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| **School/ Setting** | Cedar Mount Academy | **Date of Assessment** | 13/07/2020 |
| **Assessment Completed By** | CMA SLT |

**Staying COVID Secure – Our Commitment**

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

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**Our Employees**

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| **Ref** | **Control Measure** | **Yes** | **No** | **N/A** | **Actions Taken**  **Details / Further Information** |
| **01** | Any employee or persons within their household that has [coronavirus (COVID-19) symptoms](https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works#people-who-develop-symptoms-of-coronavirus), should not attend school/ setting. They should self-isolate immediately and [arrange to have a test](https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested). |  |  |  | If anyone in the school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow ‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’, which sets out that they must self-isolate for at least 7 days and should arrange to have a test to see if they have coronavirus (COVID-19). |
| **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. |  |  |  | if someone tests positive, they should follow the ‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’ and must continue to self-isolate for at least 7 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 7-day period starts from the day when they first became ill |
| **03** | Any employee who develops COVID-19 symptoms during the school day should be sent home as soon as possible and should [arrange to have a test](https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested). |  |  |  | If anyone in the school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow ‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’ |
| **04** | An individual risk assessment will be completed for all staff that have characteristics that increase their potential risk from coronavirus (COVID-19), as set out in the [COVID-19: review of disparities in risks and outcomes report](https://www.gov.uk/government/publications/covid-19-review-of-disparities-in-risks-and-outcomes). Sample assessment template provided by Directorate for Children and Education Services |  |  |  | BFET risk assessment document will be used to support staff that have characteristics that increase their potential risk from coronavirus (COVID-19), |
| **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 |  |  |  | HR manager and line managers to keep in touch with self-isolating staff on a regular basis. Principal to send out COVID-19 updates on a weekly basis. |
| **06** | We provide suitable information and equipment to work at home safely and effectively including those staff who require additional aids and adaptations. |  |  |  | Where necessary staff will be issued with laptops, SIM cards or school phones to support working from home. |

**Our Pupils**

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| **Ref** | **Control Measure** | **Yes** | **No** | **N/A** | **Actions Taken**  **Details / Further Information** |
| **07** | If a pupil has anyone within their household that has [coronavirus (COVID-19) symptoms](https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works#people-who-develop-symptoms-of-coronavirus), should not attend school/ setting. They should self-isolate immediately and [arrange to have a test](https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested). |  |  |  | If anyone in the school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow ‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’, which sets out that they must self-isolate for at least 7 days and should arrange to have a test to see if they have coronavirus (COVID-19). |
| **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. |  |  |  | if a student tests positive, they should follow the ‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’ and must continue to self-isolate for at least 7 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 7-day period starts from the day when they first became ill |
| **09** | Any pupil who develops COVID-19 symptoms during the school day should be sent home as soon as possible and should [arrange to have a test](https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested) |  |  |  | If any student in the school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow ‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’ |
| **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. |  |  |  | Microsoft Teams use to be further developed to ensure remote earning can take place in the event of partial or full closure |
| **11** | Pupil groups should be arranged to enable the school to deliver the full range of curriculum subjects and students to receive specialist teaching.  At primary school, and in the younger years at secondary (key stage 3), schools may be able to implement smaller groups the size of a full class. If that can be achieved, it is recommended.  In secondary schools, and key stage 5, the groups are likely to need to be the size of a year group.  Children are kept in their groups for the majority of the classroom time, but mixing into wider groups is allowed for specialist teaching, wraparound care and transport. |  |  |  | Year groups will be taught in “year bubbles” in the areas specified:   * Y7: science * Y8: English * Y9: ground and 1st floor * Y10: maths * Y11: humanities   Therefore, the full curriculum will be available to all. Students in years 10 and 11 will continue to have their option classes. As these students are based on the maths and humanities corridors it will be possible to facilitate movement between classrooms to support option classes |
| **12** | School Behaviour Policy and expectations should be updated to reflect COVID measures and communicated to all staff, pupils and parents. |  |  |  | An addendum to the behaviour policy has been written and will be shared during the first days on return. |

