

Outcomes Matter. Learning Matters. People Matter.

SALE HIGH SCHOOL

School/ Setting	Sale High School	Date of Assessment 12 th January 2021	Review Date Monthly reviews in place: Last review: 18/11/2020 Reviewed 21/01/2021
Assessment Completed By	Jayne O’Grady HT Sam Finch SBM		

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 parents and consult on its contents.
- ✓ We will continue to comply with all relevant Health and Safety Legislation

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Our Employees

Ref	Control Measure	Y e s	N o	N/ A	Actions Taken Details / Further Information	To do
01	<p><u>Clinically Extremely Vulnerable employees.</u> https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19</p> <p>During this new Lockdown: Jan 5th onwards, clinically extremely vulnerable staff will be asked to remain at and work from home.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	In place –	
02	All employees who live with a person who is Clinically Extremely Vulnerable previously worked at home- however, guidance is that they can attend work as appropriate	<input checked="" type="checkbox"/>		<input type="checkbox"/>	See https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19	

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					The advice is that those living with clinically extremely vulnerable should maintain good prevention practice in the home and work place settings.	
03	<p>Clinically Vulnerable staff are now able to attend school where it is not possible to work from home.</p> <p>Staff who are pregnant</p> <p>As a general principle, pregnant women are in the 'clinically vulnerable' category and are advised to follow the relevant guidance- working from home where possible.</p> <p>https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing-after-4-july#clinically-vulnerable-people</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>As necessary, we will ensure individual RA are updated for clinically vulnerable staff. If staff have further concerns we will discuss and explain the measures the school is putting in place to reduce risks. We will try as far as practically possible to accommodate additional measures where appropriate.</p> <p>Conversations will be held with individual staff who are pregnant as appropriate. Individual RA to be carried out for those pregnant women in school.</p>	To be done

<p>04</p>	<p>All employees, themselves or persons within their household, who have COVID-19 symptoms, should self-isolate and should not attend school/ setting until they can be tested. If test is negative they can return to work.</p> <p>Ensure that pupils, students, staff and other adults do not come into the setting if: they have COVID-19 symptoms, have tested positive in the last 10 days, and ensure anyone developing those symptoms during the day is sent home.</p> <p>They must be advised to follow 'Stay at home: guidance for households with possible or confirmed coronavirus', which sets out that they must self-isolate for at least 10 days and should arrange to have a test to see if they have coronavirus. Other members of their household (including any siblings) should self-isolate for 10</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>In place</p> <p>Staff and students reminded of symptoms and protocol through on line briefings and posters</p> <p>Staff and parents are prompted to actively engage with Track and Trace programme and:</p> <ul style="list-style-type: none"> • