



Schools/Settings COVID 19- Health and Safety Risk Assessment for September 2020 Return.

School/ Setting	St Richard's RC Primary School	Date of Assessment	09/07/2020
Assessment Completed By	Jon Murray (HT) and Louise Bostock (FM)		

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 self-isolate immediately and arrange to have a test .	<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.
02	Any employee who has tested positive for COVID 19 should not attend school/ setting for 7 days from the onset of symptoms. If the test is positive but the employee has not had symptoms, they should self-isolate for 7 days from the date of the test.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	To be communicated consistently to staff using staff newsletter/memos, website, emails from the headteacher, and by sharing this risk assessment with all staff. School will follow Manchester's step-by-step guidance at all times.
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"/>	To be communicated consistently to staff using staff newsletter/memos, website, emails from the headteacher, and by sharing this risk assessment with all staff. School will follow Manchester's step-by-step guidance at all times.



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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 assessment template provided by Directorate for Children and Education Services	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	School will undertake individual risk assessments with all staff who identify as having additional risks and make these known to the headteacher. Staff should feel comfortable in making this request. School will use the approved template provided by Directorate for Children and Education Services.
05	We regularly contact / keep in touch with colleagues who are self- isolating/ working from home and monitor / support both their Physical and Mental Health & Wellbeing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Emails are sent to staff at least once per week since lockdown commenced. Staff are encouraged to get in touch via email. Email systems to be strengthened further in September 2020.
06	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 applicable this has happened (eg – staff laptops, remote access software).

Our Pupils

Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
07	If a pupil has anyone within their household that has coronavirus (COVID-19) symptoms , should not attend school/ setting. They should self-isolate immediately and arrange to have a test .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	To be communicated consistently to parents using weekly newsletter and ParentMail and by sharing this risk assessment with all parents via our website. School will follow Manchester's step-by-step guidance at all times.
08	Any pupil who has tested positive for COVID 19 should not attend school/ setting for 7 days from the onset of symptoms. If the test is positive but the pupil has not had symptoms, they should self-isolate for 7 days from the date of the test.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	To be communicated consistently to parents using weekly newsletter and ParentMail and by sharing this risk assessment with all parents via our website. School will follow Manchester's step-by-step guidance at all times, including using the template letters.
09	Any pupil who develops COVID-19 symptoms during the school day should be sent home as soon as possible and should arrange to have a test	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Any child with COVID-19 symptoms will be taken to the Medical Isolation Room (previously Main Building's PPA room). The child's parents/carers will be instructed to collect their child immediately and keep them at home until they have been tested for COVID-19. A member of staff must first wear gloves, an apron, a face mask and a visor and then escort the child with COVID-19 symptoms to be isolated in what was the Main Building's PPA Room (now the Medical Room).

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					<p>Before putting on the PPE, staff must perform hand hygiene. Use alcohol hand rub or gel or soap and water. Make sure you are hydrated and are not wearing any jewellery, bracelets, watches or stoned rings.</p> <p>Masks, gloves and aprons should be changed after tending to each pupil and should be regarded as contaminated after a single use and must be removed and be disposed of safely. To do this, staff must snap the apron waist ties and fold the apron in on itself (not handling the outside as it should be regarded as contaminated) and put into designated clinical waste lidded pedal bin in the Medical Isolation Room (previously Main Building's PPA room). This bagged waste will be retained in school by site staff for 72 hours before going into general waste. Perform hand hygiene once again.</p>
10	Remote/distance learning contingency arrangements for all pupils should be maintained in case of school/ year group closure during any local COVID 19 outbreak.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	School has a well-developed home learning section on our website, containing a repository of all our fortnightly work plans which were set during lockdown. This option could be re-utilised at short-notice in the future. However, school is currently quantifying our pupils' households' levels of ability to access PC/laptop and access to broadband internet in order to ensure that school will have a best-fit response in place from September 2020 which matches our pupils' access to resources.
11	<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, but mixing into wider groups is allowed for specialist teaching, wraparound care and transport.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	At St Richard's from September 2020 onwards, each bubble will be the size of a class. They will learn, play and eat together and we will minimise mixing and contact between bubbles as much as possible using staggered break, lunch and exit procedures.
12	School Behaviour Policy and expectations should be updated to reflect COVID measures and communicated to all staff, pupils and parents.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Behaviour Policy with a COVID-19 Addendum will be placed on the school website by Tuesday 21 st July 2020

