



## Schools/Settings COVID 19- Health and Safety Risk Assessment March reopening version

<b>School/ Setting</b>	St Anne's RC Primary, Ancoats	<b>Date of Assessment</b>	01/03/2021
<b>Assessment Completed By</b>	AS/JG/RJ		

### 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 advised that if they display symptoms then they should stay at home and take necessary medical advice from GP or 111. Arrange for a test to be taken - Shared in staff meetings and memos. <b>March update – staff stay at home even if they are feeling better until they get their test results.</b>
02	Any employee who has tested positive for COVID 19 should not attend school/ setting for 10 days from the onset of symptoms.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Shared in staff meeting/memos
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"/>	Shared in staff meeting/memos



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<b>04</b>	<p>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</p> <p><b>Jan 2021 Update</b></p> <p>All staff individual risk assessments should be reviewed and updated regularly. This is particularly <b>IMPORTANT</b> 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.</p> <p>March update CEV staff, although vaccinated, are advised to shield and not attend the workplace. Anyone living with someone who is CEV can still attend the workplace. CV staff can continue to attend school.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Individual RAs completed by RJ for TC and CM. (add dates in)</p> <p>Updates shared with staff w/b 01/03/21</p>
<b>05</b>	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"/>	Weekly email to be sent to all staff checking on welfare and advising of any changes to routines. Some individual welfare checks to staff via telephone.
<b>06</b>	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"/>	Information by email, laptops provided to staff who need them at home.

### 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
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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"/>	Informed by tel call, letter or text if symptoms appear then not to attend for 10 days and family members to self-isolate for 10 days. Parents contacted by telephone to advise arranging a test asap.
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"/>	Parents informed by telephone that isolation should take place for 10 days from start of test.
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"/>	Parents contacted by telephone to collect child and advised to arrange a test. Small number of emergency tests available – locked in HTs office.
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"/>	On school website – class pages section - parents and children will have access to learning platforms. Googleclassroom log-ins sent to all parents. All staff trained in using the platform.
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 classroom time.</p> <p><b>Jan 2021 Update</b> Children should be kept in consistent groups/ bubbles. Bubbles should be kept as small as possible to reduce the number of contacts.</p> <p>March update Maintaining details of all close contacts, particularly in a secondary school where whole year groups are classed as a bubble, with seating plans, knowledge of friendship</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Consistent EYFS/Y1 bubble and Y2/KS2 bubble – limited places to 20% of the school to prevent the risk of infection spreading.</p> <p>Children remain in class bubbles on return on 8<sup>th</sup> March. They are taught, have lunch and playtime as individual classes to minimise</p>



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	groups and, means of travel, has proven to help schools to complete their own track and trace system and reduces the need for whole year groups to isolate when there is a confirmed case in a year group bubble.				contact with other classes. Adults remain with their own bubbles and limit contact with staff and pupils in other class bubbles.
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 updated and will be shared during the INSET day on 2/9/2020 – no further changes since Sept.

### 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"/>	One-way system in place around the outside areas. Entry time 8:30am and pick up 3:15pm. Specific line up points for the two bubbles for home-time collection. One-way system remains in place at the end of the day. March update Pupils enter the building from the school yard. No lining up to reduce people congregating. One way system for parents remains in place. Yard door open from 8.45am Pupils at Breakfast Club access the building through the front door from 7.55am and are escorted into Breakfast Club setting.
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"/>	Due to low numbers on site, both groups exit through the yard door – gap in between to prevent cross over. Y1 leave through their own door as will Nursery and Reception. Y2-6 leave through door on to playground – staggered a few minutes apart.
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"/>	Signage up inside and outside school re one way system and 2m distancing measures where possible. Letter and posters for parents re drop off/collection of children. Posters in school to remind pupils to social distance, wash hands etc.



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<p><b>16</b></p>	<p>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.</p> <p><b>Jan 2021 Update</b> Any visits should ideally happen outside of school hours.</p> <p>March update Any school visits should continue to be limited where possible. Although this does not include specialist therapists and teachers, schools should ensure that appropriate support is made available for pupils With SEND, for example by deploying of staff and enabling specialist from both within and outside the school to work with pupils in different classes or year groups.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Signage and posters to advise visitors (postal staff/health and safety personnel) to school. Parents informed by letter that there will be no visitors in school other than ones who are deemed necessary. Only one parent should drop off/pick up.</p> <p>Already in place.</p>
<p><b>17</b></p>	<p>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 &amp; 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.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Timetable for play and lunch times to separate groups whilst playing and to limit no. of adults in staffroom.</p>
<p><b>Travel to and from School (including Public Transport and School Buses)</b></p>					
<p><b>18</b></p>	<p>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).</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Advice added to newsletter</p>
<p><b>19</b></p>	<p>Pupils on dedicated school buses should wherever possible:</p> <ul style="list-style-type: none"> <li>- Sit together in their year groups,</li> <li>- Ensure hands are sanitised on boarding/ disembarking</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<p>NA</p>

