



Schools/Settings COVID 19- Health and Safety Risk Assessment for
Revised for Full Opening 08.03.2021.

School/ Setting	Stanley Grove Primary Academy	Date of Assessment	23/02/2021
Assessment Completed By	Amy Footman (Head of School)		

Staying COVID Secure – Our Commitment

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

Our Employees

Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
01	Any employee or persons within their household that has coronavirus (COVID-19) symptoms , should not attend school/ setting. They should self-isolate immediately and arrange to have a test .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Staff understand that if they have symptoms of COVID-19 or have tested positive they must contact a member of the SLT and remain at home for the relevant period in line with current government guidance. This is written into the COVID-19 Staff Handbook. We will follow BFET guidance, informed by PHE and MCC guidance. Staff, pupils and families have been reminded that they should not attend school, even if they are feeling better, until they receive their PRC test results.
02	Any employee who has tested positive for COVID 19 should not attend school/ setting for 10 days from the onset of symptoms. If the test is positive but the employee has not had symptoms, they should self-isolate for 10 days from the date of the test.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Staff understand that if they have symptoms of COVID-19 or have tested positive they must contact a member of the SLT and remain at home for the relevant period in line with current government guidance. This is written into the COVID-19 Staff Handbook. We will follow BFET guidance, informed by PHE and MCC guidance.

Schools/Settings COVID 19- Health and Safety Risk Assessment for Revised for Full Opening 08.03.2021.

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 understand that if they develop symptoms of COVID-19 on site they must contact a member of the SLT via phone and leave the site, sharing information on who they have had contact with and what areas they have been using. They will be supported to arrange a test as soon as possible. This is written into the COVID-19 Staff Handbook. We will follow BFET guidance, informed by PHE and MCC guidance. Staff, pupils and families have been reminded that they should not attend school, even if they are feeling better, until they receive their test results.
04	An individual risk assessment will be completed for all staff that have characteristics that increase their potential risk from coronavirus (COVID-19), as set out in the COVID-19: review of disparities in risks and outcomes report . Sample assessment template provided by Directorate for Children and Education Services	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All staff individual risk assessments are reviewed and updated regularly. This is particularly IMPORTANT in light of hanging Covid Alert levels and increase in cases. Spring 2 Update- Clinically Extremely Vulnerable staff are advised not attend work on site even after vaccination. CV staff may attend work on site. The Royal College of Gynaecologists have updated their advice for pregnant women: "There is no evidence that pregnant women are more likely to get seriously ill from coronavirus but pregnant women have been included in the list of people at moderate risk (clinically vulnerable) as a precaution. The government guidance for the clinically vulnerable remains in place and you should ensure you continue to follow the latest government guidance. Pregnant women should follow the latest government guidance on staying alert and safe (social distancing) and avoid anyone who has symptoms suggestive of coronavirus. If you are in your third trimester (more than 28 weeks' pregnant) you should be particularly attentive to social distancing."
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 and Phase leaders will keep in touch with staff via phone, messaging and email. Staff also have access to Health Assured services (providing advice and counselling).
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"/>	For the few administration and leadership roles where partial home working is appropriate, staff are issued laptops.

Additional Measures applied for Our Employees (Please detail below)

Spring 2 update: LFD Testing from 25.01.21 available to all employees. See additional Risk Assessment.



