



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

<b>School/ Setting</b>	Didsbury CE Primary School	<b>Date of Assessment</b>	11/07/2020
<b>Assessment Completed By</b>	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 <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"/>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Emphasised on training day 1/6 and 1/9</li> <li>• Simon Ball to act as COVID-19 lead for the school.</li> <li>• Staff to sign to say that they have read and understood the Risk Assessment.</li> </ul>
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"/>	<ul style="list-style-type: none"> <li>• Emphasised on training day 1/6 already and 1/9</li> </ul>



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<b>03</b>	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"/>	<ul style="list-style-type: none"> <li>Emphasised on training day 1/6 already and 1/9</li> </ul>
<b>04</b>	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"/>	<ul style="list-style-type: none"> <li>Individual RA have already taken place with several members of staff using Manchester LA template. Further RA will take place on 1/9 with remaining two members of staff who have yet to return.</li> </ul>
<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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<ul style="list-style-type: none"> <li>This has been done during the school closure to all but KW/V children phase and in the wider reopening phase. All staff will be in school from September but support and contact around well-being will still continue.</li> </ul>
<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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<ul style="list-style-type: none"> <li>All staff are in school as of September.</li> </ul>

### Our Pupils

Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
<b>07</b>	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"/>	<ul style="list-style-type: none"> <li>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 as part of the full opening information pack to be sent to parents.</li> <li>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.</li> </ul>

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<b>08</b>	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 7 days from the date of the test.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>As above</li> </ul>
<b>09</b>	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"/>	<ul style="list-style-type: none"> <li>As above</li> </ul>
<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"/>	<ul style="list-style-type: none"> <li>We have established practices in conducting home learning. A revised and enhanced package utilising G Suite for Education is to be in place by the end of September.</li> <li>There will be training for teachers during September staff meetings.</li> <li>There will be a home school agreement in place regarding safeguarding and acceptable use before any live teaching is undertaken.</li> </ul>
<b>11</b>	<p>Pupil groups should be arranged to enable the school to deliver the full range of curriculum subjects and students to receive specialist teaching.</p> <p>At primary school, and in the younger years at secondary (key stage 3), schools may be able to implement smaller groups the size of a full class. If that can be achieved, it is recommended.</p> <p>In secondary schools, and key stage 5, the groups are likely to need to be the size of a year group.</p> <p>Children are kept in their groups for the majority of the classroom time, but mixing into wider groups is allowed for specialist teaching, wraparound care and transport.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>In September we will run eight full size classes.</li> <li>In order to minimise risk and provide reassurance for staff, pupils and parents, in the 1<sup>st</sup> half of the Autumn term classes will be kept completely independent of each other. This includes how we plan to run before and after school club. To minimise any risk of transmission there will be no inter class groups such as spelling groups or inter class interventions. We will review this approach at half term.</li> <li>In order to reduce the risk of transmission we will minimise movement of staff between bubbles e.g. TA and PPA cover to where absolutely necessary (adult links to be restricted to 2 classes).</li> </ul>
<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"/>	<ul style="list-style-type: none"> <li>This has already been shared with staff, governors and parents and is on the website. A reminder will be sent out to staff, parents and pupils.</li> </ul>

## 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"/>	<ul style="list-style-type: none"> <li>This has been established throughout the seven weeks of the second half of the Summer term.</li> <li>Further year groups will be added to the process in September.</li> <li>As most children have experienced this, we plan to complete the process in a more compact time frame.</li> <li>A reminder will go out in the information pack before school restarts in September.</li> <li>An updated video will be sent out to parents to clearly show where they are drop off and collect their child.</li> </ul>
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"/>	<ul style="list-style-type: none"> <li>This has been an established process throughout the second half of the Summer term and has worked well.</li> <li>External classroom doors used wherever practicable.</li> </ul>
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"/>	<ul style="list-style-type: none"> <li>This has been an established process throughout the second half of the Summer term. Information will be sent out to parents in a return to school information pack.</li> <li>Information will be sent to parents and children explaining the process of coming into school and putting away their coat, bag and lunchbox.</li> </ul>
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"/>	<ul style="list-style-type: none"> <li>This has been an established process throughout the second half of the Summer term.</li> </ul>