Our School

Capacity, Access and Egress					
Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
13	Designated Entrance and Exit Points to the Building (for each year group of pupils where possible or where not possible for certain year groups to avoid all pupils using the same entrance/ exit).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	This information is contained in Whole School Re-opening Procedures September 2020 which will be available (including on the school website) to all staff and parents. Clear yellow and black signage is in place around and throughout school.
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"/>	External doorways and pathways to and from classrooms will continue to be used. These will be the same as are currently (July 2020) in operation. Slightly amended Nursery arrangements will be contained in Whole School Re-opening Procedures September 2020 .
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"/>	Letters to parents, signage, website notification, ParentMail texts, newsletters will all be used to ensure that parents are aware of all these requirements well before we come back to school in September.
16	Restrictions on access to school/setting by third parties (parents, members of the public, visitors etc). Appointments for school visits, reduced numbers in school reception area (one in/ one out) etc.	<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.
17	Stagger drop off and finish times, lunch and break times for each cohort/group where possible. If not possible for each year group, consider; for Primary EYFS & KS1/ KS2, for Secondary KS3/ KS4/ 6 th Form. This could include condensing / staggering free periods or break time but retaining the same amount of teaching time,	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	This information is contained in Whole School Re-opening Procedures September 2020 which will be available (including on the school website) to all staff and parents.

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	or keeping the length of the day the same but starting and finishing later to avoid rush hour.				
Travel to and from School (including Public Transport and School Buses)					
18	All staff/ pupils should be advised to walk/ cycle to school and avoid wider public transport where possible. (School buses are not classed as wider public transport- see below).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Via the school newsletter, Parents will be encouraged to consider walking to school or parking further away and walking the final part of the journey.
19	Pupils on dedicated school buses should wherever possible: <ul style="list-style-type: none"> - Sit together in their year groups, - Ensure hands are sanitised on boarding/ disembarking - Use face coverings where appropriate, for children over the age of 11. E.g. if likely to be in close contact with people outside of their group. 	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Not applicable
20	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
21	Close liaison is in place for statutory 'Home to School Transport' with the Local Authority, school and private providers. Assurance should be sought that additional cleaning regimes are in place and a COVID secure risk assessment has been completed.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Not applicable
22	Parent survey to be completed to confirm mode of transport used by pupils, route to school and any potential alternatives. Where there is heavy use of 'wider public transport' on specific routes, consideration should be given, in conjunction with TfGM and the Local Authority to the commissioning of school buses. E.g. a large proportion of pupils attend a school in North Manchester but live in East Manchester and currently use public transport.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Data Collection sheet (updated every Autumn term) requests this information. Rather than commissioning a new survey, we will analyse these results soon after September restart and act accordingly if required to.

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23	Families and pupils that have no alternative to use wider public transport are referred to the safer travel guidance for passengers	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	This will be communicated to parents via the weekly newsletter on Thursday 16 th July 2020.
24	There should be a process in place for removing face coverings when pupils and staff who use them arrive at school: Pupils/staff instructed not to touch the front of their face covering during use or when removing them, wash hands immediately on arrival, dispose of temporary face coverings in a covered bin or, place reusable face coverings in a plastic bag they can take home with them, and then wash their hands again before going to their classroom.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Staff on duty at each of the three gates will be instructed to ask pupils to remove face coverings and place them in their school bag before entering St Richard's each morning. Simultaneously, children will be reminded that face coverings must not be worn whilst pupils are on school premises.
Physical / Social Distancing in the Building					
Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
25	Classrooms are organised maintaining space between pupils/ children/ adults where possible: small adaptations are made to the classroom to support distancing. Including seating pupils side by side and facing forwards, rather than face to face or side on. In secondary schools, teachers should stay at the front and maintain 2m distance.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Face to face working between adults and children must be reduced as much as possible. Teachers should stay in front of the class as much as possible (technical areas to be taped around IWBs as a reminder to all). Ideally, adults should maintain 2 metres distance from each other and from children.
26	Reduced movement around school- - Timetabling ensures that groups are kept apart and movement around the school is kept to a minimum. Consideration has been given to the avoidance of creating busy corridors, entrances and exits. Staggered start and finish times, break and lunch times have been considered, together with ensuring appropriate time for cleaning surfaces and equipment.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	School site to be organised and resourced into 4 semi-autonomous buildings all with clearly labelled one-way systems which must be adhered to at all times. Details of staggered start, break lunch and home times are in place and are detailed in Whole School Re-opening Procedures September 2020 . Email communications are being strengthened and the question being asked at St Richard's is, 'Is my journey really necessary?'