**Our School**

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| **Capacity, Access and Egress** | | | | | |
| **Ref** | **Control Measure** | **Yes** | **No** | **N/A** | **Actions Taken**  **Details / Further Information** |
| **13** | Designated Entrance and Exit Points to the Building (for each year group of pupils where possible or where not possible for certain year groups to avoid all pupils using the same entrance/ exit). |  |  |  | Whilst government guidance does not specify different entrances for year groups, we will make use of different entrances to facilitate the staggered start times and year groups will be based in specific areas.   * Y7 to line up and arrive via central door (usual exit) and travel up the central stairs to science * Y8 to line up and arrive via covered yard and travel up the back stairs to English * Y9 to line up and arrive via pupil entrance and travel to rooms on ground and 1st floor * Y10 to line up and arrive via central door and travel up the central stairs to maths * Y11 to line up and arrive via pupil entrance and travel up the back stairs to humanities   Students currently in The Bridge will enter and exit through that door only. |
| **14** | Increased number of Entrance and Exit Points to the Building (external class room doors should be used where possible). |  |  |  | As noted above, entrance and exit points have been increased and specified for year groups.  Students currently in The Bridge will enter and exit through that door only. |
| **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). |  |  |  | Protocol designed and shared with staff and families including: Parents not permitted to enter the school site without an appointment. |
| **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. |  |  |  | Parents will be advised that they should not come into school without an appointment and that individual contact will generally be by phone, email or EduLink app.  Any visitors must be confirmed in advance and agreed by the Principal or Vice Principals. |
| **17** | Stagger drop off and finish times, lunch and break times for each cohort/group where possible.  If not possible for each year group, consider;  for **Primary** EYFS & KS1/ KS2,  for **Secondary** KS3/ KS4/ 6th Form.  This could include condensing / staggering free periods or break time but retaining the same amount of teaching time, or keeping the length of the day the same but starting and finishing later to avoid rush hour. |  |  |  | Staggered timetable is planned to allow KS3 and KS4 students to begin and end school at different times.  This timetable will include staggered breaks and lunch.  Staggered timetable is shown:   |  |  |  |  | | --- | --- | --- | --- | | Year group | Usual start time | Usual finish time | Entry point | | Year 7 | 8:45am | 2:55pm | Side of school | | Year 8 | 8:45am | 2:55pm | Rear of school | | Year 9 | 8:45am | 2:55pm | Pupil entrance | | Year 10 | 8:55am | 3:05pm | Side of school | | Year 11 | 8:55am | 3:05pm | Pupil entrance | |
| **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). |  |  |  | This has happened via end of term assembly and end of term communication and will be reiterated where possible.  “Plan the journey” document shared with families and on school website. |
| **19** | Pupils on dedicated school buses should wherever possible:   * Sit together in their year groups, * Ensure hands are sanitised on boarding/ disembarking * Use face coverings where appropriate, for children over the age of 11. E.g. if likely to be in close contact with people outside of their group. |  |  |  | Communication with Manchester for Y8 bus to ensure bus risk assessment is clear and communicate to parents and pupils.  Key points are part of the “Plan the journey” document shared with families. |
| **20** | Assurance should be sought from school bus providers of additional cleaning regimes and that a COVID secure risk assessment has been completed. |  |  |  | Communication with bus company has taken place and will continue over summer to ensure any changes to RA are agreed. |
| **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. |  |  |  | Assurance will be sought from the LA for any students currently in receipt of any free or supported travel to school. |
| **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. |  |  |  |  |
| **23** | Families and pupils that have no alternative to use wider public transport are referred to the [safer travel guidance for passengers](https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers) |  |  |  | “Plan the journey” document clarifies the requirements that must be in place for the use of public transport |
| **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. |  |  |  | Face coverings once taken off must be stored securely in a plastic bag and should not be reused until they have been washed.  If staff or students use public transport, they are required to wear a face covering. They must not touch the front of their face covering during use or when removing them. They must wash their hands immediately on arrival (as is the case for all staff and students), 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 heading to their classroom or office |
