



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

<b>School/ Setting</b>	St John Bosco	<b>Date of Assessment</b>	28/10/2020
<b>Assessment Completed By</b>	M Johnson		

### 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"/>	Update 28.10.20 Staff, pupils and families reminded that they should not attend school, even if they are feeling better, until they receive their test results.  Staff reminded of procedure via briefings and notices in toilets and staff areas. Families reminded via website, newsletters and verbally.
02	Any employee who has tested positive for COVID 19 should not attend school/ setting for 7 days from the onset of symptoms. If the test is positive but the employee has not had symptoms, they should self-isolate for 7 days from the date of the test.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Staff reminded of procedure via briefings and notices in toilets and staff areas.



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

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"/>	Staff reminded of procedure via briefings and notices in toilets and staff areas. Staff to be vigilant and notify SLT if they think a staff member has symptoms but isn't taking appropriate action. Staff will be reminded of their responsibility regarding this at briefings and notices as above.
04	An individual risk assessment will be completed for all staff that have characteristics that increase their potential risk from coronavirus (COVID-19), as set out in the <a href="#">COVID-19: review of disparities in risks and outcomes report</a> . Sample assessment template provided by Directorate for Children and Education Services	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Individuals complete their own risk assessments.  To be updated regularly.
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"/>	Contact via phone weekly at least.
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"/>	School laptops supplied to those staff working from home.

### Our Pupils

Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
07	If a pupil has anyone within their household that has <a href="#">coronavirus (COVID-19) symptoms</a> , should not attend school/ setting. They should self-isolate immediately and <a href="#">arrange to have a test</a> .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	"New normal" booklet circulated to all parents via email and available on school website. All parents to electronically sign home school agreement which includes following government guidelines covid symptoms in household. <b>Update 15.9.20 – Twice weekly update to parents via school website and text.</b>
08	Any pupil who has tested positive for COVID 19 in the past 10 days should not attend school/ setting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All parents to electronically sign home school agreement which includes following government guidelines covid symptoms in household.
09	Any pupil who develops COVID-19 symptoms during the school day should be sent home as soon as possible and should <a href="#">arrange to have a test</a>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Use remote thermometer to take temperature of any pupil who feels unwell. All parents to electronically sign home school agreement which includes following government guidelines covid symptoms in household.

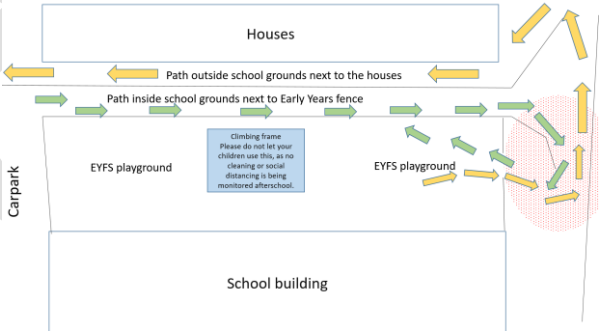


## Schools/Settings COVID 19- Health and Safety Risk Assessment for September 2020 Return.

<b>10</b>	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"/>	Continued use of curriculum delivery via Purple Mash. Paper packs of work available on request. Welfare calls will take place.  <b>Update: 28.10.20 See remote learning plan on the website.</b>
<b>11</b>	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. 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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	We will continue to teach in previously formed year group classes in order to deliver the full curriculum.  <b>Update 15.9.20 – to clarify previously formed year group classes incorporate EYFS as one bubble as they share the outside learning area.</b>  <b>Some pupils may be taught with pupils from other year groups for RWI but they will be in specified seating which will not change and will use separate resources. They will not mix during any other learning, lunch or breaktime.</b>
<b>12</b>	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"/>	Covid 19 addendum to behaviour policy approved and published on website.

### Our School

Capacity, Access and Egress					
Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
<b>13</b>	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"/>	Staggered start and finish in family groupings. Surnames: A-G Office door at 8.45 H-L playground door at 8.45 M-S Office door at 8.55am T-Z playground door at 8.55am  <b>Update 15.9.20</b>

					<p><b>Drop off in the morning remains as above for years Rec – Y6. Nursery children are to be dropped off at the Nursery door. Families A-L at 8.45, families M-Z at 8.55am.</b></p> <p><b>Due to congestion at home time we now have the following pick up arrangements:</b></p> <p>Home times are</p> <table border="1"> <thead> <tr> <th>Families A-L 2.55pm</th> <th>Families M-Z 3.05pm</th> </tr> </thead> <tbody> <tr> <td>Nursery – classroom door</td> <td>Nursery – classroom door</td> </tr> <tr> <td>Reception – classroom door</td> <td>Reception – classroom door</td> </tr> <tr> <td>Y1 – classroom door</td> <td>Y1 – classroom door</td> </tr> <tr> <td>Y2 – classroom door</td> <td>Y2 – classroom door</td> </tr> <tr> <td>Y3 – Fire exit door (near playground)</td> <td>Y3 – Fire exit door (near playground)</td> </tr> <tr> <td>Y4 – Cloakroom door</td> <td>Y4 – Cloakroom door</td> </tr> <tr> <td>Y5&amp;6 – Office door</td> <td>Y5&amp;6 – Office door</td> </tr> </tbody> </table> <p><b>So that parents don't have to go to multiple doors, the older children will go to their youngest sibling's classroom exit.</b></p> <p><b>We have implemented one way system in place on footpaths around the school.</b></p>  <p><b>Update: 28.10.20 SLT at gate at hometime as often as possible to control congestion around the gate</b></p>	Families A-L 2.55pm	Families M-Z 3.05pm	Nursery – classroom door	Nursery – classroom door	Reception – classroom door	Reception – classroom door	Y1 – classroom door	Y1 – classroom door	Y2 – classroom door	Y2 – classroom door	Y3 – Fire exit door (near playground)	Y3 – Fire exit door (near playground)	Y4 – Cloakroom door	Y4 – Cloakroom door	Y5&6 – Office door	Y5&6 – Office door
Families A-L 2.55pm	Families M-Z 3.05pm																				
Nursery – classroom door	Nursery – classroom door																				
Reception – classroom door	Reception – classroom door																				
Y1 – classroom door	Y1 – classroom door																				
Y2 – classroom door	Y2 – classroom door																				
Y3 – Fire exit door (near playground)	Y3 – Fire exit door (near playground)																				
Y4 – Cloakroom door	Y4 – Cloakroom door																				
Y5&6 – Office door	Y5&6 – Office door																				
14	Increased number of Entrance and Exit Points to the Building (external class room doors should be used where possible).	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	See above																
15	Develop, share and display drop off/ collection protocols e.g. one way system and one	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	We have strict policy of children being collected by adults unless in Y6. We have not allowed this during covid as we have had issues with children gathering																

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

	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).				to play outside school rather than going home. We will continue to ask Y6 parents to bring and collect their children as this issue is an increased risk for our setting.
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"/>	No visits to school unless prior appointment is made.
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 <b>Primary</b> EYFS & KS1/ KS2, for <b>Secondary</b> KS3/ KS4/ 6 <sup>th</sup> Form. This could include condensing / staggering free periods or break time but retaining the same amount of teaching time, or keeping the length of the day the same but starting and finishing later to avoid rush hour.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	See control measure 13 for staggered start arrangements. The pickup will be the same format with the times 2.45 and 3.05pm respectively.  Playtime and lunchbreak will be staggered by class as they have been throughout the lockdown.
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"/>	This advice will be included in the "New Normal" leaflet shared with families via email and on website.
19	Pupils on dedicated school buses should wherever possible: <ul style="list-style-type: none"> <li>- Sit together in their year groups,</li> <li>- Ensure hands are sanitised on boarding/ disembarking</li> <li>- Use face coverings where appropriate, for children over the age of 11. E.g. if likely to be in close contact with people outside of their group.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The only school bus in use initially will be for swimming on Fridays. Hand sanitiser will be used prior to boarding / returning into school building.  There will be no swimming for the first 4 weeks of the Autumn term whilst we ascertain the risk / safety provision.  <b>Update 28.10.20 Not going swimming yet due to increase in cases locally. Don't want to take the additional risk of children going into another setting.</b> <b>Update 1.11.2020. No swimming due to Lockdown 2.</b>



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

20	Assurance should be sought from school bus providers of additional cleaning regimes and that a COVID secure risk assessment has been completed.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	See risk assessment from travel company
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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Included in "New Normal" info
24	There should be a process in place for removing face coverings when pupils and staff who use them arrive at school: Pupils/staff instructed not to touch the front of their face covering during use or when removing them, wash hands immediately on arrival, dispose of temporary face coverings in a covered bin or, place reusable face coverings in a plastic bag they can take home with them, and then wash their hands again before going to their classroom.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Included in "New Normal" info Posters in toilet and foyer. Staff briefing used to remind staff of procedure.  Update 1.11.2020 Within primary schools Head Teachers have the discretion to decide whether relevant for staff to wear face masks dependent on local circumstances and the design of the school building, At St John Bosco, staff may choose whether or not to use a face covering.