Our Pupils-

Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
07	If a pupil has anyone within their household that has coronavirus (COVID-19) symptoms , should not attend school/ setting. They should self-isolate immediately and arrange to have a test .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Regular communication with parents, outlining and reminding of this guidance, will be sent via social media and shared at every appropriate face to face contact.
08	Any pupil who has tested positive for COVID 19 should not attend school/ setting for 10 days from the onset of symptoms. If the test is positive but the pupil has not had symptoms, they should self-isolate for 10 days from the date of the test.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Regular communication with parents, outlining and reminding of this guidance, will be sent via social media and shared at every appropriate face to face contact. Parents/carers are set information via email or post, by Jenny Hollingworth, following notification of a CV-19 related absence.
09	Any pupil who develops COVID-19 symptoms during the school day should be sent home as soon as possible and should arrange to have a test	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	When a pupil is sent home, parents will be given an information letter and verbally told the guidance and how to access a test. Where necessary, this will be followed up with a phone call in their home language. Jenny Hollingworth, attendance officer, will follow up with phone calls to check on the progress of tests if a family has not been in touch with school for three days. If children have sickness, diarrhoea or headache, parents will be asked to collect their child and keep them at home for 48 hours from the last presentation of symptom.
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"/>	Teachers will be using our online platform, Class Dojo, to post homework weekly and share examples of good learning with the class to maintain pupil and parent engagement with the platform.
11	Pupil groups should be arranged to enable the school to deliver the full range of curriculum subjects and students to receive specialist teaching. At primary school, and in the younger years at secondary (key stage 3), schools may be able to implement smaller groups the size of a full class. If that can be achieved, it is recommended. In secondary schools, and key stage 5, the groups are likely to need to be the size of a year group.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The majority of pupils will remain in their class groups (up to 32 pupils) for all lessons. Nursery will be a year group of 60 and Reception will be a year group bubble of 90 due to the physical design of the EYFS spaces. Some pupils will access regular interventions (SEND, New Arrivals, Phonics, Maths, English, Nurture). These groups will remain constant and be in addition to class groups. Where possible, social distancing will be maintained in intervention groups, with areas given a maximum

Schools/Settings COVID 19- Health and Safety Risk Assessment for

Revised for Full Opening 08.03.2021.

	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>pupil number limit. Where possible intervention groups will be formed from class groups (bubble within a bubble- phonics, Maths, English) however, this will not always be the case (SEND, New arrivals).</p> <p>Pathways1 will form a static group as social distancing will not be possible. Pupils may join their class for periods during break and lunchtime only. Pathways 2 will be an additional group and treated in the same way as a class group.</p> <p>A full year group will access the dining hall together but with social distancing between groups. They playgrounds will be access by a full year group at once but with cones demarcating class areas to reduce movement between groups.</p> <p style="color: red;">Spring 2 Update: Tier 4- There will be no mixed class intervention groups unless social distance can be maintained between pupils. This will be reviewed weekly.</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"/>	The amendments from the full opening remain in place and will be clearly communicated to staff on INSET days and pupils during the first week of term in September.

Our School

Capacity, Access and Egress					
Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
13	Designated Entrance and Exit Points to the Building (for each year group of pupils where possible or where not possible for certain year groups to avoid all pupils using the same entrance/ exit).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Additional external gates and internal doors will be used to reduce crowding. N- main gate and classroom doors R- main gate and classroom doors Y1&2- MUGA gate and West door Y3- MUGA gate and Central stairs Y4- Side playground gates and Central stairs Y5&6- Side playground gates and East stairs
14	Increased number of Entrance and Exit Points to the Building (external class room doors should be used where possible).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	See above



Schools/Settings COVID 19- Health and Safety Risk Assessment for
Revised for Full Opening 08.03.2021.

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 type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Gates will be manned to discourage parents from enter the site with queries at the start of the day. <ul style="list-style-type: none"> Main Gate Parry Rd- Colin Catherall Stanley Grove (MUGA) - Tracey Ward Rushford Rd- Hew Ting Yuen Side Gate Parry Rd – Amy Footman West door and passage- KS1 team Parry Rd- Jane Coogan Service area (PM)- Chris Brown/ Nathan Gorman At home time, a one way system will be in operation on site. Parents/carer numbers on site will be limited and a 2m distance from staff and pupils maintained.
16	Restrictions on access to school/setting by third parties (parents, members of the public, visitors etc). Appointments for school visits, reduced numbers in school reception area (one in/ one out) etc.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Gates will be manned to discourage parents from enter the site with queries at the start of the day. <ul style="list-style-type: none"> Main Gate Parry Rd- Colin Catherall Stanley Grove (MUGA) - Tracey Ward Rushford Rd- Hew Ting Yuen Side Gate Parry Rd – Amy Footman West door and passage- KS1 team Side playground/ Parry Rd- Jane Coogan Service area (PM)- Chris Brown/ Nathan Gorman At home time, a one way system will be in operation on site. Parents/carer numbers on site will be limited and a 2m distance from staff and pupils maintained. The main office will be accessible via phone during the day. When parents do require face-to-face support at the office, this will be a maximum 1 person in the vestibule area. Spring 2 update- essential visitors on site only and wearing face covering at all times in the building.
17	Stagger drop off and finish times, lunch and break times for each cohort/group where possible. If not possible for each year group, consider; for Primary EYFS & KS1/ KS2, for Secondary KS3/ KS4/ 6 th Form. This could include condensing / staggering free periods or break time but retaining the same amount of teaching time, or keeping the length of the day the same but starting and finishing later to avoid rush hour.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A start of day window between 8.45-9.00 and staggered EYFS 15.20, KS1 15.25 and KS2 15.30 end times are in place. Any further staggering is not operationally viable and was trialed during the partial opening period. A 5-minute window has been created between breaks to reduce traffic around site. Lunchtimes have been divided into 30 minutes dining and 30 minutes outdoor play to prevent the mixing of class groups. Each playground will be used by a single year group at any one time.
Travel to and from School (including Public Transport and School Buses)					



