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| **School/ Setting** | St Anne’s RC Primary School | **Date of Assessment** | 13/07/2020 |
| **Assessment Completed By** | Janine Parker, Lianne Clegg and Emma Delves  Updated by Rachel Jacques 1.9.20 |

**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.

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**Our Employees**

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| **Ref** | **Control Measure** | **Yes** | **No** | **N/A** | **Actions Taken**  **Details / Further Information** |
| **01** | Any employee or persons within their household that has [coronavirus (COVID-19) symptoms](https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works#people-who-develop-symptoms-of-coronavirus), should not attend school/ setting. They should self-isolate immediately and [arrange to have a test](https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested). |  |  |  | All staff made aware of this during INSET on 02/09/20 |
| **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. |  |  |  | Information shared during September INSET on 02/09/20 |
| **03** | Any employee who develops COVID-19 symptoms during the school day should be sent home as soon as possible and should [arrange to have a test](https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested). |  |  |  | All staff made aware of this during INSET on 02/09/20 |
| **04** | An individual risk assessment will be completed for all staff that have characteristics that increase their potential risk from coronavirus (COVID-19), as set out in the [COVID-19: review of disparities in risks and outcomes report](https://www.gov.uk/government/publications/covid-19-review-of-disparities-in-risks-and-outcomes). Sample assessment template provided by Directorate for Children and Education Services |  |  |  | Identify staff with increased vulnerability to Covid 19 as they have characteristics of potential increased risk.  Individual Risk Assessments to be completed using provided template. |
| **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 |  |  |  | Regular welfare calls to be made |
| **06** | We provide suitable information and equipment to work at home safely and effectively including those staff who require additional aids and adaptations. |  |  |  | ICT equipment provided by school  Staff advised of expectations regarding working from home during Sept INSET |

**Our Pupils**

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| **Ref** | **Control Measure** | **Yes** | **No** | **N/A** | **Actions Taken**  **Details / Further Information** |
| **07** | If a pupil has anyone within their household that has [coronavirus (COVID-19) symptoms](https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works#people-who-develop-symptoms-of-coronavirus), should not attend school/ setting. They should self-isolate immediately and [arrange to have a test](https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested). |  |  |  | Letter sent out to all parents and carers prior to beginning of Autumn Term detailing procedure to follow. |
| **08** | Any pupil 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 pupil has not had symptoms, they should self-isolate for 7 days from the date of the test. |  |  |  | Letter sent out to all parents and carers prior to beginning of Autumn Term detailing procedure to follow. |
| **09** | Any pupil who develops COVID-19 symptoms during the school day should be sent home as soon as possible and should [arrange to have a test](https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested) |  |  |  | Identified isolation room within school.  All staff aware of procedures to follow through Sept INSET training  Office staff to contact parents and advise of procedure to follow. |
| **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. |  |  |  | On line learning to be delivered through SEE SAW as previously. Usage monitored and follow up phonecalls made.to children not accessing. Paper based work packs distributed to individuals who require them and follow up calls made to check progress.  Target children taught through Zoom intervention lessons. |
| **11** | Pupil groups should be arranged to enable the school to deliver the full range of curriculum subjects and students to receive specialist teaching.  At primary school, and in the younger years at secondary (key stage 3), schools may be able to implement smaller groups the size of a full class. If that can be achieved, it is recommended.  In secondary schools, and key stage 5, the groups are likely to need to be the size of a year group.  Children are kept in their groups for the majority of the classroom time, but mixing into wider groups is allowed for specialist teaching, wraparound care and transport. |  |  |  | Pupils placed in micro bubbles (30) of their year group for class teaching  Children in Year group bubbles (60) for playtimes and lunchtimes.  External wrap around care provider to maintain floor group bubbles within their provision  Wraparound provider to utilise outdoor area as much as possible. Numbers in after care reduced to 20. |
| **12** | School Behaviour Policy and expectations should be updated to reflect COVID measures and communicated to all staff, pupils and parents. |  |  |  | Behaviour Policy updated and approved by Governors.  Shared with all staff and available on school website from start of New Term.  Parents to be informed of changes. |