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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"/>	Posters, floor markings, signage are all in place and older pupils will be handed the responsibility of effective role-modelling at St Richard's.
28	Communal gatherings of more than one year group should be avoided. E.g. Collective worship, if applicable, should be contained to one bubble/ year group. Dining Hall should be kept to one year group/ class where possible. If not possible for each year group, consider; for Primary EYFS & KS1/ KS2 , for Secondary KS3/ KS4/ 6 th 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"/>	No assemblies are to take place until further notice. No gatherings of more than a class (NOT a year group) are to take place until further notice or without the prior consent of the Headteacher. School lunches from September 2020 will be one hot and one cold choice per day. Cold choice to be a packed lunch 'grab bag'. EVERY class in Main Building and Olympic Building (ie – all KS2 pupils) will eat lunch in class. In Main Building, pupils will follow the one-way system and collect their lunch from the kitchen serving hatch. In Olympic Building, a warm serving trolley and kitchen operative(s) will be stationed on the ground floor. Pupils will follow the one-way system and collect their lunch from the operatives at the trolley. Pupils in Olympic Building will make their choice of meal (hot or cold) every morning at registration. From September 2020, maximum occupancy number in the dining hall (for EYFS & KS1 pupils) will be 90 pupils (3 classes at a time) on 6 x Sico tables spread out and allowing the one-way system to operate effectively (ie – with a diagonal pathway). All EYFS/KS1 pupils will be collected from their bubbles by an LO then escorted to the hall along with a member of class staff and sat at the same table in the same seat every day at lunch. Teacher sin KS" will be provided with a tick list so that pupils can indicate hot/cold choice on a daily basis. This will be sent to admin and admin will ensure that catering staff are informed asap each morning. Staff may still order a school meal but it must be ordered first thing each morning.
29	Due to the increased risk of infection in music lessons (singing, playing wind or brass instruments), these lessons should be outside wherever possible, in groups of no more than 15, instruments should not be shared and pupils should stand back to back or side by side.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All staff (including Music Subject Leader) to be informed by way of this Risk Assessment. Subject Leader to communicate with outside agencies and to monitor compliance, reporting any concerns to SLT.
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"/>	All staff (including PE Subject Leader) to be informed by way of this Risk Assessment. Subject Leader to communicate with outside agencies and to monitor compliance, reporting any concerns to SLT. Pupils will bring PE kits to school as they did prior to lockdown.

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31	Stagger the use and limit the occupancy of staff room and offices by employees and ensure staff maintain social distancing of 2m. If not possible 1m plus additional controls.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p style="color: red;">School will be organised into 4 self-contained units:</p> <ul style="list-style-type: none"> • EYFS Building • St Richard's Building • Olympic Building • Main Building <p style="color: red;">Each self-contained unit to have a staff room with:</p> <ul style="list-style-type: none"> • Safe hot and cold water (with an additional Risk Assessment in place in St Richard's Hall)) • A sink/washing up facilities • A fridge • A photocopier • PPA space • Staff Toilet <p style="color: red;">Staff will sign in at front desk but will otherwise use their allocated staff room (based on which building they are based) and enhanced phone and email communications.</p>
32	Kitchen staff maintain social distancing of 2m in the kitchen. If not possible 1m plus additional controls. Kitchens must comply with the guidance for food businesses on coronavirus (COVID-19) .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p style="color: red;">School will comply with guidance for food businesses on coronavirus (COVID-19)</p>
33	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 style="color: red;">Clear signage will indicate which rooms are for single occupancy only. Photocopiers will be re-sited to ensure printing/PPA facilities are available in all 4 buildings.</p>
34	Non Essential repair / contracted works in buildings to be carried outside school hours.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p style="color: red;">To be coordinated by Facilities Manager.</p>
35	Reduction in lift use with priority given to employees or children with disabilities, relevant existing health conditions or those who are pregnant. Staff encouraged to use stairs.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<p style="color: red;">Not applicable</p>
36	Staff that assist pupils with AGP (aerosol generating procedures) have appropriate AGP PPE. Any procedures are done in a separate, ventilated room where possible. (Refer to health colleagues if this is applicable).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p style="color: red;">Aprons, face masks, face visors and gloves are available for all eventualities requiring PPE. All intimate care and other aerosol generating procedures will always be undertaken with consideration to safety and dignity and in the most appropriate manner and location.</p>

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

As per Government guidance, St Richard's will fully implement a 'System of controls'

This is the set of actions schools must take. They are grouped into 'prevention' and 'response to any infection' and are outlined in more detail in the sections below.