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

Physical / Social Distancing in the Building					
Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
25	Classrooms are organised maintaining space between pupils/ children/ adults where possible: small adaptations are made to the classroom to support distancing. Including seating pupils side by side and facing forwards, rather than face to face or side on, In secondary schools, teachers should stay at the front and maintain 2m distance.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Small adaptations made. Children to remain seated in Kagan 4's. Seating facing forwards will have a negative impact on their learning and they will turn round to talk to each other anyway.</p> <p><b>Update 28.10.20 These measures have been in place since the start of year but weren't detailed in the risk assessment. Staff reminded to stay 2m apart from each other. Only one person to use staff corridor at a time.</b></p>
26	Reduced movement around school- - Timetabling ensures that groups are kept apart and movement around the school is kept to a minimum. Consideration has been given to the avoidance of creating busy corridors, entrances and exits. Staggered start and finish times, break and lunch times have been considered, together with ensuring appropriate time for cleaning surfaces and equipment.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Staggered start times / break times / lunch and hometime will reduce traffic.
27	Older pupils are regularly reminded of the need to socially distance. E.g. Posters are located throughout school.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Posters in place around school. Regular verbal reminders.
28	Communal gatherings of more than one year group should be avoided. E.g. Collective worship, if applicable, should be contained to one bubble/ year group. Dining Hall should be kept to one year group/ class where possible. If not possible for each year group, consider; for <b>Primary</b> EYFS & KS1/ KS2 , for <b>Secondary</b> KS3/ KS4/ 6 <sup>th</sup> Form.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Packed lunches in classrooms will continue. Assemblies will be held via zoom.</p> <p><b>Update 15.9.20 EYFS eat lunch socially distanced in the hall.</b></p> <p><b>Update 28.10.20 These measures have been in place for some time for Before/ After School Club;</b> - Children in small consistent groups.</p>

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

	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.				<ul style="list-style-type: none"> <li>- Each group should have their own equipment and there is 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> <li>- Hall well ventilated.</li> </ul>
29	Due to the increased risk of infection in music lessons (singing, playing wind or brass instruments), these lessons should be outside wherever possible, in groups of no more than 15, instruments should not be shared and pupils should stand back to back or side by side.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Brass lessons are already in small groups of 15. They will take place in the hall. There are no plans to resume the choir.</p> <p><b>Update 15.9.20 Guitar and Ukelele will resume when we have instruments that can be kept at SJB and not used by any other school.</b></p> <p><b>Update 1.11.20 Singing takes place when children are all facing the front and there is good ventilation.</b></p>
30	Pupils should be kept in consistent groups for PE. Outdoor sports should be prioritised and large indoor spaces should be used where it is not.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Children will only do PE within their class group. Playground and Hall will be used. No cross contamination between sessions</p> <p><b>Update 1.11.20 Good ventilation used. Activities with no contact and limited equipment used will not be shared between children or between bubbles.</b></p>
31	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>Staggered breaks and lunches will mean fewer people in the room at any one time.</p>
32	Kitchen staff maintain social distancing of 2m in the kitchen. If not possible 1m plus additional controls. Kitchens must comply with the <a href="#">guidance for food businesses on coronavirus (COVID-19)</a> .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>See Manchester Fayre risk assessment</p>
33	Use of Small Meeting Rooms and Confined Areas (including Photocopier / Printer/ Storage areas) by more than one person prohibited.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>No more than one person at photocopier. Photocopier cleaned after each use.</p> <p><b>Update 1.9.20 One way system in school corridors indicated by arrows on the floor.</b></p>
34	Non Essential repair / contracted works in buildings to be carried outside school hours.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>No visitors during school time</p>
35	Reduction in lift use with priority given to employees or children with disabilities, relevant	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	





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

	existing health conditions or those who are pregnant. Staff encouraged to use stairs.				
<b>36</b>	Staff that assist pupils with AGP (aerosol generating procedures) have appropriate AGP PPE. Any procedures are done in a separate, ventilated room where possible. (Refer to health colleagues if this is applicable).	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

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

**Infection Control, Cleaning and Hygiene Arrangements**

Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
-----	-----------------	-----	----	-----	--