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	- 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.				
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"/>	NA
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"/>	NA
23	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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Link to information on school website and newsletter
24	<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> <p><b>Jan 2021 Update</b> 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</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>All children are instructed to remove face coverings each morning whilst in their bubble lines outdoors and place in a plastic bag.</p> <p>Staff advised to wear visors when 2m distance is not possible. Staff advised to wear visors in communal areas, upon entering the kitchen to collect food and in class. (unless exempt).</p> <p>Already in place prior to January lockdown.</p>



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	<p>dependent on local circumstances and the design of the school building.</p> <p>March update Face coverings are required to be worn by all secondary school children and staff (unless medically exempt) in corridors, communal areas and classrooms, where 2m social distancing cannot be maintained. Face coverings can be removed during PE lessons, when outdoors and when eating/drinking. There should be a process in place for removing face coverings when this is required. Face coverings are required to be worn by all primary school staff (unless medically exempt) in corridors and communal areas.</p>				Staff reminded w/b 01/03/21
Asymptomatic Testing					
Ref	Control Measure	Yes	No	N/A	Actions Taken
25	<p>March update Rapid testing using Lateral Flow Devices (LFD)s will support the return of face-to face education by helping to identify people who are asymptomatic. Primary school staff should complete twice weekly tests at home.</p>				<p>March update All schools should have a Lateral Flow Testing risk assessment in place for the provision, supply and storage for home Lateral Flow Device Tests NHS Test and Trace COVID 19 – Schools Lateral Flow Testing Risk Assessment adapted and adopted and shared with staff w/b 01/03/21.</p>
Physical / Social Distancing in the Building					
Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
25b	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	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All tables organised to face the front and children sit facing forwards. Teachers advised, where possible, to keep 2m distance from the children. Adults wear visors if 2m space cannot be maintained including intervention sessions/changing reading books etc.

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	<p>than face to face or side on, In secondary schools, teachers should stay at the front and maintain 2m distance.</p> <p><b>Jan 2021 Update</b></p> <ul style="list-style-type: none"> <li>- 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.</li> <li>- Close face to face contact should be avoided and the time spent within 1m of anyone, should be minimised.</li> <li>- 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.</li> <li>- 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.</li> </ul> <p>March update We have found that without the above, whole SLTs have had to isolate which has caused whole school closures.</p>				<p>Teachers remain at the front of the class at least 2m from children.</p> <p>Teachers and TAs advised to wear visors whilst in bubbles.</p> <p>Teachers/TAs will always teach the same bubble – no cross over.</p> <p>SLT remain in the office area to limit contact. SLT on rota system to maintain continuity.</p>
26	<p>Reduced movement around school-</p> <ul style="list-style-type: none"> <li>- 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.</li> </ul>	☒	<input type="checkbox"/>	<input type="checkbox"/>	<p>Timetables in place for break, lunch etc to reduce movement through corridors.</p> <p><b>2 teaching bases at opposite ends of the school with own toilet allocation.</b></p> <p>Staggered break times and lunch times are in operation – play on different yards with own equipment.</p>





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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"/>	Quizzes and keeping health sessions taught as part of the curriculum offer.
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 <b>Primary</b> EYFS &amp; KS1/ KS2 , for <b>Secondary</b> KS3/ KS4/ 6<sup>th</sup> 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> <p>March update <b>Considerations if re-introducing use of dining hall for staggered lunch times.</b></p> <ul style="list-style-type: none"> <li>- Review the size of the dining hall to determine whether it can be used by more than one bubble, for example half the hall for each bubble.</li> <li>- Ensure there is a clear 'no man's land' between each area.</li> <li>- Ensure staggered arrival of the two bubbles to ensure one bubble has been served and sat down prior to the next bubble being served.</li> <li>- Ensure staggered departure of the different bubbles.</li> <li>- Each bubble has their own crockery (trays), utensils, cups that are not used by another bubble.</li> <li>- Lunch time organisers are assigned to a specific bubble (if not in place already)</li> <li>- Kitchen staff wear gloves and visors when serving food.</li> <li>- Dining tables and other touch points, such as the serving rack, are thoroughly cleaned prior to the next bubbles using the dining hall.</li> <li>- Ensure the hall is well ventilated</li> </ul> <p><b>Consideration for Before and After School Club</b></p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>All children will eat and play with only children in their class bubble. The hall is used for lunch – separate sittings, own furniture.</p> <p>School lunches served on a weekly rota. Every second week each class will have a packed lunch in class.</p> <p>Only one class in the hall at a time for lunch. Tables, serving racks, packed lunch trolley and benches all wiped down between sittings.</p>

