



## Schools/Settings COVID 19- Health and Safety Risk Assessment Revised For Return to School from 8 March 2021

<b>School/ Setting</b>	Levenshulme High School	<b>Date of Updated Assessment</b>	25/02/2021
<b>Updated Assessment Completed By</b>	N Johnson D Johnson M McNulty		

**This Risk Assessment will be reviewed on: 29<sup>th</sup> March 2021**

### 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 <a href="#">coronavirus (COVID-19) symptoms</a> , should not attend school/ setting. They should <a href="#">arrange to have a test</a> .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	This guidance is communicated to all stakeholders in the plan of the March 2021 return and in communications with parents and students. The guidance is communicated in Urdu and Arabic to support understanding. Poster and electronic displays around school reiterate these messages. Information communicated to parents regularly regarding the symptoms and how to respond. Staff, pupils and families should be reminded that they should not attend school, even if they are feeling better, until they receive their test results.
02	Any employee who has tested positive for COVID 19 in the past 10 days should not attend school/ setting.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	This guidance is communicated again, to all stakeholders in the plan of the March 2021 return and in communications with parents and



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					students. The guidance is communicated in Urdu and Arabic to support understanding. Poster and electronic displays around schools reiterate these messages. There is an additional risk assessment related to asymptomatic mass testing processes and for students taking tests at home.
<b>03</b>	Any employee who develops COVID-19 symptoms during the school day should be sent home as soon as possible and should <a href="#">arrange to have a test</a> .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Links to further information about how one can access arranging a test is in the plan for March 2021 opening. A link to this site is also on the school website.
<b>04</b>	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 <a href="#">COVID-19: review of disparities in risks and outcomes report</a> . Sample assessment template provided by Directorate for Children and Education Services	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	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 <a href="#">COVID-19: review of disparities in risks and outcomes report</a> . Sample assessment template provided by Directorate for Children and Education Services  All staff individual risk assessments should be reviewed and updated regularly. CEV staff, although should have been vaccinated as part of Priority Group 1, are advised to continue to shield and not attend the workplace. This is until further data is available on vaccination effects
<b>05</b>	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"/>	The first question asked in every line management meeting, relates to the well-being of that member of staff and their team. The Employee Assistance Programme will be promoted as a tool for all colleagues to access and details are available to access at all times through the Staff Wellbeing part of the intranet. This information is re-circulated regularly.
<b>06</b>	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"/>	The updated Risk Assessment is available on the school website. The updated Risk Assessment has been shared with all colleagues and feedback/questions invited. Any colleagues who are breastfeeding and need to express milk can do so in a dedicated, private space. The opportunity to work on school site is there for colleagues for whom this will be beneficial.



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**Our Pupils (National lockdown January 2021- pupils refers to vulnerable pupils and children of critical workers)**

Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
07	Any pupil or persons within their household has <u>coronavirus (COVID-19) symptoms</u> , should not attend school/ setting. They should <u>arrange to have a test</u> .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	This guidance has been communicated to all stakeholders in the plan of the March 2021 return and in communications with parents and students. The guidance is communicated in Urdu and Arabic to support understanding. Poster and electronic displays around schools reiterate these messages. In the first week, this will be part of the form time programme and as messages delivered through briefings and on-going communications with all members of the school community. Further reminders, including the process surrounding contact tracing practices are communicated regularly with staff, pupils and families
08	Any pupil who has tested positive for COVID 19 in the past 10 days should not attend school/ setting.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	This guidance has been communicated to all stakeholders in the plan of the March 2021 return and in communications with parents and students. The guidance is communicated in Urdu and Arabic to support understanding. Poster and electronic displays around schools reiterate these messages.
09	Any pupil who develops COVID-19 symptoms during the school day should be sent home as soon as possible and should <u>arrange to have a test</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Any pupil who displays COVID-19 symptoms during the school will be isolated outside, if weather permits or in the ventilated room in reception (accessing the toilet if needed which will be rendered out of use at this time), their parents called to collect and them and return home as soon as possible. We have back-up spaces and designated toilets in the event that there are multiple cases. The family will be given information about arranging to have a test and should book a test as soon as possible. They should let school know the outcomes of this test as soon as they have been received. School have been allocated a limited number of home testing kits – their use will only be authorised by the co-headteachers. A letter detailing how to access a test will be sent home with the child; this includes translations in Arabic and Urdu As per the revised guidelines, with consent, close contacts will participate in the asymptomatic mass testing process on a daily process to enable them to continue to access school.
10	Remote/distance learning contingency arrangements for all pupils should be maintained.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Remote learning practices developed during lockdown will continue to be developed with digital leaders from faculties developing this part of

