



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

School/ Setting	Grange School		Date of Assessment	27/08/2020
Assessment Completed By	Rachael Clifford - Headteacher	Updated 5.11.2020 Updated 7.1.2021		

During the period of Lockdown (Jan 2021 start) this RA will be reviewed weekly and where necessary updated and shared with all staff.

### 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.

*January 2021 Statement from Gavin Williamson 6.1.21 'schools have not suddenly become unsafe but limiting the number of children and students who attend them is essential to curb the escalating cases of coronavirus (COVID-19) throughout the country and prevent the NHS from being overwhelmed.'*

- schools open for vulnerable children and the children of critical workers
- clear requirements for schools to provide high-quality remote education
- stepping up the digital support to schools and parents
- working with the UK's leading mobile network operators to provide free data to key educational sites
- continued provision of free school meals or food parcels for eligible pupils, whether or not they are attending school.

## Our Employees

Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
01 (a)	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"/>	Reminders at staff briefing (zoom), reminders in weekly emails and advice when needed on how to access testing. Risk assessment shared with all staff and available on school system for reference.
01 (b)	<b>7.1.21</b> <b>Asymptomatic testing programme in school as per government guidelines</b>				<b>7.1.21 – Asymptomatic test centre set up on school sites. Testing team led and managed by deputy head / Health and safety assessor for the Trust. Training and competency tests completed and signed off by the team. The COVID testing team will remain as one bubble and will not go back into circulation in any of the schools. Appropriate QA in place across all sites. All relevant paperwork sent to all staff. Staff will self-test and will not be tested without consent. RA in place – team leader completed with advice from LA RA support – Simon Gardiner. Parents/carers of students on site received consents, FAQs and privacy data information. Initially testing in Special schools across the Trust will be for students who are able to self-swab or those whose parent/carer are able to support them. Before and after school sessions available for students who require support from parent/carer. 1 adult only per student.</b>
02	Any employee who has tested positive for COVID 19 should not attend school/ setting for 10 days from the onset of symptoms. If the test is positive but the employee has not had symptoms, they should self-isolate for 10 days from the date of the test.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Risk assessment shared with all staff and available on school system for reference. Advice for staff when needed on how to access testing. HR lead for school to ensure regular contact with staff member to ensure that they have support. Robust staff absence recording in place to ensure that dates of tests and staff return to work dates are readily available to HR and schools COVID-19 response team. PHE to be informed. COVID response team (Head/SLT/HR) to use Government, LA and Trust guidance to inform any decision making. All SLT to have access to Trust COVID response booklet.
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 to be reminded of the importance of leaving school as soon as possible if they develop symptoms during the school day. A member of the senior leadership COVID response team should be informed. Ensure that the staff member is well enough to drive. A

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					<p>staff member who is unwell would not be able to use public transport. If the staff member needed collecting from school they would wait in the allocated room, the door must be closed, and windows left open. The room must be fully cleaned as per enhanced cleaning regime after use. Ensure that all corridors and shared spaces are clear for any transitions. The member of staff would be given support, if needed to organise a test asap. A limited number of test kits are available from school if the member of staff is either unable to access a test slot or they are not able to get to a testing site. Heads and SLT can use the school portal to book staff in for COVID testing.</p> <p>7.1.2021 Student or Staff who test positive for COVID-19 following a 7-day LFT test must vacate the building as outlined above. They must take with them a PCR test (provided by school)</p> <p>Student, pupils and staff return home with PCR test provided by school or college and self-isolate based on current public health guidance.</p> <p>Follow the guidance to take the test.</p> <p>If positive self-isolate following the current public health guidance.</p> <p>If negative, return to school or college</p>
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"/>	<p>7.1.2021 Clinically extremely vulnerable staff inc. staff 28 weeks+ pregnant</p> <p>In line with advice issued, as updated on 31.12.2020, all staff that are defined, on medical grounds, as clinically extremely vulnerable to coronavirus must work from home, effective from 31<sup>st</sup> December 2020. Staff should receive a letter from the Government and letters, once received, should be forwarded to HR.</p> <p>The government's current guidance New National Restrictions from 5<sup>th</sup> November - GOV.UK states that public sector employees working in essential services, including education settings, should continue to go into work. The</p>

