|  |  |  |  |
| --- | --- | --- | --- |
| **School/ Setting** | Broad Oak Primary School. | **Date of Assessment** | 20/07/2021 |
| **Assessment Completed By** | SLT |

**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](https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works#people-who-develop-symptoms-of-coronavirus), should not attend school/ setting. They should [arrange to have a test](https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested). |  |  |  | It is the employee’s responsibility to comply with current government guidance (‘Stay at home guidance for households with possible or confirmed coronavirus (COVID19) infection’) which set out that they must self-isolate for at least 10 days and should arrange to have a test. Other members of their household (including any siblings) should self-isolate for 10 days from the onset of symptoms or until a negative Covid test of the symptomatic person is confirmed.  All staff have been informed and must follow the current guidance It is the employee’s responsibility to report Covid 19 test results to the head teacher or deputy head teacher via a phone call to the school office (or a text to the absence phone outside school hours), as soon as they have been received. It is the responsibility of the employee to follow any instructions to self isolate given by the Test and Trace team. |
| **02** | Any employee who has tested positive for COVID 19 in the past 10 days should not attend school/ setting. |  |  |  | All staff have been informed and must follow the current guidance (see above). |
| **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](https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested). |  |  |  | It is the employee’s responsibility to report experiencing COVID-19 symptoms to a member of SLT.  Current government procedure to be followed by all staff and their household. |
| **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](https://www.gov.uk/government/publications/covid-19-review-of-disparities-in-risks-and-outcomes). Sample assessment template provided by Directorate for Children and Education Services.  CEV staff are no longer advised to shield. |  |  |  | All staff individual risk assessments to be reviewed and updated half termly and more regularly in response to changing local COVID alert levels. |

**Our Pupils**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Ref** | **Control Measure** | **Yes** | **No** | **N/A** | **Actions Taken**  **Details / Further Information** |
| **05** | Any pupil or persons within their household has [coronavirus (COVID-19) symptoms](https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works#people-who-develop-symptoms-of-coronavirus), should not attend school/ setting. They should [arrange to have a test](https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested). |  |  |  | It is the parent/ carer’s responsibility to follow current government Covid 19 procedures, in relation to their family and household. Current government procedures must be followed by all families and their household.  For pupils and their households, test results should be shared with the school via a phone call to the school office as soon as they have been received. In the case of a negative test result for a pupil, the school will need to see the confirmation text at the start of the school day, before a child who has been sent home can be readmitted.  It is the responsibility of families and their household to follow any instructions to self-isolate given by the Test and Trace team.  Any updates or changes to this guidance will be communicated in a timely and effective way to all stakeholders by the HT |
| **06** | Any pupil who has tested positive for COVID 19 in the past 10 days should not attend school/ setting. |  |  |  | It is the parent/ carer’s responsibility to follow current government Covid 19 procedures, in relation to their family and household.  The parent/ carer must inform school immediately if their child tests positive for Covid 19. |
| **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](https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested) |  |  |  | If a child becomes unwell their temperature will be taken with a contact- free thermometer.  An additional room (The Retreat) is designated for pupils with suspected COVID-19 whilst collection is arranged. Collection by the parent/ carer will be via the external door.  Procedures are in place for designated room to be cleaned after suspected COVID-19 cases, along with other affected areas, including toilets. The designated room will be out of use until it has been thoroughly cleaned.  One member of SLT to attend to the unwell child - gloves, mask and apron to be worn. Room to be well ventilated.  For pupils and their households, test results should be shared with the school via a phone call to the school office as soon as they have been received. In the case of a negative test result for a pupil, the school will need to see the confirmation text at the start of the school day, before a child who has been sent home can be readmitted.  Individual risk assessments to be made for individual pupils, where behaviours may pose an increased risk eg from the need for close physical contact or through the risk of spitting. |
