

## Schools/Settings Health and Safety Risk Assessment – COVID 19

School/ Setting	Bramhall High	Date of Assessment	01/03/2021	Assessment Completed By	Paul Williams
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Reviewed on regular occasions. Amendments given in different colours as below.

**Original RA September reopening**

**Reviewed September.**

**Reviewed November.**

**Reviewed December/January.**

**Reviewed March**

**Staying COVID Secure – focusing on the guidance issued by DfE on 23.02.2021**

From 8 March, all pupils should attend school. Secondary pupils will be offered testing from 8 March.

To prepare for this:

- review and where necessary, update your risk assessment.
- make sure you are following the system of controls to minimise the risk of infection, including plan for asymptomatic testing.
- have a contingency plan in place for outbreaks in your school or changes in restrictions.
- communicate any changes in your processes to parents.

**Prevention:**

- 1) Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school.
  - 2) Where recommended, the use of face coverings in schools.
  - 3) Clean hands thoroughly more often than usual.
  - 4) Ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach.
  - 5) Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach.
  - 6) Minimise contact between individuals and maintain social distancing wherever possible.
  - 7) Always keeping occupied spaces well ventilated.
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- 8) Where necessary, wear appropriate personal protective equipment (PPE).

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9) Engage in regular asymptomatic testing.

**Numbers 1 to 7 must be in place in all schools, all the time.**

**Number 6 must be properly considered and schools must put in place measures that suit their particular circumstances.**

### Response to any infection:

10) Engage with the NHS Test and Trace process.

11) Manage confirmed cases of coronavirus (COVID-19) amongst the school community.

12) Contain any outbreak by following local health protection team advice.

### Staff and Students focused planning.

Ref	Control Measure: Prevention/staffing	Yes	No	N/A	Actions Taken Details / Further Information
01	All <a href="#">Clinically Extremely Vulnerable</a> employees are required to self-isolate and must not attend school/ setting. Where possible they are required to work from home.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Shielding guidance changed on 1 <sup>st</sup> August – <b>All clinically extremely vulnerable now become clinically vulnerable and free to return to work.</b> Shielding guidance changed back on 5 <sup>th</sup> November. Individual interviews with CEV colleagues. Only one CEV colleague now working from home. The other CEV colleagues are off the medication or are deemed fit to work as normal. We have put in place extra COVID related adjustments to their working practice and work areas. Shielding guidance has changed on the 30 <sup>th</sup> December to now: In local restriction tier 4 areas, individuals who are clinically extremely vulnerable are advised to work from home and where this is not possible, they should not go into work.

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					Colleagues who are in receipt of a letter from PHE will work from home. Equally colleagues who were CEV in the first lockdown will be interviewed once again. <b>CEV colleagues continue to shield until 31<sup>st</sup> March.</b>
<b>01a</b>	Clinically vulnerable staff can continue to attend school where it is not possible to work from home. While in school they should follow the sector-specific measures in this document to minimise the risks of transmission.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	CV staff will be asked to attend school as part of the supervision rota and/or their duties will not allow them to work from home. While in school they should follow the sector-specific measures in this document to minimise the risks of transmission. CV staff to be spoken to allay any concerns. Reasonable adjustments to working practices will be implemented. <b>CV colleagues continue to attend school as normal as long as they follow the system of controls that are in place.</b>
<b>01b</b>	As per national restrictions, staff should work at home where possible. If home working is not possible, pregnant staff and their employers should follow the advice in the Coronavirus (COVID-19): advice for pregnant employees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All staff have the opportunity to work from home unless supervising the CW&V students. All request for adjustments will be considered and supported. This will need to be done in consultation with NAJ & LM's. Staff who are pregnant are being asked to work from home and will not appear on the supervision rota. <b>As per guidance - Colleagues below 28 weeks pregnant will undergo an individual risk assessment with the intention of mitigating any potential risks. If these risks are impossible to remove then colleagues will be advised to work from home.</b>
<b>02</b>	All employees who live with a person who is Clinically Extremely Vulnerable must also not attend school/ setting and where possible work from home.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	This guidance has now changed therefore individual interviews have taken/are taking place with RA completed for individuals and arrangements made to support them on their RTS. <b>This remains the same as previous guidance. No change required.</b> The guidance for this remains unchanged from the 5 <sup>th</sup> November.