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					<p>risk of transmission can be substantially reduced if COVID-secure guidelines are followed closely.</p> <p>Advice specifically in relation to those who are Clinically Vulnerable in the New National Restrictions from 5 November - GOV.UK document states that if you are over 60 or clinically vulnerable, you could be at higher risk of severe illness from coronavirus and you:</p> <ul style="list-style-type: none"> <li>• should be especially careful to follow the rules and minimise your contacts with others</li> <li>• should continue to wash your hands carefully and more frequently than usual and maintain thorough cleaning of frequently touched areas in your home and/or workspace</li> </ul> <p>However as per the above guidance, you should consider the risk to your employees and may revisit individual risk assessments and consider any adjustments that may need to be made to reduce risks to employees.</p> <p>Staff will be advised at full staff briefings to speak to the head if they feel that they are in this category and need a risk assessment completing. Risk assessments will be completed by appropriate people within the organisation.</p> <p>Individual risk assessments are in place to ensure that any potential risks are identified, and measures put in place to minimise any risks.</p>
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"/>	<p>Staff working from home are contacted weekly by SLT or HR lead to ensure that they are safe and if we can offer an additional support. Some staff have 'buddies' and/or staff groups that offer additional support.</p> <p><b>6.1.2021 Staff support group - 'Boost' for 8 - 10 members of staff per course - emotional well-being and resilience. Planned and delivered by trained experienced member of staff.</b></p> <p>The Trust has a document which is used to signpost staff to any additional support and/or services that they might need. All SLT and HR lead have copies of the document to use for reference during welfare calls.</p>
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"/>	<p><b>All staff have completed an online Educare course re safe working from home.</b> Where necessary school will provide a school laptop for staff members to use from home to enable them</p>

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					to complete home working requirements. Laptops will be returned to school when the staff member returns to on site working. All staff have remote access to the school system to ensure that they can access all relevant information and resources.
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### 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"/>	Parent/carer letter sent home advising families that if anyone in the household has COVID-19 symptoms the pupil must not attend school and that a test should be arranged. Information available on school website re COVID-19 included useful phone numbers. If the test returns negative and the child is not symptomatic, they are able to return to school.
08	Any pupil who has tested positive for COVID 19 should not attend school/ setting for 10 days from the onset of symptoms. If the test is positive but the pupil has not had symptoms, they should self-isolate for 10 days from the date of the test.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	As above. COVID response team in school to follow the guidance and inform families as per the response plan. <b>PHE to be informed only if additional support and guidance is required.</b>
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"/>	Any pupils experiencing symptoms to wait in the individual work room on the purple corridor. PPE will be available if required as per government guidance (PPE could be worn if a child is presenting with COVID-19 symptoms and staff are unable to maintain 2m distance whilst supporting the student) Site manager has agreed the room to be used and cleaning protocol is in place for after it has been used by suspected COVID-19 case. Where needed families be supported as to how to access testing either at home or a local testing centre. In exceptional circumstances families will be offered a test kit from school which they could complete at home.
10	Remote/distance learning contingency arrangements for all pupils should be maintained in case of school/ year group closure during any local COVID-19 outbreak.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A comprehensive remote learning offer is available for pupils in the event of any isolation and/or local lockdowns. The booklet is differentiated for different levels and type of learner and includes a range of options including TEAMS lessons with a safeguarding

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					protocol, work packs, sensory ideas and remote music sessions. All families have received a letter outlining the remote learning offer and safeguarding rules and considerations. Parent/carers consents for online learning have been collected. Staff have had training on remote learning to ensure they understand the expectations and safeguarding considerations around remote learning sessions. The booklet has been shared across the 3 special schools in the Trust and has been shared with local governing bodies. Pupils will be issued with equipment and resources to support remote learning as necessary and using an individualised approach. All classes have remote learning timetables in place. Class teams to offer ongoing remote learning for any individuals in the group who are unable to attend school due to high level medical risks as well as for full class bubble drops. The remote offer will reflect wherever possible modules and learning in the classroom. An SLT lead is in place to oversee each group in school and to ensure the welfare of any staff who are included in a bubble drop. This would include a phone call to all staff in the group and the offer of practical support e.g. food parcel drop, where appropriate.
11 (a)	<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> <p><b>Senior Leaders must ensure that any potential students attending on site can be staffed appropriately and safely whilst maintaining social distancing guidelines.</b></p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>From guidance:</p> <p>Full opening of special schools and other specialist settings from the start of the autumn term</p> <p>Dedicated school transport, including statutory provision</p> <p>Pupils on dedicated school services do not mix with the general public on those journeys and tend to be consistent. This means that the advice for passengers on public transport to adopt a social distance of 2 metres from people outside their household or support bubble, or a 'one metre plus' approach where this is not possible, will not apply from the autumn term on dedicated transport.</p> <p>The approach to dedicated transport should align as far as possible with the principles underpinning the system of controls and with the approach being adopted for your setting. It is important to consider:</p> <ul style="list-style-type: none"> <li>• how pupils are grouped together on transport, where possible this should reflect the bubbles that are adopted within the setting</li> </ul>

