

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

School/ Setting	Lily Lane Primary	Date of Assessment	15/07/2020
Assessment Completed By	Sharon Oldham		

Risk Assessment is subject to change as issues arise and will be assessed weekly in September initially.

Initial additions due to legislation guidance from August 28th

Managing confirmed cases:

See control measures 7 and 8. Please see change of isolation room (Parent Pod in house garden)

Track and trace team from the authority will contact school and issue guidance and letters for those who need it. School will work with the Local Health and protection team where necessary.

Staying COVID Secure – Our Commitment

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

Our Employees

Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
01	Any employee or persons within their household that has coronavirus (COVID-19) symptoms , should not attend	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Staff who kept in contact with by phone and log of this taken and regularly updated. Any staff who have someone in their household with symptoms should contact school as soon as possible.

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	school/ setting. They should self-isolate immediately and arrange to have a test .				Symptoms: <ul style="list-style-type: none"> high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature) new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual) loss or change to your sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal
02	Any employee who has tested positive for COVID 19 should not attend school/ setting for 7 days from the onset of symptoms. If the test is positive but the employee has not had symptoms, they should self-isolate for 7 days from the date of the test.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Testing is available for school staff and their immediate family presenting with symptoms. Reporting in line with the usual reporting for sickness absence procedures
03	Any employee who develops COVID-19 symptoms during the school day should be sent home as soon as possible and should arrange to have a test .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Member of SLT informed immediately, staff to leave the building and book a test as soon as possible. Staff to keep school informed of the test and result as soon as possible, sharing their test time and result via email/text
04	An individual risk assessment will be completed for all staff that have characteristics that increase their potential risk from coronavirus (COVID-19), as set out in the COVID-19: review of disparities in risks and outcomes report . Sample assessment template provided by Directorate for Children and Education Services	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	All staff in the groups identified in the groups named in the report (click link in box) as more at risk to have an individual risk assessment. Staff who feel they fall into these categories to identify themselves to SLT to work on an individual risk assessment with Health and safety representative. Awaiting template from DFE
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"/>	Staff to kept informed of school events with updated emails and contact by phone Well being support offered via phonecalls
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"/>	Equipment has been bought to enable staff to work from home as necessary. Delivered to home addresses as needed.

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 coronavirus (COVID-19) symptoms , should not attend school/ setting. They should self-isolate immediately and arrange to have a test .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Parental responsibility to communicate any issues to school Inform school as soon as known Symptoms: <ul style="list-style-type: none"> • high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature) • new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual) • loss or change to your sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal Test can be arranged as soon as possible and school to be informed of results as soon as possible
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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Parental responsibility to communicate any issues to school Inform school as soon as known Symptoms: <ul style="list-style-type: none"> • high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature) • new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual) • loss or change to your sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal Test can be arranged as soon as possible and school to be informed of results as soon as possible

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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	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Any child who develops symptoms during the school day are to isolate in the designated area until an adult can collect them. (Parent Pod in house garden.)</p> <p>Symptoms:</p> <ul style="list-style-type: none"> • high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature) • new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual) • loss or change to your sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal <p>Test can be arranged as soon as possible and school to be informed of results as soon as possible</p>
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"/>	<p>All children to have access to the home learning via the FROG platform and website. Zoom lessons can be arranged as needed based on what is being taught in school. Staff to keep in touch with families during any extended closure</p>
11	<p>Pupil groups should be arranged to enable the school to deliver the full range of curriculum subjects and students to receive specialist teaching.</p> <p>At primary school, and in the younger years at secondary (key stage 3), schools may be able to implement smaller groups the size of a full class. If that can be achieved, it is recommended.</p> <p>In secondary schools, and key stage 5, the groups are likely to need to be the size of a year group.</p> <p>Children are kept in their groups for the majority of the classroom time, but mixing into wider groups is allowed for specialist teaching, wraparound care and transport.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>To be assessed after first week: Use the curriculum breadth and specialists to facilitate smaller groups IE: Forest schools 15 children , Music 15 children</p> <p>School days arranged with smaller classes. 4 groups EYFS and Year 6.</p> <p>Y1 -Y5 – staggered starts 1 to 15.</p> <p>There will be a shorter lunchtime and more structured outdoor time for the younger children.</p> <p>Time will be spent ensuring that children are secure in their new learning environment with opportunities for more offsite learning.</p>

