

School/ Setting	St Richard's RC Primary School, Longsight	Date of Assessment	12/06/2020
Assessment Completed By	Mr J Murray (Headteacher) & Ms L Bostock (Facilities Manager)		
This is version 2 - all updates are in blue text			

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	All Clinically Extremely Vulnerable 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"/>	Individual risk assessment to be sent to all staff. To be discussed with the headteacher, one-to-one and on a case by case basis using the DfE/Government's criteria as guidance
02	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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Individual risk assessment to be sent to all staff. To be discussed with the headteacher, one-to-one and on a case by case basis using DfE/Government's criteria as guidance
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"/>	To be communicated consistently to parents and staff using newsletter, website, ParentMail texts, emails from the headteacher, posters in school.
04	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 Headteacher sends a weekly email to all staff. Staff are invited to contact the HT via phone or email

05	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"/>	Where this is not currently the case, it can be arranged through discussion with the headteacher, one-to-one and on a case by case basis
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Our Pupils

Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
06	All Clinically Extremely Vulnerable pupils are required to self-isolate and must not attend school/ setting.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	To be communicated consistently to parents and staff using newsletter, website, ParentMail texts, emails from the headteacher, posters in school.
07	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"/>	To be communicated consistently to parents and staff using newsletter, website, ParentMail texts, emails from the headteacher, posters in school.
08	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"/>	To be communicated consistently to parents and staff using newsletter, website, ParentMail texts, emails from the headteacher, posters in school.
09	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"/>	To continue until the end of the academic year (except two weeks of Whit) but with regard to WLB.
10	All pupils in school/ setting are required to be in cohort of no more than; 1:13 EYFS, 1:15 Primary, led by one Teacher (or Teaching Assistant working under the direction of a teacher).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	We will ensure that these ratios are always the maximum permissible and are never exceeded. In most cases at St Richard's they will be significantly lower than this.

Our School

Capacity, Access and Egress					
Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
11	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"/>	HT, SLT and FM to agree and publicise as part of revised school procedures
12	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"/>	External doorways and pathways to and from classrooms will be used wherever possible - HT and FM to agree and publicise as part of revised school procedures

13	Develop, share and display drop off/ collection protocols e.g. one way system and one parent/carer only to drop off/ collect child.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	HT, SLT and FM to agree and publicise as part of revised school procedures (letters to parents, signage, website notification)
14	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"/>	These will be by appointment only, in case of emergency only and this will be notified in advance to all parents
15	Stagger drop off and collection times, lunch and break times for each cohort/group.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	HT, SLT and FM to agree and publicise as part of revised school procedures
Physical / Social Distancing in the Building					
Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
16	Class rooms organised maintaining space between seats/ desks where possible.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	CTs to devise seating plans. Individual pupil spaces to be labelled and pupils to only sit in that seat – as per seating plans. Other chairs in class to be safely stacked. All desks to remain in situ if they cannot be moved/stored elsewhere
17	Social distancing message is re-enforced to pupils at regular intervals.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Verbally by staff, through high profile posters and high visibility floor markings throughout the building.
18	Outside space is used wherever possible for learning.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Outdoor space to be carefully timetabled and outdoor learning to be encouraged whilst maintaining safe social distancing.
19	Reduced movement around school- ensure group/ cohort move around school together and limit contact with other groups/ cohorts within the school/ setting.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Each year group (Y6, Y1 and Reception) to be placed in a 'social bubble' with extremely limited opportunities for cross contact
20	Communal spaces such as dining room, assembly hall to be used at half capacity.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No whole school assemblies, less than half-capacity in most cases (lunches to be delivered to classrooms). Maximum occupancy rate for the school hall will be 20 people (adults and pupils). A timetable for indoor PE lessons (one bubble at a time) will be developed.
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"/>	Staff room will only be open for access to fridge, sink, and hot/cold water. Staff must abide by safe social distancing requirements and must bring food to school which requires little or no preparation (eg – sandwiches) No access to the microwave. Staff must not sit or eat in the staff room.
22	Kitchen staff maintain social distancing of 2 metres in the kitchen where possible.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Preparing and serving packed lunches will mean only 2 kitchen staff on any shift. Packed lunches to be eaten by pupils in class or outdoors. Teaching Assistants to deliver packed lunches to classes.
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"/>	Small meeting rooms and confined areas will be identified by HT and FM and all will be signed with 'No more than one person at a time in this room'

24	Non Essential repair / contracted works in buildings to be carried outside school hours	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	To be coordinated by FM
25	Reduction in lift use with priority given to employees with disabilities, relevant existing health conditions or those who are pregnant. Staff encouraged to use stairs	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Not applicable.

