



Schools/Settings COVID 19- Health and Safety Risk Assessment and Outbreak Management Plan

School/ Setting	Levenshulme High School	Date of Assessment	13/10/2021
Assessment Completed By	N Johnson, D Johnson and M McNulty		

Staying COVID Secure – Our Commitment

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

Our Employees

Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
01	Any employee or persons within their household that has coronavirus (COVID-19) symptoms , should not attend school/ setting. They should arrange to have a test .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Staff, pupils and families to be reminded that they should not attend school, even if they are feeling better, until they receive their test results via letters, email, text, training day and form time information in September 2021.
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"/>	Staff to be reminded that they should not attend school until they receive their test results. This will be communicated via an email regarding return to school arrangements.
03	Any employee who develops COVID-19 symptoms during the school day should be sent home as soon as possible and should arrange to have a test .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Staff, pupils and families should be reminded that they should not attend school, even if they are feeling better, until they receive their test results.
04	An individual risk assessment will be completed for all staff that have characteristics that increase their potential risk from coronavirus (COVID-19), as set out in the COVID-19: review of disparities in risks and outcomes report . Sample	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All staff individual risk assessments will be reviewed and updated (if the colleague wishes to have it updated), in the first instance, by the end of the second week back.



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	assessment template provided by Directorate for Children and Education Services. CEV staff are no longer advised to shield.				
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Our Pupils

Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
05	If a member of a student's household has symptoms or has tested positive on a Lateral Flow Device or a PCR test, the student should continue to attend school but take a PCR test in line with advice from Track and Trace.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	This guidance will be communicated through letters, emails, text messages, staff training and form time information sessions.
06	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"/>	Communications regarding this will be sent home before the start of the new academic year.
07	Any pupil who develops COVID-19 symptoms during the school day should be sent home as soon as possible and should arrange to have a test	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	We will operate established routines for completing this as required.
08	Remote/distance learning contingency arrangements for all pupils should be maintained in line with any local Covid-19 outbreak.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	We will continue to loan devices and provide remote learning via MS Teams as required.

Our School

Asymptomatic Testing					
Ref	Control Measure	Y	No	N/A	Actions Taken
09	Rapid testing using Lateral Flow Devices (LFD)s will support the return to education in September by helping to identify people who are asymptomatic;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Secondary schools have a Lateral Flow Device Testing risk assessment in place for their on-site test centre.



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	<ul style="list-style-type: none"> Secondary school students should complete 2 onsite tests, on return to school, before moving to regular twice weekly tests at home. Secondary school staff should complete regular twice weekly tests at home. 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. Primary school staff should complete twice weekly tests at home. 				<p>All schools have a Lateral Flow Testing risk assessment in place for the provision, supply and storage for home Lateral Flow Device Tests.</p> <p>Testing to commence 3 working days before the start of term.</p> <p>DofE advice is for students to continue to test regularly at home</p> <p>Regular reminders will be given to all stakeholders regarding the importance of maintaining twice weekly testing (to be reviewed at the end of September 2021). (October update: DofE advice is for students to continue to test regularly at home)</p>
Physical / Social Distancing in the Building					
Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
10	Although social distancing is no longer a legal requirement for staff and pupils. Head Teachers still have a legal duty to ensure the health and safety of their staff.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>When there is an increase in local Covid-19 cases, considerations will be given to ensuring social distancing amongst staff- e.g;</p> <ul style="list-style-type: none"> Stagger the use and limit the occupancy of staff room and offices by employees and ensure staff maintain social distancing. Ensure maximum occupancy of each room is calculated to ensure staff can maintain social distancing. Car sharing should be avoided where possible
11	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"/>	Not applicable in our setting, at present.

