

School/ Setting	St Richard's RC Primary School, Longsight	Date of Assessment	15/07/2020
Assessment Completed By	JM (HT) and LB (FM)		

#### **Staying COVID Secure – Our Commitment**

- ✓ We recognise the residual risks posed by Coronavirus (COVID-19) to our staff, pupils and their families following the move to Step 4 from Monday 19<sup>th</sup> July 2021. 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.

St Richard's has completed the updated (July 2021) Risk Assessment provided by Manchester LA below. All responses in red are direct responses to the control measures proposed by this shorter updated document provided by the LA. At St Richard's, we have also included information in this risk assessment in green which will remain in place at school from September 2021 but which fall outside the scope of the shorter Manchester LA document. This document must be read in conjunction with 'September 2021 Whole School Procedures'.

St Richard's 'System of controls' will remain in place from September 2021. The actions in our system of control are grouped into 'prevention' and 'response to any infection' 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) implement 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)
- 7) Encourage whole staff regular (twice weekly) asymptomatic testing using lateral flow devices supplied by school.
- 8) Allow and encourage (and expect) staff to continue to wear face coverings in shared communal areas and on corridors.

#### 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	

#### **Our Employees**

Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
01	Any employee or persons within their household that has <u>coronavirus (COVID-19) symptoms</u> , should not attend school/ setting. They should <u>arrange to have a test</u> .	$\boxtimes$			Staff, pupils and families will be reminded that they must not attend school, even if they are feeling better, until they receive their test results.
02	Any employee who has tested positive for COVID 19 in the past 10 days should not attend school/ setting.	$\boxtimes$			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 <u>arrange to have a test</u> .	$\boxtimes$			Staff, pupils and families will be reminded that they must not attend school, even if they are feeling better, until they receive their test results.
04	An individual risk assessment will be completed for all staff that have characteristics that increase their potential risk from coronavirus (COVID-19), as set out in the <a href="COVID-19">COVID-19</a> : review of disparities in risks and outcomes report. Sample assessment template provided by Directorate for Children and Education Services. CEV staff are no longer advised to shield.				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.



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#### **Our Pupils**

Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
05	Any pupil or persons within their household who has <u>coronavirus (COVID-19) symptoms</u> , should not attend school/ setting. They should <u>arrange to have a test</u> .	$\boxtimes$			Staff, pupils and families will be reminded that they must not attend school with symptoms and must arrange a PCR test, remain at home and notify school of the results as soon as possible.
06	Any pupil who has tested positive for COVID 19 in the past 10 days should not attend school/ setting.	$\boxtimes$			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 local and national guidelines at all times.
07	Any pupil who develops COVID-19 symptoms during the school day should be sent home as soon as possible and should arrange to have a test	$\boxtimes$			Staff, pupils and families will be reminded that they must not attend school, even if they are feeling better, until they receive their test results.
08	Remote/distance learning contingency arrangements for all pupils should be maintained in line with any local Covid-19 outbreak.				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> School will maintain the online component of our remote learning approach (Google Classroom). We have laptops which can be loaned out at short notice for pupils who have to self-isolate and would otherwise have no access to a device.

#### **Our School**

Asym	ptomatic Testing				
Ref	Control Measure	Υ	No	N/A	Actions Taken



09	Rapid testing using Lateral Flow Devices (LFD)s will support the return to education in September by helping to identify people who are asymptomatic;  • Secondary school pupils should complete 2 onsite tests, on return to school, before moving to regular twice weekly tests at home.  • Secondary school staff should complete regular twice weekly tests at home.  • A small on-site LFD test centre should be maintained in secondary schools to allow for those unable to take LFD test at home on site.  • Primary school staff should complete twice weekly tests at home.				Staff should continue to undertake twice weekly LFD testing whilst in school (and may choose to do so over the summer holidays if they wish). The need for regular asymptomatic testing will continue upon our return to school in September and will be reviewed by the Government at the end of September 2021.
Phys	ical / Social Distancing in the Building  Control Measure	Yes	No	N/A	Actions Taken
					Details / Further Information
10	Although social distancing is no longer a legal requirement for staff and pupils, headteachers still have a legal duty to ensure the health and safety of their staff.				<ul> <li>At St Richard's, from September 2021, we will continue to:</li> <li>Stagger the use and limit the occupancy of staff rooms and offices by employees and ensure staff maintain social distancing.</li> <li>Ensure maximum occupancy of each room is calculated to ensure staff can maintain social distancing.</li> <li>Encourage staff to avoid car-sharing where possible</li> <li>Maximum occupancy rates in staff rooms may have to be increased early in September 2021 as a consequence of changes to lunchtime organiser deployment. These will be advertised to all staff when they happen through signage on staff room doors.</li> </ul>



