



<b>School/ Setting</b>	St Richard's RC Primary School, Longsight	<b>Date of Assessment</b>	26/02/2021
<b>Assessment Completed By</b>	JM (HT) and LB (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 <a href="#">coronavirus (COVID-19) symptoms</a> , should not attend school/ setting. They should <a href="#">arrange to have a test</a> .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Staff, pupils and families will be reminded that they should not attend school, even if they are feeling better, until they receive their test results. This will be communicated consistently to parents and staff through this risk assessment as well as through the weekly newsletter, website, ParentMail texts, weekly briefing sheets and emails from the headteacher, notice board in school, etc.
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"/>	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 national and local 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 <a href="#">arrange to have a test</a> .	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Staff, pupils and families will be reminded that they should not attend school, even if they are feeling better, until they receive their test results. This will be communicated consistently to



					parents and staff through this risk assessment as well as through the weekly newsletter, website, ParentMail texts, weekly briefing sheets and emails from the headteacher, notice board in school, etc
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 <a href="#">COVID-19: review of disparities in risks and outcomes report</a> . Sample assessment template provided by Directorate for Children and Education Services	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	CEV staff, even those vaccinated as part of Priority Group 1, are advised to continue to shield and not attend the workplace until 31 <sup>st</sup> March 2021, when this will be reviewed. Any staff living with someone who is CEV can still attend the workplace. CV staff can continue to attend school. School will undertake individual risk assessments with all staff who identify as having additional risks and who have made known to the headteacher these risks by providing a letter from the GP or other organisation identifying them. Staff should feel comfortable in making this request, upon production of evidence. 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"/>	An emailed briefing sheet and newsletter are sent to staff at least once per week via their school email address. Staff are encouraged to get in touch with the HT via phone or email. HT may phone or email self-isolating staff or staff working from home.
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 will continue to happen (eg – staff laptops, remote access software).

### Our Pupils

Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
07	Any pupil or persons within their household has <u>coronavirus (COVID-19) symptoms</u> , should not attend school/ setting. They should <u>arrange to have a test</u> .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	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 national and local guidance at all times.
08	Any pupil who has tested positive for COVID 19 in the past 10 days should not attend school/ setting.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	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 national and local guidance at all times.
<b>09</b>	Any pupil who develops COVID-19 symptoms during the school day should be sent home as soon as possible and should <a href="#">arrange to have a test</a>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>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.</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>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>
<b>10</b>	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>School has developed an effective remote learning strategy and provision. Full details are available at <a href="https://st-richards.manchester.sch.uk/">https://st-richards.manchester.sch.uk/</a></p> <p>School will maintain the online component of our remote learning approach (Google Classroom) and we have 20 laptops which can be loaned out at short notice for pupils in a bubble which is sent home and where the pupil has no device at home.</p>



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"/>	<p>At St Richard's from March 8<sup>th</sup> 2021 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 which were first devised and implemented in September 2020. These are contained in <b>March 2021 Whole School Re-opening Procedures</b> which will be available (including on the school website) to all staff and parents in the week before 8th March 2021.</p>
12	<p>School Behaviour Policy and expectations should be updated to reflect COVID measures and communicated to all staff, pupils and parents.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Our Current Behaviour Policy with a COVID-19 Addendum is available at <a href="https://st-richards.manchester.sch.uk/wp-content/uploads/2020/07/Behaviour-Policy-September-2020.doc.pdf">https://st-richards.manchester.sch.uk/wp-content/uploads/2020/07/Behaviour-Policy-September-2020.doc.pdf</a></p>

**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 <b>March 2021 Whole School Re-opening Procedures</b> which will be available (including on the school website) to all staff and parents in the week before 8th March. 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 to be used. These will be detailed in <b>March 2021 Whole School Re-opening Procedures</b> .
15	Develop, share and display drop off/ collection protocols e.g. one-way system and one parent/carer only to drop	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	This information is contained in <b>March 2021 Whole School Re-opening Procedures</b> which will be available (including