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Infection Control, Cleaning and Hygiene Arrangements					
Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
12	Staff and/or pupils who are experiencing coronavirus (COVID-19) symptoms , should not attend school/ setting. They should arrange to have a test .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	This guidance will be communicated through letters, emails, text messages, staff training and form time information sessions.
13	Staff who experience symptoms as above whilst at work should go home as soon as possible and should arrange to have a test .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	This guidance will be communicated through letters, emails, text messages, staff training and form time information sessions.
14	Pupils who experience COVID-19 symptoms should be collected from school/ setting as soon as possible. They should be kept 2m apart from all other pupils and staff whilst on site, where possible. If pupil needs direct personal care until they can return home, staff should wear gloves, an apron and a face mask. Eye protection should also be worn if deemed risk from coughing/spitting/ vomiting. Anyone who come into close contact with someone with COVID symptoms must wash their hands. They do not need to isolate or get a test unless they develop symptoms themselves.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	We will operate established routines for completing this as required.
15	Parents of pupils with COVID 19 symptoms should be instructed to get their child tested. Schools will have a small number of testing kits to be provided to parents where it is uncertain they will get a test for their child or may struggle to get a test.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	This guidance will be communicated through letters, emails, text messages, staff training and form time information sessions.
16	Staff/ pupils who test positive for COVID 19 should self-isolate for 10 days. Close contacts should take a PCR test but do not need to isolate; they can continue to attend the	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	This guidance will be communicated through letters, emails, text messages, staff training and form time information sessions.



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	school setting whilst they are waiting for their results (unless they develop symptoms).				
17	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"/>	As established last academic year, students and staff will be reminded to sanitise their hands-on entrance to and exit from the school site. Cleaning of surfaces will take place twice daily (at the end of P2 and P4). Desks to be sanitised at the start of each lesson. Regular cleaning of high contact surfaces (such as banister rails and door handles) will be retained as part of daily cleaning routines.
18	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"/>	Sanitiser is available around the site, including in the dining rooms and there will be signs around school to promote this as a key part of keeping each other safe.
19	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"/>	Increased cleaning regime for toilets and high touch points to remain in place. Sanitiser is available around the site, including in the dining rooms and there will be signs around school to promote this as a key part of keeping each other safe.
20	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"/>	Posters are on display to promote this practice as well as regular reminders through form time.
21	Additional lidded bins and increased emptying / replacement are provided / in-place.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Lidded bins are in place in all classrooms and office spaces.
22	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 checked="" type="checkbox"/>	Good ventilation will be achieved by a variety of measures including: <ul style="list-style-type: none"> mechanical ventilation systems – these should be adjusted to increase the ventilation rate wherever possible and checked to confirm that normal operation meets current guidance and that only fresh outside air is circulated. If possible, systems should be adjusted to

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					<p>full fresh air or, if not, then systems should be operated as normal as long as they are within a single room and supplemented by an outdoor air supply</p> <ul style="list-style-type: none"> • natural ventilation – opening windows (in cooler weather windows should be opened just enough to provide constant background ventilation and opened more fully during breaks to purge the air in the space). Opening internal doors can also assist with creating a throughput of air • natural ventilation – if necessary external opening doors may also be used (as long as they are not fire doors and where safe to do so). • Doors propped open. <p>To balance the need for increased ventilation while maintaining a comfortable temperature, consider:</p> <ul style="list-style-type: none"> • opening high level windows in colder weather in preference to low level to reduce draughts • increasing the ventilation while spaces are unoccupied (for example, between classes, during break and lunch, when a room is unused) • providing flexibility to allow additional, suitable indoor clothing <p>Heating should be used as necessary to ensure comfort levels are maintained particularly in occupied spaces.</p> <p>All reminders to be given regularly regarding good ventilation hygiene.</p> <p>Air quality monitors have been situated in a number of classrooms and offices where ventilation is possibly not as good as in other areas. These monitor the levels of CO2 in the room. If levels reach a pre-determined level, an email is sent to the SBM who will then review the ventilation.</p>
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22	A regular cleaning schedule should be maintained. This should include twice daily cleaning (using detergent and hot water followed by a chlorine based disinfectant solution) of all areas and equipment, with a particular focus on frequently touched surfaces: <ul style="list-style-type: none"> • Toilets • Door Handles/ Access Buttons • Kitchen areas and associated equipment • Water dispensers/ coolers • Printers/ Photocopiers • White Boards • Play Equipment • Shared resources 	X			Cleaning practices to include at least twice daily sanitising of frequently touched surfaces. This will include desks at the end of P2 and P4. Additional cleaning practices to be maintained throughout the school day, using products as per the guidelines.
23	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. Increased frequency of toilet inspections and checks to ensure sufficient supplies of liquid soap are maintained.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Hand-Washing Guidance Hand-Washing Video Posters on display around the school site and information given periodically throughout the school year.
24	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"/>	Information will be communicated via email and through displays.
Response to an Infection					
Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
25	Sufficient understanding and processes are in place to respond to a confirmed case of COVID 19 in school: <ul style="list-style-type: none"> - Those with symptoms book a test - Complete On-Line MTAT form with a weekly update on case numbers amongst staff and students - Public Health/ MTAT will then work with school to determine actions to be taken. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	See Outbreak Management Plan Below