| **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. |  |  |  | Classrooms organised to ensure students will sit side-by-side, where possible, rather than face to face. Tables will be arranged to face forward for the foreseeable future, wherever this is possible |
| **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. |  |  |  | “Three period day” designed with longer lessons to reduce staff movement around the school, Pupils to stay in classroom for the majority of their lessons, other than KS4 movement for options, although this will take place in single corridors.  KS3 and KS3 wil have staggered starts, staggered break and lunchtimes. |
| **27** | Older pupils are regularly reminded of the need to socially distance. E.g. Posters are located throughout school. |  |  |  | Posters and continued reminders will be in place throughout the school. |
| **28** | Communal gatherings of more than one year group should be avoided. E.g. Collective worship, if applicable, should be contained to one bubble/ year group.  Dining Hall should be kept to one year group/ class where possible. If not possible for each year group, consider;  for **Primary** EYFS & KS1/ KS2 ,  for **Secondary** KS3/ KS4/ 6th Form.  Determine if pupils will be having a school meal, if pupils bring a ‘packed lunch’ this should be eaten in their class room/ zone reducing numbers in the dining hall. |  |  |  | Assemblies can take place as they only involve a single year group. The presenter should ensure they remain 2m from any student/member of staff, as voice projection may increase the risk of transmission. Form tutors will need to sit students in known, consistent arrangements in assemblies (for example, in alphabetical order) to support test and trace if necessary.  The only time for assemblies will be during combined lunch/scholar time therefore the majority of assemblies will be delivered online.  A year group rota will be designed to allow one year group to access hot food whilst other students will receive a cold sandwich lunch in their classrooms whist watching the scholar time assembly presentation. Students will be on a break before or after their lunch period and will follow the system for breaktime.  Staff will not be expected to monitor student during the break unless contracted for midday supervision as part of their duties. Sitting with students whilst they eat their lunch in the classroom does not constitute midday supervision but reasonable activity and **all staff** will have sufficient breaks from work during the working day |
| **29** | Due to the increased risk of infection in music lessons (singing, playing wind or brass instruments), these lessons should be outside wherever possible, in groups of no more than 15, instruments should not be shared and pupils should stand back to back or side by side. |  |  |  | Music department to plan for singing or instrument lessons to make use of the second music room, or the covered areas, as appropriate for lessons.  Peripatetic lessons to be taught in spaces where social distancing is possible. |
| **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. |  |  |  | To follow after discussion with C Williams |
| **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. |  |  |  | Agreed use of staffroom planned for reduced staffing.  Chairs marked with tape to enforce 2m gaps Tea, coffee, water and biscuits to be provided for staff where possible. |
| **32** | Kitchen staff maintain social distancing of 2m in the kitchen. If not possible 1m plus additional controls. Kitchens must comply with the [guidance for food businesses on coronavirus (COVID-19)](https://www.gov.uk/government/publications/covid-19-guidance-for-food-businesses/guidance-for-food-businesses-on-coronavirus-covid-19). |  |  |  | Taylor Shaw will staff the kitchen appropriately and remain behind the counter if serving children. They will also be spaced apart where possible and work in different areas of the kitchen. Where possible, children will leave at lunch time and at most collect a grab bag.  Reminder signs to be displayed. |
| **33** | Use of Small Meeting Rooms and Confined Areas (including Photocopier / Printer/ Storage areas) by more than one person prohibited. |  |  |  | One person will be allowed at the photocopier at any one time, and both doors to be propped open.  Small meeting rooms will not be used for large meetings, only conference room with windows open. Where possible, virtual meeting will continue to take place instead. |
| **34** | Non Essential repair / contracted works in buildings to be carried outside school hours. |  |  |  | Any non-essential works to be contracted will be carried out in the summer holidays or weekends when school is closed. |
| **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. |  |  |  | Lifts will only be used for members of staff with existing health conditions. They will be asked to use the lift on an individual basis. Students who need to use a lift will not be accompanied, but safely met at top/bottom of journey.  Sign outside to enforce this rule. |
| **36** | Staff that assist pupils with AGP (aerosol generating procedures) have appropriate AGP PPE. Any procedures are done in a separate, ventilated room where possible.  (Refer to health colleagues if this is applicable). |  |  |  |  |