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					<p>our provision. Homework set for remote learning will support strengthening students' familiarity with practices so that, in the event of full or partial lockdown, learning can continue.</p> <p>We will look to loan out devices where needed in the event of lockdown (following systems used in the first lockdown).</p> <p>Paper work packs – containing the same differentiated work as is set online – will also be made available on a two-weekly cycle so that students without internet/device access are not further disadvantaged.</p> <p>Full overview of remote learning provision in place for each faculty area</p> <p>Staff training and development in place (twilight 22 Oct 2020) to enhance further practices around remote learning</p> <p>166 devices sourced from the DfE and processes for getting these to pupils in need are being drawn up. These are now in place and devices loaned as needed.</p> <p>By the end of HT3 all KS4 students who need to self-isolate will be able to access live learning; this is being extended to KS3 by the end of HT4</p> <p>On-going training and development for colleagues is in place</p> <p>Revised expectations for remote learning (including safeguarding processes) have been communicated with colleagues on 5-1-21</p> <p>Resources available from reception for students who are working at home to collect as needed.</p>
<b>11</b>	<p>Pupil groups should be arranged to enable the school to deliver the full range of curriculum subjects and students to receive specialist teaching.</p> <p>At primary school, and in the younger years at secondary (key stage 3), schools may be able to implement smaller groups the size of a full class. If that can be achieved, it is recommended.</p> <p>In secondary schools, and key stage 5, the groups are likely to need to be the size of a year group.</p> <p>Children are kept in their groups for the majority of the classroom time.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Each year group bubble will occupy a separate area of the school site. Staff will move between bubbles. Each year group bubble will have their own set of toilets, stairs and rooms. Each year group bubble will eat at a separate time to the other bubbles. We have increased our dining facilities from one to three. Social spaces will also be limited to one year group at a time</p> <p>Details of all close contacts within the learning environment are held centrally on class-charts. When a positive case is confirmed, a conversation happens with the young person to establish social time contacts and friendship groups. Coloured lanyards, t-shirts and maps all help to ensure students stay in their designated areas A second t-shirt has been bought for all students.</p>



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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>A temporary code of conduct has been added to the appendix of the Behaviour for Learning Policy. .</p> <p>A copy of the appendix has also been shared with parents.</p> <p>A copy of the appendix has been shared with students. Expectations around the March 2021 re-opening and the teaching and learning provision will also be shared from March 8<sup>th</sup> onwards.</p> <p>A copy of the appendix will be shared with colleagues on the INSET days in September.</p> <p>The full Behaviour for Learning policy and this temporary appendix can be accessed on the school website.</p>

**Our School**

<b>Capacity, Access and Egress</b>					
<b>Ref</b>	<b>Control Measure</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Actions Taken Details / Further Information</b>
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>As outlined fully in the plan, there are designated entrances and exits to the school site.</p> <p>Students will enter through their allocated gate at their allotted staggered start/finish time. On coming through the gates, there will be sanitizing stations and students will sanitize their hands before proceeding to their form room/designated area of the school site.</p> <p>At the end of the day, students must leave site as per the staggered finish times. Students must not congregate. If they do have to wait, they should do so at one of the marked waiting spaces shown on the fence. Each year group bubble has their own entrance to their designated part of the school, their own stairwell and their own set of toilets – in addition to their own set of classrooms and corridor space.</p> <p>Additional communication to be given prior to the start of the academic year the strong request to parents about their children and themselves not congregating at the school gates. (Before and after school).</p> <p>Pupils line up in their year group bubbles waiting to be let in at their allotted time.</p>