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

37	Staff and/or pupils who are experiencing <a href="#">coronavirus (COVID-19) symptoms</a> , should not attend school/ setting. They should <a href="#">arrange to have a test</a> .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	See point 07
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"/>	See point 07
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"/>	See point 07 Will use medical room next to school office. Supervising staff will wear visor, mask, gloves and then go home as soon as the child is collected.
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"/>	See 07
41	Staff/ pupils who test positive for COVID 19 should self-isolate for 7 days. Other members of their household (including siblings) should self -isolate for 14 days from when the symptomatic person first has symptoms.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	See 07
42	Provision of hand-washing / hand-hygiene facilities at entrances and throughout school/setting. (Regularly monitored & maintained).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No touch hand sanitiser pumps at front and rear entrances to school to be used by all on entry and leaving the building
43	All staff and pupils are encouraged to regularly wash their hands with soap and water, especially upon arrival at school/setting, prior to eating, following break/lunch time	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Posters Verbal reminders Handwashing facilities in each classroom, Hand sanitisers at photocopier and in each classroom

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

	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.				
<b>44</b>	Different pupil groups do not need to be allocated their own toilet blocks or hand washing facilities.  Toilets and facilities will be cleaned regularly in line with the school's enhanced cleaning regime.  Pupils will be encouraged to clean their hands thoroughly throughout the day	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Gap in between Y456 coming in from play and Y123 going out to minimise pupils crossing paths in the toilets.
<b>45</b>	Educational Resources;  <ul style="list-style-type: none"> <li>- For frequently used resources such as pens and pencils, staff and pupils should have their own items</li> <li>- Classroom based resources, such as books and games, can be used and shared within the group. They should be cleaned regularly as part of school's enhanced cleaning regime.</li> <li>- Resources that are shared between groups, such as sports, art, and science equipment should be cleaned frequently and meticulously and always between groups, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles.</li> <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>In KS2 Each pupil will have a transparent bag with their stationary in it, named and not to be shared.</p> <p>In EYFS /KS1 children can have pencil pots to share, they must then be sprayed, put away and a different set used the following day.</p> <p>Each class will have their own box of play equipment to take outside.</p> <p>Science equipment – is kept for each class in each cupboards, if any of the “working scientifically” equipment is used, it must be left with a note saying when it was used, so that it isn't used again for 72 hours.</p> <p>Resources in early years can be washed overnight in laundry bags in the washing machine / dishwasher.</p> <p><b>Update 28.10.20 These measures have been in place since the start of year but weren't detailed in the risk assessment.</b></p>

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

				<p>Reading books returned from home to be placed in a quarantine bin for 48 hours before the books go back onto the shelf to be used by others.</p> <p>Daily cleaning tasks in the classroom:</p> <ol style="list-style-type: none"> <li>1. Washing and refilling of water bottles – completed by staff</li> <li>2. In EYFS/ KS1 sanitising pens, pencils, rulers and other small resources at the end of each day &amp; making sure they are rotated. – completed by staff</li> <li>3. In KS2 staff to monitor children’s resources and give regular reminders about not sharing.</li> <li>4. Wiping tables after lunch. In KS1 completed by staff, in KS2 completed by a child on each table. No mixing of tables.</li> <li>5. Cleaning of ipads. In KS1 undertaken by staff, in KS2 children to use named ipads only. Children wipe their ipad before placing it in back in trolley.</li> </ol>
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).	<input checked="" type="checkbox"/>		<p>Pupils can only bring a book back containing their reading book and reading record. Homework will be set and submitted online or will be project based requiring it to be emailed in.</p> <p>Lunches are to be disposable.</p> <p>Phones won’t be brought to school as all children are to be collected.</p> <p>PE Kits won’t be required as children are to come in wearing their PE kits on their PE day.</p>



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

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"/>	Verbal reminders PSHCE work Posters around the building Parents asked to train children on sneezing / coughing into sleeve before September, especially
48	Additional lidded bins and increased emptying / replacement are provided / in-place.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Lidded bins in each classroom and working area.
49	All working areas within the building should be well-ventilated (Windows and Doors open) where safe and appropriate to do so.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All windows open from 6.30am. Playground door left open from 10 – 11.30 to increase ventilation and remove the need to touch the door. Corridor doors to be propped open. Classroom doors to be closed during teaching time due to noise disruption.
50	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: <ul style="list-style-type: none"> <li>• Toilets</li> <li>• Door Handles/ Access Buttons</li> <li>• Kitchen areas and associated equipment</li> <li>• Water dispensers/ coolers</li> <li>• Printers/ Photocopiers</li> <li>• White Boards</li> <li>• Play Equipment</li> <li>• Shared resources</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Cleaning staff to be given extra hours to clean during the day.  <b>Update 28.10.20</b> <b>Regular cleaning of frequent touch points during the day, Eg Banisters Twice in the morning and twice in the afternoon.</b>
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"/>	All staff using their own cups / crockery and removing it from shared area after use.
52	Staff should consider the storage of their personal items to ensure they are Covid secure.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Staff to keep coats and bags in the stock cupboard of the classroom they are working in.
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"/>	All staff have undertaking infection control training.