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					<p>However, in light of the new strain and lockdown procedures pregnant staff will be allowed to work from home. If this affects any MOS.</p> <p>Guidance remains the same.</p>
03	All employees, themselves or persons within their household have COVID-19 symptoms, should not attend school/setting.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>This is clearly outlined in the updated guidance to all staff - staff are required to inform HT and staff required to follow government guidance.</p> <p>September INSET as well as regular communications from HT and SLT to remind and reinforce key messages.</p> <p>HT will review the viability of school functioning on a daily basis linked to staff absence.</p> <p><a href="https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings">https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings</a></p> <p>Guidance remains unchanged. Instructions are reinforced.</p> <p>Availability of mass testing does not override these instructions but does allow close contacts to infected students and staff to attend with regular testing.</p> <p>Guidance remains the same. Whilst the availability of Home Testing introduces new guidelines for employees but does not override this instruction.</p>
04	Schools: staff and families must engage with the NHS Test and Trace process	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>The Track and Trace system/requirement has been highlighted to staff and families and will be implemented as required.</p> <p>Staff and parents/carers are aware of the need to participate should it be necessary. Template letters have been produced and are ready to distribute if needed.</p> <p>Seating Plans for each lesson to be completed and electronically available.</p>

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					In school software now identifies close contacts allowing for a more efficient identification process. <b>Home testing guidelines to be implemented for this requirement.</b>
<b>05</b>	We must manage confirmed cases of coronavirus (COVID-19) amongst the school community	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Process for dealing with a confirmed case is well known and communicated to all staff. <b>First Aid protocols distributed and isolation room established.</b></p> <p>Ensure that you have the details for the local health protection team and know who is to be contacted. <b>LEA five step guidance to be followed – this contains key contact arrangements.</b></p> <p><b>LEA letter templates to be utilised to communicate to parents.</b></p> <p>In light of the new guidance and recommendations from the LEA – staff absence to be treated as a Critical incident. Each case will be dealt with individually in regards to assessing the viability of school remaining open. Critical options include:</p> <p>Due to a student infected case asking that year group bubble to self-isolate.</p> <p>Due to staffing issues (self-isolation and/or illness) asking a year group bubble to self-isolate. The year group asked to self-isolate in order to free up capacity will be one of the older year groups and dependent on exam priority.</p> <p>The Critical Incident Plan remains in place.</p> <p>Changes to government advice for self-isolation periods will be factored in. Use of software to identify close contacts removing the need to send year group or large numbers of staff home.</p> <p>Serial testing for asymptomatic staff and students is being planned for through staff training and site set up.</p>

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					Overall guidance and protocols are to be reinstated remains the same. Twice a week Home Testing guideline to be strictly adhered to.
06	We must contain any outbreak by following local health protection team advice	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p><b>As above</b></p> <p>HT to assess the ongoing situation/contingency plans should several members of staff be unable to work.</p> <p>HT to ensure new directives are implemented in outbreak areas. See details of Kitchen outbreak. Clear medical procedures and isolation from the rest of school in place. Confirmation cleaning materials and disinfectant kills 99.9% bacteria and viruses.</p> <p>Preventative measures and testing should reduce the occurrence of any outbreak.</p> <p>Engagement with mass testing/home testing being extended to both staff and students plus further preventative measures should reduce the occurrence and transmission of the virus.</p>
07	We will regularly contact / keep in touch with colleagues who are self- isolating/ working from home and monitor / support both their Physical and Mental Health & Wellbeing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>To be implemented in September if /when required.</p> <p>Weekly contact will be made with staff who are self-isolating as a wellbeing check. Either SLT or relevant HOD/TLR holder.</p> <p>School is subscribing to an external Employee Assistance Programme specifically for those in education which provides resources and counselling support available.</p> <p>Close liaison with Line Managers in terms of work and welfare checks.</p> <p>Structured rota and instructions require regular communication and direction through line managers and SLT.</p> <p>All staff returning to school from 8<sup>th</sup> March. Any self-isolating staff working from home will continue to receive support and wellbeing checks from school.</p>