Prevention:

- 1) minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school
 - 2) clean hands thoroughly more often than usual
 - 3) ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach
 - 4) introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach
 - 5) minimise contact between individuals and maintain social distancing wherever possible
 - 6) where necessary, wear appropriate personal protective equipment (PPE)
- Numbers 1 to 4 must be in place in all schools, all the time.
Number 5 must be properly considered and schools must put in place measures that suit their particular circumstances.
Number 6 applies in specific circumstances.

Response to any infection:

- 7) engage with the NHS Test and Trace process
 - 8) manage confirmed cases of coronavirus (COVID-19) amongst the school community
 - 9) contain any outbreak by following local health protection team advice
- Numbers 7 to 9 must be followed in every case where they are relevant.

Infection Control, Cleaning and Hygiene Arrangements

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Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
37	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"/>	To be communicated consistently to staff and parents using staff newsletter/memos, website, emails from the headteacher, and by sharing this risk assessment with all staff. School will follow Manchester's step-by-step guidance at all times.
38	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"/>	To be communicated consistently to staff using staff newsletter/memos, website, emails from the headteacher, and by sharing this risk assessment with all staff. School will follow Manchester's step-by-step guidance at all times.
39	Pupils who experience COVID-19 symptoms should be collected from school/ setting as soon as possible. They should be kept 2m apart from all other pupils and staff whilst on site, where possible. If pupil needs direct personal care until they can return home, staff should wear gloves, an apron and a face mask. Eye protection should also be worn if deemed risk from coughing/spitting/ vomiting. Anyone who come into close contact with someone with COVID symptoms must wash their hands. They do not need to isolate or get a test unless they develop symptoms themselves.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>To be communicated consistently to parents using website, newsletter, emails from the headteacher, and by sharing this risk assessment with all parents via the website's homepage. School will follow most up-to-date version of Manchester's step-by-step guidance at all times.</p> <p>A member of staff must first wear gloves, an apron, a face mask and a visor and then escort the child with COVID-19 symptoms to be isolated in what was the Main Building's PPA Room (now the Medical Room).</p> <p>(See number 9 above for a full description of procedure which must be followed).</p>
40	Parents of pupils with COVID 19 symptoms should be instructed to get their child tested. Schools will have a small number of testing kits to be provided to parents where it is uncertain they will get a test for their child or may struggle to get a test.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	This process will be in place once kits are provided and parents of pupils who are contacted with suspected symptoms will be offered a kit by administrative staff at the point of the child's departure from school.
41	Staff/ pupils who test positive for COVID 19 should self-isolate for 7 days. Other members of their household (including siblings) should self -isolate for 14 days from when the symptomatic person first has symptoms.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	To be communicated consistently to staff and parents using staff newsletter/memos, website, emails from the headteacher, and by sharing this risk assessment with all staff. School will follow Manchester's step-by-step guidance at all times.

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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"/>	School has a generous number of hand sanitising stations (40) across school. These are regularly refilled and all staff and pupils encouraged to use them.
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"/>	These procedures have been in place since wider reopening and must be insisted upon by all staff in school from September 2020 onwards.
44	Different pupil groups do not need to be allocated their own toilet blocks or hand washing facilities. Toilets and facilities will be cleaned regularly in line with the school's enhanced cleaning regime. Pupils will be encouraged to clean their hands thoroughly throughout the day	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	See 43 above. Toilet procedures will revert to the normal (pre-COVID) arrangements at St Richard's but will be subject to enhanced cleaning.
45	Educational Resources; <ul style="list-style-type: none"> - For frequently used resources such as pens and pencils, staff and pupils should have their own items - Classroom based resources, such as books and games, can be used and shared within the group. They should be cleaned regularly as part of school's enhanced cleaning regime. - Resources that are shared between groups, such as sports, art, and science equipment should be cleaned frequently and meticulously and always between groups, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles. - Outdoor play equipment should be frequently cleaned following use by each group. - Pupils and teachers can take books and shared resources home, although unnecessary sharing 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Staff and pupils to use their own frequently used resources</p> <p>School to provide anti-bacterial spray and wipes for each class in order to enhance in-class cleaning regimes. These must be stored out of reach of bubbles, in stock rooms.</p> <p>Any resources shared between bubbles (eg – iPads, laptops, musical instruments, Science resources, etc) must be cleaned before each use by the staff in class who are about to use them. This eliminates uncertainty around whether or not they have been cleaned.</p> <p>Only Nursery bubble will be using fixed outdoor play equipment (ie – only one group)</p> <p>Reading books returned to school must be untouched for 72 hours in a large black plastic crate (to be provided) then checked for any</p>