Schools/Settings COVID 19- Health and Safety Risk Assessment for
Revised for Full Opening 08.03.2021.

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"/>	Information will be communicated via staff email and social media. The majority of families will be able to walk to school with only a very small percentage using public transport. These families will be contact by the pastoral team and guidance shared. Spring 2 update- Staff and Parents should not car share. If staff are car-sharing (ONLY AS A LAST RESORT) face masks are worn and car windows are open to ensure appropriate ventilation.
19	Pupils on dedicated school buses should wherever possible: - 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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
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	Parent survey to be completed to confirm mode of transport used by pupils, route to school and any potential alternatives. Where there is heavy use of 'wider public transport' on specific routes, consideration should be given, in conjunction with TfGM and the Local Authority to the commissioning of school buses. E.g. a large proportion of pupils attend a school in North Manchester but live in East Manchester and currently use public transport.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	This information is already held by school and those families affected will be individually contacted.

Schools/Settings COVID 19- Health and Safety Risk Assessment for
Revised for Full Opening 08.03.2021.

23	Families and pupils that have no alternative to use wider public transport are referred to the <u>safer travel guidance for passengers</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	See above
Face Coverings					
24	<p>March 2021 Update</p> <p>In primary schools, we recommend that face coverings should be worn by staff and adult visitors in situations where social distancing between adults is not possible (for example, when moving around in corridors and communal areas). Children in primary school do not need to wear a face covering.</p> <p>We are taking this additional precautionary measure for a limited time during this period of high coronavirus (COVID-19) prevalence in the community. These measures will be in place until Easter.</p> <p>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.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Signage at the main office reminds staff of the procedures and nappy sacks are available at the nearest lidded bin. Details of this will be in the Covid 19 Staff Handbook. Pupil masks will be removed and taken by parents before entering the site. This has not been an issue during our partial opening.</p> <p>Spring 2 update: All adults will wear face coverings in communal areas, including on the playground for break and at the start and end of the day. Face coverings will also be worn in offices where social distancing is not always possible. See below for further information.</p>
Asymptomatic testing					
Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information



Schools/Settings COVID 19- Health and Safety Risk Assessment for
Revised for Full Opening 08.03.2021.

25	<p>Rapid testing using Lateral Flow Devices (LFD)s will support the return to face-to face education by helping to identify people who are asymptomatic;</p> <ul style="list-style-type: none"> Primary school staff should complete twice weekly tests at home. 	x			<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>See additional testing risk assessment for further information.</p>
Physical / Social Distancing in the Building					
Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
26	<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, In secondary schools, teachers should stay at the front and maintain 2m distance.</p> <p>Jan 2021 Update</p> <ul style="list-style-type: none"> Older primary year groups should continue to maintain 2m from other staff and children whenever possible. This could 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 staff. Consideration should be given to having two separate SLT teams/ bubbles to ensure continuity of school leadership and management. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>KS1 & KS2 classrooms and intervention spaces have been configured to allow the maximum space between pupils. Where possible, desks face forward. Some pupils may sit side on where there is no other option available. No pupils will sit face-to-face. Non-essential furniture has been removed to create more space for circulation. There have been no changes to the EYFS environments where the main protective measures will be enhanced cleaning and hand hygiene. Close face to face contact should be avoided and the time spent within 1m of anyone, should be minimised. SLT should ensure they maintain their distance from other members of SLT and limit physical contact with other staff.</p> <p>Spring 2 update: T4- staff will strongly remind older children of the need to socially distance and maintain a 2m distance from children whenever possible. Classroom furniture arrangements will support this.</p>



Schools/Settings COVID 19- Health and Safety Risk Assessment for
Revised for Full Opening 08.03.2021.