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14	Increased number of Entrance and Exit Points to the Building (external class room doors should be used where possible).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Each year group bubble has their own entrance to their designated part of the school, their own stairwell and their own set of toilets – in addition to their own set of classrooms and corridor space. This arrangement, in conjunction with the staggered timings, will mean that insofar as is possible, year group bubbles will be kept apart whilst on the school site. This information will be communicated with all stakeholders and signage around school will label clearly the zones allocated to each year.
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"/>	Arrangements for safe travel to and from school has been communicated with staff, students and parents. Pupils are asked to walk or cycle to school where possible and to avoid public transport. Parents are asked not to wait at the school gates. If they must, there are clear waiting markers along the school fence so that waiting at a social distance can be observed.
16	Restrictions on access to school/setting by third parties (parents, contractors, 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"/>	All non-emergency maintenance to be carried out when school is closed to students and staff, where possible Suppliers to be issued with school visiting protocols Remind staff taking deliveries to wipe down goods with wipes and sanitize hands afterwards The reception area has a person capacity display and clear markings and signage to promote social distancing Contractors to be directed to carry out work/visit out of school opening time. School visits will continue to be limited where possible. We are ensuring that appropriate support is made available for pupils with SEND and those that require access to counselling by deploying of staff and enabling specialist from both within and outside the school to work with pupils in different classes or year groups.
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 <b>Primary</b> EYFS & KS1/ KS2, for <b>Secondary</b> KS3/ KS4/ 6 <sup>th</sup> Form.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	As outlined fully in the plan, there are designated entrances and exits to the school site. Students will enter through their allocated gate at their allotted staggered start time. On coming through the gates, there will be sanitizing stations and students will sanitize their hands before proceeding to their form room/designated area of the school site. At the end of the day, students must leave site as per the staggered finish times. Students must not congregate. If they do have to wait, they should do so at one of the marked waiting spaces shown on

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					<p>the fence. Each year group bubble has their own entrance to their designated part of the school, their own stairwell and their own set of toilets – in addition to their own set of classrooms and corridor space.</p> <p>Break and Lunch – we have increased the number of dining spaces so that only one-year group will occupy the space at a given time. Some year groups will eat at break, the space will then be thoroughly cleaned in time for the other year group to eat at lunch. Full details of this dining rota can be found in the full plan.</p>
<b>Travel to and from School (including Public Transport and School Buses)</b>					
<b>18</b>	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"/>	There are links on the website and this will be covered with students as part of their first form time and with staff on the training day.
<b>19</b>	<p>Pupils on dedicated school buses should wherever possible:</p> <ul style="list-style-type: none"> <li>- Sit together in their year groups,</li> <li>- Ensure hands are sanitised on boarding/ disembarking</li> <li>- 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.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<p>We do not have designated school buses. Communication has been circulated to discourage the use of public transport. Where it has to be used, information has been shared regarding conducting yourself safely whilst using it, including the guidance that adults and children should wear a face covering both in communal areas and in classrooms where 2 metre distancing is not possible.</p> <p>This will also be covered with pupils as part of the form time programme on the first day back and repeated in a timely way throughout the rest of the school year, as required.</p>
<b>20</b>	Assurance should be sought from school bus providers of additional cleaning regimes and that a COVID secure risk assessment has been completed.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Not applicable as we do not have any school bus providers.
<b>21</b>	Close liaison is in place for statutory 'Home to School Transport' with the Local Authority, school and private providers. Assurance should be sought that additional cleaning regimes are in place and a COVID secure risk assessment has been completed.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	This does not currently apply to any of our students



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22	Families and pupils that have no alternative to use wider public transport are referred to the <a href="#">safer travel guidance for passengers</a>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Detailed in our communication with parents and carers. Posters on display in reception and information on school website.
<b>Face Coverings</b>					
23	<p>Face coverings should be worn by all secondary school children and staff (unless medically exempt) in corridors, communal areas and classrooms, where 2m social distancing cannot be maintained.</p> <p>Face coverings can be removed during PE lessons, when outdoors and when eating/drinking. There should be a process in place for removing face coverings when this is required.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Safe use of masks – including their wearing and disposal – has been communicated with colleagues and students. Lidded bins can be found in classrooms and other spaces. There are sanitizing dispensers around the school.</p> <p>Hand sanitizing will be expected for everyone on entrance to school and for those wearing masks, after they have disposed of them or put them in their plastic bag and away in their bag.</p> <p>Face coverings should be worn in communal areas and classrooms where a distance of 2m cannot be maintained. Communications and posters make this clear (unless exemptions apply)</p> <p>Visors are available to staff who want them.</p> <p>This has been communicated through our plan to all staff for March 2021 opening. It has been communicated to parents and carers and will be communicated to students via a video message and then referred to as part of the from time programme. Verbal reminders will be given throughout each day.</p> <p>Reminders about mask hygiene and disposal will be give throughout the day.</p> <p>The PE team will remind the students that they can remove their face covering for lessons where they are physically active.</p>