**Our School**

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| **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). |  |  |  | Year group bubbles allocated entrance and exit points  Entrance 8.45-9.00  EYFS – Point E  Year 1 and 2 – Point A  Year 3 and 5 - Point C  Year 4 and 6 – Point D  Staggered exit time  EYFS 3.10  KS1 3.15  Years 3 and 5 3.20  Years 4 and 6 .3.30 |
| **14** | Increased number of Entrance and Exit Points to the Building (external class room doors should be used where possible). |  |  |  | 4 designated entrance /exit points.  External classroom doors used to dismiss where possible  Increased staff presence to direct children. |
| **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). |  |  |  | One parent /carer per family  Clearly marked Entrance points  Staggered collection times. |
| **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. |  |  |  | All visitors require prior appointment. To wear masks / face coverings.  One person at a time in the Reception Area |
| **17** | Stagger drop off and finish times, lunch and break times for each cohort/group where possible.  If not possible for each year group, consider;  for **Primary** EYFS & KS1/ KS2,  for **Secondary** KS3/ KS4/ 6th Form.  This could include condensing / staggering free periods or break time but retaining the same amount of teaching time, or keeping the length of the day the same but starting and finishing later to avoid rush hour. |  |  |  | Reduce lunchtime to allow for Year group bubbles to have separate lunch and playtime.  Staggered exit times. |
| **Travel to and from School (including Public Transport and School Buses)** | | | | | |
| **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). |  |  |  |  |
| **19** | Pupils on dedicated school buses should wherever possible:   * Sit together in their year groups, * Ensure hands are sanitised on boarding/ disembarking * Use face coverings where appropriate, for children over the age of 11. E.g. if likely to be in close contact with people outside of their group. |  |  |  |  |
| **20** | Assurance should be sought from school bus providers of additional cleaning regimes and that a COVID secure risk assessment has been completed. |  |  |  |  |
| **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. |  |  |  |  |
| **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. |  |  |  | Majority of children walk or parents drive them to school.  Any parents using public transport have been advised to consider alternative methods of transport. |
| **23** | Families and pupils that have no alternative to use wider public transport are referred to the [safer travel guidance for passengers](https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers) |  |  |  | Information share with relevant parents. |
| **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. |  |  |  | Information shared with staff during Sept INSET training.  Parents to remove and replace child’s mask at the beginning and end of the day.  Pupils in Year 6 who travel independently school to provide Zip bag and inform children of procedures. |
| **Physical / Social Distancing in the Building** | | | | | |
| **Ref** | **Control Measure** | **Yes** | **No** | **N/A** | **Actions Taken**  **Details / Further Information** |
| **25** | Classrooms are organised maintaining space between pupils/ children/ adults where possible: small adaptations are made to the classroom to support distancing. Including seating pupils side by side and facing forwards, rather than face to face or side on, In secondary schools, teachers should stay at the front and maintain 2m distance. |  |  |  | Pupils allocated set places within classrooms  Pupils to sit at desks facing front, not opposite. |
| **26** | Reduced movement around school-   * Timetabling ensures that groups are kept apart and movement around the school is kept to a minimum. Consideration has been given to the avoidance of creating busy corridors, entrances and exits. Staggered start and finish times, break and lunch times have been considered, together with ensuring appropriate time for cleaning surfaces and equipment. |  |  |  | Limited movement around school  Staggered playtimes and lunchtimes |
| **27** | Older pupils are regularly reminded of the need to socially distance. E.g. Posters are located throughout school. |  |  |  |  |
| **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/ 6th Form.  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. |  |  |  | Children to dine in classrooms and grab bags or own packed lunch this will be reviewed fortnightly. |
| **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. |  |  |  | Music lessons delivered in classrooms provision has been adapted by Music service to ensure no singing, wind instruments or brass instruments. |
| **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. |  |  |  | Children taught PE in class groups.  Autumn Term PE – outdoor games only. |
| **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. |  |  |  | Additional staff room space has been allocated in the hall.  Each year group allocated seating area lunchtime timetable for staff staggered |
| **32** | Kitchen staff maintain social distancing of 2m in the kitchen. If not possible 1m plus additional controls. Kitchens must comply with the [guidance for food businesses on coronavirus (COVID-19)](https://www.gov.uk/government/publications/covid-19-guidance-for-food-businesses/guidance-for-food-businesses-on-coronavirus-covid-19). |  |  |  |  |
| **33** | Use of Small Meeting Rooms and Confined Areas (including Photocopier / Printer/ Storage areas) by more than one person prohibited. |  |  |  | Safety signage displayed  Meetings will be conducted in purple room. |
| **34** | Non Essential repair / contracted works in buildings to be carried outside school hours. |  |  |  |  |
| **35** | 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. |  |  |  | Lift will be used to move resources.  Staff 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). |  |  |  |  |

