

Schools/Settings COVID 19- Health and Safety Risk Assessment and Outbreak Management Plan

School/ Setting	Didsbury CE Primary	Date of Assessment	01/09/2021
Assessment Completed By	Simon Ball – Head of School		

Staying COVID Secure – Our Commitment

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

Our Employees

Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
01	Any employee or persons within their household that has coronavirus (COVID-19) symptoms , should not attend school/ setting. They should arrange to have a test .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Staff, have received clear communications informing them of current government guidance on the actions to take should anyone display symptoms of COVID-19 and how this will be implemented in the school. • Emphasised on training days throughout the last 12 months. • New procedures (16th August onward) to be sent through to all staff • Simon Ball to act as COVID-19 lead for the school. • Staff to sign to say that they have read and understood the Risk Assessment.
02	Any employee who has tested positive for COVID 19 in the past 10 days should not attend school/ setting.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Emphasised on training days and in communication throughout the last 12 months.

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					<ul style="list-style-type: none"> Lateral flow testing has been operating and results recorded twice weekly since January 21.
03	Any employee who develops COVID-19 symptoms during the school day should be sent home as soon as possible and should arrange to have a test .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Staff, pupils and families have been reminded not to attend school having been sent home until a negative PCR test has been returned in information sent out before the return to school.
04	An individual risk assessment will be completed for all staff that have characteristics that increase their potential risk from coronavirus (COVID-19), as set out in the COVID-19: review of disparities in risks and outcomes report . Sample assessment template provided by Directorate for Children and Education Services. CEV staff are no longer advised to shield.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Individual RA have already taken place with several members of staff using Manchester LA template. RAs were then reviewed in September, January and March in the 20-21 academic year. All staff have been back in school since March 21.

Our Pupils

Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
05	Any pupil or persons within their household has <u>coronavirus (COVID-19) symptoms</u> , should not attend school/ setting. They should arrange to have a test .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Parents have received clear communications informing them of current government guidance on the actions to take should anyone display symptoms of COVID-19 and how this will be implemented in the school during the wider reopening phase. Further communication will be sent out throughout 20-21 and in the communication to parents in late August 21 as part of the full information regarding returning to school in September 21. Reminders to be sent out via email and in newsletters in smaller chunks as guidance changes or reminders needed. Information to be sent out every three weeks or when new guidance is given
06	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"/>	<ul style="list-style-type: none"> The child will receive home learning via Google Classroom when they are well enough to learn. This information has been communicated to parents

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					throughout 20-21 and will continue to be included in newsletters etc.
07	Any pupil who develops COVID-19 symptoms during the school day should be sent home as soon as possible and should arrange to have a test	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Staff, pupils and families have been reminded not to attend school having been sent home until a negative PCR test has been returned in information sent out before the return to school.
08	Remote/distance learning contingency arrangements for all pupils should be maintained in line with any local Covid-19 outbreak.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> We have established practices in conducting home learning. A revised and enhanced package utilising G Suite for Education has been in place since the end of September 2020. This was used effectively during January and February 21 and in the subsequent class bubble closures. All teaching staff have been trained in using Google Classroom and Google Meet. Parents have received an acceptable use policy (AUP) for pupils, for parents, a guide to using Google classroom and information about the data gathering services of Google Classroom. Staff will use Google Classroom (Years 1-6) and Tapestry (Years R and N) to deliver quality online remote learning should it be needed in the Autumn term.

Our School

Asymptomatic Testing					
Ref	Control Measure	Y	No	N/A	Actions Taken
09	Rapid testing using Lateral Flow Devices (LFD)s will support the return to education in September by helping to identify people who are asymptomatic;	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Secondary schools have a Lateral Flow Device Testing risk assessment in place for their on-site test centre.