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					<ul style="list-style-type: none"> <li>We will continue to follow DfE guidance with third parties not allowed onto the school site unless they have a specific appointment.</li> </ul>
17	<p>Stagger drop off and finish times, lunch and break times for each cohort/group where possible.</p> <p>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>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"/>	<ul style="list-style-type: none"> <li>This has been an established process throughout the second half of the Summer term and will continue in a revised form and communicated to staff and parents through the school information pack.</li> <li>Full daily teaching time will be maintained and not be affected by staggered drop off and finish times.</li> </ul>
<b>Travel to and from School (including Public Transport and School Buses)</b>					
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"/>	<ul style="list-style-type: none"> <li>This has been an established process throughout the second half of the Summer term but will be reiterated in the information pack sent out to parents</li> <li>For those parents/staff that have to travel by car, we will suggest areas in local area where parking is less congested and then encourage families to walk remaining distance</li> </ul>
19	<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> <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"/>	<ul style="list-style-type: none"> <li>This only applies when swimming starts again. There will only be one class on the school coach.</li> <li>A full risk assessment will be completed before any school trips are taken including swimming.</li> </ul>
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"/>	



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<b>21</b>	Close liaison is in place for statutory 'Home to School Transport' with the Local Authority, school and private providers. Assurance should be sought that additional cleaning regimes are in place and a COVID secure risk assessment has been completed.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<b>22</b>	Parent survey to be completed to confirm mode of transport used by pupils, route to school and any potential alternatives. Where there is heavy use of 'wider public transport' on specific routes, consideration should be given, in conjunction with TfGM and the Local Authority to the commissioning of school buses. E.g. a large proportion of pupils attend a school in North Manchester but live in East Manchester and currently use public transport.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<b>23</b>	Families and pupils that have no alternative to use wider public transport are referred to the <a href="#">safer travel guidance for passengers</a>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>This will be referred to in the return to school information pack.</li> </ul>
<b>24</b>	There should be a process in place for removing face coverings when pupils and staff who use them arrive at school: Pupils/staff instructed not to touch the front of their face covering during use or when removing them, wash hands immediately on arrival, dispose of temporary face coverings in a covered bin or, place reusable face coverings in a plastic bag they can take home with them, and then wash their hands again before going to their classroom.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>During the second half of the summer term, children have not arrived wearing face masks. A reminder to parents not to bring children in face masks will be included in the return to school information pack.</li> <li>We will have a system in place to collect any face masks that the children may have worn on their way to school.</li> </ul>
<b>Physical / Social Distancing in the Building</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>25</b>	Classrooms are organised maintaining space between pupils/ children/ adults where possible: small adaptations are made to the classroom to support distancing. Including	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>This has been an established process throughout the second half of the Summer term.</li> </ul>



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	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.				<ul style="list-style-type: none"> <li>The revised measures include two children sitting at a forward facing desk rather than one.</li> </ul>
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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>This has been an established process throughout the second half of the Summer term.</li> <li>There will be greater movement around school but clear sign posting and staggered times for breaks and lunch ensure children only pass other classes and do so infrequently but do not mix with other classes.</li> <li>We will use one-way routes where at all possible and restrict Key Stage two classes passing past the busy break out areas outside of Reception and Year 1.</li> </ul>
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"/>	<ul style="list-style-type: none"> <li>This has been an established process throughout the second half of the Summer term.</li> <li>There are posters throughout the school and regular reminders are given by teaching and support staff.</li> </ul>
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.</p> <p>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>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>This has been an established process throughout the second half of the Summer term.</li> <li>Collective worship will be class based and conducted via video recordings or class-based responses.</li> <li>The dining hall will not be used initially during lunch time. Only when hot lunches become available will be utilise the hall.</li> <li>To ensure class groups being separate during lunch time, children having a school lunch will eat in the hall but children with their own packed lunch will eat in the classroom.</li> <li>Anti bac spray and wipes to be used to clean classrooms after lunch.</li> </ul>



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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"/>	<ul style="list-style-type: none"> <li>Children will have access to the music curriculum but music lessons will be adapted to minimise risk of transmission.</li> </ul>
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"/>	<ul style="list-style-type: none"> <li>This has been an established process throughout the second half of the Summer term due to the hall been used as a classroom.</li> <li>During the first half term of the Autumn term, we will continue to have all PE sessions outside.</li> <li>The PE lead is to co-ordinate with staff the PE equipment needs across the first half term.</li> </ul>
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"/>	<ul style="list-style-type: none"> <li>This has been an established process throughout the second half of the Summer term and therefore staff are used to this routine.</li> <li>In September there will be just one staff room. Particular time slots will be allocated to staff.</li> <li>The need to stick to designated times will be emphasised on the training day 1/9.</li> </ul>
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"/>	<ul style="list-style-type: none"> <li>This has been an established process throughout the second half of the Summer term.</li> <li>Initially, there will only be cold food prepared as has been the case during the second half of the Summer term.</li> <li>The introduction of preparing hot food will only be done when Manchester Fayre have sufficient capacity and confidence to meet COVID-19 food preparation guidance.</li> </ul>
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"/>	<ul style="list-style-type: none"> <li>This has been an established process throughout the second half of the Summer term. Staff have been</li> </ul>