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				<p>We discussed with the LA the possibility of school bubbles being replicated on Home to School transport. This was not a possibility. We also considered the idea of replicating home to school transport bubbles back in school. This is not possible due to:</p> <p>The needs of the pupils</p> <p>The ages of the pupils</p> <p>Staffing constraints</p> <p>From the time that school starts and until the time pupils go home pupils and staff will be grouped in bubbles for their classroom learning time. For break times, lunchtimes pupils and staff will remain, wherever possible, in their bubble. Staff breaks and lunches to be arranged within the bubble. Staff contact with other staff will adhere to 2m social distancing at all times. Where possible staff to maintain at least 1m distance from students. PE and forest school sessions will be wherever possible conducted outdoors and will be taught by specialist staff. Cover staff will still be provided across school for staff absence. All pupils will have their full curriculum entitlement from September 2020.</p> <p>7.1.21 A parent may request leave of absence for their child to stay at home during COVID. Students not receiving face-to-face education for whatever reason, including where a leave of absence has been granted, will be provided with suitable remote education in line with relevant guidance and school expectations.</p> <p>Pupils will not change for PE</p> <p>In addition to all other guidance in this risk assessment:</p> <p>7.1.21 The principle is that the school is open to all pupils, due to the whole school RA all students will not be able to be on site at the</p>
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				<p>same time. Senior Leaders must ensure that any onsite provision can be staffed safely and appropriately at all times.</p> <p>Therefore, additional considerations/measures will be:</p> <ul style="list-style-type: none"> <li>• Critical key workers – Health workers (as a priority) and high-level safeguarding concerns will be offered a full-time place where safe to do so. Where the whole school risk assessment cannot mitigate the high-level health and safety/transmission risks for an individual an individual support plan will be put in place. This will include working with Health and Social Care colleagues to see how all aspects of the EHCP can be met including remotely. e.g. consideration of use of school premises by respite providers, out of hours. Twice weekly welfare doorstep calls by a senior leader will also be in place for students in this group.</li> </ul> <p>Students who cannot socially distance and who require 1:1 support to access the educational offer will have an individual high-level RA in place.</p> <p>Windows are to be open AT ALL TIMES and external doors where it is safe to do so.</p> <p>Where students require 1:1 close contact support e.g. sitting next to or hand over hand to access the curriculum, the offer will be reviewed, and risk assessed by SLT. In some circumstance's individuals may need a different offer whilst the risks of transmission remains very high e.g. activities/tasks that can be completed independently, sensory activities. <b>For these classes a blended offer may be put in place – onsite face to face and high-quality remote offer across the week.</b></p>
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					<p>Students in all groups to continue to follow national guidance – due to the new COVID 19 variant, increased transmission rates and uncertainty around transmission through children and schools a 2m social distance rule will be in place across school. In classes where this is not possible due to the environment and physical space, class groups will have a blended learning offer in place – face to face on site and high quality remote across the week.</p> <p>Arrangements will be in place to support children who are entitled to FSM. This will be led and managed by the finance team.</p> <p>Regular handwashing ideally 30 min intervals. Windows are to be open AT ALL TIMES and external doors where it is safe to do so.</p> <p>All groups to be encouraged to spend an increased amount of time outside, where possible.</p> <p>There will be no crossover between sites until further notice.</p>
11 (b)	<p>School to step up the digital support to schools and parents</p> <p>Schools to work with the UK’s leading mobile network operators to provide free data to key educational sites</p>				<p>Schools supported parent/carers to access DFE free data initiative for children and young people who:</p> <ul style="list-style-type: none"> <li>• don’t have access to a <u>fixed broadband connection</u></li> <li>• cannot afford the additional data needed to access educational resources or social care services</li> <li>• have access to a mobile device that uses a participating network</li> <li>• are facing disruption to their face-to-face education, or have been advised not to attend school</li> </ul>

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					<p>Schools have applied for families that have requested the support. Information communicated through parent text and links to all special school websites. Managed and overseen by Andi Bryan.</p> <p>In addition, schools have applied successfully for Vodaphone sim cards which have free data allowances. These will be prioritised for students in the categories above and students who are CEV and unable to attend school on site.</p>
12	School Behaviour Policy and expectations should be updated to reflect COVID measures and communicated to all staff, pupils and parents.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Behaviour policy includes COVID-19 addendum and has been shared with all staff and governors. A copy will be available on the school website for parents/carers.

