



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

School/ Setting	North Ridge High School (Specialist Support)	Date of Assessment	22/07/2020
Assessment Completed By	Senior Leadership Team		

Staying COVID Secure – Our Commitment

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

Our Employees

Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
01	Any employee or persons within their household that has coronavirus (COVID-19) symptoms , should not attend school/ setting. They should self-isolate immediately and arrange to have a test .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Staff briefing sessions undertaken Friday 17 th July and 1 st September 2020. Guidance shared with colleagues and reinforced on a regular basis. COVID folder established on staff drive, all guidance documents, risk assessments and procedures contained within. Signage around school reinforces the message.
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"/>	Staff briefing sessions undertaken Friday 17 th July and 1 st September 2020. Guidance shared with colleagues and reinforced on a regular basis. COVID folder established on staff drive, all guidance documents, risk assessments and procedures contained within. Signage around school reinforces the message.
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"/>	Staff briefing sessions undertaken Friday 17 th July and 1 st September 2020. Guidance shared with colleagues and reinforced on a regular basis. COVID folder established on staff



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					drive, all guidance documents, risk assessments and procedures contained within. Signage around school reinforces the message.
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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All staff identifying as vulnerable/extremely clinically vulnerable have a risk assessment in place. Meetings will take place on the 1 st /2 nd September to review and update the risk assessments in line with the most up to date information and guidance. All colleagues impacted have been made aware.
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"/>	Colleagues advised to maintain contact with a member of the SLT during summer break in the event of ill health (mental/physical). Routine procedures for attendance management will be maintained once school resumes in September (regular contact is part of the standard routines in place). Open door policy in school, employee assistance programme and Occupational Health available to support colleagues as required.
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"/>	Any necessary equipment and resources are provided to those working for home. Whole school email system is utilised for dissemination of information across all colleagues/departments.

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"/>	Guidance shared with families, detailed on website and reinforced regularly.
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"/>	Guidance shared with families, detailed on website and reinforced regularly.

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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>Staff briefing sessions undertaken Friday 17th July and 1st September 2020. Guidance shared with colleagues and reinforced on a regular basis. COVID folder established on staff drive, all guidance documents, risk assessments and procedures contained within.</p> <p>School procedure shared families, importance of maintaining up to date contact information in school reinforced.</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>We have set up a virtual learning platform using SeeSaw. All staff have been briefed on expectations and will have further training on 1st & 2nd September 2020 on how lessons will be available to pupils and their families- this will be planned in each department. This will ensure we are meeting the different needs of the pupils in each department. We will be able to deliver a mixture of online learning, live lessons and paper based activities.</p> <p>In the first week of September we will update our audit of pupils' home access to ICT and will provide training for parents to access online learning. This may take the form of leaflets/ guides or individual tuition where necessary.</p> <p>Our school laptops will be allocated to pupils who require/ will benefit from being able to use them for their learning.</p> <p>We will identify any pupils who will benefit from one to one tuition or small group learning. We will have a plan to provide this to pupils who can't attend school via on line teaching using google. So far we have taught pupils individually but if appropriate we will extend this to small group teaching.</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>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>We will work in departmental/Key Stage 'bubbles'. The timetable has been planned so that there is limited staff working across bubbles. Where this is needed they will work across 2 bubbles. We currently have 3 staff working across bubbles.</p> <p>We will offer a full curriculum from September 2020. We have included a Recovery Curriculum to support pupil returning to school and to identify and bridge any individual gaps in learning. This includes alternative use of assembly time to work with our pupils on areas such as resilience and emotional wellbeing. We will assess all pupils in the</p>



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	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>first 2 weeks to identify their baseline. Pupils who have gaps in their learning will receive either individual or small group interventions to help them to catch up.</p> <p>In order to maintain 'bubbles' some teachers will have to deliver specialist subjects e.g. PE. These teachers are supported by lead for PE and will have support in planning lessons for delivery.</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"/>	<p>School Behaviour plan was updated in June 2020 and reviewed in July 2020. We have included a Covid appendix. All behaviour plans and positive handling plans have been reviewed and a Covid appendix added where required. These are in staff shared area and will be sent to all parents on return in September 2020. We have written behaviour support plans for new pupils starting school in September 2020.</p>

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"/>	<p>Student arrival is mainly via home to school transport. Students have one point of entry and exit located in the main school hall. This is a large area with double doors. Students will gather in their class/department bubbles. Start and finish times have been staggered to avoid any congestion at the entrance and exit points. Staff have one point of entrance and exit not used by students. A 'keep left' policy has been</p>



