Breakfast club – up to 30 children permitted in a mixed bubble.</p>
12	<p>School Behaviour Policy and expectations should be updated to reflect COVID measures and communicated to all staff, pupils and parents.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>JL reinforce message in video for assembly 3.9.20</p> <p>Bubbles to draw up charters for behaviour in first week. Shared with parents</p> <p>EYFS to watch bug video and washing hands video</p>

### Our School

Capacity, Access and Egress					
Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
13	<p>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).</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>One way system of entrance/exit to the playground maintained for Nursery and Y1 – Y6. Reception entering and exiting via Allesley drive steps.</p> <p>Nursery and Y1JN to access class directly from ramp on Allesley drive. All other bubbles to access building through door and follow one way system through school</p>
14	<p>Increased number of Entrance and Exit Points to the Building (external class room doors should be used where possible).</p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>Not possible.</p>

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<b>15</b>	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"/>	One way system already in place. One adult dropping off already encouraged. Y6 encouraged to bring themselves to school unaccompanied Daycare/Nursery dropping off for morning session at 8.30 straight to the room from the playground. Collecting at 11.30 from the top of the Allesley Road steps. Daycare/Nursery dropping off for afternoon session at 12.30 at the top of the Allesley Road steps. Picking up at 3.30pm straight from the room into the playground.
<b>16</b>	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"/>	System set up for visitors to the main office, reduced to one person at a time. Communicated to parents through video.
<b>17</b>	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 <b>Primary</b> EYFS & KS1/ KS2, for <b>Secondary</b> KS3/ KS4/ 6 <sup>th</sup> 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"/>	KS2 – 8.45 – 9am drop off 3.10 pick up EYFS/KS1 9 – 9.15 drop off 3.15 pick up Families – drop off 9am, pick up 3.15pm  This is how this had worked since 22.6.20 Daycare/Nursery dropping off for morning session at 8.30 straight to the room from the playground. Collecting at 11.30 from the top of the Allesley Road steps. Daycare/Nursery dropping off for afternoon session at 12.30 at the top of the Allesley Road steps. Picking up at 3.30pm straight from room into the playground.
<b>Travel to and from School (including Public Transport and School Buses)</b>					
<b>18</b>	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"/>	
<b>19</b>	Pupils on dedicated school buses should wherever possible: <ul style="list-style-type: none"> <li>- Sit together in their year groups,</li> <li>- Ensure hands are sanitised on boarding/ disembarking</li> <li>- Use face coverings where appropriate, for children over the age of 11. E.g. if likely to be in close contact with people outside of their group.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	



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<b>20</b>	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"/>	If going on a trip will add this to the risk assessment
<b>21</b>	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"/>	
<b>22</b>	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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Majority of children walk or come by car to school
<b>23</b>	Families and pupils that have no alternative to use wider public transport are referred to the <a href="#">safer travel guidance for passengers</a>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Key families spoken to and provided with this guidance
<b>24</b>	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"/>	Parents remove child's mask as they enter school and take it away with them. Hand washing/sanitising immediately following removal
<b>Physical / Social Distancing in the Building</b>					



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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 type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Side to side desks not conducive to teaching methods, risk to children's wellbeing greater than risk of infection. Staff to maintain 2m SD wherever possible in bubbles.
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"/>	Break and lunchtimes staggered, one way system introduced around school/on staircases. Everyone walks on the left. Top corridor marked down the middle.
27	Older pupils are regularly reminded of the need to socially distance. E.g. Posters are located throughout school.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Posters displayed in reception areas and communal areas.
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 <b>Primary</b> EYFS & KS1/ KS2 , for <b>Secondary</b> KS3/ KS4/ 6 <sup>th</sup> 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"/>	Assemblies via video link or as KS1 and KS2 (max of 4 bubbles) socially distanced in the hall  No more than 60 children in dining hall at a time for lunches – year group bubbles (Rec – Y2), Y3/Y4 and Y5/Y6. Bubbles having a week of packed lunch in classrooms then week of hot dinner in hall.
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"/>	No singing assembly in hall. Music tuition in groups of 2 and SD from teacher.

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<b>30</b>	Pupils should be kept in consistent groups for PE. Outdoor sports should be prioritised and large indoor spaces should be used where it is not.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Daily mile for every child done with bubble - timetabled PE in class bubbles
<b>31</b>	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"/>	New protocol shared with staff in meeting 15.7.20 and on 1.9.20 Due to building work, staff room and meeting room out of action. Community rooms upstairs used for staff. Put hot water urns and microwave in each room. Each staff to use own mug. Limit numbers in staff room – staff responsible for managing SD in communal spaces
<b>32</b>	Kitchen staff maintain social distancing of 2m in the kitchen. If not possible 1m plus additional controls. Kitchens must comply with the <a href="#">guidance for food businesses on coronavirus (COVID-19)</a> .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Taylor Shaw to risk assess for their staff
<b>33</b>	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"/>	Door to photocopy room propped open. Protocol shared with staff 15.7.20
<b>34</b>	Non Essential repair / contracted works in buildings to be carried outside school hours.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Share risk assessment/protocol with any contractors
<b>35</b>	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 type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Y2 child with cerebral palsy only person to use the lift with TA2
<b>36</b>	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)**