### 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). Arrivals on home-school transport are staggered, and class staff only come to collect from or drop off to the transport buses	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Staggered start and finish times in place for students travelling to school with parents/carers. Due to number of pupils and their need for a secure entrance/exit it will not be possible to have more than 1 main entrance and exit point. Standard operating procedures – signage in place at entrance and exit. Individuals may have an individual plan in place for start and finish times – this will be in consultation with parent/carer and class staff and will be managed by the class team.
14	Increased number of Entrance and Exit Points to the Building (external classroom doors should be used where possible).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Site gate to be opened at 8.30am. Pupils in academy building brought by parents will enter and exit school through rear gate, they will be met by familiar class staff and will go straight to their classrooms.
15	Develop, share and display drop off/ collection protocols	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Signage in place at entrance/exit point. Parent/carers to be asked that only 1 adult accompanies pupil to school wherever possible. 2m markings and queue barrier in place for pupils arranging on foot. Senior leader to be visible at drop off and collection points to coordinate and ensure that



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					social distancing measures are being followed. 1 member of staff will come down to pupil entrance to ensure that all pupils are met and escorted to classroom. Hand sanitizer available at the entrance/exit.
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"/>	All visits to school will be by appointment only and will be agreed by the head teacher or the most senior member of staff available. <b>7.1.21 2021 Wherever possible, meetings should be held virtually. Where this is not possible, this will be restricted to essential visitors only including health, physio, therapeutic providers, social care, GMP and CAMHs. All visitors to wear face mask, unless exempt.</b> All non-essential contractor work to be carried out either in the evenings or the weekends. COVID-19 risk assessment to be shared and agreed with all visiting professionals before access to the school is allowed. Parents/carers to have information about restrictions of access to the school site, this will be on the school website. Signage in place around the school site to remind all persons of the guidance.
17	Stagger break and lunchtimes retaining the same amount of teaching time	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	School transport arrives and departs in 3 waves, at approx. 10-minute intervals. Pupils to remain on their bus with the escort until the SLT or bus team member on duty signals to unload the bus. All pupils to use hand sanitizer when disembarking the vehicle. Pupils who arrive with parents/carers to have later start and earlier finish times – 9.10am / 3.00pm.
<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"/>	Staff to be reminded of the Trust cycle to work scheme and to be encouraged to walk or cycle to work if possible. Staff to be reminded regularly of government advice re car sharing in full staff briefings. Advice emailed to all staff – October 2020.
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"/>	Pupils will not be able to be on school transport with pupils from their direct class group. Bus escorts to ensure that all pupils sanitise hands on boarding and disembarking the vehicle. <b>7.1.2021 – limited spaces on home to school transport. Parent/carers to be encouraged to transport students independently. Transport priority will be given to students of critical key workers and high-level safeguarding concerns.</b>



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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"/>	School has contacted school transport to request a copy of their risk assessment which should include additional cleaning regimes.
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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	As above plus school will have a designated home to school transport staff member who they can liaise with to discuss any concerns and or risk assessments. <b>Families to be advised to contact transport if any queries/issues.</b>
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"/>	Guidance printed out and shared with relevant families in school. Link to safer travel guidance for passengers to be on school website.
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"/>	Staff information on safe use of PPE and where appropriate training given available for all staff. Posters on safe removal of PPE will be in place and dedicated medical waste bins available. Any pupils wearing a mask will be supervised by staff when removing the mask to ensure that all safety measures are being followed. For the vast majority of pupils at Piper Hill the wearing of masks would not be appropriate.
25	Use of face coverings/masks – staff Trust response				