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08	We will provide suitable information and equipment to work at home safely and effectively including those staff who require additional aids and adaptations.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>IT hardware for staff has been arranged so that they are able to execute the remote learning plan from home or from their classrooms as required by the needs of the school.</p> <p>Survey of staff needs completed at the end of December. Some laptops are being ordered for staff execute the remote learning plan. Staff using pupil laptops – rolling programme of replacement w/c 18<sup>th</sup> January. Strategy for replacing/providing extra equipment where funds are available.</p> <p>New National Lockdown arrangements - from the 8<sup>th</sup> January will require staff to work from home if they wish. Thursday 7<sup>th</sup> used to trial the large-scale rollout of live online lessons.</p> <p>Equipment for home working continues to be provided where difficulties have arisen. Investment in the Parents Evening software and MS Teams facilitate home working arrangements.</p>
08a	<p>Minimise contact between individuals and maintain social distancing wherever possible.</p> <p>Occupied areas must be ventilated at all times.</p> <p>Recommendation that a face mask must be worn in classrooms.</p> <p>Visors should not be as a face covering around school. Visors can still be used when teaching as long as social distancing is maintained.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Staff to teach in their own classrooms to reduce cross contamination of classrooms and resources.</p> <p>Clear social distance signage throughout school plus reinforced through social media. One-way systems used in some corridors. Schools implantation of face coverings will go above the DFE guidance.</p> <p>Recommendations over communal areas including staff rooms and offices now implemented.</p> <p>Instructions for keeping classrooms/offices and other areas ventilated issued and implemented. Meetings to be done virtually through MS Teams.</p> <p>New national lockdown from the 6<sup>th</sup> January will result in school closing to all but the CW &amp;V students. Remote learning policy to be</p>

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					<p>implemented. Teaching staff to deliver online lessons through MS Teams. Uncertainty surrounding number of CW &amp; V students results in all staff having to attend Thursday 7<sup>th</sup> and potentially 8<sup>th</sup> January. 7<sup>th</sup> January Teaching staff to teach in classrooms (self-isolating). Instructions given to explicitly follow the COVID 19 safety protocols. From the 11<sup>th</sup> January and potentially 8<sup>th</sup> January teaching staff will be allowed to work from home if they wish.</p> <p>*Update staff allowed to work from home where possible. Clear rota of attendance produced ready for 11<sup>th</sup> January.</p> <p>Clear directive and reminders from leadership over social distancing, hand hygiene, wearing face masks and ventilated rooms.</p> <p>Pre lockdown guidance will be re-introduced. Added extra safety measure will be the wearing of face masks in the school building. Staff and students will be given the opportunity to remove face masks for a short period of time for comfort reasons. Other control measures must be in place for this to occur. Note the requirement for masks is set until Easter. Staff have been advised that visor are no longer an appropriate face covering unless used in conjunction with a face mask.</p>

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09	All <u>Clinically Extremely Vulnerable</u> pupils are required to self-isolate and must not attend school/ setting.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>This guidance has now changed. <a href="#">Guidance from the 5<sup>th</sup> November has changed back. We have a small number of students now shielding.</a></p> <p>Guidance has changed on 30<sup>th</sup> In Tier 4 areas CEV students should now be working from home.</p> <p>National lockdown guidance – same advice.</p>

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					The advice for pupils who have been confirmed as CEV is to shield and stay at home as much as possible until further notice. They are advised not to attend school while shielding advice applies nationally.
10	All pupils who live with a person who is Clinically Extremely Vulnerable must also not attend school/ setting.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	This guidance has now changed. No change in guidance from the 5 <sup>th</sup> November. No change in this guidance on 30 <sup>th</sup> December. No change in this guidance on 23 <sup>rd</sup> February.
11	All pupils, or persons within their household that have COVID 19 symptoms should not attend school/ setting.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Detailed guidance sent out and posted through the school website and social media accounts. Families to inform school – this will be reinforced in the revised Guidance document for families. <a href="https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings">https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings</a> The guidance is reinforced weekly through our School Bulletin. Majority of students now work from home. Instructions reinforced through social media and weekly communications. No change in this National Guidance. Home testing does not override these instructions.
12	We provide on-line/distance learning for all pupils who are not in school/ setting.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Remote Learning Plan to be officially in place by the end of September. Incorporate plans for Tier 2, 3 & 4 lockdown arrangements. This will be provided for students who are absent if they are self-isolating or there are particular medical issues but