<b>Asymptomatic Testing</b>					
<b>Ref 24</b>	<p>Rapid testing using Lateral Flow Devices (LFD)s will support the return to face-to face education by helping to identify people who are asymptomatic;</p> <ul style="list-style-type: none"> <li>• Secondary school pupils should complete 3 onsite tests, on return to school, before moving to regular twice weekly tests at home.</li> <li>• Secondary school staff should complete regular twice weekly tests at home.</li> <li>• A small on-site LFD test centre should be maintained in secondary schools to allow for those unable to take LFD test at home on site.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Our school has a Lateral Flow Device Testing risk assessment in place for our on-site test centre.</p> <p>See separate risk assessment. Consent forms have been issued to parents. The period of time to consent will close on Tuesday 2<sup>nd</sup> March.</p>
<b>Physical and Social Distancing in the Building</b>					
<b>25</b>	<p>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 our school, teachers should stay at the front and maintain 2m distance.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>All staff and students have been reminded to continue to maintain 2m from other staff and children where possible. Markers on the floor and walls are in place as visual reminders for the 2m distance in physical terms Signage reminds everyone of the importance of the hands, face, space mantra in place. Bubble spaces in operation and classrooms are organised with students all facing the same direction. In some classrooms, screens are in place around the teacher's desk Meetings and briefings are held virtually where 2m distance cannot be maintained</p>
<b>26</b>	<p>Reduced movement around school-</p> <ul style="list-style-type: none"> <li>- 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</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Year group bubbles have been in operation since September and will continue to be so until further notice. Each year group is restricted to one area of the school. They will have all their lessons in their bubble. They have a set of toilets allocated to them and will share a dining space Y7 with Y8 and Y10 with Y11 with Y9 on their own. Each year group will be in their dining</p>



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	and exits. Staggered start and finish times, break and lunch times have been considered, together with ensuring appropriate time for cleaning surfaces and equipment.				space in their year group bubble and then there will be a 2 hour gap for cleaning the dining space before the next year group come in. There will be staggered starts to the start and end of the day. Each year group have been allocated their own outdoor space. There will be a system in a place where teachers and pupils' transition between lessons is staggered with corridor supervisors allocated to each bubble zone to support orderly movement and conduct.
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"/>	There will be visual reminders around the school. There will be frequent verbal reminders. Face coverings should be worn in all areas of school for adults and children where a distance of 2m cannot be guaranteed.
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 <b>Primary</b> EYFS & KS1/ KS2, for <b>Secondary</b> KS3/ KS4/ 6 <sup>th</sup> Form. Determine if pupils will be having a school meal, if pupils bring a 'packed lunch' this should be eaten in their class room/ zone reducing numbers in the dining hall.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other assemblies will happen virtually throughout the half term. There will be no other communal gatherings. The zoned dining spaces and allocated year group sittings allow enough time for thorough cleaning between use and ensure that bubbles are kept separate Where pupils have brought a packed lunch, they can eat in designated classrooms within their bubble zone.  <b>Before/ After School Clubs:</b> Clubs will start no sooner than 22 March to ensure safe working practices are once again embedded amongst the staff and student voices Children will be kept in a group with children from their bubble. Each bubble/ group will have their own equipment and there should be regular handwashing. Records will be retained of children within each group and with whom students have worked closely with as per close contact definitions Only students with prior consent may attend the clubs so that organisation of the clubs can run safely
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	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Where possible, singing-focused music lessons will continue to take place outside. Any singing that takes place in school takes account of additional social distancing practices and will be kept to a minimum (such as where necessary for GCSE). Equipment will be



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	than 15, instruments should not be shared and pupils should stand back to back or side by side.				<p>allocated to a year group bubble at a time. As with other shared resources, there will be strict sanitizing procedures in place that will be followed so that equipment is cleaned before and after use.</p> <p>The following guidance is taken into account in curriculum and activity planning: <a href="https://www.musicmark.org.uk/wp-content/uploads/Literature-Review-August-2020.pdf">https://www.musicmark.org.uk/wp-content/uploads/Literature-Review-August-2020.pdf</a></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 groups to remain consistent, with no changes and to work outside for most lessons. Half a sports hall is available for Year 9 groups only. Wherever and whenever possible, PE lessons will take place outside. On days where pupils have PE timetabled, they will wear their PE kit so there will be no need to get changed. Activities have been planned to reduce the amount of equipment that will be used. As with other shared resources, there will be strict sanitizing procedures in place that will be followed so that equipment is cleaned before and after use.</p> <p>Outdoor sports continue to be prioritised wherever possible. However, it is permitted for some PE sessions to be indoors. These activities must be authorised by the co-headteachers beforehand.</p> <p>Any indoor PE activity will consider:</p> <ul style="list-style-type: none"> <li>- Ensuring indoor PE sessions take place in a large well-ventilated space. Windows and doors should be open (where it is safe and appropriate to do so).</li> <li>- Consider PE activities that use limited equipment, such as dance, yoga, circuits.</li> <li>- If equipment is used, this must be kept to a minimum and pupils are given their own equipment and use only this during the lesson.</li> <li>- Equipment must be cleaned thoroughly before and after use (or left in quarantine for 48 hrs (72 hrs if plastic) before another bubble uses.</li> </ul>