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	- Outbreak management plan is implemented if requested in response to request from local Director of Public Health, Test and Trace or Public Health.				
26	If an outbreak, school's Covid-19 outbreak management plan is implemented. 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"/>	See Outbreak Management Plan Below

Outbreak Management Plan					
<p>Outbreak Management Plan (OMP) outlines how the school would operate if additional measures are recommended for your setting or the local area. The Director of Public Health, Public Health England Health Protection Teams or the Local Authority could recommend certain measures are re-introduced. This may happen to help manage outbreaks in schools, or if there is an “extremely high prevalence” of Covid-19 in the community and other measures have failed to reduce transmission, or as part of a package of measures “responding to a variant of concern”.</p> <p>N.B- THE FOLLWING CONTROL MEASURES DO NOT NEED TO BE PUT INTO PLACE UNLESS RECOMMENDED BY THE DIRECTOR OF PUBLIC HEALTH, PHE HEALTH PROTECTION TEAMS OR THE LOCAL AUTHORITY.</p>					
Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
01	<p>If there is significant concern that existing or recently introduced measures in an area have failed to mitigate community transmission, or that a more robust response is required to contain the outbreak of a VoC it may be necessary to limit the number of children and young people in education or childcare settings through attendance restrictions.</p> <p>ATTENDANCE RESTRICTIONS SHOULD ONLY BE CONSIDERED AS A LAST RESORT FOLLOWING THE DFEs ‘CONTINGENCY FRAMEWORK’ AND, IN COLLABORATION WITH PUBLIC HEALTH AND THE LOCAL AUTHORITY.</p>	x			<ul style="list-style-type: none"> Remote learning platform remains in place for use as required through MS Teams. Provision in place for key worker children attendance (as per national lockdowns) – following an established structure as used in academic year 2020-21.
02	<p>When a variant of COVID-19 is classed as a variant of concern (VoC), DHSC will increase targeted testing in that area to help suppress and control any possible new cases and better understand the new variants.</p>	x			<ul style="list-style-type: none"> For secondary schools onsite Asymptomatic Testing Sites (ATS) could be re-established. Increased use of home testing for staff.
03	<p>Temporary re-introduction of year/class bubbles, for a period to reduce mixing between groups.</p>	x			<ul style="list-style-type: none"> Year group bubbles reinstated Staggered entrance/ exit times (if possible) Use of different entrances (if possible)



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					<ul style="list-style-type: none"> Staggered/ limited use of communal areas- hall/ dining room etc. <p>A shadow timetable exists in the event that we are required to return to this way of working; we will resume practice as per 2020-21.</p>
04	Temporary re-introduction of face coverings. In all cases any educational drawbacks in the recommended use of face coverings should be balanced with the benefits in managing transmission and should allow for reasonable exemptions for their use.	x			<ul style="list-style-type: none"> Face coverings worn by staff and visitors, in communal areas unless they are exempt. Face coverings worn by pupils in communal areas/ all areas
05	Temporary re-introduction of shielding in the event of a major outbreak or variant of concern that poses a significant risk to individuals on the shielded patient list. SHIELDING CAN ONLY BE RE-INTRODUCED BY NATIONAL GOVERNMENT.	x			<ul style="list-style-type: none"> Individual risk assessments regularly reviewed and specifically in line with any updated government guidance regarding VoCs. Remote learning platform in place for children who are advised to shield.
06	Temporary limit to certain school activities; - residential educational visits - open days - transition and taster days - parental attendance in settings - performances in settings	x			<ul style="list-style-type: none"> Risk assessments in place.

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

Health.and.safety@manchester.gov.uk



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Approved by (Head Teacher/ Chair of Governors)	N Johnson D Johnson E Antrobus	Date of Approval	26/08/2021
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