| **08** | Remote/distance learning contingency arrangements for all pupils should be maintained in line with any local Covid-19 outbreak. |  |  |  | Remote learning will be provided through the use of: Seesaw - all year groups (used if children are self-isolating or have Covid 19 but are otherwise feeling well, or in the case of school closure).  The work provided will reflect the in-class learning. Oak Academy (Y1 - Y6) (in the case of school closure or partial closure).  Plus White Rose (maths)   * 1. Zoom reading sessions (where a school closure is in place) Group S & L/ EAL sessions (where a school closure is in place) 1-1 Zoom Write Away Together (where a school closure is in place)   Reading Plus - Y3-6  TT Rockstars - Y1-6  Picture Writing - Y1-6 |

**Our School**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Asymptomatic Testing** | | | | | | |
| **Ref** | **Control Measure** | **Y** | **No** | | **N/A** | **Actions Taken** |
| **09** | Rapid testing using Lateral Flow Devices (LFD)s will support the return to education in September by helping to identify people who are asymptomatic;   * 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 have been advised to resume testing one week before the return to school (30/08/21) and to report the results to NHS and email to school [test@broadoak.manchester.sch.uk](mailto:test@broadoak.manchester.sch.uk)  The need for regular asymptomatic testing will be reviewed at the end of September. |
| **Physical / Social Distancing in the Building** | | | | | | |
| **Ref** | **Control Measure** | **Yes** | | **No** | **N/A** | **Actions Taken**  **Details / Further Information** |
| **10** | Although social distancing is no longer a legal requirement for staff and pupils. Head Teachers still have a legal duty to ensure the health and safety of their staff. |  | |  |  | During the Autumn term and latterly when there is an increase in local Covid-19 cases, considerations should be given to ensuring social distancing amongst staff- e.g;   * Stagger the use and limit the occupancy of staff rooms and offices by employees and ensure staff maintain social distancing (marking remain on floors). * The maximum occupancy of each room is calculated to ensure staff can maintain social distancing. * Car sharing should be avoided where possible |
| **11** | Staff that assist pupils with AGP (aerosol generating procedures) have appropriate AGP PPE. Any procedures are done in a separate, ventilated room where possible.  (Refer to health colleagues if this is applicable). |  | |  |  | Detailed work has been completed by health, and health & safety colleagues to ensure staff that assist pupils with AGP can do this in a covid secure way. |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Infection Control, Cleaning and Hygiene Arrangements** | | | | | |
| **Ref** | **Control Measure** | **Yes** | **No** | **N/A** | **Actions Taken**  **Details / Further Information** |
| **12** | Staff and/or pupils who are experiencing [coronavirus (COVID-19) symptoms](https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works#people-who-develop-symptoms-of-coronavirus), should not attend school/ setting. They should [arrange to have a test](https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested). |  |  |  | It is the employee’s responsibility to comply with current government guidance (‘Stay at home guidance for households with possible or confirmed coronavirus (COVID19) infection’) which set out that they must self-isolate for at least 10 days and should arrange to have a test.  Other members of their household (including any siblings) should self-isolate for 10 days from the onset of symptoms or until a negative Covid test of the symptomatic person is confirmed.  All staff have been informed and must follow the current guidance.  It is the employee’s responsibility to report Covid 19 test results to the head teacher or deputy head teacher via a phone call to the school office (or a text to the absence phone outside school hours), as soon as they have been received. It is the parent/ carer’s responsibility to follow current government Covid 19 procedures, in relation to their family and household.  For pupils and their households, test results should be shared with the school via a phone call to the school office as soon as they have been received.  In the case of a negative test result for a pupil, the school will need to see the confirmation text at the start of the school day, before a child who has been sent home can be readmitted.  Any updates or changes to this guidance will be communicated in a timely and effective way to all stakeholders by the HT. |
| **13** | Staff who experience symptoms as above whilst at work should go home as soon as possible and should [arrange to have a test](https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested). |  |  |  | All staff have been informed and must follow the current guidance (‘Stay at home guidance for households with possible or confirmed coronavirus (COVID19) infection’).  It is the employee’s responsibility to report Covid 19 test results to the head teacher or deputy head teacher via a phone call to the school office (or a text to the absence phone outside school hours), as soon as they have been received. |