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					adopted for movement around school, with directional signage in place to support the message.
14	Increased number of Entrance and Exit Points to the Building (external class room doors should be used where possible).	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	We will continue with our routine as there are limited options due to the layout of the building. External classroom doors will be used to access the playground. We will continue to review once pupils return to school.
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"/>	Procedures for both parents and home to school transport shared. 3 members of the ESLT on duty at both the start and end of the day to support the establishment of clear routines for students, parents and home to school colleagues. For pupils being dropped off in vehicles they will wait to unload until staff indicate that it is safe.
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"/>	Additional colleagues (Health) using the building will be asked NOT to arrange meetings on the school site. Dates of attendance by professionals will need to be provided 5 days in advance. Colour coded system on main school calendar for all events that include visitors to school to ensure we are not compromising H&S. External visitors will need to provide up to date contact details.
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"/>	Start and finish times have been staggered to avoid any congestion at the entrance and exit points. Outdoor activities and recreation timetabled to avoid congestion. Lunch taken in class by the majority due to restrictions of a shared site. Rotation of bubble groups attending the dining hall for lunch. Toilet breaks are staggered throughout the day, including lunch time.
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"/>	Guidance shared with staff and families. The majority of students utilise home to school transport. Parents have been advised to transport themselves where possible.



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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 type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	We await transport guidance from LA
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 type="checkbox"/>	We await transport guidance from LA
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 type="checkbox"/>	We await transport guidance from LA
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 type="checkbox"/>	Survey of transport – need to complete if not already undertaken
23	Families and pupils that have no alternative to use wider public transport are referred to the safer travel guidance for passengers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Survey will identify any families for whom this applies
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	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Procedure for the removal and safe storage/disposal of face masks on arrival at school. Shared with families and staff. Procedure on display at entrance points.



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	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.				
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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Classrooms are well organised and free from clutter. Individual student resource boxes are utilised to avoid unnecessary sharing of regular use items. Subject resource boxes have been prepared for classes to avoid unnecessary access to shared spaces e.g. art stockroom. Desks are positioned facing forwards, students seated side by side.
26	Reduced movement around school- <ul style="list-style-type: none"> - 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"/>	Students remain class based in the whole with the exception of access to specialist rooms e.g. food technology, gym. Movement around school is restricted throughout the day. The timetable of both schools (NR &OL) have been shared in order to ensure that movement across shared areas e.g. link corridor is planned to avoid congestion and unnecessary contact. Specific cleaning procedures are in place for specialist/multi use rooms and displayed. Class routines are displayed in each room and detail the requirement for hygiene and cleaning requirements throughout the day. <p>The timetable has been planned to allow pupils to work in bubbles and remain in their classroom for the majority of subjects. Break times have been staggered to ensure that different bubbles do not access the play area at the same time.</p>



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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"/>	<p>Social distancing signage is displayed throughout school.</p> <p>Pupils will be taught about the importance of social distancing. This is included for all pupils in our Recovery Curriculum. Class staff will ensure pupils understand and comply with expectations around routines to remain COVID safe.</p>
28	<p>Communal gatherings of more than one year group should be avoided. E.g. Collective worship, if applicable, should be contained to one bubble/ year group.</p> <p>Dining Hall should be kept to one year group/ class where possible. If not possible for each year group, consider; for Primary EYFS & KS1/ KS2 , for Secondary KS3/ KS4/ 6th Form.</p> <p>Determine if pupils will be having a school meal, if pupils bring a 'packed lunch' this should be eaten in their class room/ zone reducing numbers in the dining hall.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Lunch to be taken in classes, one member of the staff team will collect the lunch daily. A rotation of use of dining hall to be allocated in bubble groups (departments) e.g. KS3 dining, KS4/5/ASD in class bases.</p> <p>Whole school gatherings are suspended currently. Any multiple class gatherings will contain only one department bubble.</p> <p>We will not be holding any whole school assemblies. We will hold class assemblies weekly and will start to plan for departmental assemblies by Autumn 2.</p> <p>Assemblies will continue to be a celebration of pupils' work during the term and will be posted on the school website for our community to access.</p>
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"/>	<p>Music Curriculum for Autumn term has been planned so that pupils will not need to engage in singing or playing and wind/brass instruments. The curriculum will cover music genre appreciation and may include some percussion instruments. Each piece of equipment will only be used by one pupil during a lesson and will be sanitized after the lesson following school hygiene procedures.</p>
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"/>	<p>PE lessons to be taken within the bubble group, usually individual classes but could be across the department bubble. Where possible PE lessons will take place outside on the MUGA, where weather is not permitting the main school hall will be used. The door will be opened to provide ventilation.</p> <p>We have written specific guidance which will be shared with all staff and will be displayed in the gym and hall.</p>
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"/>	<p>Staff room occupancy limited, excess furniture removed and current furniture placed to ensure social distancing and facing forwards. Sanitising station installed and clear hygiene routines in place.</p> <p>Include details of how we are going to stagger use of staff room within bubble groups.</p>