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					The Association for Physical Education have completed detailed PE guidance- information I the link below is followed:  <a href="https://www.afpe.org.uk/coronavirus-guidance-support">https://www.afpe.org.uk/coronavirus-guidance-support</a>
<b>31</b>	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.  <b>SOCIAL DISTANCING SHOULD STILL BE FOLLOWED REGARDLESS OF WHETHER STAFF HAVE BEEN VACCINATED UNTIL FURTHER DATA ON VACCINATION EFFECTS ARE AVAILABLE.</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	As with all offices and shared working spaces for adults, room capacity signs are clearly displayed on the door. Additional staff work spaces and pop-up staffrooms have been created at social times to ensure that staff can rest and observe social distancing. Signs around schools and communications with colleagues serve as a consistent and constant message regarding the need to socially distance. Continued reminders regarding hands, face, space practices given throughout the year. Computers have been cordoned off in the staff room and chairs removed as needed to support colleagues maintaining social distance.  Office spaces have been re-configured and in some cases colleagues relocated to ensure 2m social distance can be maintained.  Furniture has been removed from the staff room  Staff shared computers have been taken out of use to ensure distance between machines and users  Avoiding car sharing reminders have been communicated with colleagues and links to safe use of transport included in the March return plan  Signage in place and refreshed for safe working protocols when using shared equipment such as photocopiers, kitchen equipment etc.
<b>32</b>	Kitchen staff maintain social distancing of 2m in the kitchen. If not possible 1m plus additional controls. Kitchens must comply with the <a href="#">guidance for food businesses on coronavirus (COVID-19)</a> .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The maximum capacity for the kitchen is displayed on the doors to the kitchen. Kitchen rotas have been drawn up to support colleagues observing social distancing and maintain teams so that in the event of an outbreak, service can still be in place

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					<p>Handling deliveries protocols have been devised and shared with suppliers and with kitchen staff taking in deliveries. PPE is available for colleagues as required. There are increased dining spaces so as to reduce the number of children accessing the serveries at any one point. There are sanitizing stations in the kitchen and at the entrances too. The guidance will be followed. There are posters reminding staff to maintain social distancing as far as possible. This will be made more possible, by there being three different dining areas, so the volume of staff will be less in specific areas at specific times. Signs remind colleagues to observe appropriate hand hygiene.</p>
<b>33</b>	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"/>	<p>Use of Small Meeting Rooms and Confined Areas (including Photocopier / Printer/ Storage areas) by more than one person prohibited. All rooms have been re-assessed for their room capacity and signs updated. Office spaces have been re-configured and/or colleagues moved to different spaces so that safe social distancing can be maintained.</p>
<b>34</b>	Non Essential repair / contracted works in buildings to be carried outside school hours.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>All non-emergency maintenance to be carried out when school is closed to students and staff, where possible Suppliers to be issued with school visiting protocols Works will be scheduled to take place outside of the hours and areas in use during this arrangement We know our suppliers so are able to adhere to test and trace requirements in the event this becomes necessary</p>
<b>35</b>	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"/>	<p>Signs to be displayed limiting use to one person at a time. Signs outside all lifts stating that only one person can use at any one time. Lifts are included in the cleaning rota</p>
<b>36</b>	Staff that assist pupils with AGP (aerosol generating procedures) have appropriate AGP PPE. Any procedures are done in a separate, ventilated room where possible. (Refer to health colleagues if this is applicable).	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	N/A

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



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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 <a href="#">coronavirus (COVID-19) symptoms</a> , should not attend school/ setting. They should <a href="#">arrange to have a test</a> .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Instruction given to all staff (including any visitors) and students that this is the case. This has been communicated verbally, through videos and in writing in the March return plan and in communications to parents and students.</p> <p>There is a supply of face coverings in school to be given to students/staff who do not have their own.</p> <p>Face visors are available to all staff on request but these cannot be worn in place of a face covering unless for medical reasons, In line with DfE guidance, face coverings should be worn in classrooms when teaching and learning is taking place where a distance of 2m cannot be maintained.</p>
38	Staff who experience symptoms as above whilst at work should go home as soon as possible and should <a href="#">arrange to have a test</a> .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>As per NHS and PHE guidance. This message has been communicated to all stakeholders and will be reinforced again in our communications before the start of term. This information has been translated into Urdu and Arabic to support understanding.</p> <p>Staff and eligible pupils have been made aware of the NHS Covid app Reminders will be sent to all families about the messages for staying off if symptoms are present in the household and how to get a test</p> <p>See risk assessment and practices around mass asymptomatic testing, including home testing practices.</p>