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	<ul style="list-style-type: none"> Secondary school pupils should complete 2 onsite tests, on return to school, before moving to regular twice weekly tests at home. Secondary school staff should complete regular twice weekly tests at home. A small on-site LFD test centre should be maintained in secondary schools to allow for those unable to take LFD test at home on site. Primary school staff should complete twice weekly tests at home. 				<p>All schools have a Lateral Flow Testing risk assessment in place for the provision, supply and storage for home Lateral Flow Device Tests.</p> <p>Settings may commence testing from 3 working days before the start of term and can stagger return of pupils across the first week to manage this.</p> <p>The need for regular asymptomatic testing will be reviewed at the end of September.</p>
Physical / Social Distancing in the Building					
Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
10	Although social distancing is no longer a legal requirement for staff and pupils. Head Teachers still have a legal duty to ensure the health and safety of their staff.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Maximum occupancy in communal areas will rise and will be communicated to staff but <u>will not be unlimited</u> to ensure the health and safety of staff and to ensure that staff are not overwhelmed and remain confident and feel safe. <p>When there is an increase in local Covid-19 cases, considerations will be given to ensuring social distancing amongst staff- e.g;</p> <ul style="list-style-type: none"> Stagger the use and limit the occupancy of staff room and offices by employees and ensure staff maintain social distancing. Ensure maximum occupancy of each room is calculated to ensure staff can maintain social distancing. Car sharing should be avoided where possible

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11	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"/>	
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Infection Control, Cleaning and Hygiene Arrangements					
Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
12	Staff and/or pupils who are experiencing coronavirus (COVID-19) symptoms , should not attend school/ setting. They should arrange to have a test .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> As above. See Ref 01
13	Staff who experience symptoms as above whilst at work should go home as soon as possible and should arrange to have a test .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> As above. See Ref 02
14	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"/>	<ul style="list-style-type: none"> This has been an established process throughout the 20-21 academic year The music room is used as a holding area until the parents can collect the pupil.
15	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	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Home testing kits are in school and have been used appropriately throughout the 20-21 academic year.

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	uncertain they will get a test for their child or may struggle to get a test.				
16	Staff/ pupils who test positive for COVID 19 should self-isolate for 10 days. Close contacts should take a PCR test but do not need to isolate; they can continue to attend the school setting whilst they are waiting for their results (unless they develop symptoms).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Information has been sent out in the communication to parents in August. This information will be repeated on a regular basis in newsletters etc through the autumn term.
17	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"/>	<ul style="list-style-type: none"> This has been an established process throughout the whole of the 20-21 academic year. Cleaning and site staff regularly monitor and refresh supplies. All children to utilise sanitising facilities in their own classroom. Children in Nursery, Reception, Year 1 and Year 2 to enter their classrooms directly from the playground and then sanitise before entering any other part of the building. Children in Years 3 to 6 to walk directly through the school and into their own classrooms and then immediately sanitise before entering another part of the building. Children use hand sanitiser instead of handwashing in order to save time and ensure that the full curriculum can be delivered. Reiterate to all staff the need to continue the sanitising routine in Autumn 21 as sanitising will help to reduce the transmission of COVID-19. This will be reiterated in classes and in collective worship sessions with the children.
18	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"/>	<ul style="list-style-type: none"> This has been an established process throughout the second half of the Summer term so children are used to the routine.

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	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.				<ul style="list-style-type: none"> Handwashing to be supervised with staff to ensure appropriate use of supplies and facilities. A routine has been firmly established throughout the day which sees children clean their hands 5/6 times a day. This is now achieved with hand sanitiser. When using the staff toilets staff to be responsible for cleaning the sink <u>before</u> each use. Cleaning products to be visual and easily accessible in staff toilets.
19	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"/>	<ul style="list-style-type: none"> Enhanced cleaning regime in the toilets and shared facilities are already established and will continue though in an adapted form. Children use hand sanitiser throughout the day instead of handwashing in order to save time and ensure that the full curriculum can be delivered.
20	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"/>	<ul style="list-style-type: none"> This has been an established process throughout the whole of the 20-21 academic year. Children are reminded about this throughout the day via posters in classrooms, corridors and toilet facilities and via the teacher giving reminders. Tissues will be made available in each class to encourage Catch it, Kill it, Bin it.) Children will be reminded of the importance of being hygienic whilst in school as we are back in school for a new term.
21	Additional lidded bins and increased emptying / replacement are provided / in-place.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> This has been an established process throughout the second half of the Summer term. Lidded bins were purchased in May 2020 and are in all classrooms and communal areas. Additional bins were purchased in September 2020.