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					Wrap around care will be provided in school from 8am to 6pm daily Monday to Friday
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 for learning policy to be followed and leaflets given to families for children and parents to sign

Our School

Capacity, Access and Egress					
Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
13	Designated Entrance and Exit Points to the Building (for each year group of pupils where possible or where not possible for certain year groups to avoid all pupils using the same entrance/ exit).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	There are now 6 entrances/exits to the school site: 2 pedestrian entrances on Kenyon Lane 1 Vehicular entrance and 1 pedestrian on Lily Lane Lizmar Terrace 2 gates These will be co-ordinated alongside staggered start and end times.
14	Increased number of Entrance and Exit Points to the Building (external class room doors should be used where possible).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Entrance and exit points: 9 points of entry/exit to the main building 5 points of entry/exit to the new build 1 point of entry to the house
15	Develop, share and display drop off/ collection protocols e.g. one way system and one parent/carer only to drop off/ collect child. (Ensure children are dropped off at school gates rather than coming into school playground, older KS2 children are encouraged to walk to school by themselves).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Signs around school to show direction of people traffic This will be shared during induction with staff, parents and children. Drop off and collection points. Shop-like queuing system in place outside, one way with crowd control barriers. Staff to direct parents & children at drop off & collection times in the first instance. Signage to be displayed at drop off & pick up areas. One parent only for drop off and collection. Entrance and exit points: 9 points of entry/exit to the main building 5 points of entry/exit to the new build

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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"/>	Parents given times for appointments or asked to call first. This will be shared during induction with staff, parents & children. Parents to communicate via telephone to the school office. No visitors allowed on site unless pre-arranged with SLT. Any meetings to be arranged virtually. Only 3 rd party visitors on-site currently are building contractors with no contact with staff or pupils. Use of sports coach to work with class bubbles.
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/ 6 th Form. This could include condensing / staggering free periods or break time but retaining the same amount of teaching time, or keeping the length of the day the same but starting and finishing later to avoid rush hour.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	EYFS: 9:15am – 2.45pm Year 1 – 5 Group A: 8:45 to 12:30 Group B: 11:45 to 3:30 Year 6 9am to 3pm
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).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All staff advised on best practice and to wear face covering as mandatory on public transport.
19	Pupils on dedicated school buses should wherever possible: <ul style="list-style-type: none"> - 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. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Use of minibus as necessary – risk assessment completed for mini bus
20	Assurance should be sought from school bus providers of additional cleaning regimes and that a COVID secure risk assessment has been completed.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	N/A

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21	Close liaison is in place for statutory 'Home to School Transport' with the Local Authority, school and private providers. Assurance should be sought that additional cleaning regimes are in place and a COVID secure risk assessment has been completed.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	N/A
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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	To be completed in September as part of induction to school Guidance from public transport looked at and signpost for support regarding face coverings for use of public transport.
23	Families and pupils that have no alternative to use wider public transport are referred to the safer travel guidance for passengers	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Safer travel guidance and applications for mask exemptions signposted
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"/>	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 lidded 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.
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	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Classrooms have been arranged and all unnecessary furniture has been removed to help with space, lining up on specific 2m marked tape on the floor.

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	seating pupils side by side and facing forwards, rather than face to face or side on, In secondary schools, teachers should stay at the front and maintain 2m distance.				All unnecessary books, paper, resources either removed completely or out of reach. 1 m+ between each chair with a good amount of space near doorways and sinks. Horseshoe desk set up to keep all children facing forward.
26	Reduced movement around school- - Timetabling ensures that groups are kept apart and movement around the school is kept to a minimum. Consideration has been given to the avoidance of creating busy corridors, entrances and exits. Staggered start and finish times, break and lunch times have been considered, together with ensuring appropriate time for cleaning surfaces and equipment.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Timetabled movement around school and use of outdoor areas Each morning, recap lesson on social distancing & other covid-19 measures in place – hygiene, handwashing, wiping surfaces etc. Timetable for the day to incorporate covid-19 messages. Signage up around the school and on all doors. Incorporated into updated behaviour policy & home-school agreement, covered in induction with parents & children. Children to be given home school contracts and re-enforce this throughout the day.
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"/>	Signage in use around school and reminders during the daily routine
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 th 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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Dining area cleaned after each bubble accessed Dining area usage restricted to keep cross contamination to a minimum Packed lunches to be eaten in class where appropriate
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"/>	All music lessons in groups of less than 5 – in well ventilated areas. Use of tissues to cover spit valves and leakage All pupils to face forward with instrument
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"/>	PE – on MUGA timetable or in well ventilated hall. Pupils should be kept in consistent groups, sports equipment thoroughly cleaned between each use by different individual groups, and contact sports