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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 type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SJR – obtain details from Andrea on social distancing measure being applied within the kitchen
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"/>	Guidance issued on room capacity, specifying maximum occupants at any one time. Internal rooms with no natural ventilation identified as single use only. Clear guidance detailed on class and staff routines documents on ensuring adequate ventilation during multiple use of any 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"/>	Standard practice is that all non - essential works are undertaken outside of school operating 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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Use of lift restricted, as standard practice, to students and colleagues with mobility issues. Signage specifies maximum capacity of 2. Standard guidance in place detailing policy for use of lift.
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"/>	Currently no students attending who require AGP

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"/>	Staff briefing sessions undertaken Friday 17 th July and 1 st September 2020. Guidance shared with colleagues and reinforced on a regular basis. COVID folder established on staff drive, all guidance documents, risk assessments and procedures contained within. Signage around school reinforces the message.
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"/>	Staff briefing sessions undertaken Friday 17 th July and 1 st September 2020. Guidance shared with colleagues and reinforced on a regular basis. COVID folder established on staff drive, all guidance documents, risk assessments and procedures contained within. Signage around school reinforces the message.
39	Pupils who experience COVID-19 symptoms should be collected from school/ setting as soon as possible. They	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Family contacted for collection for any student showing symptoms.

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	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.				Student to be taken to an unoccupied room with windows and doors open for ventilation where possible e.g. complex ASD Student to be supported by a staff member, wearing PPE, until collection. Family asked to obtain a COVID test and confirm result. Robust hygiene routines to be undertaken upon departure of student from school i.e. handwashing, cleaning of all possible touch spots and seating areas.
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"/>	Guidance shared with families and detailed on the school website.
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"/>	Staff briefing sessions undertaken Friday 17 th July and 1 st September 2020. Guidance shared with colleagues and reinforced on a regular basis. COVID folder established on staff drive, all guidance documents, risk assessments and procedures contained within. Signage around school reinforces the message. Guidance shared with families and detailed on the school website.
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"/>	The majority of class rooms have handwashing facilities, where this is not the case sanitising stations have been installed. Meetings rooms and a number of offices also have handwashing facilities contained within the room. Hand wash, sanitiser and tissues available in every room Sanitising stations located around school in areas of high traffic e.g. reception/reprographics and in rooms where sinks are not available. Daily class routines include regular handwashing throughout the day. Site team replace and replenish hygiene resources daily
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"/>	Class and staff routines detail handwashing minimum requirements and promote continued regular handwashing throughout the day.

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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.				Hygiene signage reinforces Daily recap by class teams to reinforce and promote high standards of hygiene for students <i>Each class will have a daily reminder of handwashing. Our Recovery Curriculum will be taught twice weekly and will include hygiene procedures. Staff will support those pupils who need support with hand washing.</i>
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"/>	Clear hygiene routines shared with colleagues and reinforced on a regular basis (Staff briefing session undertaken 1 st September 2020). COVID folder established on staff drive, all guidance documents, risk assessments and procedures contained within. Signage around school reinforces the message. An additional member of site team on site throughout the school day to support frequent cleaning and hygiene routines.
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"/>	Individual student resource boxes in place for frequently used items. Class resources boxes for art in place. Clear hygiene routines for the use of shared resources within the bubble group. Multi use items (across bubble groups) e.g. sports/food tech equipment, a 45 minute duration in place between use to allow for robust hygiene routines to take place. Clear hygiene routines for outdoor play equipment. Any shared resources/equipment cleaned in between use as standard.



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					Staff and students advised to limit items brought into school daily. We have written guidance for use of shared resources which is available for all staff in shared folder. Resources will be stored in clear plastic bags and not removed from the bags when in use.
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			Staff and students advised to limit items brought into school to essentials only.
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 checked="" type="checkbox"/>	<input type="checkbox"/>	Catch It, Kill It, Bin It signage displayed throughout school and included in the student and staff routines. Lidded bins in place throughout school.
48	Additional lidded bins and increased emptying / replacement are provided / in-place.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Additional lidded bins were purchased early into lockdown and have been in place throughout lockdown. Lidded bin in every classroom, toilet and office space.
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"/>	Some classrooms in school do not have opening windows due to proximity of external fire escape. All classrooms have either windows or air handling units to provide a flow of clean air throughout the day. Class routines detail the requirement for ventilation. Internal rooms with no natural ventilation are single, short use only i.e. reprographics.