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				<p>Using current Government guidance, staff will be required to wear face coverings/masks on corridors and in shared spaces in school eg the reception area, dining hall, school toilets. In other rooms where the 2-metre distancing rule is more difficult to maintain when moving around staff <b>will be encouraged to</b> wear masks e.g. staff work rooms, staffrooms. Staff will not be required <b>but may choose to</b> wear face coverings/masks in classrooms, in outdoor spaces/activities and when eating or drinking. (e.g. if sitting in a workroom or staff room or office more than 2 meters distance from others you do not need to wear a mask however if you wish to do so this would be encouraged)</p> <p>Where students require reasonable adjustments regarding the use of masks for staff this will be considered. Information will be shared with all relevant staff and professionals.</p> <p>Staff will need a sealable plastic bag to safely store their mask- see staff guidance on wearing of masks.</p> <p>Wherever possible and with consideration of an individual student's risk assessment PPE including face covering/mask should be worn when changing students and/or supporting with personal care tasks. There will be procedures in place to ensure safe removal and disposal/storage of the face mask. In some instances, it might be appropriate to wear either a visor or goggles in addition to a face covering. This would be where an individual presented with high risk COVID-19 transmission behaviours including spitting, mouthing, coughing out – unintentionally, high levels of reaching out to touch staff faces. Unless a staff member is exempt from wearing a face covering one should always be worn in addition to a visor or goggles when needed. A visor or goggles is not a substitute for wearing a face covering. If a staff member thinks that they might be exempt from wearing a face covering or has any additional questions,</p>
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				<p>please contact either Louise Lynn or your line manager for further support.</p> <p>Staff will be responsible for providing their own face coverings. There will be emergency disposable masks in school for any member of staff who has forgotten their own.</p> <p>Prosper Learning Trust has a document 'Wearing of face coverings' staff guidance. This has been shared with all staff in school. Staff are to be encouraged to wear a face mask that is compliant with government guidelines: "ideally include at least two layers of fabric (the World Health Organization recommends three depending on the fabric used)"</p> <p><a href="https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own/face-coverings-when-to-wear-one-and-how-to-make-your-own">https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own/face-coverings-when-to-wear-one-and-how-to-make-your-own</a></p>
26	Use of face coverings/masks – students			<p>If a student is using a face mask either for travel to and from school or for transition times around school, they must be able to fit and remove their own mask with independence. Staff will not be able to support students with the fitting and/or removal of masks due to the high risk of transmission. Students who wear masks in school will need a clear and labelled plastic bag that they can use to keep their mask safe throughout the school day. If the mask is disposable, they will need additional masks as they are single use only. Disposable points will be available in school. There is no requirement for students to wear a face mask at Piper Hill however a request would be supported if parental or student choice and the student was able to complete task independently. The exception to this would be a student who is at a high risk from COVID-19 who would be unable to remove or put on own face mask due to either a medical or physical need and where parents/carers have requested that a mask be worn on school transport. Staff in the class team could support this by wearing full PPE when either putting on or taking off the student's mask. This information would be included on the class and/or individual risk assessment. Families would be asked to provide disposable masks for this purpose to minimise risks of transmission.</p>

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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,	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All non-essential furniture removed from classrooms to maximise floor space. Pupils to sit side by side at tables. Teachers and support staff to maintain the social distancing measures wherever possible. Where social distancing is not possible staff to try and ensure that there is little/no face to face working with pupils. Staff to maintain 2m distance from other staff members at all times. Windows are to be open AT ALL TIMES and external doors where it is safe to do so.
26	Reduced movement around school- <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"/>	See above points 13,14,15,17 plus cleaning time timetabled in for any shared spaces All groups to eat in own classrooms 12.15pm – bullets purchased to ensure that all pupils continue to have the choice of a hot meal. Extended bubbles to access outdoor shared breaktimes in a secure enclosed outdoor space. Times for use of the MUGA and field will be timetabled over the week.
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 are around school including in classrooms reminding pupils of social distancing. Class teachers to remind pupils at morning tutor times. Staff to support students with the social distancing measures in a way appropriate to their level of learning. 2m distanced footprints are on all corridors as a visual reminder to pupils of how much distance to keep between themselves and others.
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 Primary EYFS & KS1/ KS2, for Secondary KS3/ KS4/ 6 <sup>th</sup> Form.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Tutor times and collective worship will be delivered in class group bubbles. Assemblies will be delivered via zoom key stages and/or access groups. See point 26 for lunchtime arrangements.