	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).				on the school website) to all staff and parents in the week before 8th March. Clear yellow and black signage is in place around and throughout school.
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"/>	Onsite meetings with parents will be by appointment only, in case of emergency only and this will be notified in advance to all parents.  Peripatetic teachers and bought-in professional services (eg – ICT, MFL, Art, PE, Music) are expected to maintain or resume their contractual obligations with school, on site, from Monday 8 <sup>th</sup> March 2021.
17	Stagger drop off and finish times, lunch and break times for each cohort/group where possible. If not possible for each year group, consider; for <b>Primary</b> EYFS & KS1/ KS2, for <b>Secondary</b> KS3/ KS4/ 6 <sup>th</sup> Form. This could include condensing / staggering free periods or break time but retaining the same amount of teaching time, or keeping the length of the day the same but starting and finishing later to avoid rush hour.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	This information is contained in <b>March 2021 Whole School Re-opening Procedures</b> which will be available (including on the school website) to all staff and parents in the week before 8th March.
<b>Travel to and from School (including Public Transport and School Buses)</b>					
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"> <li>- Sit together in their year groups,</li> <li>- Ensure hands are sanitised on boarding/ disembarking</li> <li>- Use face coverings where appropriate, for children over the age of 11.</li> </ul>	<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
23	Families and pupils that have no alternative to use wider public transport are referred to the <a href="#">safer travel guidance for passengers</a>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Via the school newsletter parents have been (and periodically will be) encouraged to consider walking to school or parking further away
<b>Face Coverings</b>					
24	Face coverings are required to be worn by all primary school staff (unless medically exempt) in corridors and communal areas.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	From March 8 <sup>th</sup> 2021 all on-site staff <b>must</b> wear a mask, face covering or visor in all communal areas of school unless they have a medical exemption. In addition, staff may wear a mask/face covering or a visor (or both) in class <b>if they wish to</b> .
<b>Asymptomatic Testing</b>					
<b>Ref</b>	<b>Control Measure</b>	<b>Y</b>	<b>No</b>	<b>N/A</b>	<b>Actions Taken</b>
25	Rapid testing using Lateral Flow Devices (LFD)s will support the return to face-to face education by helping to identify people who are asymptomatic;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All school staff at St Richard's are strongly encouraged to complete twice weekly tests at home (Sunday and Wednesday evenings). There are systems in place for reporting results online (whether positive or negative) as well as to the HT (for positive cases only).
<b>Physical / Social Distancing in the Building</b>					
<b>Ref</b>	<b>Control Measure</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Actions Taken</b>



					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"/>	<p>We will continue to have a 'technical area' around the IWB which marks out an area at the front of each classroom. Staff should limit working across bubbles, wherever possible, although it is recognised that this is not always possible.</p> <p>SLT members must ensure they maintain their distance from other members of SLT and limit physical contact with other staff. This is to ensure continuity of school leadership and management and to avoid the whole SLT having to isolate. Any SLT meetings will be short and will be socially distanced and will be held in a well-ventilated room.</p> <p>Teachers and TAs in Year 5 and Year 6 (Older Primary pupils) should be particularly insistent on maintaining 2m distance from their pupils wherever possible.</p>
26	<p>Reduced movement around school:</p> <ul style="list-style-type: none"> <li>- Timetabling ensures that groups are kept apart and movement around the school is kept to a minimum. Consideration has been given to the avoidance of creating busy corridors, entrances and exits. Staggered start and finish times, break and lunch times have been considered, together with ensuring appropriate time for cleaning surfaces and equipment.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>School site will continue 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 <b>March 2021 Whole School Re-opening Procedures</b>. Email communications have been strengthened and telephone communication between classrooms reduces movement in school still further.</p>
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"/>	<p>Signage and floor markings are in place and older pupils will be handed the responsibility of effective role-modelling at St Richard's.</p>
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;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>No physical 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.</p>