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<b>39</b>	<p>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.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>In the first instance, when weather permits, any student displaying symptoms waits outside of reception until they can be collected. Isolation rooms are in place. The rooms can be seen into. Any student displaying symptoms will be isolated in one of these spaces.</p> <p>Parents/Carers will be contacted as soon as possible to come and collect the student who is isolating.</p> <p>A member of supervising staff will be stationed outside of this room until the student(s) is/are collected.</p> <p>In the rooms identified for isolating a person displaying symptoms there is a designated toilet which will be out of use to others and cleaned following guidance.</p> <p>Supervising staff will be wearing PPE – provided by the school</p> <p>Guidance will be communicated to parents/ carers.</p> <p>Contracted cleaners have been trained to clean and dispose of any materials in a safe way. There is a sanitizing ‘fogging’ machine used to clean the room quickly, which is used as needed.</p> <p style="color: green;">See risk assessment and practices around mass asymptomatic testing</p>
<b>40</b>	<p>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.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>The parents/carers will be told to do this when they collect their child. A letter will be sent home with the students when they are collected regarding testing arrangements; there are versions in Arabic and Urdu.</p> <p>If the parent/carer expresses their difficulty in doing this, they will be supplied with a testing kit - (there will be a small number of testing kits made available to schools)</p> <p>This has been included in communications with parents/carers before the start of term.</p> <p>There is a small number of home testing kits which will only be issued following the authorisation of the co-headteachers.</p> <p>Top up supplies of home testing kits are ordered as needed.</p> <p>See risk assessment and practices around mass asymptomatic testing, including home testing processes</p>
<b>41</b>	<p>Staff/ pupils who test positive for COVID 19 should self-isolate for 10 days. Other members of their household (including siblings) should self -isolate for 10 days from when the symptomatic person first has symptoms.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>We will communicate this message with parents/carers and will use the standard letters that have been provided to remind parents/carers of their responsibility. We will inform our local health protection team, CICT and SSQA and seek their advice.</p> <p>The evidence provided by the NHS regarding a positive test result must be shared with school.</p> <p>See separate risk assessment and practices around mass asymptomatic testing, including home testing processes.</p>



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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"/>	Hand Sanitizing stations will be available in all of the arrival areas. There will be outdoor hand sanitizing stations for when students arrive in the morning to school. If they are wearing a mask, protocols around their use haven shared: remembering not to touch their faces, sanitizing hands etc. Hand sanitizer, tissues and pedal bins (with lids) are available in all classrooms and around the site. Hand sanitizer will be used before and after eating, located in the dining spaces. Increased frequency of cleaning to be scheduled and a cleaning log maintained in toilets to show the frequency of cleaning that has taken place.
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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Posters highlighting are on displayed at key places around the site. On arrival and departure to and from school, students, staff and visitors will sanitize their hands Hand sanitizer, tissues and pedal bins (with lids) to be available in all classrooms and around the site. Form time slides shared on the first days back in March recap the importance of good respiratory and hand hygiene. These reminders will continue be given in a timely manner for the foreseeable future.
44	Different pupil groups do not need to be allocated their own toilet blocks or hand washing facilities. This could be considered but is not a requirement. 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"/>	All year groups have been allocated their own set of toilets. There will be an increase in the frequency of cleaning of toilets and other high contact areas a cleaning log maintained in toilets to show the frequency of cleaning that has taken place. There will be visual reminders for all students and staff about the need to wash hands regularly and properly. Reminders about good hand hygiene given in form time.
45	Educational Resources; <ul style="list-style-type: none"><li>- For frequently used resources such as pens and pencils, staff and pupils should have their own items</li><li>- 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.</li></ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Every bubble of students to have their own stationery supplies which will not be shared with other students. Clear communication with home regarding bringing in your own stationery and mobile phone (if you have one) for BYOD.  Other classroom-based resources such as books will be cleaned more regularly and will only be used within that year group bubble.