27	<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>A start of day window between 8.45-9.00 and staggered EYFS 15.20, KS1 15.25 and KS2 15.30 end times are in place.</p> <p>Year groups have designated routes to and from the classroom.</p> <p>A 5-minute window has been created between breaks to reduce traffic around site. Lunchtimes have been divided into 30 minutes dining and 30 minutes outdoor play to prevent the mixing of class groups. Each playground will be used by a single year group at any one time.</p>
28	<p>Older pupils are regularly reminded of the need to socially distance. E.g. Posters are located throughout school.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Posters are displayed in classes, shared spaces and corridors. Staff will verbally remind pupils regularly throughout the day, particularly at transition times. There will be no Daily Mile.</p> <p>Spring 2 update: T4- staff will strongly remind older children of the need to socially distance and maintain a 2m distance from children whenever possible.</p>
29	<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.</p> <p>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"/>	<p>If held, then assemblies will be led via Teams, with pupils remaining in classrooms. Where groups are brought together, this will be no more than one year group at a time and 2m distance between class groups will be maintained.</p> <p>The dining hall will be used at greatly reduced capacity, with only one year group using the main and small hall at one time, with doors and windows open to increase ventilation.</p> <ul style="list-style-type: none"> - Each bubble has their own crockery (trays), utensils, cups that are not used by another bubble. - Lunch Time Organisers are assigned to a specific bubble - Kitchen staff wear gloves and visors when serving food. - Dining tables and other touch points, such as the serving rack, are thoroughly cleaned prior to the next bubbles using the dining hall. - Ensure hall is well ventilated. <p>Consideration for Before School Club;</p> <ul style="list-style-type: none"> - Children are in small consistent groups. - Records are retained of children attending.
30	<p>Due to the increased risk of infection in music lessons (singing, playing wind or brass instruments), these lessons</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Singing, playing wind and brass instruments is permitted in class groups (the limit of 15 still applies in extra-curricular</p>



	<p>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> <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>				<p>activity). There is still a risk of cumulative build-up of aerosols so the need for ventilation is heightened.</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>
31	<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>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Pupils will have PE in class groups outside wherever possible. Sports club will comprise of pupils from the same class group unless social distancing can be maintained.</p> <p>Outdoor sports will continue to be prioritised wherever possible. However, as we move into the winter months, it is more likely that some PE sessions will be indoors.</p> <p>Considerations for indoor PE:</p> <ul style="list-style-type: none"> - 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). - PE activities that use limited equipment, such as dance, yoga, circuits will be prioritised. - If equipment is used, this is kept 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>The Association for Physical Education have completed detailed PE guidance- please see link here: https://www.afpe.org.uk/coronavirus-guidance-support</p>
32	<p>Stagger the use and limit the occupancy of staff room and offices by employees and ensure staff maintain social</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Maximum room occupancy will be displayed on the door. 2m distancing plus additional cleaning of touch points will be the</p>

Schools/Settings COVID 19- Health and Safety Risk Assessment for Revised for Full Opening 08.03.2021.