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					<p>all others are expected to be in school unless we return to a full/partial lockdown.</p> <p>This is now mandatory from the 22<sup>nd</sup> October. The Remote Learning Plan has been published to parents and students. 'Live' lessons to only take place if an entire year group is asked to isolate. Rota for KW &amp; V students produced and ready if needed.</p> <p>Mass rollout of MS Teams live online lessons from the 7<sup>th</sup> January. School satisfying DFE expectations in regard to remote education. (see separate policy). Student laptops distributed before Christmas and a rolling out programme established for January.</p> <p>Pre lockdown Remote Learning Plan will be activated from 8<sup>th</sup> March. Programme of issuing student laptops to continue.</p>
13	<p>Minimise contact between individuals and maintain social distancing wherever possible.</p> <p>Occupied areas must be ventilated at all times.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Each year group will be in a 'bubble' for non-lesson times to minimise contact between year groups.</p> <p>Student contact minimised through KS3 groups being based on the art groups. To facilitate learning this will be reviewed at the beginning of October.</p> <p>Clear social distance signage throughout school plus reinforced through social media. One-way systems used in some corridors.</p> <p>Schools implantation of face coverings will go above the DFE guidance.</p> <p>Recommendations over communal areas including staff rooms and offices now implemented.</p>

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					<p>Instructions for keeping classrooms/offices and other areas ventilated issued and implemented.</p> <p>New National Lockdown – CW&amp;V bubbles are being capped at 20 or below across a number of rooms. More year group bubbles may have to be created dependent on numbers.</p> <p>Guidance on CW have been revised to stipulate the working from home criteria.</p> <p>Key protocols distributed out to staff supervising.</p> <p>Key COVID protocols remain in place.</p> <p><b>No new guidance. Pre lockdown arrangements to be reapplied from 8<sup>th</sup> March. Year group bubbles to be reimplemented.</b></p>
14	Designated Entrance and Exit Points to the Building (for each cohort of pupils where possible).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Each year group will have a separate point of access to the school.</p> <p>HoY/SLT /<b>duty staff</b> will guide/support the arrival of students on site each day and direct them to their access area. <b>No change in guidance.</b></p> <p>No change in guidance. Entrance may switch to reception depending on numbers.</p> <p><b>Pre-Lockdown arrangements to be restarted from 8<sup>th</sup> March.</b></p>
15	Travel to and from school	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Parents have been advised to encourage their child to walk or cycle to school.</p> <p>Those travelling by bus will be advised to follow the government guidance re ‘bubbles’ on buses and to wear face coverings.</p> <p>This will be reinforced by the staff member before the students are dismissed.</p>

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					<p>No change in guidance.</p> <p>No change in guidance. Buses will remain in place for the first week and then at the school's discretion.</p> <p>Pre-Lockdown arrangements to be restarted from 8<sup>th</sup> March.</p>
16	Restrictions on access to school/setting by third parties (parents, members of the public, visitors etc).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>All visitors and parents will only be able to come on site if they have made an appointment.</p> <p>All visitors must read and adhere to COVID 19 safety regulations in place throughout the school.</p> <p>Software and webcams purchased to allow Parents evenings to take place.</p> <p>Vast majority of meetings to take place virtually. If the meeting is essential for the student's wellbeing or education then it can take place in school. Visitors to be met in reception and escorted around the outside of school.</p> <p>School is closed from the 7<sup>th</sup> January to all but CW &amp; V students. Visitors are not allowed without a prior appointment. Any parental consultation to be done virtually.</p> <p>All visitors and parents will only be able to come on site if they have made an appointment. Vast majority of meetings to take place virtually. If the meeting is essential for the student's wellbeing or education, then it can take place in school. Visitors to be met in reception and escorted around the outside of school.</p>
17	Stagger drop off and collection times, lunch and break times for each cohort/group.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>We will have staggered breaks and lunchtime periods to restrict cross contamination between year group bubbles.</p>