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

We are adopting the DfE’s Annex B of ‘Planning Guide for Primary Schools’ (14th May 2020) in requiring all staff to:

1. Not come to work if you have coronavirus symptoms, or go home as soon as these develop (informing your manager), and access a test as soon as possible.
2. Clean your hands more often than usual - with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered.
3. Use the ‘catch it, bin it, kill it’ approach.
4. Avoid touching your mouth, nose and eyes.
5. Clean frequently touched surfaces often using standard products, such as detergents and bleach.
6. Think about ways to modify your teaching approach to keep a distance from children in your class as much as possible, particularly close face to face support (noting that it’s understood that this is not possible at all times, which is why hygiene and hand cleaning is so important).
7. Consider avoiding calling pupils to the front of the class or going to their desk to check on their work if not necessary.
8. Help your class to follow the rules on hand cleaning, not touching their faces, ‘catch it, bin it, kill it’ etc. including by updating your classrooms displays with posters.
9. Prevent your class from sharing equipment and resources (like stationery).
10. Keep your classroom door and windows open if possible for air flow.
11. Limit the number of children from your class using the toilet at any one time.
12. Limit your contact with other staff members, and don’t congregate in shared spaces, especially if they are small rooms.
13. Make sure you’ve read the school’s updated behaviour policy and know what role in it you’re being asked to take.

Externally employed adults (eg – for PE, MFL provision, etc) will not be accessing school site from 8th June until break-up for the summer term. The exception to this is MGL (ICT) support which has been in place throughout the lockdown.

Managing Staff Wellbeing and Mental Health

A reporting system will be put in place (emails to be sent to head@st-richards.manchester.sch.uk) to allow all St Richard’s staff to urgently alert the headteacher of any shortcomings in arrangements or where systems are not functioning as they should be. We believe that the effective operation of this scheme will do much to reduce anxiety among staff.

St Richard's is a member of the Manchester School Alliance. Part of this is the Employee Assistance Programme, which ALL of our staff can access FREE as part of our MSA membership (information available on request from the headteacher). As well as support on issues such as anxiety and stress, staff will be able to access support on a wide range of topics such as consumer rights, legal issues and finance issues.

PPE – school will ensure that a sufficient amount and type of PPE equipment is available in every classroom in order to deal with any reasonable event where this may be required (eg – face visors, masks, gloves, aprons, anti-bacterial wipes)

Infection Control, Cleaning and Hygiene Arrangements					
Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
26	Staff and/or pupils who are experiencing symptoms associated with COVID-19 are instructed not to attend the school/ setting and to refer to current advice and guidance	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	To be communicated consistently to parents and staff using emails from the headteacher, posters in school and staff training prior to wider re-opening.
27	Staff who experience symptoms as above whilst at work should immediately go home and follow the guidance set out above.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	To be communicated consistently to parents and staff using emails from the headteacher, posters in school and staff training prior to wider re-opening.
28	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. 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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Pupils who experience COVID-19 symptoms should be isolated in the corner of the PPA room diametrically opposite the door immediately. A member of staff will have oversight of them (staff member to sit on a chair at the open door of the PPA room). PPE must be worn by that member of staff. Full details in Revised School Procedures on homepage of website .
29	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"/>	Approximately 40 additional hand-gel dispensers will be located in key areas throughout the school. Each occupied classroom will have access to additional hand sanitiser bottles.
30	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"/>	To be communicated consistently to pupils, their parents and staff in school verbally and through posters and on the newsletter/website.
31	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"/>	Sinks to be designated for use only by each 'bubble' in their room or, in one case, in the corridor opposite (MO5, ES's room)

32	Remove unnecessary items from class rooms and soft toys/ toys that are hard to clean.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Teachers will undertake any such action as part of dynamic risk assessment in light of the age of the children.
33	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"/>	School will order additional resources (eg – pens, pencils, rubbers) to ensure that sharing of pencils/ pens and other items of stationery does not happen.

Ref	Control Measure	Yes	No	N/a	Actions Taken Details / Further Information
34	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"/>	Access to anti-bacterial wipes to be provided to each classroom in use.
35	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"/>	'Catch it, Kill it, Bin it' posters to be displayed widely. A good supply of disposable tissues to be available in each classroom.
36	Additional lidded bins and increased emptying / replacement are provided / in-place.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	School to purchase lidded pedal bins for every classroom and other key areas.
37	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"/>	Only rooms with windows that can be opened will be used for teaching children (ie – not the Prayer Room). School to continue to follow procedures in line with Fire Safety in relation to doors – except where internal fire doors are being used as part of a frequently trodden one-way system and the balance of risks dictates that they should remain open.
38	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"> • Toilets • Door Handles/ Access Buttons • Kitchen areas and associated equipment • Water dispensers/ coolers • Printers/ Photocopiers • White Boards • Play Equipment 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Cleaning staff rotas will be adjusted/augmented to ensure that there is a cleaner on site and on call and actively cleaning all such surfaces and equipment from 8am until school is locked up at 5.30pm. All areas of the premises will be thoroughly cleaned on a daily basis with particular focus on surfaces that are touched by multiple people.
39	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 will not be able to order a school dinner. Staff must bring ready-made food which requires no onsite preparation/microwave heating in order to keep a free flow of staff in accessing the staffroom.
40	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"/>	Every member of staff to bring in their own distinctive (or name-labelled) insulated non-spill mug and the staffroom kitchen to be emptied of existing mugs and staff instructed to take their old mug home. Any old mugs left in school after INSET Training to be disposed of. Staff to only use their own mug.