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<b>Class/room</b>	<b>Staff</b>	<b>Start time</b>	<b>Break time</b>	<b>Lunch time</b>	<b>Home time</b>
Day care Y2 classrooms x 2	HB, MDP, RJ, LC, KH, KK	8.30 – am session 9.00 – all day Straight to room 12.30 – pm session Drop at top of stairs	Continuous provision	11.30 am – in classroom	11.30 – am session. Collect from top of stairs. 3.15 - 30 hours children 3.30 - pm session from room accessed via playground
Nursery Class Y1 classroom	AO + CK	8.30 – am session 12.30 – pm session	Continuous provision	11.30 am – in classroom	3.15 - 30 hours children 3.30 - pm session
Reception N R classroom	MN + SMC	9.00 – 9.15am – dropped to classes via stairs	Continuous provision	In hall 11.30 – 12.00 break until 12.30	3.15pm – collected from classes exit via stairs
Reception O R classroom	OOT + LC	9.00 – 9.15am – dropped to classes via stairs	Continuous provision	11.30 – 12.30 break until 12.30	3.15pm – collected from classes exit via stairs
Y1 AO Y4 classroom	AO + CR	9.00 – 9.15am	10.30 – 10.45am	12.00 – 12.30 W1 in hall, W2 in class break until 1.00	3.15pm
Y1 JN Y1 classroom	JN + HS	9.00 – 9.15am	10.30 – 10.45am	12.00 – 12.30 W1 in hall, W2 in class break until 1.00	3.15pm
Y2K Y5 classroom	JK + DR	9.00 – 9.15am	10.30 – 10.45am	12.00 – 12.30 W1 in class, W2 in hall break until 1.00	3.15pm
Y2M Y5 classroom	AM + SK/SA	9.00 – 9.15am	10.30 – 10.45am	12.00 – 12.30 W1 in class, W2 in hall break until 1.00	3.15pm
Y3 Y3 classroom	IW + AA	8.45 – 9.00am	11.00 – 11.15am	12.30 – 1.00 W1 in hall, W2 in class break until 1.30	3.05pm
Y4 Y4 classroom	CMc + CS	8.45 – 9.00am	11.00 – 11.15am	12.30 – 1.00 W1 in hall, W2 in class break until 1.30	3.05pm
Y5 Y6 classroom	LH + MA	8.45 – 9.00am	11.00 – 11.15am	12.30 – 1.00 W1 in class, W2 in hall break until 1.30	3.05pm





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Y6 Y6 classroom	GP + AC	8.45 – 9.00am	11.00 – 11.15am	12.30 – 1.00 W1 in class, W2 in hall break until 1.30	3.05pm
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Families to drop off at 8.45am and collect at 3.15pm

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 <a href="#">coronavirus (COVID-19) symptoms</a> , should not attend school/ setting. They should <a href="#">arrange to have a test</a> .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	As above
38	Staff who experience symptoms as above whilst at work should go home as soon as possible and should <a href="#">arrange to have a test</a> .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	As above
39	Pupils who experience COVID-19 symptoms should be collected from school/ setting as soon as possible. They should be kept 2m apart from all other pupils and staff whilst on site, where possible. If pupil needs direct personal care until they can return home, staff should wear gloves, an apron and a face mask. Eye protection should also be worn if deemed risk from coughing/spitting/ vomiting. Anyone who come into close contact with someone with COVID symptoms must wash their hands. They do not need to isolate or get a test unless they develop symptoms themselves.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	PPE held in main school office/Cave Children who become ill will wait in the sick bay to be collected (when out of bounds with building work will sit under the stairs as nursery children or in the meeting room). Staff attending to them to wear PPE. Disinfect thoroughly any surfaces child in contact with. Nursery/Daycare children that become ill to be kept under the stairs on a chair awaiting collection
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"/>	Parents informed of this and to attend school with NI number and email access so school can book a test. All children in family to be sent home and self-isolate until a negative test result. If positive test result have to self-isolate for 14 days.
41	Staff/ pupils who test positive for COVID 19 should self-isolate for 7 days. Other members of their household	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Informed staff 15.7.20 and 1.9.20



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	(including siblings) should self -isolate for 14 days from when the symptomatic person first has symptoms.				
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"/>	Sink in every classroom with soap and handtowels available. Hand sanitiser available around school. Regular handwashing reinforced.
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
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"/>	Children downstairs use toilets adjacent to their classrooms. Upstairs, Y5 and Y6 use separate girls and boys. Y2 and Y3 use girls' toilet and Y1 and Y4 use the boys' toilet upstairs. Toilets cleaned at lunchtime Sink in each class room for children to wash hands at.
45	Educational Resources;  <ul style="list-style-type: none"> <li>- For frequently used resources such as pens and pencils, staff and pupils should have their own items</li> <li>- Classroom based resources, such as books and games, can be used and shared within the group. They should be cleaned regularly as part of school's enhanced cleaning regime.</li> <li>- Resources that are shared between groups, such as sports, art, and science equipment should be cleaned frequently and meticulously and always between groups, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Children to use own pencil/pen as far as possible.  Classroom equipment cleaned daily  Hall tables to be cleaned between groups at lunchtime  Each bubble to have own set of play equipment  PE equipment to be cleaned between groups  EYFS staff to sterilise small world etc daily.

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	<ul style="list-style-type: none"> <li>- Outdoor play equipment should be frequently cleaned following use by each group.</li> <li>- 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.</li> </ul>				<p style="color: red;">Wash at end of week</p> <p style="color: red;">Individual bedding kept separately in daycare</p>
<b>46</b>	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			Already in place that children do not bring things to school
<b>47</b>	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"/>	Catch it, kill it, bin it been advised for some time and will be revisited in September
<b>48</b>	Additional lidded bins and increased emptying / replacement are provided / in-place.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Clean down in daycare between am and pm session
<b>49</b>	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"/>	Doors propped open through the day.
<b>50</b>	<p>Increased frequency of cleaning of communal areas and locations / high contact points (using detergent and hot water followed by a chlorine based disinfectant solution) including:</p> <ul style="list-style-type: none"> <li>• Toilets</li> <li>• Door Handles/ Access Buttons</li> <li>• Kitchen areas and associated equipment</li> <li>• Water dispensers/ coolers</li> <li>• Printers/ Photocopiers</li> <li>• White Boards</li> <li>• Play Equipment</li> <li>• Shared resources</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Anti-septic wipes, anti-bacterial spray and paper towels available where needed.</p> <p>In outdoor play bucket with anti-bacterial solution available to regularly wash down equipment.</p> <p>Cleaning contract amended so have cleaner on site to clean at lunchtimes, handrails, toilets and hall between use.</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"/>	Limiting number in the staff room and only one person at microwave at a time. Anti-septic wipes, anti-bacterial spray and paper towels available where needed. Cleaning rota for staff room enforced
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 use store cupboard in classroom
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"/>	<a href="#">Hand-Washing Guidance</a> <a href="#">Hand-Washing Video</a>
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"/>	Sanitizer available in the office and staff regularly washing hands
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"/>	Additional cleaner on site through the day to ensure this.
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"/>	Share risk assessment/protocol with any planned visitors

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

Deep clean carried out over summer holidays. Cleaning contract amended to increase cleaning hours. Cleaning 'fogging' to be employed if required. Additional care to be taken in cleaning of hand rails, screens, handles etc.

### Response to an Infection



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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"> <li>- Those with symptoms book a test (as above schools will be provided with a limited number of tests)</li> <li>- Contact Public Health when become aware of a confirmed case (Public Health will also contact schools when they become aware of a confirmed case).</li> <li>- Public Health will then work with school to determine actions to be taken.</li> <li>- School should keep a record of pupils/staff in each year group and any close contact between staff and children in different groups.</li> <li>- School should keep a record of all visitors to the school including contact details. Records to be kept for 21 days.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All in place and shared with staff and parents
58	If an outbreak is confirmed (2 or more cases within a 14 day period) health protection teams may recommend that a larger number of other pupils self-isolate at home as a precautionary measure. Remote/distance learning contingency arrangements for all pupils should be maintained in case of school/ year group closure during any local COVID 19 outbreak.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	In place. Class Dojo set up for remote learning. Staff training in MS Teams
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"/>	See plan. Contractors working as normal
60	Sufficient staffing / resources are in place to maintain the cleanliness of the building and to carry out necessary	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	See above – cleaning contractor doing usual hours.



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

	inspections of consumables needed to maintain hygiene (including their replenishment).				
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"/>	All TAs returned to work. <a href="https://www.hse.gov.uk/coronavirus/first-aid-and-medicals/first-aid-certificate-coronavirus.htm">https://www.hse.gov.uk/coronavirus/first-aid-and-medicals/first-aid-certificate-coronavirus.htm</a> .
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"/>	Fire drill planned for w/c 7.9.20
<b>Statutory Premises Compliance and Maintenance</b>					
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"> <li>• Fire Alarm and Detection</li> <li>• Powered Doors / Gates</li> <li>• Legionella and Water Testing</li> <li>• Electrical Safety</li> <li>• Gas Safety</li> <li>• PAT Testing</li> <li>• Asbestos Management</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Caretaker to carry our checks as normal and Flakt for specific building checks (legionella, gas safety etc)
64	Defect Reporting arrangements are in place.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	As normal

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

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

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

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

Additional Measures/ Considerations for Special Schools					
Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
65	Pupil risk assessment completed/ updated to determine additional support for children with EHC plans to support a successful return. Parents contacted to involve them in planning for children's return in September- e.g. social stories/ visits.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SENCo completed risk assessments for all children with EHCP
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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
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"/>	SDA – risk assessment carried out with parent pre-returning to school



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

<b>Completed by Head Teacher &amp; Approved by Chair of Governors</b>	Jude Lee Ian Mello	<b>Date of Approval</b>	14/07/2020
<b>Date shared with all staff included the H&amp;S representative</b>	15/07/2020	<b>Date when school will be open and operating for ALL pupils.</b>	07/09/2020