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					<p>Staggered start is not practical due to dependency on school transport. <b>We have implemented a staggered end of the day to minimise the quantity of students leaving the site at once. This will be reviewed after an appropriate time to allow learning to be maximised.</b></p> <p><b>No new guidance in this area.</b></p> <p>Students from bubbles to be dismissed from 2.45 onwards. <b>Pre-Lockdown arrangements to be restarted from 8<sup>th</sup> March.</b></p>
<b>18</b>	Reduce movement where practical around school to minimise contact	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>One-way system to be introduced in school to minimise cross over on narrow corridors.</p> <p>Assemblies of students will take place to limit non-essential movement/gathering – key messages &amp; assemblies will be delivered virtually.</p> <p><b>Break time, lunchtimes and end of day are staggered to reduce the number of students moving around the site at one time.</b></p> <p><b>Implementation of face coverings whilst students &amp; staff are in the buildings will be enforced.</b></p> <p><b>Ideally all meetings will be held virtually.</b></p> <p><b>Otherwise scheduled meetings involving more than 5 people (Governors &amp; SLT) to take place in larger rooms such as the Main Hall or Library and not in offices or existing meeting rooms.</b></p> <p><b>Internal meetings – SLT, staff briefings, assemblies now held through MS Teams.</b></p> <p><b>In addition to the above - staggered breaks and lunches will continue for the CW &amp;V students whilst in school. Any</b></p>

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					comfort break areas to be strictly segregated to reduce contact. Pre-Lockdown arrangements to be restarted from 8 <sup>th</sup> March.
19	Support and guidance for staff	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Clear staff guidance sent out prior to term starting. Opportunities for staff to feedback.</p> <p>Stress that staff must maintain social distance from pupils by standing at front of classroom where practical – each room to be marked out to identify this with PPE available as required (see below pt 20.)</p> <p>Plastic screens to be provided in rooms and reception areas for the safety of staff</p> <p>Staff allowed to change rooms if the timetabled room is not suitable.</p> <p>All welfare facilities to be checked and cleaned regularly and ensure a supply of bacterial hand wash soap is available.</p> <p>School guidance on face coverings to be discussed, published, and then implemented.</p> <p>Key adjustments to rooms as well as extra cleaning protocols for: Drama, PE, Music in line with the published guidance. 1<sup>st</sup> half of the autumn Term to be used to plan for the restarting of extra-curricular activities.</p> <p>New guidance postpones extra-curricular activities until December. Fortnightly virtually briefings alongside weekly emails &amp; bulletins keep staff informed.</p> <p>Letter detailing overall, plans, rotas, mass testing and remote education sent over the Christmas break.</p>

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					Information for staff to be distributed through the medium of emails when there is a change in guidance. Virtual briefings to continue but now recorded via MS TEAMS. Pre-Lockdown arrangements to be restarted from 8 <sup>th</sup> March. Use of face masks in the classroom will need further clarification.
20	<p>PPE for staff – this is not routinely required in school however will be available for staff if desired. Please see latest DFE guidance.</p> <p>Sanitising facility in all teaching areas. Classrooms will be marked with tape to reinforce SD Social distancing near the teacher’s desk.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Staff have to wear an appropriate face covering inside the school building. Hand sanitiser stations in every classroom. Regular hand washing encouraged. Protocols established for the cleaning of equipment. Staff to identify their preferred need with the options of:</p> <ul style="list-style-type: none"> <li>• Face visor to be issued to all staff</li> <li>• Face covering on request</li> <li>• Screen at their teaching desk if requested</li> <li>• alternative teaching location if requested</li> </ul> <p>No change to the guidance. COVID 19 safety protocols continue to remain in place. In light of new variant – work from home instruction given from Friday 8<sup>th</sup>. Social distancing and signage on staff rooms to be reinforced. Masks must be worn around school. Masks to be worn in lessons and when within 2m of each other. No social mixing of staff. Shower facilities for staff who have been in school to be provided using the Rec Centre. Pre-Lockdown arrangements to be restarted from 8<sup>th</sup> March. Use of face masks in the classroom will need further clarification. Face visors cannot be used around school and</p>