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					avoided. Outdoor sports should be prioritised where possible, and large indoor spaces used where it is not, maximising distancing between pupils and paying scrupulous attention to cleaning and hygiene.
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"/>	Rooms to have a maximum usage sign on front and reminders in briefing to staff about distancing
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) .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Kitchen to follow guidance in place from Manchester Fayre
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"/>	Rooms to have a maximum usage sign on front and reminders in briefing to staff about distancing
34	Non Essential repair / contracted works in buildings to be carried outside school hours.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Repairs not being undertaken at the moment – if this happens then it will be outside of school hours and not add to the number of people on site All visits to site to be arranged with the admin team and undertaken in out of school hours. Discussed during induction with admin and caretaker.
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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All staff on site able to use the stairs. If lift is used -cleaned afterwards as necessary
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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	N/A

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
37	Staff and/or pupils who are experiencing coronavirus (COVID-19) symptoms , should not attend school/ setting. They should arrange to have a test .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Any child/adult who develops symptoms during the school day are to isolate in the designated area until an adult can collect them. (Dance studio for September)</p> <p>Symptoms:</p> <ul style="list-style-type: none"> • high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature) • new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)

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					<ul style="list-style-type: none"> loss or change to your sense of smell or taste – this means you’ve noticed you cannot smell or taste anything, or things smell or taste different to normal <p>Test can be arranged as soon as possible and school to be informed of results as soon as possible</p>
38	Staff who experience symptoms as above whilst at work should go home as soon as possible and should arrange to have a test .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Any adult who develops symptoms during the school day are to go home as soon as possible and arrange a test – informing school of the results.</p> <p>Symptoms:</p> <ul style="list-style-type: none"> high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature) new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual) loss or change to your sense of smell or taste – this means you’ve noticed you cannot smell or taste anything, or things smell or taste different to normal <p>Test can be arranged as soon as possible and school to be informed of results as soon as possible</p>
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"/>	<p>Any child who develops symptoms during the school day are to isolate in the designated area until an adult can collect them. (Dance studio for September)</p> <p>Any first aiders working with the children should wear PPE and clean the area immediately after the pupil is collected.</p> <p>Symptoms:</p> <ul style="list-style-type: none"> high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature) new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual) loss or change to your sense of smell or taste – this means you’ve noticed you cannot smell or taste anything, or things smell or taste different to normal

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					Test can be arranged as soon as possible and school to be informed of results as soon as possible
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"/>	<p>If a child presents with COVID 19 symptoms during a school day they will be supported by first aid staff and then: Any child who develops symptoms during the school day are to isolate in the designated area until an adult can collect them. (Dance studio for September) Any first aiders working with the children should wear PPE and clean the area immediately after the pupil is collected.</p> <p>Symptoms:</p> <ul style="list-style-type: none"> • high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature) • new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual) • loss or change to your sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal • <p>Test can be arranged as soon as possible and school to be informed of results as soon as possible</p>
41	Staff/ pupils who test positive for COVID 19 should self-isolate for 7 days. Other members of their household (including siblings) should self -isolate for 14 days from when the symptomatic person first has symptoms.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Information from the government guidelines will be followed: Families informed seven days after first symptoms appear and only if all symptoms are gone. Fourteen days after first symptoms appear for rest of family. Or evidence of clear testing shown to staff in office. Temperature gun at the entrances to check temperature of children before they enter.</p>
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"/>	<p>Currently in place and when empty alert cleaning staff via the purple job book in the office.</p>
43	All staff and pupils are encouraged to regularly wash their hands with soap and water, especially upon arrival at school/setting, prior to eating, following break/lunch time	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>This will be part of the timetable and time allocated for this. Incorporated into the curriculum, hygiene, e-bug resources to be used</p> <p>Boxes of tissues, hand sanitizers, cloths in each bubble and all other working areas. Lidded bins in use.</p>