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

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| **Infection Control, Cleaning and Hygiene Arrangements** | | | | | |
| **Ref** | **Control Measure** | **Yes** | **No** | **N/A** | **Actions Taken**  **Details / Further Information** |
| **37** | Staff and/or pupils who are experiencing [coronavirus (COVID-19) symptoms](https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works#people-who-develop-symptoms-of-coronavirus), should not attend school/ setting. They should [arrange to have a test](https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested). |  |  |  | If anyone in the school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow ‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’, which sets out that they must self-isolate for at least 7 days and should arrange to have a test to see if they have coronavirus (COVID-19). |
| **38** | Staff who experience symptoms as above whilst at work should go home as soon as possible and should [arrange to have a test](https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested). |  |  |  | If anyone in the school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow ‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’ |
| **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. |  |  |  | If anyone becomes unwell with a new continuous cough, a high temperature or a loss of or change in their normal sense of taste or smell they must be sent home as soon as possible  • If a child is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people.  • If they need to go to the bathroom while waiting to be collected, they should use separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else.  • PPE should be worn by staff caring for the child while they await collection ONLY if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs).If a 2 metre distance cannot be maintained then the following PPE should be worn by the supervising staff member: o Fluid-resistant surgical face mask |
| **40** | Parents of pupils with COVID 19 symptoms should be instructed to get their child tested. Schools will have a small number of testing kits to be provided to parents where it is uncertain they will get a test for their child or may struggle to get a test. |  |  |  | Parents will be informed immediately that COVID symptoms shuld lead to a test. Schools will ask parents and staff to inform them immediately of the results of a test: |
| **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. |  |  |  | if someone tests positive, they should follow the ‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’ and must continue to self-isolate for at least 7 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 7-day period starts from the day when they first became ill |
| **42** | Provision of hand-washing / hand-hygiene facilities at entrances and throughout school/setting. (Regularly monitored & maintained). |  |  |  | Additional hand-washing stations are in the pupil entrance yard and will also be placed in the covered yard area to support additional hand washing.  Visitors will have to use sanitiser at the school entrance and be instructed to wash their hands |
| **43** | All staff and pupils are encouraged to regularly wash their hands with soap and water, especially upon arrival at school/setting, prior to eating, following break/lunch time and any other time deemed necessary (after coughs/sneezes).  Small children and children with complex needs should continue to be helped to wash their hands properly. |  |  |  | All rooms to be provided with hand wash to enable regular sanitisation. There will be an expectation that everybody washes their hands at all appropriate times and this will be communicated to staff and students. Times included entry to building, classroom, exit from classroom, entry to toilets |
| **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 |  |  |  | Additional systems of disinfecting toilet spaces to be sought and purchased.  Students will be encouraged by all staff throughout the day. |
| **45** | Educational Resources;   * For frequently used resources such as pens and pencils, staff and pupils should have their own items * Classroom based resources, such as books and games, can be used and shared within the group. They should be cleaned regularly as part of school’s enhanced cleaning regime. * Resources that are shared between groups, such as sports, art, and science equipment should be cleaned frequently and meticulously and always between groups, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles. * Outdoor play equipment should be frequently cleaned following use by each group. * Pupils and teachers can take books and shared resources home, although unnecessary sharing should be avoided and rules on hand cleaning and cleaning of the resources should apply. |  |  |  | .Student packs to be purchased to ensrue all student have their own key stationary and resources  Books to be stored in individual classrooms and wiped down as part of cleaning regime.  Cleaning plan for shared resources to be put into place.  Teachers to aim to ensure that the collection of work, books and other resources is done so in a manner which enables teachers to maintain an appropriate distance from students as far as possible. |
| **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). |  |  |  | To support this individual plastic wallets will be supplied to student to ensure only items required are brought in to school in school bags. |
| **47** | All staff and pupils are encouraged to cough / sneeze into tissues and dispose of these in appropriate waste disposal bins. (Catch it, Kill it, Bin it) |  |  |  | Each classroomto be equipped with tissues and room equipped with bins. Repeated focus and training on this in each session.  Posters displayed. |
| **48** | Additional lidded bins and increased emptying / replacement are provided / in-place. |  |  |  | All classroom will have appropriate bins in place |
| **49** | All working areas within the building should be well-ventilated (Windows and Doors open) where safe and appropriate to do so. |  |  |  | Windows will be open in all classroom used. Where possible, doors will be propped open as long as fire regulations are met. This is possible through the use of fire safe door props. |
| **50** | Increased frequency of cleaning of communal areas and locations / high contact points (using detergent and hot water followed by a chlorine based disinfectant solution) including:   * Toilets * Door Handles/ Access Buttons * Kitchen areas and associated equipment * Water dispensers/ coolers * Printers/ Photocopiers * White Boards * Play Equipment * Shared resources |  |  |  | Additional cleaners in operation daily with clear instructions for high frequency cleaning.  After school cleaning of all communal areas.  Red/green card system in place to ensure all rooms that are used are indicated to cleaning team for priority cleaning. |
| **51** | Staff should ensure shared facilities such as staff room kitchens are cleaned thoroughly after use. E.g. following lunch or hot drink preparation.  Staff should ensure any communal crockery, cutlery used is thoroughly washed and where possible use their own. |  |  |  | Staff to be asked to bring in ready to eat lunch where possible and reminded to clean staff room kitchen immediately if used |
| **52** | Staff should consider the storage of their personal items to ensure they are Covid secure. |  |  |  | Student lockers to be used as staff lockers for the duration |
| **53** | Staff and pupils are provided with instructions on how to achieve effective hand-washing; for example in the form of posters, written guidance and videos clips etc. |  |  |  | [**Hand-Washing Guidance**](https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/)  [**Hand-Washing Video**](https://www.youtube.com/watch?v=aGJNspLRdrc)  Posters to be displayed around school and in used classrooms. Reminders to take place o a regular basis. |
| **54** | Office staff who receive deliveries, post etc. are encouraged to wash their hands more frequently and are provided with sanitiser. |  |  |  | Office staff to be given hand sanitisers and gloves (PPE).  Staff instructed to wash hands after handling deliveries.  Deliveries to be dealt with at key times to avoid repeated handling. |
| **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. |  |  |  | The site staff and daily cleaner will ensure sufficient supplies are stocked and they will also regularly check specific areas. Staff will be able to report to site team if they identify low stock |
| **56** | Suppliers and Contractors advised if attending premises of infection control arrangements, no-access areas and expectations around personal hygiene. |  |  |  | Suppliers and contractors to be kept to a minimum and where possible out of school hours.  If necessary to visit, suppliers/contractors will be instructed to wash hands or sanitise/wear gloves. |