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	<ul style="list-style-type: none"> <li>- Children should as far as possible be kept in a group with children from their own bubble.</li> <li>- If this is not possible there should be small consistent groups</li> <li>- Each bubble/group should have their own equipment and there should be regular handwashing.</li> <li>- Records should be retained of children within each group.</li> <li>- Children/numbers should be known prior to each session so planning/organising can be completed by club staff.</li> </ul>				<p>Number of children to determine how many groups.</p> <p>Ask parents to let school know in advance if they wish to have their child in Breakfast Club or After School Club.</p> <p>Copy practices of school day ie. Washing hands, social distance.</p>
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><b>Jan 2021 Update</b></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; <a href="https://www.musicmark.org.uk/wp-content/uploads/Literature-Review-August-2020.pdf">https://www.musicmark.org.uk/wp-content/uploads/Literature-Review-August-2020.pdf</a></p> <p>March update</p> <p>Singing, playing wind and brass instruments is no longer limited to groups of 15 in class (the limit still applies in extra-curricular 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;</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Music Mark lessons to be used at home and in school. BBC Music info and Portsmouth Music Hub info also distributed to teachers to use.</p> <p>PPA music lessons to restart w/b 08/03/21. Can reintroduce singing into the lessons but need to ensure that windows and doors are open. If possible lesson could be held outdoors. Shared with staff and PPA music teacher w/b 01/03/21</p>



	<a href="https://www.musicmark.org.uk/wp-content/uploads/Literature-Review-August-2020.pdf">https://www.musicmark.org.uk/wp-content/uploads/Literature-Review-August-2020.pdf</a>				
<b>30</b>	<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><b>Jan 2021 Update</b> 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:</p> <ul style="list-style-type: none"> <li>- 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).</li> <li>- Consider PE activities that use limited equipment, such as dance, yoga, circuits.</li> <li>- 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.</li> <li>- Equipment should be cleaned thoroughly before and after use (or left in quarantine for 48 hrs (72 hrs if plastic) before another bubble uses.</li> </ul> <p>March update The Association for Physical Education has completed detailed PE guidance – please see the link here: <a href="https://www.afpe.org.uk/coronavirus-guidance-support">https://www.afpe.org.uk/coronavirus-guidance-support</a></p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>PE will only be taught in bubble groups. Outdoor Games will be the focus for autumn term. If the hall needs to be used during inclement weather, all benches etc will be wiped down in between sessions.</p> <p>Outdoor PE prioritised – all equipment sanitised after use.</p> <p>Some keep fit sessions timetabled in the hall if inclement weather.</p> <p>Staff directed to guidance w/b 01/03/21</p>
<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"/>	

	<p><b>Jan 2021 Update</b></p> <p><b><u>CRITICALLY IMPORTANT</u></b></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"> <li>- 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.</li> <li>- 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.</li> <li>- 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.</li> <li>- Ensure if staff are car-sharing (ONLY AS A LAST RESORT) face masks are worn and car windows are open to ensure appropriate ventilation.</li> <li>- 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).</li> </ul> <p>March update This area been one of the main issues highlighted during Health and Safety compliance visits.</p>				<p>Staff socially distance in the staffroom – only 3 chairs per table – other furniture removed.</p> <p>Office staff on a rota system so no crossover – large screen dividing workspaces in case anyone needs to use the other workstation.</p> <p>Limited contact between SLT/admin – visors worn if contact needed and spaced out.</p> <p>HT/CC sometimes car share – advised if so that they wear a mask.</p> <p>Signage already in place by photocopier etc.</p>
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	<p><b>SOCIAL DISTANCING SHOULD STILL BE FOLLOWED REGARDLESS OF WHETHER STAFF HAVE BEEN VACCINATED UNTIL FURTHER DATA ON VACCINATION EFFECTS ARE AVAILABLE.</b></p> <p>Car sharing should be avoided where possible, as all occupants of the vehicle will be classed as a close contact if someone tests positive.</p>				
32	<p>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>.</p> <p><b>Jan 2021 Update</b></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"/>	Where possible cook and assistants will keep to their own work areas. Any staff collecting lunches etc must wear a visor to protect themselves and kitchen staff. Kitchen staff on reduced hours and both assistants on a rota basis.
33	<p>Use of Small Meeting Rooms and Confined Areas (including Photocopier / Printer/ Storage areas) by more than one person prohibited.</p> <p><b>Jan 2021 Update</b></p> <p>- 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).</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Photocopier in large open room – staff informed not to queue unless at least 2m apart.</p> <p>Already in place</p>
34	<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"/>	SBM will arrange for all non-essential repair work to be done after 3:30pm.