I	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).				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.
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Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
12	Staff and/or pupils who are experiencing <u>coronavirus</u> ( <u>COVID-19</u> ) <u>symptoms</u> , should not attend school/ setting. They should <u>arrange to have a test</u> .	$\boxtimes$			Staff, pupils and families will be reminded that they must not attend school, even if they are feeling better, until they receive their test results.
13	Staff who experience symptoms as above whilst at work should go home as soon as possible and should <u>arrange</u> to have a test.	$\boxtimes$			Staff, pupils and families will be reminded that they must not attend school, even if they are feeling better, until they receive their test results.
14	Pupils who experience COVID-19 symptoms should be collected from school/ setting as soon as possible. They should be kept 2m apart from all other pupils and staff whilst on site, where possible. If pupil needs direct personal care until they can return home, staff should wear gloves, an apron and a face mask. Eye protection should also be worn if deemed risk from coughing/spitting/ vomiting.  Anyone who comes into close contact with someone with	$\boxtimes$			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 PCR 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



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				you are hydrated and are not wearing any jewellery, bracelets, watches or stoned rings.  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.  From September 2021 onwards, the Medical Isolation Room will also be used for school meetings (eg – with professionals, parents, etc). If such a meeting is already taking place and a child needs to be isolated before going home, pupil and staff will move to the Prayer Room, must have their backs to the pathway through the room as much as possible and will await collection there. PPE waste will be disposed of by staff into a lidded bin in the Prayer Room.
15	Parents of pupils with COVID 19 symptoms should be instructed to get their child tested. Schools will have a small number of testing kits to be provided to parents where it is uncertain they will get a test for their child or may struggle to get a test.			School 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. Parents will always be encouraged to take their child for a PCR test at a walk-in or drive in testing centre as the best option.
16	Staff/ pupils who test positive for COVID 19 should self- isolate for 10 days. Close contacts should take a PCR test but do not need to isolate; they can continue to attend the school setting whilst they are waiting for their results (unless they develop symptoms).			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 and parents. School will follow national and local guidance at all times.
17	Provision of hand-washing / hand-hygiene facilities at entrances and throughout school/setting. (Regularly monitored & maintained).	$\boxtimes$		School has 40+ hand sanitiser stations in school and these will continue to be regularly refilled and their use encouraged. Electric hand-driers will remain out of use.



18	All staff and pupils are encouraged to regularly wash their hands with soap and water, especially upon arrival at school/setting, prior to eating, following break/lunch time and any other time deemed necessary (after coughs/sneezes).  Small children and children with complex needs should continue to be helped to wash their hands properly.	$\boxtimes$		Regular hand-washing must be insisted upon by all staff in school again from September 8 <sup>th</sup> 2021 onwards.
19	Toilets and facilities will be cleaned regularly in line with the school's enhanced cleaning regime.  Pupils will be encouraged to clean their hands thoroughly throughout the day			Additional contact cleaning during the school day will continue upon return to school in September 2021.  Regular hand-washing must be insisted upon by all staff in school again from September 8 <sup>th</sup> 2021 onwards.
20	All staff and pupils are encouraged to cough / sneeze into tissues and dispose of these in appropriate waste disposal bins. (Catch it, Kill it, Bin it)	$\boxtimes$		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.
21	Additional lidded bins and increased emptying / replacement are provided / in-place.	$\boxtimes$		All bins are lidded foot-pedal operated and school has developed an enhanced cleaning procedure and deployed additional cleaning staff.
22	All working areas within the building should be well-ventilated (Windows and Doors open) where safe and appropriate to do so.			From September 2021, the Prayer Room will continue to be a continuation of the one-way system with no regular staff or pupil congregation. Main Building's PPA room will remain designated as a Medical Waiting/Isolation room (but meetings can be held in there in academic year 2021-22).  Only rooms with windows that can be opened will be used for teaching children. We will 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 the balance of risk dictates that these doors should remain open.  At St Richard's, good ventilation must be achieved by a variety of measures including:  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.