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

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| **Response to an Infection** | | | | | |
| **Ref** | **Control Measure** | **Yes** | **No** | **N/A** | **Actions Taken**  **Details / Further Information** |
| **57** | Sufficient understanding and processes are in place to respond to a confirmed case of COVID 19 in school:   * Those with symptoms book a test (as above schools will be provided with a limited number of tests) * Contact Public Health when become aware of a confirmed case (Public Health will also contact schools when they become aware of a confirmed case). * Public Health will then work with school to determine actions to be taken. * School should keep a record of pupils/staff in each year group and any close contact between staff and children in different groups. * School should keep a record of all visitors to the school including contact details. Records to be kept for 21 days. |  |  |  | All processes in place.  School to inform the Community Infection Control Team of any positive cases via the Manchester Test and Trace Coordination Hub - [mhcc.communitytestinghub@nhs.net](mailto:mhcc.communitytestinghub@nhs.net)  A seating plan will be recorded for all students and classrooms to ensure contact records are taken.  All visitors are logged via the school visitor system and kept securely. |
| **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. |  |  |  | Liason with the LA Director of Public Health, if an outbreak in a school is confirmed.  Remote learning plans are in place including the use of MS teams and knowledge orgasniers. |

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| **Key Roles and Responsibilities** | | | | | |
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| **Ref** | **Control Measure** | **Yes** | **No** | **N/A** | **Actions Taken**  **Details / Further Information** |
| **59** | Sufficient staffing / resources are in place to maintain the security of the building and its occupants. |  |  |  | Site team have been working safely since lockdown and this will continue |
| **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). |  |  |  | Cleaning team has employed additional day cleaners to ensure this takes place daily |
| **61** | Sufficient numbers of trained staff are in place to provide First Aid and First Aiders are aware of updated HSE guidance.(See link). |  |  |  | <https://www.hse.gov.uk/coronavirus/first-aid-and-medicals/first-aid-certificate-coronavirus.htm>.  Updated guidance to be shared with First Aiders via “September protocol”  Frist aid rot to be planned and additional first aiders to be trained (as per plans prior to lockdown) |
| **62** | Sufficient numbers of staff are in place to enable safe evacuation of the building in the event of an emergency. |  |  |  | Fire marshals have been designated and will be given specific roles in new curriculum plan |

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| **Statutory Premises Compliance and Maintenance** | | | | | |
| **Ref** | **Control Measure** | **Yes** | **No** | **N/A** | **Actions Taken**  **Details / Further Information** |
| **63** | PPM (Planned Preventative Maintenance) work continues to be delivered for critical building systems (Life-Safety) including:   * Fire Alarm and Detection * Powered Doors / Gates * Legionella and Water Testing * Electrical Safety * Gas Safety * PAT Testing * Asbestos Management |  |  |  | This continues to be delivered and managed by facilities manager |
| **64** | Defect Reporting arrangements are in place. |  |  |  | Continues via facilities manager |

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

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| **Additional Measures/ Considerations for Special Schools** | | | | | |
| **Ref** | **Control Measure** | **Yes** | **No** | **N/A** | **Actions Taken**  **Details / Further Information** |
| **65** | Pupil risk assessment completed/ updated to determine additional support for children with EHC plans to support a successful return.  Parents contacted to involve them in planning for children’s return in September- e.g. social stories/ visits. |  |  |  | Parents have been contacted with general advice. SEND team will make plans to support individual students for safe and secure return to school |
| **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. |  |  |  | Numbers are typical class sizes and students to only be taught in year groups |
| **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. |  |  |  | Students under care of a specialist health professional will have one-one discussion with family to ensure needs are met.  Where necessary, they will be supported by remote learning if unable to return to school. |

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

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

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

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| **Completed by Head Teacher & Approved by Chair of Governors** |  | **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.** | 07/09/2020 |