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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 type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Due to nature of the school regular cleaning routines are in place throughout the day as standard procedure. Increased frequency of touch spots e.g. walls, doors, handles etc.</p> <p>Site team schedule amended to include an additional member of the team on site throughout the day to provide increased frequency of cleaning routines.</p> <p>Sanitising units installed throughout school.</p> <p>Detergent spray issued to all classes, to be retained in a locked cupboard identified by a 'Secure Storage, No Entry' sign.</p> <p>Class routines on display in all class bases, detailing hygiene routines and requirements.</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>Staff routines document details the requirement for thorough cleaning of any area of work/touch.</p> <p>The majority of staff take a lunch from the school kitchens.</p> <p>A dishwasher and handwashing facilities are available in the staff room.</p>
52	<p>Staff should consider the storage of their personal items to ensure they are Covid secure.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Staff lockers/stockrooms are available throughout school to provide individual storage for colleagues.</p>
53	<p>Staff and pupils are provided with instructions on how to achieve effective hand-washing; for example in the form of posters, written guidance and videos clips etc.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Handwashing signage in place throughout school and in all bathrooms/toilets.</p> <p>COVID area on system details handwashing routines.</p> <p>Hand-Washing Guidance</p> <p>Hand-Washing Video</p>
54	<p>Office staff who receive deliveries, post etc. are encouraged to wash their hands more frequently and are provided with sanitiser.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Staff routines detail clear hygiene requirements. Handwashing and sanitising facilities are readily available to the admin team.</p> <p>A sanitising unit is in place in the reception area, together with a sanitising wipe dispenser unit.</p>



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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"/>	Site team on duty throughout the day Regular checks of all hygiene areas Standard routines in place with increased frequency
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"/>	Contractors are managed closely and supervised if attending whilst school is operational. All contractors accessing the school site have confirmed they are symptom free; and have procedures in place to address COVID-19 issues, e.g. infection control, hygiene and social distancing. Signage at the entrance to the building reminding all visitors not to enter if experiencing any symptoms. School sign in system asks visitors to confirm they are in good health and collects telephone numbers for track and trace purposes.

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

The school sign in system has been adapted to request that visitors confirm they are not experiencing any symptoms of COVID 19. It also collects contact information such as mobile numbers for track and trace purposes.

Response to an Infection



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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. - School should keep a record of all visitors to the school including contact details. Records to be kept for 21 days. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Local Authority Step by Step Guide details the process for any potential/confirmed cases of COVID. Guidance document shared with all colleagues and available in the COVID staff area of school system for referral. Registers and timetable provide a clear track of pupils and staff who may have come into contact with each other throughout the day. School visitor system details names, dates, times and includes contact details for anyone attending school.
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"/>	We have set up a virtual learning platform using SeeSaw. All staff have been briefed on expectations and will have further training on 1 st & 2 nd September 2020 on how lessons will be delivered in their department. We will be able to deliver a mixture of online learning, live lessons and paper based activities. We will carry out and audit pupils' home ICT access in September and will provide training guides for parents to access online learning. We will distribute school laptops to those pupils who would benefit.
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 site team working full contracted hours providing robust cover and support throughout the working day.
60	Sufficient staffing / resources are in place to maintain the cleanliness of the building and to carry out necessary	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Additional member of site team in attendance throughout the school day to provide increased cleaning routines.



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	inspections of consumables needed to maintain hygiene (including their replenishment).				Hygiene resources across school checked on a daily basis and replenished as required. Whole school stock levels are reviewed on a weekly basis and well maintained Cleaning schedules are well established as routine due to the nature of the school PPE is readily available and signage is in place to reinforce requirements
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"/>	All staff in school are first aid trained, in addition there are also a number of designated first aiders. PPE is readily available to support any situations where first aid may be required 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"/>	Routine evacuation procedures in place Return of all staff from September All statutory testing and routines in place
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 • Powered Doors / Gates • Legionella and Water Testing • Electrical Safety • Gas Safety • PAT Testing • Asbestos Management 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All testing and maintenance is in place and has continued in line with standard PPM throughout lockdown.



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64	Defect Reporting arrangements are in place.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Standard routines in place for the reporting of any H&S issues; Non emergency – email to site manager to request support Emergency – report directly to site manager for immediate response
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Additional Response to an Infection /Statutory Compliance and Maintenance measures.

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

Further Information via: Health and Safety Team
Internal Audit & Risk Management
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"/>	Social stories provided to pupils who require this All families have received telephone contact to confirm that school will be fully open in September20 All families have had discussions around whether return is straight in fulltime/ part-time blended learning – 6 th form age or a phased return (complex learners) Behaviour plans have been written for those pupils requiring this. All risk assessments will be updated in the first week in September (training day)
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"/>	Each class has consistent staff working with them. Class sizes are no more than 13. Staff and pupils are remaining in department bubbles- KS3/ ASD/ KS4/ KS5 For most pupils they will struggle to social distance- staff have been provided with ppe
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"/>	We currently expect all pupils to return to school in September. Any pupils who are clinically vulnerable will be assessed in terms of home resources, equipment required and how best to support – this may include on-line learning or face to face learning at home.

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

Completed by Head Teacher & Approved by Chair of Governors		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.	Click here to enter a date.