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					only in the classroom when a 2m distance can be maintained. Increased offer of screens around desks plus transparent face masks.
21	Stagger the use and limit the occupancy of staff room and offices by employees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3 staff rooms remain in place – staff aware of their own responsibilities to SD from colleagues. Staff have been instructed to maintain social distance, ventilate the rooms and wear a face covering unless eating/drinking. COVID 19 safety protocols continue to remain in place. Extra signage to be published on staff room doors. Pre-Lockdown arrangements to be restarted. Distance, hygiene, ventilation, and masks must be adhered to. Signage must be displayed on the doors.
22	Kitchen staff maintain social distancing of 2 metres in the kitchen where possible.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Being reviewed for wider opening to offer a limited range of food options without putting staff at risk. Outbreak in Kitchen area has resulted in further safety protocols being implemented such as screens around tills, handing over food/drinks, wearing medical grade face coverings, one way system around work area etc. Kitchen staff to placed on a rota system once we are able to judge the numbers of pupils in from the 7 <sup>th</sup> January. Pre-Lockdown arrangements to be restarted. Masks must be worn. No visor without masks as per the new guidance.
23	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"/>	Processes in place to reduce any risks for staff. Restrictions on the number of people in these confined areas now in place.

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					No new guidance for this area. Use of these rooms to be discouraged. <b>Booking system and limiting numbers of people to be introduced.</b>
<b>24</b>	Non Essential repair / contracted works in buildings to be carried outside school hours	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Site team to reinforce this unless an emergency situation arises. This is now in force. <b>Pre-Lockdown arrangements to be restarted.</b>

Infection Control, Cleaning and Hygiene Arrangements					
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<b>25</b>	Staff and families cannot attend if they have symptoms of COVID 19 – see point 8	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>All staff and families advised within updated guidance.</b> <b>Guidance reissued weekly through social media.</b> <b>No change in guidance.</b> No change in guidance ‘serial testing’ does not override this measure. School is closed for all students apart from CW&V students. Staff now permitted to work from home. Any staff on rota must not attend if they are symptomatic or awaiting test results or someone living in their bubble is awaiting test results. <b>Pre-lockdown arrangements to be put into place.</b> <b>National Guidance must be followed.</b>
<b>26</b>	Pupils who experience COVID-19 symptoms should be collected from school/ setting as soon as possible.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	MNC has established a plan for this – they will be removed from the teaching area and isolated and then taken off site.

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	They should be kept apart from all other pupils and staff whilst on site.				<p><b>This continues to be implemented.</b></p> <p>This continues to be implemented.</p> <p>Pre-Lockdown arrangements to be put back into place. In school testing should not be affected due to the number of trained staff available.</p>
27	Provision of hand-washing / sanitising facilities at entrances and throughout school/setting. (regularly monitored & maintained).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>In place with automatic hand sanitisers placed in each teaching location</p> <p>Site and cleaning staff to monitor throughout the day.</p> <p>Anti-bacterial hand wipes to be provided for use in classroom.</p> <p>No extra provision here.</p> <p>Thorough checks to be made prior to March 8th</p>
28	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).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Staff and student expectations to be reinforced at all times.</p> <p>No new guidance in this respect. School to offer shower &amp; change facilities for staff over this lockdown period.</p> <p>Pre-Lockdown arrangements to be put back into place.</p>
29	Different hand wash facilities should be available for each cohort/group within school/setting where possible.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Cleaning team at toilets throughout the day.</p> <p>Different toilets to be used by bubbles during staggered break and lunchtimes.</p> <p>As far as possible CW&amp; V bubbles to use the same toilet facilities during the day. Issue surrounding no student toilet available in the Ladybrook block.</p> <p>Pre-Lockdown arrangements to be put back into place.</p>
30	Sharing of pencils/ pens and other items of stationery is avoided where possible. (Pupils have their own stationery in their own pencil case as they do in Secondary Schools)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>To be reinforced via guidelines /expectations. DfE guidance clearly identifies what is permissible.</p> <p>Protocols for storage in place for departments needing to share paper/textbooks between bubbles.</p>