## 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 classroom/zone reducing numbers in the dining hall.				
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"/>	Pupils to have their own instrument for music lessons, these will not be shared and will be rotated, to allow for cleaning and for leaving for a period of 72 hours before being used by the next group. Music lessons be delivered remotely by the music specialist (or via a pre-recorded session) with the class bubble team supporting the pupils in the lesson.
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"/>	Time allocated for enhanced cleaning after am session and the end of the school day. Outdoor sports and use of MUGA, field and bikes will be prioritised.
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"/>	Signage in place on staff room and staff work room advising of number of people allowed at any one time. Furniture arranged to ensure maximum social distancing measures can be implemented. Any non-essential furniture removed to maximise space. Windows to remain open at all times. Signage in the staff and work room re social distancing. Twice weekly reminders re staff shared spaces in full staff briefings. <b>7.1.21 Staff encouraged to wear masks in these areas and to limit the amount of social contact with staff outside of own bubble.</b>
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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
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"/>	Signage in place to ensure that only 1 person uses the room at any one time. Anti bac spray and blue roll available for staff to wipe down photocopier and door handle before and after use. Bin with lid in place in photocopier room.
34	Non-Essential repair /contracted works in buildings to be carried outside school hours.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
35	Reduction in lift use with priority given to employees or children with disabilities, relevant existing health	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All pupils will be in rooms on the ground floor. First and second floors will be for staff use only. Lifts will only be available to any staff members' and/or pupils who are not able to use the stairs.



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

	conditions or those who are pregnant. Staff encouraged to use stairs.				
36	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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Where a child is returning to school then the use of PPE should be based on their risk assessment and the employee risk assessment where relevant.

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 1
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 3
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"/>	Any pupils experiencing symptoms to wait in the individual work room on the purple corridor. PPE will be available if required as per government guidance(PPE could be worn if a child is presenting with COVID 19 symptoms and staff are unable to maintain 2m distance whilst supporting the student) Site manager has agreed the room to be used and cleaning protocol is in place for after it has been used by suspected COVID 19 case
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"/>	School to support/signpost families as to how and where they can access a test. Including how to order a home testing kit and where their nearest test centre is. This guidance will be published on the school website. The safeguarding team and SLT will have list of families who may need to be provided with a school testing kit.
41	Staff/pupils who test positive for COVID 19 should self-isolate for 10 days. Other members of their household (including siblings) should self -isolate for 14 days from when the symptomatic person first has symptoms.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Guidance published on school website. PHE adapted school letters to be sent to any pupil who has either had a positive test or has been in close contact with someone who has had a positive test, this will have the contain the guidance around self-isolation for self and others in the household.
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"/>	Wall mounted hand sanitisers with accompanying signage are placed at the pupil entrance and outside by the forest school. Clear signage is in place on the student entrance with instructions on where to go for hand washing – this is for all staff and students. Main reception has antibacterial hand wash available as required. All classrooms that are being used have



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

					handwashing facilities, blue roll and antibacterial spray for resources and surfaces. Signage is in staff toilets around spraying all surfaces and handles inc taps before and after use. Antibacterial spray available in all staff toilets and the photocopier room. All staff are reminded of these procedures in the morning briefing. All cleaning equipment is checked by site staff every morning and afternoon. Smaller hand gels are available for each class to take outside for outdoor activities
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"/>	Clear signage re procedures on arrival and departure. All staff reminded of handwashing importance in daily staff briefing. Students and staff to wash hands – supervised every 30 minutes, wherever possible. If students are on an outdoor activity e.g. bikes, they will use the hand gel and wash hands when they return to their classroom. All staff to be highly vigilant for student coughs and sneezes and to ensure that students hand wash straight away and are encouraged to use tissue which is then disposed of immediately. Signage in place around school reminding pupils and staff of importance of hand washing and the 'catch it, bin it, kill it' phrase.
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"/>	Staff will spray and wipe all surfaces and handles before and after student use. Bins with lids will be available in all bathrooms. See above point 43 for hand washing.
45	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</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Where appropriate pupils to have their own pencil case- labelled- with all necessary equipment. Any resources that are shared by the group e.g. jigsaws, board games, books will be thoroughly sprayed down between uses and limited to one group of students only. No sharing of resources between bubbles. Where this is not possible resources will be cleaned down and rotated to allow for a period of 48 hours (72 for plastics) between different bubble use. Structured and experiential groups to have individual sensory resource bags/tool kits for all pupils.