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22	<p>All working areas within the building should be well-ventilated (Windows and Doors open) where safe and appropriate to do so.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Good ventilation was achieved throughout last academic year. This year we will use the following methods:</p> <ul style="list-style-type: none"> natural ventilation – opening windows (in cooler weather windows to 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 will also assist with creating a throughput of air natural ventilation – if necessary external opening doors may also be used (as long as they are not fire doors and where safe to do so). <p>To balance the need for increased ventilation while maintaining a comfortable temperature we will:</p> <ul style="list-style-type: none"> open high level windows in colder weather in preference to low level to reduce draughts increase the ventilation while spaces are unoccupied (for example, between classes, during break and lunch, when a room is unused) provide flexibility to allow additional, suitable indoor clothing (after half term) In the Autumn term of 2021, schools will be given CO₂ monitors to check that there is enough ventilation in classrooms. Heating will be used as necessary to ensure comfort levels are maintained particularly in occupied spaces. Classroom thermometers were bought at the start of 2021 to ensure that the temperature in classrooms is checked on a regular basis.
22	<p>A regular cleaning schedule should be maintained. This should include twice daily cleaning (using detergent and hot water followed by a chlorine based disinfectant solution) of all areas and equipment, with a particular focus on frequently touched surfaces:</p> <ul style="list-style-type: none"> Toilets Door Handles/ Access Buttons 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> This has been an established process throughout the second half of the Summer term and will continue into the Autumn term. The site manager will ensure that there is constant supply of cleaning resources for communal and high contact points.

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	<ul style="list-style-type: none"> • Kitchen areas and associated equipment • Water dispensers/ coolers • Printers/ Photocopiers • White Boards • Play Equipment • Shared resources 				<ul style="list-style-type: none"> • Staff will have access to cleaning materials as well as cleaning staff so that teaching and support staff can clean communal high contact points after each use. • The enhanced cleaning regime remains in place.
23	<p>Staff and pupils are provided with instructions on how to achieve effective hand-washing; for example in the form of posters, written guidance and videos clips etc.</p> <p>Increased frequency of toilet inspections and checks to ensure sufficient supplies of liquid soap are maintained.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Hand-Washing Guidance</p> <p>Hand-Washing Video</p> <ul style="list-style-type: none"> • These videos have been shared with staff and children. There are poster reminders placed on the walls of the staff and children's toilets.
24	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"/>	<ul style="list-style-type: none"> • Signs stating expectations around personal hygiene are clearly displayed in the entrance way.
Response to an Infection					
Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
25	<p>Sufficient understanding and processes are in place to respond to a confirmed case of COVID 19 in school:</p> <ul style="list-style-type: none"> - Those with symptoms book a test - Contact Public Health when become aware of a confirmed case (Public Health will also contact schools when they become aware of a confirmed case). - Complete On-Line MTAT form. - Public Health/ MTAT will then work with school to determine actions to be taken. - Outbreak management plan is implemented if requested in response to request from local Director of Public Health, Test and Trace or Public Health. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p style="color: red;">See Outbreak Management Plan Below</p>

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26	If an outbreak, school's Covid-19 outbreak management plan is implemented. 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"/>	See Outbreak Management Plan Below
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Outbreak Management Plan

Outbreak Management Plan (OMP) outlines how the school would operate if additional measures are recommended for your setting or the local area. The Director of Public Health, Public Health England Health Protection Teams or the Local Authority could recommend certain measures are re-introduced. This may happen to help manage outbreaks in schools, or if there is an “extremely high prevalence” of Covid-19 in the community and other measures have failed to reduce transmission, or as part of a package of measures “responding to a variant of concern”.