| **14** | Pupils who experience COVID-19 symptoms should be collected from school/ setting as soon as possible. They should be kept 2m apart from all other pupils and staff whilst on site, where possible. If pupil needs direct personal care until they can return home, staff should wear gloves, an apron and a face mask. Eye protection should also be worn if deemed risk from coughing/spitting/ vomiting.  Anyone who come into close contact with someone with COVID symptoms must wash their hands. They do not need to isolate or get a test unless they develop symptoms themselves. |  |  |  | The Retreat is to be used for pupils with suspected COVID-19 whilst collection is arranged.  Collection by the parent/ carer will be via the external door. Procedures are in place for designated room to be cleaned after suspected COVID-19 cases, along with other affected areas, including toilets.  One member of SLT to attend to the unwell child - gloves, mask and apron to be worn. Room to be well ventilated (open the window).  Individual risk assessments to be made for individual pupils, where behaviours may pose an increased risk eg from the need for close physical contact or through the risk of spitting. |
| **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. |  |  |  | It is the parent/ carer’s responsibility to follow current government Covid 19 procedures, in relation to their family and household.  School will have a small number of test kits available, which will be prioritised for children where the family would struggle to get to a test centre (eg if the family has no access to a car).  For pupils and their households, test results should be shared with the school via a phone call to the school office as soon as they have been received.  In the case of a negative test result for a pupil, the school will need to see the confirmation text at the start of the school day, before a child who has been sent home can be readmitted. |
| **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). |  |  |  | Parents have been informed and must follow the current guidance: ‘Stay at home guidance for households with possible or confirmed coronavirus (COVID19) infection’ which sets out that they must self-isolate for at least 10 days and should arrange to have a test.  Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms. It is the employee’s responsibility to comply with current government guidance for steps to be taken following a positive Covid 19 test result.  Any employee who tests positive will be asked to share with a member of SLT the names of any staff members / pupils with whom they have been in close proximity over the previous week. |
| **17** | Provision of hand-washing / hand-hygiene facilities at entrances and throughout school/setting. (Regularly monitored & maintained). |  |  |  | All children wash hands on arrival at school. In addition, handwashing takes place before eating and after using the toilet.  Regular hand sanitising will take place after break times or games lessons, where equipment has been handled. |
| **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. |  |  |  | For children - see 42 above  For staff - all staff wash hands or use hand sanitiser on arrival at school and before leaving school.  In addition, staff wash hands before and after eating and after handling equipment.  Adult toilets must be flushed by staff and any visitors with the lid down to prevent the spread of droplets into the air. |
| **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 |  |  |  | For hand cleaning regime see 42 above.  School will be cleaned each evening.  Additionally, the site manager will clean high touch points throughout the day.  Extra cleaning materials will be available (locked away) in all classrooms for use when needed. |
| **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) |  |  |  | Catch it, Kill it, Bin it in in place. This will be revisited during the Autumn term through assemblies.  All classroom spaces have lidded bins. |
| **21** | Additional lidded bins and increased emptying / replacement are provided / in-place. |  |  |  | Lidded bins are in place in each classroom and all bathroom facilities. |
| **22** | All working areas within the building should be well-ventilated (Windows and Doors open) where safe and appropriate to do so.  Good ventilation can be achieved by a variety of measures including:   * mechanical ventilation systems – these should be adjusted to increase the ventilation rate wherever possible and checked to confirm that normal operation meets current guidance and that only fresh outside air is circulated. If possible, systems should be adjusted to full fresh air or, if not, then systems should be operated as normal as long as they are within a single room and supplemented by an outdoor air supply * natural ventilation – opening windows (in cooler weather windows should be opened just enough to provide constant background ventilation and opened more fully during breaks to purge the air in the space). Opening internal doors can also assist with creating a throughput of air * natural ventilation – if necessary external opening doors may also be used (as long as they are not fire doors and where safe to do so). |  |  |  | Classroom and corridor doors are wedged open, by agreement with the SBM, ensuring that this doesn’t compromise the fire safety of the school.  Windows in classrooms should be open where possible to ensure good ventilation.  External doors should be left open at break and lunch time to allow for air exchange.  As we move into colder weather, parents and staff are advised to ensure pupils are dressed appropriately with additional layers e.g. jumpers, fleeces etc.  To balance the need for increased ventilation while maintaining a comfortable temperature, consider:   * opening high level windows in colder weather in preference to low level to reduce draughts * increasing the ventilation while spaces are unoccupied (for example, between classes, during break and lunch, when a room is unused) * providing flexibility to allow additional, suitable indoor clothing   Heating should be used as necessary to ensure comfort levels are maintained particularly in occupied spaces. |