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	and any other time deemed necessary (after coughs/sneezes). Small children and children with complex needs should continue to be helped to wash their hands properly.				
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"/>	Boxes of tissues, anti-bacterial wipes, disposable cloths hand sanitizers in each bubble and all other working areas. Each classroom has hand washing facilities. Children taught how to turn off the tap using hand towel and leave sink clean for others. Staff member to supervise handwashing ensuring thorough clean. Posters from Dept of Health displayed at all sink areas.
45	Educational Resources; <ul style="list-style-type: none"> - 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. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>.All children given their own equipment and labelled to help keep separate from others. Each area labelled for the children also</p> <p>School issued stationery. All stationery to be kept in their own zip bag. Children clean own equipment with anti-bacterial wipe at the end of each day.</p> <p>Only using appropriate easily cleanable equipment All unnecessary books, paper, resources out of reach or removed from class. Surfaces are cleared in classrooms – wiped down frequently.</p> <p>Mats removed. EYFS: all soft toys removed, settees, cushions</p>

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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			<p>Parents and children informed for them to bring in the minimum amount from home.</p> <p>Mobile phones are discouraged but if brought in are collected in envelope in office – no members of staff to touch the phones brought in.</p>
47	All staff and pupils are encouraged to cough / sneeze into tissues and dispose of these in appropriate waste disposal bins. (Catch it, Kill it, Bin it)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Incorporated into the curriculum, hygiene, e-bug resources to be used. Boxes of tissues, hand sanitizers in each bubble and all other working areas. Signage in all classrooms, offices, around school. Additional lidded waste bins used. Bins to be double bagged. Open bins to be removed from classrooms. Where staff are working alone, open bins are permitted. Posters included in children's trays and teachers to go through the e-bug resource each morning.
48	Additional lidded bins and increased emptying / replacement are provided / in-place.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	These are in place currently – extra available for new spaces
49	All working areas within the building should be well-ventilated (Windows and Doors open) where safe and appropriate to do so.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All opened and propped as needed. Part of the cleaning rota set up.
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"> ● Toilets ● Door Handles/ Access Buttons ● Kitchen areas and associated equipment ● Water dispensers/ coolers ● Printers/ Photocopiers ● White Boards ● Play Equipment ● Shared resources 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Cleaning staff will deep clean all areas every evening.</p> <p>Cleaning staff will wipe down communal spaces each morning.</p> <p>Cleaning equipment available in all classrooms – disposable cloths and antibacterial spray.</p> <p>Frequent wipe down of surfaces between sessions as staff deem appropriate.</p> <p>New cleaning regime to be agreed with caretaker and cleaning staff during induction. Increased cleaning hours throughout the day, clean toilets and high contact points.</p> <p>Each room to have a record of cleaning to be updated daily.</p> <p>Supply staff to be brought in if any absence to cover the cleaning needs</p>

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51	Staff should ensure shared facilities such as staff room kitchens are cleaned thoroughly after use. E.g. following lunch or hot drink preparation. Staff should ensure any communal crockery, cutlery used is thoroughly washed and where possible use their own.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Staff must wipe down any equipment used in the kitchen thoroughly. Microwaves/fridges/kettles/hot water boiler must be wiped using the wipes available in the room. Staff must let cleaning staff know when products are running low using the purple book in the office. Staff are encouraged to bring their own cutlery and utensils in.
52	Staff should consider the storage of their personal items to ensure they are Covid secure.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Staff to bring own items in and store within their own class bubble or base. There are lockable filing cabinets available in classrooms to store personal bags.
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"/>	Hand-Washing Guidance Hand-Washing Video Use e-bug resources from Dept for Health. Staff to go through the routine with pupils each morning. Incorporated into the timetable and curriculum. Posters up at every sink throughout the school.
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"/>	Office has the large refillable container for hand sanitiser. When deliveries are received staff to use the hand sanitiser – Deliveries to Lizmar terraced.
55	Increased frequency of toilet inspections and checks to ensure sufficient supplies of liquid soap and paper towels are maintained. Staff to report shortages to site staff.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Staff to report shortages in the purple book in office which is checked during the day. Checklist for cleaning staff to ensure they have checked the points – these are filled in and handed to Paul (site manager) for records.
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"/>	Office staff/site manager to inform any suppliers or contractors of expectations in school and use of hand sanitisers as necessary.