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<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 checked="" type="checkbox"/>	NA
<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"/>	NA

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

Markers in place in the main reception area should anyone enter eg postal workers/delivery people. Protective screens in place for admin staff.

St Anne's is a member of the Manchester School Alliance. Part of this is the Employee Assistance Programme, which all of our staff can access free of charge as part of our MSA membership (information displayed in staff room). As well as support on issues such as anxiety and stress, staff will be able to access support on a wide range of topics such as consumer rights, legal issues and finance issues.

Infection Control, Cleaning and Hygiene Arrangements					
Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
<b>37</b>	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"/>	Included in staff training. Parents informed of procedures.



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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"/>	Included in staff training. Emergency tests available in HTs office. HT registered on priority testing portal.
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"/>	Staff meeting to share information. Children generally unwell to be brought to blue seating area by disabled toilet. RJ/SA to call home. Children with C-19 symptoms to be taken to AHT room/Busy Bees and supervised. HT will do temperature checks outside the classroom.
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 advised to get a test – newsletter and by telephone if necessary.
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"/>	Staff informed during training of the need to isolate for 10 days. Parents of pupils informed as per guidelines – newsletter/info on website.
42	Provision of hand-washing / hand-hygiene facilities at entrances and throughout school/setting. (Regularly monitored & maintained).  <b>Jan 2021 Update</b>  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"/>	Wall mounted hand-hygiene facilities: main reception area, toilet area near playground exit, at both entrances to the hall, entrance to KS2 annexe and corridor to EYFS.  Already in place, children know that they wash hands on entry and a several points in the day.
43	All staff and pupils are encouraged to regularly wash their hands with soap and water, especially upon arrival at	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Included in staff training Sept. Posters up at key points to remind also. Hygiene lessons prepared for first day back for all children.



## Schools/Settings COVID 19- Health and Safety Risk Assessment March reopening version

	<p>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>				
<b>44</b>	<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>Extra toilet checks to toilets throughout the day carried out by TAs. Taps, handles and surfaces wiped down.</p>
<b>45</b>	<p>Educational Resources;</p> <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> <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>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Each child has his/her own desk area with labelled pencil case, writing and coloured pencils, clipboard etc. These items will remain in school.</p> <p>Flexi tubs with sterilising solution to be placed in each bubble room to sterilise any shared equipment overnight.</p> <p>All sports equipment to be cleaned daily and left to sterilise overnight.</p>





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	<p>March update Consideration if re-introducing trim trail/outdoor play equipment:</p> <ul style="list-style-type: none"> <li>- Touch points to be cleaned thoroughly before and after use</li> <li>- Introduction of a rota system for example: one bubble AM, another bubble PM to allow for cleaning in between</li> <li>- Each bubble washes hands before and after use.</li> </ul>				Rota system for use of trim trail?
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).	/			Coats, packed lunches and reading books only to be brought into school. Y6 can bring a mobile. Children wear PE kits to come to school on PE days. All stationery provided.
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"/>	Children reminded regularly. Posters around school to reinforce the message.
48	Additional lidded bins and increased emptying / replacement are provided / in-place.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	New lidded bins purchased for each bubble room. Extra emptying slot to happen at lunchtime.
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><b>Jan 2021 Update</b></p> <p><b><u>Key Control</u></b></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>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>All doors propped open around school.</p> <p>Windows in classrooms and hall open.</p> <p>Children know they can wear layers to keep warm and uniform rules are relaxed. Staff can also wear appropriate clothes to keep warm on colder days.</p>



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	<ul style="list-style-type: none"> <li>• 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)</li> <li>• 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</li> <li>• 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)</li> </ul> <p>March update To balance the need for increased ventilation while maintaining a comfortable temperature, consider:</p> <ul style="list-style-type: none"> <li>- Opening high level windows in colder weather in preference to low level to reduce draughts</li> <li>- Increasing the ventilation while spaces are unoccupied (for example, between classes, during break and lunch, when a room is unused)</li> <li>- Providing flexibility to allow additional, suitable indoor clothing – for more information see school uniform</li> <li>- Rearranging furniture where possible to avoid direct draughts.</li> </ul> <p>Heating should be used as necessary to ensure comfort levels are maintained particularly in occupied spaces.</p>				<p>Advise teachers to consider arrangement of furniture re draughts and conditions of particular pupils during w/b 01/03/21.</p>
<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> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>One cleaner doing adjusted hours in the morning to allow for increased frequency of cleaning to high contact points. Site manager to do again after lunch. Cleaner and site manager to do at the end of the day. As 2 adults are placed in each bubble room, while one takes children out for break time/lunch time, the other adult will wipe down children's desks and any other high contact points eg lpads.</p>