41	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 will not use shared coat racks / stands and will store coats etc in stockrooms or on the back of their chairs and bags safely under their desks – away from other people's property.
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Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
42	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"/>	Hand-Washing Guidance Hand-Washing Video Hand-Washing Poster
43	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"/>	Hand sanitiser always to be available for front-desk/office staff
44	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"/>	As part of increased cleaning regime
45	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"/>	FM to ensure this is in place

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

- Additional bin liners to be sourced and all pedal bin rubbish to be double-bagged by cleaners every day or as and when required
- All electric hand dryers to be temporarily disconnected and those toilets to have a supply paper towels and bins instead.
- Drinking fountains which pupils currently access in school will be temporarily decommissioned and each pupil will be provided with a name-labelled water bottle at least until 17th July. LB to source a supply of water bottles ~~as spares for pupils who forget.~~
- Each classroom will be provided with an allocation of essential PPE and antibacterial wipes

Key Roles and Responsibilities					
Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
46	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"/>	Staffing to be balanced between the maximum necessary and the minimum required to be on site at all times of school operation. All other staff to be on standby from Monday 8 th June until Friday 17 th July. Some of these staff will be integrated as and when their allocated year group/pupils return to school.
47	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"/>	Significant additional spend on hygiene equipment and replenishable equipment in line with DfE purchasing recommendations and the requirements of the school.
48	Sufficient numbers of trained staff are in place to provide Emergency First Aid.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Majority of staff at St Richard's are first aid trained.
49	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"/>	Staffing to be balanced between the maximum necessary and the minimum required to be on site at all times of school operation.
Statutory Premises Compliance and Maintenance					
Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
50	PPM (Planned Preventative Maintenance) work continues to be delivered for critical building systems (Life-Safety) including: <ul style="list-style-type: none"> • Fire Alarm and Detection • Powered Doors / Gates • Legionella and Water Testing • Electrical Safety • Gas Safety • PAT Testing • Asbestos Management 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All PPM works already programmed in and to be overseen by FM.
51	Defect Reporting arrangements are in place.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Report to Site Manager (SM) or Facilities Manager (FM)

Additional Statutory Compliance and Maintenance issues.

From Monday 8th June 2020, all current fire evacuation procedures are temporarily suspended. In the event of a fire alarm sounding, the adult in charge of each 'bubble' will be responsible for the safe evacuation of all pupils and staff in that bubble, through the nearest fire exit and to a safe assembly point (exercising social distancing) within the school grounds. Where new one-way systems of movement have been established in school due to COVID-19 measures, these should be observed in fire evacuation plans as much as is reasonably practicable. Toilets will be checked by nominated fire marshals.

Any Additional Information and Control Measures (Detail Below)					
Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
	Outdoor play equipment (eg – netballs, footballs, skipping ropes, etc) should not be used unless it is appropriately cleaned between groups of children and young people using it, and that multiple groups do not use it simultaneously.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	At St Richard's, outdoor play equipment will not be used at all as we have judged that sharing of these resources will encourage games which breach our social distancing measures and because the equipment itself could be a source of infection-spreading. We will be encouraging a range of alternative outdoor activities at break/lunchtime which pose a significantly lower risk of virus transmission. These will be supervised non-touch and non-throw/catch or pass/receive games. https://www.youthsporttrust.org/news/update-coronavirus-covid-19 has support and advice for this. Physical education lessons may continue to take place providing they are strictly non-contact, non-touch and non-throw/catch or pass/receive games - and do not involve more than any one temporary group or 'bubble'.
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Further Information via: Health and Safety Team
Internal Audit & Risk Management
6th Floor
Town Hall Extension
Health.and.safety@manchester.gov.uk

School Leadership Use Only

Approved by (Head Teacher/ Chair of Governors)	Jon Murray (Headteacher)	Date of Approval	25/05/2020
Date Provided to Unions	Click here to enter a date.	Date of Review	Click here to enter a date.