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					<p>Spare stationary to be handed out to students and not collected in. Extra textbooks &amp; virtual textbooks have been ordered to supplement existing stock.</p> <p>No equipment needed. Basic equipment to be provided in CW&amp;V bubbles as weeks progress.</p> <p>Pre-Lockdown arrangements to be restarted on March 8th.</p>
31	Equipment that may need to be shared (laminators, guillotines etc.) should be cleaned and sanitised before and after use.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>JJ to ensure no other staff use the reprographics area and equipment.</p> <p>Protocols for cleaning and storage in place for departments needing to share resources between bubbles. Extra cleaning equipment provided into classrooms. Extra equipment has been ordered to supplement existing stock.</p> <p>Extra cleaning provision now extended until the end of the Autumn Term.</p> <p>Use of photocopiers in reception restricted. ICT support to be done remotely. If this is not possible then the work area will be wiped clean before use.</p> <p>No rota for reception or reprographics area but hours restricted to minimise usage.</p> <p>Pre-Lockdown arrangements to be restarted on March 8<sup>th</sup>.</p>
32	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"/>	To be reinforced verbally and with signage
33	Additional bins and increased emptying / replacement are provided / in-place.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	To be part of the increased cleaning provision.

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34	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"/>	To be included in guidance to staff. Now has to be in place all the time in schools. No new guidance. Guidance remains the same.
35	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: <ul style="list-style-type: none"> <li>Toilets</li> <li>Door Handles/ Access Buttons</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	School cleaning regime to be increased 6 staff to be on site during the day to carry out routine cleaning following an agreed programme. Water dispensers removed due to risks Staff & student guidance will include the requirement to wipe down some specialist areas i.e. keyboards. Full complement of cleaners to remain on site for CW & V bubbles. Enhanced cleaning – extra cleaner appointed for one month to focus on the Ladybrook Building.
36	If staff bring in their own food this should be food which does not require heating or additional preparation in kitchen / canteen/ staff room areas.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Staff to be advised and reinforced. No change in guidance. Staff room use should be minimised and face masks used when occupied.
37	Use of kitchen areas to be limited to preparation of hot drinks, cleaning of cups / mugs etc. Employees to use own / designated cup or mug.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Staff to be advised and reinforced. No change in guidance. No change to the guidance – staff to take responsibility for ensuring compliance. No change to the guidance – staff to take responsibility for ensuring compliance.
38	Employees to store, where possible, coats, bags and non-work essential items in personal lockers. Where lockers are not provided, employees will not use shared coat racks / stands and will store coats on the back of their chairs and bags safely under their desks.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Staff to be advised and reinforced. No change in guidance. No change to guidance. No change to the guidance.

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Ref	Control Measure: Hand hygiene	Yes	No	N/A	Actions Taken Details / Further Information
39	Staff and pupils are provided with instructions on how to achieve effective hand-washing; for example in the form of posters, written guidance and videos clips etc.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">Hand-Washing Guidance</a> <a href="#">Hand-Washing Video</a> <a href="#">Hand-Washing Poster</a> No change in guidance. No change in guidance. <b>No change to the guidance</b>
40	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"/>	Staff to be advised and reinforced. No change in guidance. No change in guidance. <b>No change to the guidance</b>
41	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"/>	Members of the cleaning team to be located at the toilets throughout the day. No change in guidance. Costs for cleaning materials being tracked. Cleaning staff to be retained – protocols to continue. <b>Pre-Lockdown levels of cleaners to be restarted. Extra cleaner to be employed to focus on the Ladybrook building.</b>
42	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"/>	Staff to be advised. This continues to be the situation. This continues to be the situation. <b>This continues to be the situation.</b>

Key Roles and Responsibilities					
Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
43	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"/>	<p>Yes and closure considered/implemented if this changes. Rota for site staff to be established. First weeks all site to be in school, (site staff asked for this arrangement). Key areas of schools ie main reception to continue to be manned through new lockdown period. Staff to be informed of change to opening and closing times. Fire and Lockdown periods to be maintained. SLT rota ensures either the HT or Dep HT are on site for each day to lead the strategic and operational activities.</p> <p><b>Pre-Lockdown arrangements to be restarted. Critical Incident Plan to be implemented if a large number of staff are ill or having to self-isolate. Liaison with CoG and LEA before decisions are made.</b></p>
44	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"/>	<p>Cleaning rota amended to facilitate this and resources purchased to support ongoing routines. Cleaning staff to be retained on site through lockdown period. Hours of work to be adjusted to allow for earlier closure of site.</p> <p><b>Extra cleaner to be appointed for one month to focus on the Ladybrook building</b></p>
45	Sufficient numbers of trained staff are in place to provide Emergency First Aid.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>To remain on current rota – training completed July 2020. <b>All completed rota updated.</b></p> <p><b>One first aid trained MOS always on site.</b></p> <p>This remains in place for the new lockdown period.</p> <p><b>First aid arrangements remain in place.</b></p>