	<p>distancing of 2m. If not possible 1m plus additional controls.</p> <p>SOCIAL DISTANCING SHOULD STILL BE FOLLOWED REGARDLESS OF WHETHER STAFF HAVE BEEN VACCINATED UNTIL FURTHER DATA ON VACCINATION EFFECTS ARE AVAILABLE.</p>				<p>protective controls. There will be no face-to-face seating in meeting rooms, offices and staffrooms.</p> <p>Spring 2 update: Tier 4- Hot drink stations set up in each phase to limit use of staff room. No food preparation allowed on site. Staff encouraged to bring cold lunch and eat in isolation. Signage in staff room reminds staff that all contact increases risk.</p>
33	<p>Kitchen staff maintain social distancing of 2m in the kitchen. If not possible 1m plus additional controls. Kitchens must comply with the <u>guidance for food businesses on coronavirus (COVID-19)</u>.</p> <p>Jan 2021 Update</p> <p>Consideration should be given to having two separate kitchen teams/ bubbles, with 2m social distancing maintained at all times between the bubbles, to ensure continuity of school meal provision.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Taylor Shaw will staff the kitchen appropriately and remain behind the counter when serving children. They will also be spaced apart where possible and work in different areas of the kitchen. (See Taylor Shaw Risk Assessment)</p>
34	<p>Use of Small Meeting Rooms and Confined Areas (including Photocopier / Printer/ Storage areas) by more than one person prohibited.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Maximum room occupancy will be displayed on the door. 1m distancing plus additional cleaning of touch points will be the protective controls. There is clear signage regarding use of the photocopier, EYFS intervention room, small meeting rooms and confined areas (i.e limited staff number, clean before and after use).</p>
35	<p>Non Essential repair / contracted works in buildings to be carried outside school hours.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>This control has been in place throughout the partial opening and will continue.</p>
36	<p>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.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>This control has been in place throughout the partial opening and will continue. The lift will also be used by a single Lunchtime Organiser to transport lunches to classes.</p>
37	<p>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).</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

Schools/Settings COVID 19- Health and Safety Risk Assessment for Revised for Full Opening 08.03.2021.

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

PPA timetabling changes: Specialist teachers will teach two classes per day (previously four). They will maintain strict social distancing, relying on class based staff, where available, to support the delivery of lessons (particularly in EYFS). Tier 4- this will be reviewed at the end of Lockdown 3.

After school late pupils: using lower hall to provide space to socially distance.

SEN Keyworkers: will work across either one year group (two classes) or, in one case across a phase. Pathways 1 will have a fixed team of staff and create a permanent pupil group (15 children).

Parents will be encouraged to leave the site as soon as they have collected their child. All contact at drop off/collection will be made from a 2m distance. If sensitive messages need to be shared a phone call will be used in preference to a face-to-face meeting. Parents should only be invited onto the site by prior arrangement. Social distancing must be maintained, they should be encouraged not to touch surfaces or resources. They must use hand sanitisers on entering and exiting.

March 2021- Staff are required to wear face coverings in communal spaces. This means wearing them in shared offices as well as around the school site, including break and lunch duties and outside at the start and end of the day. They can be removed for teaching. Exceptions to this are whilst actually eating/drinking or if the face covering is a barrier to effective communication eg when phoning parents. Wearing face coverings does not reduce the need for staff to keep 2 m apart from colleagues and students. Face visors or shields should not be worn as an alternative to face coverings. They may protect against droplet spread in specific circumstances but are unlikely to be effective in reducing aerosol transmission when used without an additional face covering. They should only be used after carrying out a risk assessment for the specific situation and should always be cleaned appropriately.

Infection Control, Cleaning and Hygiene Arrangements

Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
38	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"/>	Both staff and pupils have been instructed that if they experience symptoms or have tested positive they must remain at home. If any staff member or pupil exhibit symptoms whilst at school they will be sent home immediately or quarantined until collected. Staff and pupils will be supported to access testing. This is written into the COVID-19 Staff Handbook and regularly communicated with parents via social media. We will follow BFET guidance, informed by PHE and MCC guidance.



Schools/Settings COVID 19- Health and Safety Risk Assessment for
Revised for Full Opening 08.03.2021.

39	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"/>	See point 37
40	Pupils who experience COVID-19 symptoms should be collected from school/ setting as soon as possible. They should be kept 2m apart from all other pupils and staff whilst on site, where possible. If pupil needs direct personal care until they can return home, staff should wear gloves, an apron and a face mask. Eye protection should also be worn if deemed risk from coughing/spitting/ vomiting. Anyone who come into close contact with someone with COVID symptoms must wash their hands. They do not need to isolate or get a test unless they develop symptoms themselves.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Pupils will be quarantined outside the front of school or in the parent meeting room until they can be collected. If the child is unable to be left due to their age or learning needs, staff supervising the child indoors will wear PPE. These will consist of gloves, apron and face mask. All staff who have been in contact with a symptomatic pupil will wash their hands. The quarantine area and pupil's desk will be cleaned following the relevant guidance. We will follow BFET, PHE and MCC guidance.
41	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"/>	When a pupil is sent home, parents will be given an information letter and verbally told the guidance and how to access a test. Where necessary, this will be followed up with a phone call in their home language. Jenny Hollingworth, attendance officer, will follow up with phone calls to check on the progress of tests if a family has not been in touch with school for three days. Staff, pupils and families have been reminded that they should not attend school, even if they are feeling better, until they receive their test results.
42	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"/>	This information will be shared with parents via letter and, if necessary, a phone call to reinforce. See above.
43	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"/>	Hand sanitisers are available near all doors that require opening and at all entry and exit points. Children and staff will be asked to wash their hands-on arrival. Visitors will have to use sanitiser at the school entrance and be instructed to wash their hands. The Facilities team will check these regularly. Staff will report issues to the main office, who will arrange immediate replenishment.