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	<ul style="list-style-type: none"> <li>- 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.</li> <li>- Outdoor play equipment should be frequently cleaned following use by each group.</li> </ul>				<p>The school has in place a more frequent cleaning schedule which will have a greater focus on the high contact areas.</p> <p>Resources that will be used across bubbles, such as PE equipment – boccia equipment – will be sanitized before and after each group have used it and/or will under no circumstances be used within 48 hours (*72 hours in the case of those made of plastic) of its last usage.</p>
<b>46</b>	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).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Key messages regarding permitted equipment have been communicated to students and their families. The same details have been communicated via the March return to school plan and will be covered with students through the form time programme in the first week back.</p>
<b>47</b>	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"/>	<p>Posters are on display and have been refreshed as needed.</p> <p>Hand sanitizer, tissues and pedal bins (with lids) are available in all classrooms and around the site.</p> <p>PHE and NHS guidance to be re-distributed to all stakeholders, making guidance clear – we have a translate facility on our website to support non-English speaking families' access to this important information.</p>
<b>48</b>	Additional lidded bins and increased emptying / replacement are provided / in-place.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Every classroom, office and other areas of the site will have a pedal bin and reminders about (Catch it, bin it, kill it) posters displayed.</p> <p>All waste is disposed of safely.</p>
<b>49</b>	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"/>	<p>All rooms have door stops. Doors will continue to be propped open and windows will be open where safe and appropriate to do so.</p> <p>In the dining room, the air conditioning units will be deactivated and the doors propped open to provide a well-ventilated space.</p>



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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"> <li>• Toilets</li> <li>• Door Handles/ Access Buttons</li> <li>• Kitchen areas and associated equipment</li> <li>• Water dispensers/ coolers</li> <li>• Printers/ Photocopiers</li> <li>• White Boards</li> <li>• Play Equipment</li> <li>• Shared resources</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Cleaning schedule agreed with cleaning contractor and in-school day cleaners have increased the frequency of key high contact areas: toilets, door handles, banisters/rails, access buttons, door plates. Increased frequency of cleaning of the kitchen areas. Any shared resources will be used within one-year group bubble. The two dining areas that are used by two-year group bubbles will be cleaned extensively in the two-hour period between break and lunchtime. Reminders have been given regarding keeping equipment brought to and from school to an absolute minimum.</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. 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>There will be maximum capacity in all staff communal areas. Sanitizing wipes will be used after staff have made drinks and opened fridge doors. In the Errwood Building kitchen, face coverings should be worn when preparing food and/or drink. No more than 3 adults are allowed in this space at any one time. Face coverings should be worn in all indoor spaces where a distance of 2m cannot be maintained.</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 reminded in the plan for March opening to keep items that are brought to and from school to a minimum. Staff informed and reminded to keep their personal belongings with them or in their workspace. Some staff may use their allocated locker in the staffroom, if applicable.</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><a href="#">Hand-Washing Guidance</a> <a href="#">Hand-Washing Video</a></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>Screen in place at reception and tape markers show distance to be maintained Staff reminded when taking deliveries to wipe down goods and sanitize hands afterwards. Only essential visits to take place. Visitor protocol to be sent to all staff who are frequent visitors</p>



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<b>55</b>	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"/>	Cleaning to take place more frequently in all student and staff toilets. More frequent checks of hand soap and paper towels. Cleaning logs to be signed when each set of toilets has been cleaned.
<b>56</b>	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"/>	All non-emergency maintenance to be carried out when school is closed to students and staff, where possible Suppliers to be issued with school visiting protocols Staff reminded when taking deliveries to wipe down goods and sanitize hands afterwards

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

Additional Ventilation Measures  
Crossley Building:

- Ventilation system in Dining Room set to manual and full fresh air recirculation
- Rooms with class vent cooling to be set to full fresh air
- Night cooling system to be increased to maximise levels of fresh air in building
- A/C units not to be used in high occupancy areas

Errwood Building

- Performing Arts Air Handling Unit (AHU) set on full fresh air circulation
- Class vent cooling to be set to full fresh air recirculation
- Extract vents to run constantly during the day
- A/C units not to be used in high occupancy areas

Energy Box

- AHU to be set to full fresh air circulation (or switched off if not possible)
- As many doors and windows open as possible
- Air conditioning units in MPR and Fitness Suite to be isolated
- Hot air curtain over entry doors to be isolated

All the above based on advice taken from our HVAC servicing and maintenance company  
All units and filters serviced August 2020  
BMS service July 2020