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					<p>allocated time slots to use the photocopier and this will continue.</p> <ul style="list-style-type: none"> <li>Allocated time slots will be extended as staff will be allowed to come into school earlier and stay later than currently. This will ease the pressure on the photocopier and the amount of people waiting to use it.</li> </ul>
<b>34</b>	Non Essential repair / contracted works in buildings to be carried outside school hours.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>This has been an established process throughout the second half of the Summer term and will continue.</li> </ul>
<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"/>	
<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)**



<b>Infection Control, Cleaning and Hygiene Arrangements</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>
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"/>	<ul style="list-style-type: none"> <li>As above. See Ref 01</li> </ul>
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 type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>As above. See Ref 02</li> </ul>
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"/>	<ul style="list-style-type: none"> <li>This has been an established process throughout the second half of the Summer term.</li> <li>The music room will be used as a holding area until the parents can collect the pupil.</li> <li>The music room will be used by peripatetic teachers once music tuition is restarted. On the understanding that it is to be vacated if it needs to be used as a holding area.</li> <li>This will be reemphasised during the training session on 1/9</li> </ul>
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"/>	<ul style="list-style-type: none"> <li>Home testing kits will be in school for September.</li> </ul>

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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"/>	<ul style="list-style-type: none"> <li>• This has been an established process throughout the second half of the Summer term.</li> <li>• This will be emphasised at the training day 1/9</li> </ul>
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"/>	<ul style="list-style-type: none"> <li>• This has been an established process throughout the second half of the Summer term</li> <li>• Cleaning and site staff regularly monitor and refresh supplies.</li> <li>• All children to utilise handwashing facilities in their own classroom. Children in Nursery, Reception, Year 1 and Year 2 to enter their classrooms directly from the playground and then wash hands before entering any other part of the building.</li> <li>• Children in Years 3 to 6 to walk directly through the school and into their own classrooms and then immediately wash their hands before entering another part of the building.</li> </ul>
43	All staff and pupils are encouraged to regularly wash their hands with soap and water, especially upon arrival at school/setting, prior to eating, following break/lunch time and any other time deemed necessary (after coughs/sneezes). Small children and children with complex needs should continue to be helped to wash their hands properly.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>• This has been an established process throughout the second half of the Summer term so children are used to the routine.</li> <li>• Handwashing to be supervised with staff to ensure appropriate use of supplies and facilities.</li> </ul>
44	Different pupil groups do not need to be allocated their own toilet blocks or hand washing facilities. Toilets and facilities will be cleaned regularly in line with the school's enhanced cleaning regime. Pupils will be encouraged to clean their hands thoroughly throughout the day	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>• This has been an established process throughout the second half of the Summer term</li> <li>• Enhanced cleaning regime in the toilets and shared facilities are already established and will continue though in an adapted form.</li> </ul>



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45	<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"/>	<ul style="list-style-type: none"> <li>• This has been an established process throughout the second half of the Summer term. Children will continue to have their own set of frequently used resources.</li> <li>• Individual plastic wallets have been ordered for children in classes.</li> <li>• Art supplies will generally not be shared between two class groups. If any sharing is required, then a 48 hour quarantine between sharing will be utilised. PE lessons are organised that children in different year groups will be using different equipment. PE lead to organise exclusive use of equipment in classes.</li> <li>• Outdoor equipment will be cleaned after use by each class group at playtime and lunch time.</li> <li>• Reading books have not gone home during the second half of the Summer term but in September this will recommence.</li> <li>• There will be a quarantine system in place to allow a minimum of 48 hours between books coming back into school and being used in school or going back out to another household.</li> </ul>
46	<p>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).</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>• Pupils are used to this as throughout the second half of the Summer term they were restricted to bringing a coat, small bag, lunchbox and water bottle.</li> <li>• Pencil cases will not be brought into school. Children will use an individual plastic wallet.</li> <li>• PE kit will be worn for PE lessons but it will only go home one a half term to be washed.</li> </ul>
47	<p>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)</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>• This has been an established process throughout the second half of the Summer term. Children are reminded about this throughout the day via posters in classrooms, corridors and toilet facilities and via the teacher giving reminders.</li> </ul>