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

	<p>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.</p> <ul style="list-style-type: none"> <li>- Outdoor play equipment should be frequently cleaned following use by each group.</li> <li>- Pupils and teachers are advised not to 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>				<p>Individual resources in workstations to be set up by staff ready for student's arrival at school. All resources to be regularly cleaned down during the school day, ideally at 30-minute intervals. There will be minimal resources moving between home and school.</p> <p>Due to pupils not being able to manage hygiene procedures thoroughly it is recommended that staff do not take pupil's books home. Resources that do go home with pupils will have had the appropriate level of cleaning/quarantine.</p> <p>Staff who take home IT equipment should make sure hygiene procedures are followed.</p>
46	<p>Pupils should limit the amount of equipment they bring into school each day. This should be limited as much as possible to lunch boxes, coats, bags, and mobile phones (where applicable). Storage of equipment from home needs careful placement.</p>				<p>Parents/carers to be asked not to send pupils into school with bags or items from home wherever possible to reduce the risk of COVID-19 transmission. Pupils to be encouraged to bring any packed lunches into school in a throw away bag or container.</p>
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"/>	<p>Communicated through posters around school, tutor times, visuals. Staff reminders by email and twice weekly zoom briefings. Tissues available at all times. Staff, where appropriate, to teach students the catch it, kill it bin it guidelines – staff have shared useful websites for this purpose. Parents/cares have also been encouraged to talk to children about enhanced hygiene and resources have been shared on the school website e.g. 'blowing your nose' pictorial guidance for students.</p>
48	<p>Additional lidded bins and increased emptying / replacement are provided / in-place.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>All classrooms have their own bin which is emptied daily- if needed can be emptied more frequently if requested via Every</p>

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

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"/>	<p>ALL ROOMS TO BE AS WELL-VENTILATED AS POSSIBLE. WINDOWS MUST BE OPEN AT ALL TIMES AND WHERE SAFE TO DO SO EXTERNAL DOORS</p> <p>All classrooms and offices with outdoor space to have door to outdoor area to be kept open. Classrooms and offices to keep windows open.</p> <p>Classroom and office doors to corridors to be kept shut to reduce visits from pupils not in that group</p> <p>Class groups to take regular outdoor short breaks this is to completely refresh the air in the classroom</p> <p>Where appropriate and manageable classes to access outdoor learning and activities wherever possible. Cagoules have been purchased for all students in school and there is a set of wellies available for forest school/outdoor sessions if required.</p>
50	<p>Increased frequency of cleaning of communal areas and locations / high contact points (using detergent and hot water followed by a chlorine based disinfectant solution) including:</p> <ul style="list-style-type: none"> <li>• Toilets</li> <li>• Door Handles/ Access Buttons</li> <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"/>	<p>COVID-19 enhanced cleaning regime in place, written collaboratively with site manager and shared with all staff in school.</p> <p>2 x fogging machines purchased to support the enhance cleaning regime.</p> <p>First week in October both sites had external company in for full sanitise of the buildings.</p>
51	<p>Staff should ensure shared facilities such as staff room kitchens are cleaned thoroughly after use. E.g. following lunch or hot drink preparation.</p> <p>Staff should ensure any communal crockery, cutlery used is thoroughly washed and where possible use their own.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>A microwave and fridge is available in the staff room and business and enterprise space for staff to use during lunch and break times. Antibacterial spray available to spray any equipment before and after use, signage in place to remind staff of the importance of cleaning shared facilities. Where at all</p>



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

					possible staff should prepare and have drinks with their class group if safe to do so. All classes have a kettle risk assessment, which should be followed. Kettles to be stored in stockrooms when not in use, all kettles to be emptied as soon as used, staff cups to have lids at all times.
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 will store own items within own classroom stock cupboard
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"/>	<a href="#">Hand-Washing Guidance</a>  <a href="#">Hand-Washing Video</a>  <a href="#">Hand-Washing Poster</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"/>	Where possible deliveries and post will be left for 48 hours before being collect by relevant staff. Where this is not possible, staff will dispose of wrapping in bin with a lid and wash hands immediately after opening. All deliveries and post coming into school will be stored in the main office. Office manager will coordinate the distribution of items. Hand washing facilities, lidded bins and hand sanitisers are available in the main office at all times.
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"/>	See enhanced cleaning regime for full details. Key points – all bathrooms and classrooms are checked by site staff at the end of each day to ensure that every room has sufficient liquid soap and paper towels. Additional stock is available in school and can be requested by staff at any time via Every.
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"/>	Site manage or in their absence Deputy site manager to coordinate and risk assess all supplier and contractor visits. Relevant school risk assessments and school guidelines to be shared where appropriate to do so. Signage in place to remind all visitors of school expectations around personal hygiene. Wherever possible visits will be out of the regular school opening hours. Site manage to email head teacher weekly to advise of any contractors that will be on site and confirm that health and safety concerns/procedures have been fully discussed. All deliveries of supplies will be to the student entrance – office staff will answer