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

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| **Infection Control, Cleaning and Hygiene Arrangements** | | | | | |
| **Ref** | **Control Measure** | **Yes** | **No** | **N/A** | **Actions Taken**  **Details / Further Information** |
| **37** | Staff and/or pupils who are experiencing [coronavirus (COVID-19) symptoms](https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works#people-who-develop-symptoms-of-coronavirus), should not attend school/ setting. They should [arrange to have a test](https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested). |  |  |  | All staff made aware of this during INSET.  Parents informed in letter prior to September opening |
| **38** | Staff who experience symptoms as above whilst at work should go home as soon as possible and should [arrange to have a test](https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested). |  |  |  | All staff made aware of this during INSET. |
| **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. |  |  |  | Identified isolation room within school.  All staff aware of procedures to follow through Sept INSET training  Office staff to contact parents and advise of procedure to follow.  PPE provided |
| **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. |  |  |  | Parents to be informed to get child tested  10 kits in school. |
| **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. |  |  |  | All staff made aware of this during INSET.  Parents informed in letter prior to September opening |
| **42** | Provision of hand-washing / hand-hygiene facilities at entrances and throughout school/setting. (Regularly monitored & maintained). |  |  |  | Regular cleaning of facilities throughout the day.  Hand sanitiser available in every room. |
| **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. |  |  |  | Timetabled devised for frequent handwash.  Hand sanitiser available in every room. |
| **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 |  |  |  |  |
| **45** | Educational Resources;   * For frequently used resources such as pens and pencils, staff and pupils should have their own items * 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. * 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. * Outdoor play equipment should be frequently cleaned following use by each group. * 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. |  |  |  | .All pupils allocated individual stationery items  PE equipment sanitised between usage  I pads / laptops sanitised before and after use.  Outdoor equipment frequently cleaned  Library books quarantined for a minimum of 48 hours |
| **46** | Pupils should limit the amount of equipment they bring into school each day. This should be limited to lunch boxes, coats, bags, books, stationery and mobile phones (where applicable). | x |  |  | Equipment limited to book bags, lunch boxes, PE kit and coats |
| **47** | All staff and pupils are encouraged to cough / sneeze into tissues and dispose of these in appropriate waste disposal bins. (Catch it, Kill it, Bin it) |  |  |  | Each bubble has clinical waste bin and cleaning materials |
| **48** | Additional lidded bins and increased emptying / replacement are provided / in-place. |  |  |  |  |
| **49** | All working areas within the building should be well-ventilated (Windows and Doors open) where safe and appropriate to do so. |  |  |  | Information shared with staff at Sept INSET |
| **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:   * Toilets * Door Handles/ Access Buttons * Kitchen areas and associated equipment * Water dispensers/ coolers * Printers/ Photocopiers * White Boards * Play Equipment * Shared resources |  |  |  | Continue with increased frequency of cleaning currently in place. |
| **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. |  |  |  | Staff advised at INSET  Signage displayed  Increased cleaning materials available for staff usage. |
| **52** | Staff should consider the storage of their personal items to ensure they are Covid secure. |  |  |  | Staff advised at INSET |
| **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. |  |  |  | [**Hand-Washing Guidance**](https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/)  [**Hand-Washing Video**](https://www.youtube.com/watch?v=aGJNspLRdrc)  Signage displayed  Timetabled slots for each class throughout the day |
| **54** | Office staff who receive deliveries, post etc. are encouraged to wash their hands more frequently and are provided with sanitiser. |  |  |  | Staff advised at INSET |
| **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. |  |  |  | Staff advised at INSET |
| **56** | Suppliers and Contractors advised if attending premises of infection control arrangements, no-access areas and expectations around personal hygiene. |  |  |  |  |

**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** | Sufficient understanding and processes are in place to respond to a confirmed case of COVID 19 in school:   * Those with symptoms book a test (as above schools will be provided with a limited number of tests) * Contact Public Health when become aware of a confirmed case (Public Health will also contact schools when they become aware of a confirmed case). * Public Health will then work with school to determine actions to be taken. * School should keep a record of pupils/staff in each year group and any close contact between staff and children in different groups. * School should keep a record of all visitors to the school including contact details. Records to be kept for 21 days. |  |  |  | Only visitors with prior appointments allowed on the premises.  Contact details to be taken on arrival.  SLT aware of need to contact Public Health  Public Health England to be notified and advice followed. TEL: 02076548000 |
| **58** | If an outbreak is confirmed (2 or more cases within a 14 day period) health protection teams may recommend that a larger number of other pupils self-isolate at home as a precautionary measure.  Remote/distance learning contingency arrangements for all pupils should be maintained in case of school/ year group closure during any local COVID 19 outbreak. |  |  |  | Public Health England to be notified and advice followed.  On line learning platform in place as previously. |

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| **Key Roles and Responsibilities** | | | | | |
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| **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. |  |  |  |  |
| **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). |  |  |  |  |
| **61** | Sufficient numbers of trained staff are in place to provide First Aid and First Aiders are aware of updated HSE guidance.(See link). |  |  |  | <https://www.hse.gov.uk/coronavirus/first-aid-and-medicals/first-aid-certificate-coronavirus.htm>. |
| **62** | Sufficient numbers of staff are in place to enable safe evacuation of the building in the event of an emergency. |  |  |  |  |

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| **Statutory Premises Compliance and Maintenance** | | | | | |
| **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:   * Fire Alarm and Detection * Powered Doors / Gates * Legionella and Water Testing * Electrical Safety * Gas Safety * PAT Testing * Asbestos Management |  |  |  | All scheduled maintenance checks continue to be conducted |
| **64** | Defect Reporting arrangements are in place. |  |  |  |  |

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

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| **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. |  |  |  | SENCO to contact parents regarding September return. |
| **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. |  |  |  | Micro bubbles of 30 per year group  Wider floor bubbles for lunchtime and playtime (60 pupils) |
| **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. |  |  |  | See Saw learning Platform available.  Parental communication to identify individuals.  Individual risk assessments conducted for and identified clinically extremely vulnerable pupils. |

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

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

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

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| **Completed by Head Teacher & Approved by Chair of Governors** | Janine Parker | **Date of Approval** | Click here to enter a date. |
| **Date shared with all staff included the H&S representative** | Click here to enter a date. | **Date when school will be open and operating for ALL pupils.** | Thursday 3rd September |