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

					Posters are in place, verbal reminders and demonstrations for children. Handwashing supervision with cleaner in toilets all day <a href="#">Hand-Washing Guidance</a> <a href="#">Hand-Washing Video</a>
54	Office staff who receive deliveries, post etc. are encouraged to wash their hands more frequently and are provided with sanitiser.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Sourcing Perspex screen for office Hand sanitiser in place outside front door, on front desk, inside office
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"/>	Staff toilets cleaned by individual staff after every use.
56	Suppliers and Contractors advised if attending premises of infection control arrangements, no-access areas and expectations around personal hygiene.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	They will be instructed by office staff

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

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

Response to an Infection					
Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
57	Sufficient understanding and processes are in place to respond to a confirmed case of COVID 19 in school: <ul style="list-style-type: none"> <li>- Those with symptoms book a test (as above schools will be provided with a limited number of tests)</li> <li>- Contact Public Health when become aware of a confirmed case (Public Health will also contact schools when they become aware of a confirmed case).</li> <li>- Public Health will then work with school to determine actions to be taken.</li> <li>- School should keep a record of pupils/staff in each year group and any close contact between staff and children in different groups.</li> <li>- School should keep a record of all visitors to the school including contact details. Records to be kept for 21 days.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	R. Glean is designated covid lead.  All guidance has been read and is available in the office and is adhered to.
58	If an outbreak is confirmed (2 or more cases within a 14 day period) health protection teams may recommend that a larger number of other pupils self-isolate at home as a precautionary measure. Remote/distance learning contingency arrangements for all pupils should be maintained in case of school/ year group closure during any local COVID 19 outbreak.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Remote learning contingency arrangements in place. Work and Purple Mash logins saved on Livedrive in case of further partial or full closure.  All (but 3) parents email addresses have now been obtained in order to enhance communication.
Key Roles and Responsibilities					
Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
59	Sufficient staffing / resources are in place to maintain the security of the building and its occupants.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All staff now back working full time.



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

					<b>Update 15.9.20 – School following guidelines for staff living in households with symptoms.</b>
60	Sufficient staffing / resources are in place to maintain the cleanliness of the building and to carry out necessary inspections of consumables needed to maintain hygiene (including their replenishment).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Extra cleaning staff during the day.
61	Sufficient numbers of trained staff are in place to provide First Aid and First Aiders are aware of updated HSE guidance.(See link).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<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> . More staff training being bought for Paediatric first aid.
62	Sufficient numbers of staff are in place to enable safe evacuation of the building in the event of an emergency.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fire evacuation points around the yard to ensure year groups are kept apart.
<b>Statutory Premises Compliance and Maintenance</b>					
Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
63	PPM (Planned Preventative Maintenance) work continues to be delivered for critical building systems (Life-Safety) including: <ul style="list-style-type: none"> <li>• Fire Alarm and Detection</li> <li>• Powered Doors / Gates</li> <li>• Legionella and Water Testing</li> <li>• Electrical Safety</li> <li>• Gas Safety</li> <li>• PAT Testing</li> <li>• Asbestos Management</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	As per usual school policies
64	Defect Reporting arrangements are in place.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	As per usual school policies



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

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

### Additional Measures/ Considerations for Special Schools

Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
65	Pupil risk assessment completed/ updated to determine additional support for children with EHC plans 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"/>	Additional risk assessments for pupils with EHCP – VJ will be completed before September.
66	Bubbles/ groups are of an 'appropriate' class size. Numbers are lower in special schools than mainstream which will help to limit contacts. Children with complex needs unable to social distance so acceptable in smaller groups.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
67	Pupils, although no longer shielding, but remain under the care of a specialist health professional, school should discuss school return with their health professional. Where a pupil is unable to attend their setting because they are complying with clinical or public health advice distance/ remote education is provided.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	VJ to chase up arrangements for a pupil  <b>Update 15.9.20 = Clarification in place, pupil in school</b>

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

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

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

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

<b>Completed by Head Teacher &amp; Approved by Chair of Governors</b>	M Johnson (Headteacher) L McCauley (Chair of Governors)	<b>Date of Approval</b>	15/07/2020 <b>Updated: 15.9.20</b> <b>Updated 28.10.20</b>
<b>Date shared with all staff included the H&amp;S representative</b>	15/07/2020 <b>Update shared 15.9.20</b> <b>Updated 28.10.20</b>	<b>Date when school will be open and operating for ALL pupils.</b>	07/09/2020