44	<p>All staff and pupils are encouraged to regularly wash their hands with soap and water, especially upon arrival at school/setting, prior to eating, following break/lunch time and any other time deemed necessary (after coughs/sneezes). Small children and children with complex needs should continue to be helped to wash their hands properly.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>All classrooms have sinks, which will be used for regular pupil hand washing. There will be an expectation that everybody washes their hands at all appropriate times and this will be communicated to staff and children.</p>
45	<p>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</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>An additional cleaner will be on site 10am-2pm to provide an enhanced cleaning regime.</p>
46	<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. - 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. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>KS1 & 2 All pupils will have their own set of stationery on their desks. Where equipment is shared between pupils in the same class it will be cleaned once a week or left for 48/72 hours before future use. Eg: Text books used daily will be wiped down once every two weeks, Felt pens used for one lesson can be left unclean if it will be 72 hours before their next use. Outdoor play equipment that is used daily needs cleaning once a half term. Equipment will be cleaned meticulously before use by another group, or left for 48/72 hours. Staff will develop their own local systems for cleaning (dirty trays, time of day cleaned, storage of dirty items).</p> <p>EYFS All equipment will be shared within the year group bubbles. Staff will follow a schedule for cleaning equipment in all areas once every two weeks. Hard to clean items will be removed from provision or used and then removed from the setting for 48/72 hours.</p> <p>Fixed Outdoor Equipment The facilities team will clean contact points on fixed play equipment and table tops once every half term</p>

Schools/Settings COVID 19- Health and Safety Risk Assessment for
Revised for Full Opening 08.03.2021.

47	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).				This control has been in place throughout the partial opening and will continue. It will be communicated to parents as part of transitioning back to school.
48	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"/>	All classrooms will be equipped with tissues and lidded bins so that staff and pupils can use these for any instances of sneezing. Bins will be emptied on a daily basis. Staff will report issues to the main office, who will arrange immediate emptying.
49	Additional lidded bins and increased emptying / replacement are provided / in-place.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Additional lidded bins have been situated throughout the school site.
50	<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> <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 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Staff are instructed to open windows and internal doors. Where there are no opening windows, internal ventilation systems are in place. Ensure all windows and doors are open where safe and appropriate to do so. As we move into colder weather, parents and staff should be advised to ensure dressed appropriately, jumpers, fleeces etc.</p> <p>Spring 2 Update: T4- in cold weather rooms should be fully ventilated when vacated for breaks and lunch and before and after the school day. When occupied, ventilation can be reduced BUT STILL MAINTAINED.</p>

	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)				
51	<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>An additional cleaner will be on site 10am-2pm to provide an enhanced cleaning regime. This includes toilets, door handles/push plates, access buttons, staff kitchen areas, desks.</p> <p>Staff are equipped with spray and blue roll to carryout enhanced cleaning of classroom equipment.</p> <p>Antibacterial wipes/ spray and tissues will be placed next to shared equipment so that it can be wiped by staff before and after use. Signs on/next to the equipment will prompt staff to clean.</p> <p>The facilities team will clean contact points on fixed play equipment and table tops once every half term.</p>
52	<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>Antibacterial wipes/ spray and tissues will be placed next to shared equipment so that it can be wiped by staff before and after use. Signs on/next to the equipment will prompt staff to clean.</p>
53	<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>Personal items will be stored in cupboards. Where this is not possible, items will be stored away from pupils and communal areas such as coat rack, will not be used.</p>



Schools/Settings COVID 19- Health and Safety Risk Assessment for
Revised for Full Opening 08.03.2021.