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					<ul style="list-style-type: none"> <li>Tissues will be made available in each class to encourage Catch it, Kill it, Bin it.)</li> </ul>
48	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"> <li>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.</li> </ul>
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"/>	<ul style="list-style-type: none"> <li>This has been an established process throughout the second half of the Summer term and will continue in the first half of the Autumn term.</li> <li>Classroom will continue to have windows and doors open. Site staff to ensure that as many windows open as possible.</li> </ul>
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"/>	<ul style="list-style-type: none"> <li>This has been an established process throughout the second half of the Summer term and will continue into the Autumn term.</li> <li>The site manager will ensure that there is constant supply of cleaning resources for communal and high contact points.</li> <li>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.</li> </ul>
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"/>	<ul style="list-style-type: none"> <li>This has been an established process throughout the second half of the Summer term. Staff bring their own lidded beaker. Cleaning resources are available in the staffroom and staff are aware of cleaning routines following food and drink preparation.</li> </ul>



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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"/>	<ul style="list-style-type: none"> <li>This has been an established process throughout the second half of the Summer term. Staff bring in a restricted amount of personal items from home that are stored securely. No food from home is brought to share.</li> </ul>
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>
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"/>	<ul style="list-style-type: none"> <li>This has been an established process and a constant supply of hand sanitiser is available in the office. Phones and equipment are wiped down on a regular basis.</li> </ul>
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"/>	<ul style="list-style-type: none"> <li>This was done by site staff in the second half of the Summer term and this will continue in the Autumn term.</li> </ul>
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"/>	<ul style="list-style-type: none"> <li>As much as is possible, all site contractors are to visit school when children are not present. Any contractors will be expected to follow personal hygiene guidelines.</li> </ul>

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



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Response to an Infection					
Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
57	<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"> <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"/>	<ul style="list-style-type: none"> <li>• A COVID-19 register will be set up to record any staff/pupils who have shown symptoms.</li> <li>• A register of the contact details of all visitors to the school will be established. Details will be kept for 21 days.</li> <li>• The 1<sup>st</sup> half term Autumn timetable shows which staff are in contact with which classes. Staff to have training on reducing contact between themselves and children and between themselves and other staff members.</li> </ul>
58	<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"/>	<ul style="list-style-type: none"> <li>• Contingency plans for home learning will be in place. See Ref 10</li> </ul>
Key Roles and Responsibilities					
Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
59	<p>Sufficient staffing / resources are in place to maintain the security of the building and its occupants.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>• There are several key holders – site manager and lead cleaner are the principal members of staff who secure</li> </ul>



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					the building. Head of School can also do so as can the Executive Head if needed.
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"/>	<ul style="list-style-type: none"> <li>Three members of the cleaning team are in place. The site manager can be called upon if needed. Cleaning team members from West Didsbury CE can be utilised if needed.</li> </ul>
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> <ul style="list-style-type: none"> <li>First aiders are aware of HSE guidance</li> </ul>
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"/>	<ul style="list-style-type: none"> <li>A fire drill took place during the wider opening of school in June.</li> <li>All staff and children will be in school from September. Individual classes will have a run through of the evacuation process across the first three weeks of school.</li> <li>A whole school evacuation drill will take place after half term when the transmission rate has fallen further.</li> </ul>
<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> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>This has been an established process throughout the second half of the Summer term. PPM work continued as the school remained open to key worker and vulnerable children throughout the closure period.</li> <li>PPM visits are timed so that, if at all possible, they take place when children are not on site.</li> </ul>



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	<ul style="list-style-type: none"> <li>• PAT Testing</li> <li>• Asbestos Management</li> </ul>				
<b>64</b>	Defect Reporting arrangements are in place.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>• Daily inspection of the property inside and out by the site manager and lead cleaner.</li> <li>• Health and Safety inspection by independent assessor occurred during school closure to all but key worker and vulnerable children.</li> </ul>

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

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

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

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

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



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

<b>Completed by Head Teacher</b>	11/07/20	<b>Date of Approval</b>	16/07/2020
<b>Approved by LGB and Chair of Governors</b>	16/07/20		
<b>Date shared with the staff H&amp;S representative</b>	13/07/2020	<b>Date when school will be open and operating for ALL pupils.</b>	02/09/2020
<b>Date shared with all staff</b>	20/07/20		