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				<ul> <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>
22	A regular cleaning schedule should be maintained. This should include twice daily cleaning (using detergent and hot water followed by a chlorine based disinfectant solution) of all areas and equipment, with a particular focus on frequently touched surfaces:  Toilets Door Handles/ Access Buttons Kitchen areas and associated equipment Water dispensers/ coolers Printers/ Photocopiers White Boards Play Equipment Shared resources			Cleaning staffing levels will remain increased from September 2021 (16 hours per week additional compared to pre-pandemic levels) to ensure that there is almost always a cleaner on site and on-call and actively cleaning high contact points, surfaces and equipment.  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').  All classes will be provided with COVID-19 killing spray and disposable cloths for staff to use as and when required (staff to request replenishment from the Facilities Manager via email)
23	Staff and pupils are provided with instructions on how to achieve effective hand-washing; for example in the form of posters, written guidance and videos clips etc.  Increased frequency of toilet inspections and checks to ensure sufficient supplies of liquid soap are maintained.			Hand-Washing Guidance Hand-Washing Video
24	Suppliers and Contractors advised if attending premises of infection control arrangements, no-access areas and expectations around personal hygiene.	$\boxtimes$		All contractors will be given full COVID instruction supon arrival.
Response	to an Infection			



Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information		
25	Sufficient understanding and processes are in place to respond to a confirmed case of COVID 19 in school:  - Those with symptoms book a test - Contact Public Health when become aware of a confirmed case (Public Health will also contact schools when they become aware of a confirmed case).  - Complete On-Line MTAT form Public Health/ MTAT will then work with school to determine actions to be taken Outbreak management plan is implemented if requested in response to request from local Director of Public Health, Test and Trace or Public Health.				See Outbreak Management Plan Below		
26	If there is an outbreak, school's Covid-19 outbreak management plan is implemented. Remote/distance learning contingency arrangements for all pupils should be maintained in case of school/ year group closure during any local COVID 19 outbreak.	$\boxtimes$			See Outbreak Management Plan Below		
Additional control measure at St Richard's	Children at St Richard's will be kept in their class groups for the majority of the class time and play time from September 2021, but mixing into wider groups is allowed for specialist teaching, after-school clubs and transport.				At St Richard's from September 8 <sup>th</sup> 2021 onwards, each class will learn, play and eat together and we will minimise mixing and contact between classes as much as possible by continuing with staggered break, lunch and exit procedures which were first devised and implemented in September 2020. These are contained in <b>September 2021 Whole School Procedures</b> which will be available (including on the school website) to all staff and parents from 4pm on Tuesday 20 <sup>th</sup> July 2021.		
Additional control	Restrictions on access to school/setting by third parties (parents, members of the public, visitors etc).				Onsite meetings with parents will be by appointment only.		



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measure at St Richard's	Appointments for school visits, reduced numbers in school reception area (one in/ one out) etc.		Peripatetic teachers and bought-in professional services (eg – ICT, MFL, Art, PE, Music) are allowed to be on site from 8 <sup>th</sup> September 2021 onwards.				
Additional control measure at St Richard's	Face coverings are encouraged and expected to be worn by all primary school staff (unless medically exempt) in corridors and communal areas.		From September 8 <sup>th</sup> 2021 all on-site staff are expected to wear a mask, face covering or visor in all communal areas of school unless they have a medical exemption.				
Additional control measure at St Richard's	Small adaptations will remain in place in classrooms, including seating pupils side by side and facing forwards, rather than face to face or side on.		We will continue to have a 'technical area' around the IWB which marks out an area at the front of each classroom.				
Additional control measure at St Richard's	- 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.		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>September 2021 Whole School Procedures.</b> Email communications and telephone communication between classrooms will continue in order to reduce movement in school.				
Additional control measure at St Richard's	At the start of Autumn Term 2021, communal gatherings of more than one class will continue to be minimised.		Whole school/Key Stage assemblies and collective worship will remain remote in September 2021 and will be reviewed in Autumn 1.				
Additional control measure at St Richard's	For frequently used resources such as pens and pencils, staff and pupils should have their own items		Guidance for sending reading books home in week commencing 8 <sup>th</sup> September 2021:  Colour reading band books will be allowed to be taken home by pupils from the start of Autumn term 2021. Accelerated Reader				