54	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"/>	<p><u>Hand-Washing Guidance</u></p> <p><u>Hand-Washing Video</u></p> <p>Posters are displayed in all toilets and above classroom sinks.</p>
55	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"/>	Office staff will have access to sanitiser and will also be provided with gloves so that they can cover their hands should they wish. They will be encouraged to wash their hands after accepting post/deliveries
56	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"/>	An additional cleaner will be on site 10am-2pm to provide an enhanced cleaning regime. This includes toilets. Staff are instructed to report an issues to a member of the facilities team immediately.
57	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"/>	This control has been in place throughout the partial opening and will continue. It will be communicated to contractors on arrival.

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

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Response to an Infection					
Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
58	Sufficient understanding and processes are in place to respond to a confirmed case of COVID 19 in school: - Those with symptoms book a test (as above schools will be provided with a limited number of tests)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All members of the Leadership Team and Admin Manager have been briefed on the 'Step-by-step' procedures and have electronic copies of current guidance.

Schools/Settings COVID 19- Health and Safety Risk Assessment for
Revised for Full Opening 08.03.2021.

	<ul style="list-style-type: none"> - Contact Public Health when become aware of a confirmed case (Public Health will also contact schools when they become aware of a confirmed case). - Public Health will then work with school to determine actions to be taken. - School should keep a record of pupils/staff in each year group and any close contact between staff and children in different groups. - School should keep a record of all visitors to the school including contact details. Records to be kept for 21 days. 				
59	<p>If an outbreak is confirmed (2 or more cases within a 14 day period) health protection teams may recommend that a larger number of other pupils self-isolate at home as a precautionary measure.</p> <p>Remote/distance learning contingency arrangements for all pupils should be maintained in case of school/ year group closure during any local COVID 19 outbreak.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Teachers will be using our online platform, Class Dojo, to post work daily and share examples of good learning with the class to maintain pupil and parent engagement with the platform.</p> <p>The curriculum team will support year groups to select content for remote learning in the event of a year group closer.</p>
Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
60	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"/>	Sufficient staffing levels have been identified. HLTAs will be available for teaching cover. They will maintain strict social distancing, relying on class based staff to support the delivery of lessons (particularly in EYFS).
61	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"/>	In addition to the usual cleaning team and facilities team, an additional cleaner will be on site 10am-2pm to provide an enhanced cleaning regime
62	Sufficient numbers of trained staff are in place to provide First Aid and First Aiders are aware of updated HSE guidance.(See link).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	https://www.hse.gov.uk/coronavirus/first-aid-and-medicals/first-aid-certificate-coronavirus.htm .



Schools/Settings COVID 19- Health and Safety Risk Assessment for
Revised for Full Opening 08.03.2021.

63	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 procedures have been updated and will be included in INSET day training in September. Termly drills remain in place.
Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
64	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"/>	PPM work has already been delivered and will continue throughout the reopening period.
65	Defect Reporting arrangements are in place.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Staff will report via the usual channels.

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

Schools/Settings COVID 19- Health and Safety Risk Assessment for
Revised for Full Opening 08.03.2021.

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

Health.and.safety@manchester.gov.uk

Additional Measures/ Considerations for Special Schools					
Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
66	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 has contacted parents of pupils who have not been accessing during the partial opening. Social stories, visits and phased return will be used to support transition.
67	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"/>	Pathways 1 have been designated additional space (library) and a permanent pupil and staff group to create a Pathways bubble.
68	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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

Schools/Settings COVID 19- Health and Safety Risk Assessment for

Revised for Full Opening 08.03.2021.

Approved by (Head Teacher/ Chair of Governors)	Amy Footman	Date of Approval	09.08.20
Date Provided to Staff including Union Reps	17.08.20 02.11.20 05.11.21 23.02.21	Date of Review	04.09.20 04.10.20 04.11.20 04.12.20 04.01.21 11.01.21 23.02.21
Date shared with Parents/Carers (website)	17.08.20 06.11.20 05.01.21 11.01.21 05.03.21	Date shared with LA	17.08.20 06.11.20 05.01.21 11.01.21 05.03.21
Approved by CEO (on behalf of the Trust Board)	John Stephens	Date of Approval	09.08.20
Updated	17.08.20 02.11.20 06.11.20 04.01.21 11.01.21 08.03.21		