	<p>for <b>Primary</b> EYFS &amp; KS1/ KS2, for <b>Secondary</b> KS3/ KS4/ 6<sup>th</sup> Form. Determine if pupils will be having a school meal, if pupils bring a 'packed lunch' this should be eaten in their class room/ zone reducing numbers in the dining hall.</p>				<p>Catering staff <b>must</b> wear visors when <b>servicing</b> food.</p> <p>School lunches from March 8<sup>th</sup> 2021 will be one hot and one cold choice per day. Cold choice to be a packed lunch 'grab bag'.</p> <p>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. Staff in Olympic will phone through their lunch choice numbers asap each morning.</p> <p>From 8<sup>th</sup> March 2021, maximum occupancy number in the dining hall (for EYFS &amp; 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.</p> <p>Staff may still order a school meal but it must be ordered first thing each morning.</p>
29	<p>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.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>At St Richard's, singing, playing wind and brass instruments is still limited to groups of 15 in class (this limit still applies to any extra-curricular music activity too). The need for ventilation remains in place. Music Subject Leader to communicate with outside agencies and to monitor compliance, reporting any concerns to SLT.</p> <p>Music Mark have completed detailed guidance regarding singing and music lessons. Please see link here:</p>

					<a href="https://www.musicmark.org.uk/wp-content/uploads/Literature-Review-August-2020.pdf">https://www.musicmark.org.uk/wp-content/uploads/Literature-Review-August-2020.pdf</a>
<b>30</b>	Pupils should be kept in consistent groups for PE. Outdoor sports should be prioritised and large indoor spaces should be used where it is not.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Outdoor sports will be prioritised whenever possible. For PE sessions indoors, staff must:</p> <ul style="list-style-type: none"> <li>- Ensure session takes place in a large well-ventilated space. Windows and doors should be open (where it is safe and appropriate to do so).</li> <li>- Consider PE activities that use limited equipment, such as dance, yoga, circuits.</li> <li>- keep equipment use to a minimum and give pupils their own equipment and use only this during the lesson.</li> </ul> <p>Equipment should be cleaned thoroughly <b>before</b> each use by staff. This eliminates uncertainty around whether or not equipment has been cleaned.</p> <p>The Association for Physical Education have completed detailed PE guidance. Please see link here:</p> <p><a href="https://www.afpe.org.uk/coronavirus-guidance-support">https://www.afpe.org.uk/coronavirus-guidance-support</a></p>
<b>31</b>	Stagger the use and limit the occupancy of staff room and offices by employees and ensure staff maintain social distancing of 2m.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Social distancing must still be followed regardless of whether staff have been vaccinated until further data on vaccination effects are available. Measures to ensure social distancing between staff include the school being organised into 4 self-contained units:</p> <ul style="list-style-type: none"> <li>• EYFS Building</li> <li>• St Richard's Building</li> <li>• Olympic Building</li> <li>• Main Building</li> </ul> <p>Each self-contained unit has a staff room with:</p> <ul style="list-style-type: none"> <li>• Safe hot and cold water (with an additional Risk Assessment in place in St Richard's Hall)</li> <li>• A sink/washing up facilities</li> </ul>



					<ul style="list-style-type: none"> <li>• A fridge</li> <li>• A photocopier</li> <li>• PPA space</li> <li>• Staff Toilet</li> </ul> <p>Staff must sign in at front desk using their own pen.</p> <p>Maximum permissible number of occupants in each staff room from Monday 8<sup>th</sup> March 2021:</p> <p>Olympic Building Staff Room = 6 Main Building Staff Room = 5 St Richard's Hall Staff Room = 5 Bee Hives Staff Room = 2</p> <p>Office work stations are 2m apart and staff in main (shared) school office must wear face masks/visors until a screen can be fitted to divide them.</p> <p>We will ensure that contact with Admin staff is limited. Staff, including members of SLT, must limit access with the school office and Admin staff wherever possible. Contact must be via phone or email as much as possible.</p> <p>Car sharing should be avoided where possible, as all occupants of the vehicle will be classed as a close contact if someone tests positive.</p> <p>Clear signage regarding kitchen areas of staff rooms, small meeting rooms and confined areas are in place.</p>
32	Kitchen staff maintain social distancing of 2m in the kitchen. If not possible 1m plus additional controls. Kitchens must comply with the <a href="#">guidance for food businesses on coronavirus (COVID-19)</a> .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	School will be fully compliant with <a href="#">guidance for food businesses on coronavirus (COVID-19)</a>