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

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Teachers and TA's will not be directed to clean, cleaning materials will be made available in all classrooms and staffroom for safety. It is at the individual's discretion whether to use. They are asked to wipe down areas after they have used a communal chair or space.

Cleaning staff to be issued with and expected to wear PPE – apron, gloves, face mask, visor.

All staff issued with PPE in case of coming into contact with suspected case of Covid-19.

First Aid – 5 areas identified for first aid –

- Upstairs Hall
- Downstairs hall
- Office
- Nursery
- Year 1 Office

Response to an Infection

Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
57	Sufficient understanding and processes are in place to respond to a confirmed case of COVID 19 in school: <ul style="list-style-type: none"> - 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. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> - Test for those with symptoms - email sent with instructions on how to get test - Contact Public Health when become aware of a confirmed case (Public Health will also contact schools when they become aware of a confirmed case). - Public Health guide school with next course of action - School should keep a record of pupils/staff in each year group and any close contact between staff and children in different groups. Each class register staff who work with them on a daily basis to enable

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	- School should keep a record of all visitors to the school including contact details. Records to be kept for 21 days.				successful track and trace. Visitors book signed and records checked as necessary
58	If an outbreak is confirmed (2 or more cases within a 14 day period) health protection teams may recommend that a larger number of other pupils self-isolate at home as a precautionary measure. Remote/distance learning contingency arrangements for all pupils should be maintained in case of school/ year group closure during any local COVID 19 outbreak.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Contact health protection teams for advice Remote/distance learning contingency arrangements for all pupils should be maintained in case of school/ year group closure during any local COVID 19 outbreak. Continued use of FROG, website and phone calls home as necessary Home packs produced if needed as in Spring/Summer terms
Key Roles and Responsibilities					
Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
59	Sufficient staffing / resources are in place to maintain the security of the building and its occupants.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All Health and Safety standards are being met with the number of staff on site and their roles clarified for the purpose of security and risk assessment
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"/>	Cleaning staff rota checked weekly and any absences covered by contract staff
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"/>	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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All staff working on site Including designated health and safety workers and fire marshals as needed for an evacuation
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: <ul style="list-style-type: none"> Fire Alarm and Detection 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All covered and routines currently in place. Purple job list book set up and in place Weekly Health and safety/ maintenance meeting Monday 3pm Emergency work to be carried out under current government guidelines as needed.



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	<ul style="list-style-type: none"> • Powered Doors / Gates • Legionella and Water Testing • Electrical Safety • Gas Safety • PAT Testing • Asbestos Management 				
64	Defect Reporting arrangements are in place.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Purple book at office to be used for any reporting

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

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

Health.and.safety@manchester.gov.uk

Additional Measures/ Considerations for Special Schools					
Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
65	Pupil risk assessment completed/ updated to determine additional support for children with EHC plans to support a successful return. Parents contacted to involve them in planning for children's return in September- e.g. social stories/ visits.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	For those children who need an individual plan. Meeting arranged with staff to discuss needs and care arrangement Parents consulted with document to sign PPE to be used at all necessary times when working with children with Personalised individual risk assessments
66	Bubbles/ groups are of an 'appropriate' class size. Numbers are lower in special schools than mainstream which will help to limit contacts. Children with complex needs unable to social distance so acceptable in smaller groups.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Those children who need a higher level of support to have access to extra adults as needed for the safety of themselves and others
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"/>	Any children requiring extra support because of health issues should have a meeting with school health team, parents and staff to ensure safe introduction and day to day attendance can be adhered to.

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

Completed by Head Teacher & Approved by Chair of Governors	Ms Julia Clark Mr Keith Hulton	Date of Approval	17/07/2020
Date shared with all staff included the H&S representative	15/07/2020	Date when school will be open and operating for ALL pupils.	03/09/2020