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	<ul> <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 should be avoided and rules on hand cleaning and cleaning of the resources should apply.</li> </ul>	books will still not be taken home for now because we do not have enough books to allow for quarantining and taking home. AR book will continue to be read and quizzed in school. Word Count we continue to be recorded and celebrated and Star Reading Test completed each half term.  Procedures to follow for colour band books (to be reviewed a Autumn 1 2021):  One colour reading band book per pupil will be taken home in plastic punched pocket (not the pupils' book bag) each Monday, read at home during the week, and returned to scho on the Friday of the same week  The books will then be stored in the class box (every class we provided with one for this purpose) and quarantined  Teachers/TAs are to choose the next reading colour band box (Big Cat in KS2 classes) for their pupils as this will lim movement of pupils on each Monday  Free choice will continue with the AR books  TAs will replace the books on the book shelves during the course of the following week  Pupils' Reading Record Books (the purple books) are not to go home as they will be needed in school to record the AR book and there is no need for parents to keep a running record their children's Book Band books.  If the reading colour band book has a quiz, pupils have to do the quiz when they return the book to school and before the T puts the book into the class box for quarantining  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.	ss vill tts and a characteristic transfer of the characteristi
Additional control measure at St Richard's	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.	



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

- All electric hand dryers to remain temporarily disconnected and those toilets to have a supply of paper towels and bins instead.
- Drinking fountains have been flushed through in compliance with certified COVID-19 regulations and are now fully operational. They are serviced and sanitised (in line with guidance) every 6 months.
- Each child must bring in their own name-labelled water bottle from September 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).



#### **Outbreak Management Plan**

This Outbreak Management Plan (OMP) outlines how the school will operate if additional measures are recommended for our setting or the local area. The Director of Public Health, Public Health England Health Protection Teams or the Local Authority could recommend certain measures are re-introduced. This may happen to help manage outbreaks in schools, or if there is an "extremely high prevalence" of Covid-19 in the community and other measures have failed to reduce transmission, or as part of a package of measures "responding to a variant of concern".

N.B- THE FOLLWING CONTROL MEASURES DO NOT NEED TO BE PUT INTO PLACE UNLESS RECOMMENDED BY THE DIRECTOR OF PUBLIC HEALTH, PHE HEALTH PROTECTION TEAMS OR THE LOCAL AUTHORITY.

Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
01	If there is significant concern that existing or recently introduced measures in an area have failed to mitigate community transmission, or that a more robust response is required to contain the outbreak of a VoC it may be necessary to limit the number of children and young people in education or childcare settings through attendance restrictions.				Attendance restrictions will only be considered as a last resort following the DfE's 'contingency framework' and, in collaboration with public health and the local authority. in this case, school will:  • Ensure remote learning platform is in place and accessible to all.  • That provision is in place for vulnerable children and key worker children to attend (as per national lockdowns).
02	When a variant of COVID-19 is classed as a variant of concern (VoC), DHSC will increase targeted testing in that area to help suppress and control any possible new cases and better understand the new variants.				Increased use of home testing for staff.
03	Temporary re-introduction of year/class bubbles, for a temporary period to reduce mixing between groups.				<ul> <li>Strict class bubbles re-implemented</li> <li>Staggered entrance/ exit times will remain in place</li> <li>Use of multiple entrances and exits will remain in place</li> <li>Staggered/ limited use of communal areas- hall/ dining room will remain in place.</li> </ul>
04	Temporary re-introduction of face coverings.				<ul> <li>Face coverings must be worn by staff and visitors, in communal areas unless they are exempt.</li> </ul>



	In all cases any educational drawbacks in the recommended use of face coverings should be balanced with the benefits in managing transmission and should allow for reasonable exemptions for their use.	Face coverings will not be worn by pupils at St Richard's
05	Temporary re-introduction of shielding in the event of a major outbreak or variant of concern that poses a significant risk to individuals on the shielded patient list.	<ul> <li>Shielding can only be re-introduced by national government.</li> <li>Individual risk assessments regularly reviewed and specifically in line with any updated government guidance regarding VoCs.</li> <li>Remote learning platform in place for children who are advised to shield.</li> </ul>
06	Temporary limit to certain school activities; - residential educational visits - open days - transition and taster days - parental attendance in settings - performances in settings	These will all be risk assessed and control measures put in place as and when required.

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

Appro	ved by	Date of Approval	Click here to enter a date.
(Head	Teacher/		
Chair	of		
Gover	nors)		
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