<b>33</b>	Use of Small Meeting Rooms and Confined Areas (including Photocopier / Printer/ Storage areas) by more than one person prohibited.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Clear signage throughout school indicates which rooms are for single occupancy only. Photocopiers have been re-sited to ensure printing/PPA facilities are available in all 4 buildings.
<b>34</b>	Non Essential repair / contracted works in buildings to be carried outside school hours.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	To be coordinated by Facilities Manager.
<b>35</b>	Reduction in lift use with priority given to employees or children with disabilities, relevant existing health conditions or those who are pregnant. Staff encouraged to use stairs.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Not Applicable
<b>36</b>	Staff that assist pupils with AGP (aerosol generating procedures) have appropriate AGP PPE. Any procedures are done in a separate, ventilated room where possible. (Refer to health colleagues if this is applicable).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	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 of all involved and in the most appropriate manner and location. School will refer to Amie Stocks/Julie Hicklin at MCR for advice if necessary.

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

<p><b>As per Government guidance, St Richard's has developed and will fully implement/ a 'System of controls' The actions in our system of control are grouped into 'prevention' and 'response to any infection' below.</b></p> <p><b>Prevention:</b></p> <ol style="list-style-type: none"> <li>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</li> <li>2) clean hands thoroughly more often than usual</li> <li>3) ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach</li> <li>4) implement enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach</li> <li>5) minimise contact between individuals and maintain social distancing wherever possible</li> <li>6) where necessary, wear appropriate personal protective equipment (PPE)</li> <li>7) Encourage whole staff regular (twice weekly) asymptomatic testing using lateral flow devices supplied by school.</li> </ol> <p><b>Response to any infection:</b></p> <ol style="list-style-type: none"> <li>7) engage with the NHS Test and Trace process</li> <li>8) manage confirmed cases of coronavirus (COVID-19) amongst the school community</li> <li>9) contain any outbreak by following local health protection team advice</li> </ol>
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Infection Control, Cleaning and Hygiene Arrangements					
Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
37	Staff and/or pupils who are experiencing <a href="#">coronavirus (COVID-19) symptoms</a> , should not attend school/ setting. They should <a href="#">arrange to have a test</a> .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	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 <a href="#">arrange to have a test</a> .	<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"/>	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.  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).  (See number 9 above for a full description of procedure which must be followed).
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 10 days. Other members of their household (including siblings) should self -isolate for 10 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.



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 sufficient number of hand sanitising stations (40) across school. These are regularly refilled and all staff and pupils are 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 early in the pandemic and must be insisted upon by all staff in school again from March 8 <sup>th</sup> 2021 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 from 8 <sup>th</sup> March 2021 will be 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"> <li>- For frequently used resources such as pens and pencils, staff and pupils should have their own items</li> <li>- Classroom based resources, such as books and games, can be used and shared within the group. They should be cleaned regularly as part of school's enhanced cleaning regime.</li> <li>- Resources that are shared between groups, such as sports, art, and science equipment should be cleaned frequently and meticulously and always between groups, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles.</li> <li>- Outdoor play equipment should be frequently cleaned following use by each group.</li> <li>- Pupils and teachers can take books and shared resources home, although unnecessary sharing</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Staff and pupils must have their own frequently used resources.</p> <p>School will 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 pupils, in stock rooms.</p> <p>Any resources shared between bubbles (eg – iPads, laptops, musical instruments, Science resources, etc) must be cleaned <b>before</b> 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 bubble)</p> <p>Reading books returned to school <b>must be untouched for 72 hours</b> in a large black plastic crate (provided) then checked for any damage, repaired or binned as necessary, and returned to appropriate shelves.</p>



	<p>should be avoided and rules on hand cleaning and cleaning of the resources should apply.</p>				<p style="text-align: center;"><b>Guidance for sending reading books home in week commencing 22<sup>nd</sup> March 2021:</b></p> <p>SLT have decided that the colour reading band books will be allowed to be taken home by pupils from the week commencing Monday 22<sup>nd</sup> March 2021. Accelerated Reader books <b>will still not be taken home</b> for now because we do not have enough books to allow for quarantining and taking home. AR books will continue to be read and quizzed in school. Word Count will continue to be recorded and celebrated and Star Reading Tests completed each half term.</p> <p><b>Procedures to follow for colour band books:</b></p> <ul style="list-style-type: none"> <li>• One colour reading band book per pupil will be taken home in a plastic punched pocket (<b>not the pupils' book bag</b>) each Monday, read at home during the week, and returned to school on the Friday of the same week</li> <li>• The books will then be stored in the class box (every class was provided with one for this purpose) and quarantined</li> <li>• Teachers/TAs are to choose the next reading colour band book (Big Cat in KS2 classes) for their pupils as this will limit movement of pupils on each Monday</li> <li>• Free choice will continue with the AR books</li> <li>• TAs will replace the books on the book shelves during the course of the following week</li> <li>• Pupils' Reading Record Books (the purple books) are <b>not</b> to go home as they will be needed in school to record the AR books and there is no need for parents to keep a running record of their children's Book Band books.</li> <li>• If the reading colour band book has a quiz, pupils have to do the quiz when they return the book to school and <b>before</b> the TA puts the book into the class box for quarantining</li> <li>• This procedure will continue each week during Spring Term 2 and will then be assessed for its effectiveness</li> </ul> <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>
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					<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> <ul style="list-style-type: none"> <li>Teachers should aim to mark work in school and minimise taking exercise books home.</li> <li>Teachers must mark all work remotely from pupils (ie – no ‘marking over the shoulder’)</li> <li>Teachers must use hand sanitiser or wash their hands thoroughly before and immediately after marking books.</li> <li>Teachers may occasionally mark books (remotely from pupils) in class, as long as pupils are learning independently under the safe supervision of the TA</li> </ul> <p>No homework is to be set by teachers or sent home until further notice.</p>
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 checked="" 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"/>	<p>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). Main Building’s PPA room has been re-designated as a Medical Waiting/Isolation room and photocopier re-sited elsewhere in order to reduce footfall in this room).</p> <p>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</p>

					<p>used as part of a frequently-trodden one-way system (eg – the Prayer Room) and where the balance of risk dictates that these doors should remain open.</p> <p>At St Richard’s, good ventilation must be achieved by a variety of measures including:</p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• Classroom doors must remain closed as these are fire doors. External building doors will be propped open to ensure throughput of air in warmer weather.</li> <li>• The Prayer Room may be used for outbreak work by a maximum of 1 member of staff and 2 pupils as long as the windows on the corridor leading into the Prayer room are opened for ventilation. Pupils and staff working in this room should have their backs to the pathway through the room as much as possible.</li> </ul>
50	<p>Increased frequency of cleaning of communal areas and locations / high contact points (using detergent and hot water followed by a chlorine based disinfectant solution) including:</p> <ul style="list-style-type: none"> <li>• Toilets</li> <li>• Door Handles/ Access Buttons</li> <li>• Kitchen areas and associated equipment</li> <li>• Water dispensers/ coolers</li> <li>• Printers/ Photocopiers</li> <li>• White Boards</li> <li>• Play Equipment</li> <li>• Shared resources</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Cleaning staffing levels remain increased (16 hours per week additional since September 2020) to ensure that there is almost always a cleaner on site and on-call and actively cleaning high contact points, 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.</p> <p>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 use shared cups.</p> <p>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	Staff should consider the storage of their personal items to ensure they are Covid secure.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Staff who share a room must agree and ensure that systems are in place which ensure that coats and bags etc should not touch other staff members' property.
53	Staff and pupils are provided with instructions on how to achieve effective hand-washing; for example in the form of posters, written guidance and videos clips etc.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">Hand-Washing Guidance</a> <a href="#">Hand-Washing Video</a>
54	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 is readily available for all staff on site and its use is encouraged.
55	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 enhanced cleaning regime
56	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"/>	Facilities Manager to ensure this is in place.