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	<p>should be avoided and rules on hand cleaning and cleaning of the resources should apply.</p>			<p>damage, repaired or binned as necessary, and returned to appropriate shelves.</p> <p>Accelerated Reader has been suspended until further notice as it would involve too much movement of children around the school.</p> <p>Reading books will not be taken home for the first few weeks until we see how the situation is developing.</p> <p>Every class in each building 'bubble' will be given a timetable for when the TA can take supervised groups to choose Reading Colour Band books which will be kept on the pupils' table to be read during this extra daily reading time.</p> <p>As a colour band book is read, the AR Quiz can be taken (if the book has one), then the book is stored in the returned book box for 48 hours, wiped and returned to appropriate shelf by TA.</p> <p>To ensure that marking is as safe as possible and until further notice:</p> <p>Teachers must mark work in school and must not take exercise books home.</p> <p>Teachers must mark all work remotely from pupils (ie – no dynamic marking or 'marking over the shoulder')</p> <p>Pupils are not to collect or hand out books or worksheets – these must be put in pupils' places by the teacher or TA before each session (i.e. at start of day, break-time, lunchtime)</p> <p>Prior to be collected in by teacher or TA, staff should instruct pupils to leave exercise books open on their table at the page where the work was done</p> <p>Teachers should use hand sanitiser before and during the time books/worksheets are being marked</p> <p>Once books/worksheets have been marked, teachers should ensure hands are washed.</p> <p>Teachers may occasionally mark books (remotely from pupils) in class, as long as pupils are learning independently under the safe supervision of the TA</p>
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46	Pupils should limit the amount of equipment they bring into school each day. This should be limited to lunch boxes, coats, bags, books, stationery and mobile phones (where applicable).				Pupils should always bring to school the minimum amount of equipment required.
47	All staff and pupils are encouraged to cough / sneeze into tissues and dispose of these in appropriate waste disposal bins. (Catch it, Kill it, Bin it)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All bins are lidded and each class will be allocated with a box of tissues and staff will encourage pupils to access and make use of these.
48	Additional lidded bins and increased emptying / replacement are provided / in-place.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All bins are lidded foot-pedal operated and school has developed an enhanced cleaning procedure and deployed additional cleaning staff.
49	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"/>	Using rooms without windows will be discouraged or they will be re-designated (eg – Prayer Room to be a continuation of the one-way system with no staff or pupil congregation in there. PPA room to be re-designated as a Medical Waiting/Isolation room and photocopier re-sited elsewhere in order to reduce footfall in this room). Only rooms with windows that can be opened will be used for teaching children. School to continue to follow the 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 (eg – the Prayer Room) and where balance of risk dictates that these doors should remain open.



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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"> ● Toilets ● Door Handles/ Access Buttons ● Kitchen areas and associated equipment ● Water dispensers/ coolers ● Printers/ Photocopiers ● White Boards ● Play Equipment ● Shared resources 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Cleaning staff rotas have been adjusted and cleaning staffing has been augmented (16 hours per week additional) to ensure that there is almost always a cleaner on site and on call and actively cleaning all such surfaces and equipment from 7am until school is locked up at 6pm.</p> <p>All areas of the premises will be thoroughly cleaned on a daily basis with particular focus on surfaces that are touched by multiple people ('contact cleaning').</p> <p>All classes will be provided with COVID-19 killing spray and disposable cloths for staff to use as and when required.</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>Staff must use their own lidded mug and not used shared cups. Cleaners will clean staff rooms on a daily basis but all staff must share responsibility for cleaning up after themselves. 'Pop-up' staffroom in St Richard's Hall will require extra vigilance and effort as there is not a readily accessible sink.</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 must all ensure that there are systems in place that are agreed with colleagues which ensure that coats and bags etc should not touch other staff members' property.</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>Hand-Washing Guidance</p> <p>Hand-Washing Video</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>Hand sanitiser is readily available for all staff on site and its use is encouraged.</p>
55	<p>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.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>As part of enhanced cleaning regime</p>
56	<p>Suppliers and Contractors advised if attending premises of infection control arrangements, no-access areas and expectations around personal hygiene.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Facilities Manager to ensure this is in place.</p>