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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: <ul style="list-style-type: none"> <li>- Those with symptoms book a test (as above schools will be provided with a limited number of tests)</li> <li>- Contact Public Health when become aware of a confirmed case (Public Health will also contact schools when they become aware of a confirmed case).</li> <li>- Public Health will then work with school to determine actions to be taken.</li> <li>- School should keep a record of pupils/staff in each year group and any close contact between staff and children in different groups.</li> <li>- School should keep a record of all visitors to the school including contact details. Records to be kept for 21 days.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	This has been communicated with parents/carers. We follow PHE, CICT, SSQA and DfE guidance – <a href="#">arrange to have a test</a> . Reports can be pulled from SIMS of all students in all year group bubbles. We maintain a list of visitors with their contact details. Registers will show points of contact – including adults working with other adults. Seating plans for all teaching groups will be completed and shared as a central record. Class Charts must be and is embedded as practice to record the seating plan of every class in school. Supply colleagues given copies of the seating plans to ensure their integrity is maintained.
58	If an outbreak is confirmed 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"/>	Remote learning is in a strong place and will continue to be developed during the period of time that the school is back together. We are looking at how to keep best practice shared and are committed to keeping the best of what we have learned during this period of time. If students do have to be at home again, they will have access to remote learning and to work packs. Potential outbreaks will be shared with the school community in a timely way, following guidance from the local public health advisors.  On-going training and development work regarding remote learning practices. Devices loaned to pupils in need (inc. dongles). See Remote Learning Guide for further information.



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<b>Key Roles and Responsibilities</b>					
<b>Ref</b>	<b>Control Measure</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Actions Taken Details / Further Information</b>
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"/>	Rotas and staffing in place to ensure the safety of the premises, including use of agency colleagues where needed. Members of the senior leadership team have also been trained in some of the basic principles of site management. Weekly meetings between the co-HTs and the SBM to review safe working practices.
60	Sufficient staffing / resources are in place to maintain the cleanliness of the building and to carry out necessary inspections of consumables needed to maintain hygiene (including their replenishment).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Discussions with Bulloughs – cleaning company - to establish change to working patterns to ensure enough resource to keep everyone as safe as it practicably possible. New rotas are in place and a shift in emphasis of the areas/surfaces that need to be cleaned with greater frequency. Cleaning log outside of each set of toilets.
61	Sufficient numbers of trained staff are in place to provide First Aid and First Aiders are aware of updated HSE guidance.(See link).  <a href="https://www.hse.gov.uk/coronavirus/first-aid-and-medicals/first-aid-certificate-coronavirus.htm">https://www.hse.gov.uk/coronavirus/first-aid-and-medicals/first-aid-certificate-coronavirus.htm</a>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<a href="https://www.hse.gov.uk/coronavirus/first-aid-and-medicals/first-aid-certificate-coronavirus.htm">https://www.hse.gov.uk/coronavirus/first-aid-and-medicals/first-aid-certificate-coronavirus.htm</a> . First Aiders have received additional guidance regarding fulfilling their role and responding to a COVID-19 related incidents and administering First Aid during COVID-19 times
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"/>	As per normal fire evacuation. Muster points have been remarked to ensure that year group bubbles are kept separate. Students will be walked through the fire evacuation arrangements on their first days back. First fire drill successfully carried out Nov 2202 Fire drill scheduled for HT4
<b>Statutory Premises Compliance and Maintenance</b>					
<b>Ref</b>	<b>Control Measure</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Actions Taken Details / Further Information</b>
63	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> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All non-emergency maintenance to be carried out when school is closed to students and staff, where possible.



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	<ul style="list-style-type: none"> <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> <li>•</li> </ul>				
<b>64</b>	Defect Reporting arrangements are in place.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	As per the usual process for reporting defects

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



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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SENCO to review risk assessments for EHCP students and to update if necessary. SEND students have had additional opportunities to re-familiarise with working on site. Staggered start to year will enable more processing and familiarisation time. All students were and will continue to follow the required procedures effectively CP and LIG meetings flag vulnerable students regularly Required teams have access to the X code spreadsheet so know when students are isolating and can support as required
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"/>	Year group bubbles have been planned. Areas of the school have been divided up. Year group bubbles will be in one area of the school and staff will move to teach and work with that year group. CP and LIG meetings flag vulnerable students regularly Required teams have access to the X code spreadsheet so know when students are isolating and can support as required

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

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

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

#### School Leadership Oversight.

All risk assessments will need to be shared with governors so that they can continue to have oversight.

<b>Approved by (Head Teacher/ Chair of Governors)</b>	N Johnson D Johnson M McNulty E Antrobus (Chair of Local Academy Committee)	<b>Date of Approval</b>	13/05/2020
<b>Date Provided to Unions</b>	13/05/2020		