## Schools/Settings COVID 19- Health and Safety Risk Assessment March reopening version

	<ul style="list-style-type: none"> <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> <p><b>Jan 2021 Update</b></p> <p><b><u>Key Control</u></b></p> <p><b>Ensure daily cleaning regime remains thoroughly robust.</b></p>				Already in place + SLT and Office staff wiping down their own high touch surfaces throughout the day.
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"/>	Included in training 1/9/20 – reminded in memo
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"/>	Included in training 1/9/20 – reminded in memo
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"/>	<p><a href="#">Hand-Washing Guidance</a></p> <p><a href="#">Hand-Washing Video</a></p> <p>Handwashing posters at all sinks</p>
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"/>	Included in staff training 1/9/20 Extra sanitising products displayed.
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"/>	Toilets will be checked after break times, lunch times, end of day with intervals in between.



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<b>56</b>	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"/>	SBM to advise by email. Posters displayed in main entrance and front door.
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### Additional Infection Control, Cleaning and Hygiene Measures applied (Please detail below)

AHT room to be used as isolation room – Busy Bees/chapel to be further rooms if AHT in use.

Digital thermometers purchased to check temperature if displaying symptoms.

Drinking fountains which pupils currently access in school will be temporarily decommissioned and each child will be asked to bring in their own name-labelled water bottle at least for autumn term. RJ to source a supply of water bottles as spares for pupils who forget.

Each classroom will be provided with an allocation of PPE and antibacterial gel or wipes to use as and when the need arises.

Response to an Infection					
Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
<b>57</b>	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> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Training with all staff on 1/9 and 2/9. SBM to get all contact numbers for any visitors into school – on arrival. All staff know which days they are allocated on the new cover plan.



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	<ul style="list-style-type: none"> <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>				
<b>58</b>	<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>Liaise with PHE if an outbreak.</p> <p>Remote learning clearly signposted on school website.</p>

### Key Roles and Responsibilities

Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
<b>59</b>	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"/>	Building is secure. Main doors to remain locked, gates to remain locked after drop-off until pick-up times. At least one SLT/DSL available at all times during the school day.
<b>60</b>	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"/>	2 cleaning staff available to maintain cleanliness – with extra adjusted hours to compensate for shielding cleaner. Adults in the bubble rooms to do increased cleaning of high contact areas.
<b>61</b>	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"/>	<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> . 1 First Aider available at all times.
<b>62</b>	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"/>	2 adults in all class based activities at all times to enable safe evacuation.

### Statutory Premises Compliance and Maintenance

Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
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## Schools/Settings COVID 19- Health and Safety Risk Assessment March reopening version

63	<p>PPM (Planned Preventative Maintenance) work continues to be delivered for critical building systems (Life-Safety) including:</p> <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"/>	All PPM work is up to date in line with Health and Safety policies and procedures.
64	Defect Reporting arrangements are in place.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Site Manager to carry out regular site checks and report any defects to SBM/HT.

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

Fire Evacuation procedures and notices have been rewritten in the light of the children and staff being in different rooms. Shared with all staff on during training day. Children to be informed of evacuation routes on their first day back in. In the event of a fire alarm sounding, the adult in charge of each 'bubble' will be responsible for the safe evacuation of all pupils and staff in that bubble, through the nearest fire exit and to a safe assembly point (exercising social distancing) within the school grounds. Where new one-way systems of movement have been established in school due to COVID-19 measures, these should be observed in fire evacuation plans as much as is reasonably practicable. Toilets will be checked by nominated fire marshals.

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)

<b>Additional Measures/ Considerations for Special Schools</b>					
<b>Ref</b>	<b>Control Measure</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Actions Taken Details / Further Information</b>
<b>65</b>	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 type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>66</b>	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 type="checkbox"/>	
<b>67</b>	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 type="checkbox"/>	



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

<b>Completed by Head Teacher &amp; Approved by Chair of Governors</b>	Angela Shore Tracy Weedon	<b>Date of Approval</b>	01/03/2021
<b>Date shared with all staff included the H&amp;S representative</b>	05/03/2021		