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

- Additional bin liners have been sourced and all pedal bin rubbish to be double-bagged by cleaners every day or as and when required
- All electric hand dryers to remain temporarily disconnected and those toilets to have a supply paper towels and bins instead.
- Drinking fountains have been flushed through in compliance with certified COVID-19 regulations and are now fully operational
- Each child must bring in their own name-labelled water bottle from September 2020. Classes must not use shared cups for pupils to use for water-drinking purposes.
- Each classroom has been provided with an allocation of essential PPE and antibacterial wipes

Response to an Infection					
Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
57	<p>Sufficient understanding and processes are in place to respond to a confirmed case of COVID 19 in school:</p> <ul style="list-style-type: none"> - Those with symptoms book a test (as above schools will be provided with a limited number of tests) - Contact Public Health when become aware of a confirmed case (Public Health will also contact schools when they become aware of a confirmed case). - Public Health will then work with school to determine actions to be taken. - School should keep a record of pupils/staff in each year group and any close contact between staff and children in different groups. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>St Richard's will follow the step by step guidance provided (and occasionally updated by) the local authority and will comply with all aspects of this.</p>

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	- School should keep a record of all visitors to the school including contact details. Records to be kept for 21 days.				
58	If an outbreak is confirmed (2 or more cases within a 14 day period) health protection teams may recommend that a larger number of other pupils self-isolate at home as a precautionary measure. Remote/distance learning contingency arrangements for all pupils should be maintained in case of school/ year group closure during any local COVID 19 outbreak.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p style="color: red;">St Richard's will be vigilant and will comply with all aspects of this.</p> <p style="color: red;">School has a well-developed on-line home learning facility on its website which is currently being reviewed in order to best meet the requirements of the families whom we serve by late September 2020.</p>
Key Roles and Responsibilities					
Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
59	Sufficient staffing / resources are in place to maintain the security of the building and its occupants.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Staff will be at full operational levels from September 2020 onwards.
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"/>	Staff will be at full operational levels from September 2020 onwards. Cleaning staff has been increased by 16 hours per week from September 2020 onwards in order for school to undertake contact cleaning throughout the day.
61	Sufficient numbers of trained staff are in place to provide First Aid and First Aiders are aware of updated HSE guidance.(See link).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	https://www.hse.gov.uk/coronavirus/first-aid-and-medicals/first-aid-certificate-coronavirus.htm . <p style="color: red;">(All trained first-aiders at St Richard's must read the information contained in the above link)</p>
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"/>	Staff will be at full operational levels from September 2020 onwards.
Statutory Premises Compliance and Maintenance					
Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
63	PPM (Planned Preventative Maintenance) work continues to be delivered for critical building systems (Life-Safety) including:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All PPM works already programmed in (many already completed ahead of the new academic year commencing) and all are overseen by Facilities Manager.



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	<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 				
64	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 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 to support a successful return. Parents contacted to involve them in planning for children's return in September- e.g. social stories/ visits.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SENCo to coordinate. All reasonable adjustments in place and any others to be considered as part of dynamic risk assessment once pupils return in September 2020. SENCo to contact parents where necessary.
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"/>	Each class to be a Bubble in accordance with Government guidance. Contact and mixing between bubbles to be minimised (see Whole School Re-opening Procedures September 2020 for full details)
67	Where pupils who are no longer shielding but who remain under the care of a specialist health professional, school should discuss their return with the child's health professional. Where a pupil is unable to attend their setting because they are complying with clinical or public health advice distance/ remote education is provided.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	To be assessed on a case by case basis and school to discuss with parents. Home learning resources to be utilised in cases where pupils cannot return to school on medical advice which has been viewed by/shared with school.

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

Health.and.safety@manchester.gov.uk



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

Completed by Head Teacher & Approved by Chair of Governors	Mr Jon Murray Father Michael Dever	Date of Approval	01/07/2020
Date shared with all staff included the H&S representative	01/07/2020	Date when school will be open and operating for ALL pupils.	03/09/2020