**N.B- THE FOLLOWING CONTROL MEASURES DO NOT NEED TO BE PUT INTO PLACE UNLESS RECOMMENDED BY THE DIRECTOR OF PUBLIC HEALTH, PHE HEALTH PROTECTION TEAMS OR THE LOCAL AUTHORITY.
 IF THE FOLLOWING CONTROL MEASURES WERE RECOMMENDED BY THE LA OR PHE, THEN WE WOULD REVERT BACK TO THE MARCH 2021 RISK ASSESSMENT IN ORDER TO REDUCE TRANSMISSION.**

Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
01	<p>If there is significant concern that existing or recently introduced measures in an area have failed to mitigate community transmission, or that a more robust response is required to contain the outbreak of a Variant of Concern (VoC) it may be necessary to limit the number of children and young people in education or childcare settings through attendance restrictions.</p> <p>ATTENDANCE RESTRICTIONS SHOULD ONLY BE CONSIDERED AS A LAST RESORT FOLLOWING THE DFEs ‘CONTINGENCY FRAMEWORK’ AND, IN COLLABORATION WITH PUBLIC HEALTH AND THE LOCAL AUTHORITY.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Ensure remote learning platform remains – the Google Classroom platform will be used for homework throughout the year to ensure that children and teaching staff maintain their skill set. Provision in place for key worker children attendance (as per national lockdowns) – as before teaching staff would provide remote lessons that would be followed at home or in the classroom by children of critical workers, supervised by a teaching assistant.
02	<p>When a variant of COVID-19 is classed as a variant of concern (VoC), DHSC will increase targeted testing in that area to help suppress and control any possible new cases and better understand the new variants.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> For secondary schools onsite Asymptomatic Testing Sites (ATS) in place. – N/A Increased use of home testing for staff – we have tested throughout the year since January and will return to testing (post September review) if needed.
03	<p>Temporary re-introduction of year/class bubbles, for a temporary period to reduce mixing between groups.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Year/ class group bubbles implemented – class bubbles reintroduced to reduce transmission.

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					<ul style="list-style-type: none"> Staggered entrance/ exit times (if possible) -we would revert to the timings and entrances/exits used during the 20-21 academic year. Use of different entrances (if possible)-we would revert to the timings and entrances/exits used during the 20-21 academic year. Staggered/ limited use of communal areas- hall/ dining room etc. – we would revert to limited capacity in communal rooms as per March 21 and also to staggered lunchtimes as per March 2021
04	Temporary re-introduction of face coverings. In all cases any educational drawbacks in the recommended use of face coverings should be balanced with the benefits in managing transmission and should allow for reasonable exemptions for their use.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Face coverings worn by staff and visitors, in communal areas unless they are exempt. – this would be reintroduced as mandatory instead of optional as detailed in the main risk assessment above. Face coverings worn by pupils in communal areas/ all areas – N/A due to the fact that we are a primary school.
05	Temporary re-introduction of shielding in the event of a major outbreak or variant of concern that poses a significant risk to individuals on the shielded patient list. SHIELDING CAN ONLY BE RE-INTRODUCED BY NATIONAL GOVERNMENT.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Individual risk assessments regularly reviewed and specifically in line with any updated government guidance regarding VoCs. – Individual risk assessments have been regularly reviewed and will be again in line with any DfE/Government advice Remote learning platform in place for children who are advised to shield. – Google Classroom in place for any children who are advised to shield due to change in DfE/Government advice.
06	Temporary limit to certain school activities; - residential educational visits - open days - transition and taster days - parental attendance in settings - performances in settings	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Risk assessments in place. All extra curriculum activities would be suspended in order to reduce transmission.

Further Information via: **Health and Safety Team**
Internal Audit & Risk Management

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Consulted with staff representative	Staff representative - Elizabeth Lugsden	Date of Consultation	06/09/2021
Approved by (Executive Head Teacher/ Chair of Governors)	Executive Head teacher – Matt Whitehead	Date of Approval	