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

					the intercom and ask driver to leave supplies for them and/or site staff to collect. Site manager to coordinate all suppliers and contractors.
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Additional Infection Control, Cleaning and Hygiene Measures applied (Please detail below)

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> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>COVID response team in place in school. Trust COVID response guidelines with clear step by step guidance on how to respond to a confirmed case of COVID-19 in school has been shared with all senior leaders and the summer school leaders. The Head teacher has been through the guidelines with the Executive head teacher and has then met with all SLT to ensure that all leaders have a sound understanding of the procedures. Response guidelines available for staff if required.</p>

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

	<ul style="list-style-type: none"> <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>				<p>Office manage to maintain visitor records for the 21-day period, Piper Hill has an electronic signing in and out system for all visitors.</p> <p>All classrooms and shared staff spaces have communication books which can and have been used to successfully support any contact tracing after a positive test result. Staff are reminded about the booklets and what to log at twice weekly full staff briefings.</p>
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"/>	See point 10 for remote learning information.
<b>Key Roles and Responsibilities</b>					
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"/>	Trust staff to offer support in opening and securing building if shortage of site staff - 2 x SLT key holders in addition to site and assistant site manager
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"/>	See enhanced cleaning regimes Additional temporary cleaning staff to be recruited if required.
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> . There are 20 first aiders in school, including two deputy heads. Updated HSE guidance has been shared with first aiders.
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"/>	All SLT are trained fire marshals- there is always a member of SLT on site
<b>Statutory Premises Compliance and Maintenance</b>					

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

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"/>	All PPM will continue to take place with consideration of COVID-19 risk assessments. Site manager to go through expectations with any contractor that requires access to the school premises. Site manager to email head teacher weekly to advise of any contractors that will be on site and confirm that health and safety concerns/procedures have been fully discussed.
64	Defect Reporting arrangements are in place.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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

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

Additional Measures/ Considerations for Special Schools					
Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
65	<p>Pupil risk assessment completed/ updated to determine additional support for children with EHC plans to support a successful return.</p> <p>Parents contacted to involve them in planning for children's return in September- e.g. social stories/ visits.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Individual risk assessments are in place and have been shared with parents/carers and any relevant professionals e.g. social care, CAMHs. Parents/carers have received a letter outlining details of September return to school. All families have had weekly phone calls and have had the opportunity to ask questions and/or request any individual support e.g. social stories. Where requested and where risk assessment supports, any pupil who has wanted time in school during lockdown has been offered a part time place.</p> <p>Nov update: Where families have requested home/remote learning offer due to high level medical need/risks and/or anxiety around COVID-19 this has been fully explored with all relevant professionals and the family including social care, safeguarding CAMHs, nursing team. Where it has been agreed through full risk assessment and discussion that this is an appropriate request school have been fully supportive and all students in this category have a remote learning offer in place and twice weekly contact with their class team.</p> <p>Students who have medical evidence have been provided with home learning offer as appropriate e.g. this may include access to TEAMS, online educational websites and/or physical resource packs and sensory packs.</p>
66	<p>Bubbles/ groups are of an 'appropriate' class size. Numbers are lower in special schools than mainstream which will help to limit contacts.</p> <p>Children with complex needs unable to social distance so acceptable in smaller groups.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Due to the constraints around home to school transport and students not being able to socially distance, during school time pupils and staff will be grouped in class bubbles for their classroom learning time. For break times, lunchtimes and any other agreed shared times/areas pupils and staff will work in an extended bubble of up to 3 classes. Cover will continue to be</p>

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

					provided for staff absence and PPA. All pupils will have their full curriculum entitlement from September 2020.
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"/>	Individual risk assessments will be written in collaboration with families and health professional to determine suitability and safety of a school return. Where a return to school is not possible a remote learning timetable will be put in place and will be delivered by a teacher. Where appropriate school will loan laptops to pupils who need to remain at home. Individual resource packs will be purchased and put together for remote learning pupils.

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).

Completed by Head Teacher & Approved by Chair of Governors	Rachael Clifford	Date of Approval	16/07/2020
Date shared with all staff included the H&S representative	17/07/2020	UPDATED BY LOUISE LYNN 5.11.2020 UPDATED BY Rachael Clifford 7.1.2021	11/09/2020
		Date when school will be open and operating for ALL pupils.	