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<b>46</b>	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"/>	Established emergency procedures will be used. <b>Factored into our Critical Incident Plan.</b> Protocols remain in place. <b>Pre-Lockdown protocols remain in place.</b>
<b>Statutory Premises Compliance and Maintenance</b>					
Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
<b>47</b>	PPM (Planned Preventative Maintenance) work continues to be delivered for critical building systems (Life-Safety) including: <ul style="list-style-type: none"> <li>• Fire Alarm and Detection</li> <li>• Powered Doors / Gates</li> <li>• Legionella and Water Testing</li> <li>• Electrical Safety</li> <li>• Gas Safety</li> <li>• PAT Testing</li> <li>• Asbestos Management</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Site Manager to review and inform as needed. This will continue over the Lockdown period. <b>Pre-Lockdown protocols remain in place.</b>
<b>48</b>	Defect Reporting arrangements are in place.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	As above.

<b>Any Additional Information and Control Measures (Detail Below)</b>					
<b>49</b>	Student concerns/anxieties	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The Pastoral team are available, by appointment, to support students as needed. Pastoral team to make regular contact with students of concern. Wellbeing resources and advice sent out.

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					Core tutors to hold weekly virtual core tutor sessions for students.
50	Staff anxieties	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Support will be offered at the time and the offer of further support, counselling referral discussed if and when appropriate – details circulated on 05.07.20.</p> <p>School is subscribing to an external Employee Assistance Programme specifically for those in education which provides resources and counselling support available.</p> <p>Wellness plan put into place for staff returning 8<sup>th</sup> March.</p> <p>Staff encouraged to see HT with any concerns or worries they have. Staff offered home testing kits prior to the 8<sup>th</sup> March.</p> <p>Flexible arrangements surrounding childcare for the first three days in place. H&amp;S risk assessments for particular staff in place prior to 8<sup>th</sup> March.</p>
51	Workload and well being	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Staff workload has been considered when identifying the requirements of school reopening.</p> <p>Information circulated on 31/08/20. School has purchased resource and counselling support available: <a href="https://www.educationsupport.org.uk/">https://www.educationsupport.org.uk/</a>.</p> <p>Monday INSET to be used for departmental planning and preparation. Meetings minimised – all done virtually.</p> <p>Over the Autumn Term ‘normal’ aspects of school have been restarted on a staged approach. We are looking at possibilities for extending the break times by 5 mins to ensure staff get an appropriate time for a break. QA of staff suspended. School to close on 18<sup>th</sup> December. Staff INSET day on 6<sup>th</sup> January extending the Christmas break by three days.</p>

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					<p>Reminder to be sent around in regard to online support, <a href="https://www.educationsupport.org.uk/">https://www.educationsupport.org.uk/</a> .</p> <p>Greater number of staff involved in the rota allows for regular well being checks. Other staff not attending regularly will receive once a fortnight check in. In terms of workload – staff have the flexibility in delivery using preprepared online materials eg Hegarty Maths, Oak Academy and BBC Bitesize videos. Any QA completed will be light touch. Workload and online provision to be reviewed every two weeks.</p> <p>CPD sessions on Monday to be utilised for work being posted through MS Teams. No live online lesson commitment from 8<sup>th</sup> March. Monday – Wednesday reduced numbers in. Before Easter Parents Evening’s to be completed from home where possible.</p>
52	Reviewing measures	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>SLT meet at the end of each day to review measures and adapt protocols.</p> <p>SLT continue to meet virtually over the lockdown period.</p>

Further Information - Health, Safety and Wellbeing Team; [healthandsafety@stockport.gov.uk](mailto:healthandsafety@stockport.gov.uk) – 0161 474 3056

### School Leadership Use Only

<b>Approved by (Head Teacher/ Chair of Governors)</b>	Paul Williams	<b>Date of Approval</b>	01/03/2021
<b>Date Provided to Unions</b>	01/03/2021	<b>Date of Review</b>	Routinely reviewed and updated as required