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

- Additional bin liners are available and all pedal bin rubbish will 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 March 2021. 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 and it is the responsibility of class-based staff to notify the Facilities Manager IN GOOD TIME when any items need to be replenished (via email).

**Response to an Infection**



Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
57	Sufficient understanding and processes are in place to respond to a confirmed case of COVID 19 in school: <ul style="list-style-type: none"> <li>- Those with symptoms book a test (as above schools will be provided with a limited number of tests)</li> <li>- Contact Public Health when become aware of a confirmed case (Public Health will also contact schools when they become aware of a confirmed case).</li> <li>- Public Health will then work with school to determine actions to be taken.</li> <li>- School should keep a record of pupils/staff in each year group and any close contact between staff and children in different groups.</li> <li>- School should keep a record of all visitors to the school including contact details. Records to be kept for 21 days.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	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.
58	If an outbreak is confirmed health protection teams may recommend that a larger number of other pupils self-isolate at home as a precautionary measure. Remote/distance learning contingency arrangements for all pupils should be maintained in case of school/ year group closure during any local COVID 19 outbreak.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	St Richard's will be vigilant and will comply with all aspects of this.  Remote learning arrangements are robust and are in place.
<b>Key Roles and Responsibilities</b>					
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"/>	Staffing will be at full operational levels and opening and closing times will be back to pre-COVID times (7am – 6pm) from March 8 <sup>th</sup> 2021 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"/>	Staffing will be at full operational levels from 8 <sup>th</sup> March 2021 onwards. Cleaning hours remain increased by 16 hours per week since September 2020 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"/>	<a href="https://www.hse.gov.uk/coronavirus/first-aid-and-medicals/first-aid-certificate-coronavirus.htm">https://www.hse.gov.uk/coronavirus/first-aid-and-medicals/first-aid-certificate-coronavirus.htm</a> . (All trained first-aiders at St Richard's must read the information contained in the above link)
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"/>	Staffing will be at full operational levels from 8 <sup>th</sup> March 2021 onwards
<b>Statutory Premises Compliance and Maintenance</b>					
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: <ul style="list-style-type: none"> <li>• Fire Alarm and Detection</li> <li>• Powered Doors / Gates</li> <li>• Legionella and Water Testing</li> <li>• Electrical Safety</li> <li>• Gas Safety</li> <li>• PAT Testing</li> <li>• Asbestos Management</li> <li>•</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All PPM works are overseen by Facilities Manager.
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.**



<b>Additional Measures/ Considerations for Special Schools</b>					
<b>Ref</b>	<b>Control Measure</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Actions Taken Details / Further Information</b>
<b>65</b>	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"/>	Upon full re-opening on March 8 <sup>th</sup> 2021 each class is to be a Bubble in accordance with Government guidance. Contact and mixing between bubbles to be minimised (see <b>March 2021 Whole School Re-opening Procedures</b> for full details)
<b>66</b>	Pupils, although no longer shielding, but remain under the care of a specialist health professional, school should discuss school return with their 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 and specialist health professional in advance of any return. Home learning resources to be utilised in the rare 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  
6<sup>th</sup> Floor  
Town Hall Extension

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

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

<b>Approved by (Head Teacher/ Chair of Governors)</b>	Mr Jon Murray Father Michael Dever	<b>Date of Approval</b>	02/03/2021
<b>Date Provided to Unions</b>	Available on request	<b>Date when school will be operating and open for ALL pupils.</b>	08/03/2021