| **23** | 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 |  |  |  | School will be cleaned each evening.  Additionally, the site manager will clean high touch points throughout the day.  Toilets will be cleaned once during the day. Toilets will remain allocated to specific year groups.  Extra cleaning materials will be available (locked away) in all classrooms for use when needed.  Each year group will have their own outdoor play equipment cleaned between sessions by the LOs.  The dining room tables will be cleaned between sittings by the LOs.  Monitoring arrangements (SMB) are in place to ensure that supplies of soap, hand towels and sanitiser are maintained throughout the day.  Staff should report any shortages of essential equipment to the SBM via email. |
| **24** | 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**](https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/)  [**Hand-Washing Video**](https://www.youtube.com/watch?v=aGJNspLRdrc)  Posters reinforce the need to wash hands regularly and frequently.  Monitoring arrangements (SMB) are in place to ensure that supplies of soap, hand towels and sanitiser are maintained throughout the day.  Staff should report any shortages of essential equipment to the SBM via email. |
| **25** | Suppliers and Contractors advised if attending premises of infection control arrangements, no-access areas and expectations around personal hygiene. |  |  |  | SBM ensures that this is the case - liaising with admin team where necessary. |
| **Response to an Infection** | | | | | |
| **Ref** | **Control Measure** | **Yes** | **No** | **N/A** | **Actions Taken**  **Details / Further Information** |
| **26** | 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 |
| **27** | If an outbreak, school’s Covid-19 outbreak management plan is implemented. Remote/distance learning contingency arrangements for all pupils should be maintained in case of school/ year group closure during any local COVID 19 outbreak. |  |  |  | See Outbreak Management Plan Below |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Outbreak Management Plan** | | | | | |
| Outbreak Management Plan (OMP) outlines how the school would operate if additional measures are recommended for your setting or the local area. The Director of Public Health, Public Health England Health Protection Teams or the Local Authority could recommend certain measures are re-introduced. This may happen to help manage outbreaks in schools, or if there is an “extremely high prevalence” of Covid-19 in the community and other measures have failed to reduce transmission, or as part of a package of measures “responding to a variant of concern”.  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 SHOULD ONLY BE CONSIDERED AS A LAST RESORT FOLLOWING THE DFEs ‘CONTINGENCY FRAMEWORK’ AND, IN COLLABORATION WITH PUBLIC HEALTH AND THE LOCAL AUTHORITY. |  |  |  | * Ensure remote learning platform remains. * Provision in place for key worker children attendance (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. |  |  |  | * For secondary schools onsite Asymptomatic Testing Sites (ATS) in place. * Increased use of home testing for staff. |
| 03 | Temporary re-introduction of year/class bubbles, for a temporary period to reduce mixing between groups. |  |  |  | * Year/ class group bubbles implemented * Staggered entrance/ exit times. * Use of different entrances. * Staggered/ limited use of communal areas- hall/ dining room etc. |
| 04 | Temporary re-introduction of face coverings.  In all cases any educational drawbacks in the recommended use of face coverings should be balanced with the benefits in managing transmission and should allow for reasonable exemptions for their use. |  |  |  | * Face coverings worn by staff and visitors, in communal areas unless they are exempt. * Face coverings worn by pupils in communal areas/ all areas |
| 05 | Temporary re-introduction of shielding in the event of a major outbreak or variant of concern that poses a significant risk to individuals on the shielded patient list.  SHIELDING CAN ONLY BE RE-INTRODUCED BY NATIONAL GOVERNMENT. |  |  |  | * Individual risk assessments regularly reviewed and specifically in line with any updated government guidance regarding VoCs. * Remote learning platform in place for children who are advised to shield. |
| 06 | Temporary limit to certain school activities;  - residential educational visits  - open days  - transition and taster days  - parental attendance in settings  - performances in settings |  |  |  | * Risk assessments in place. |

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

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

|  |  |  |  |
| --- | --- | --- | --- |
| **Approved by (Head Teacher/ Chair of Governors)** |  | **Date of Approval** | Click here to enter a date. |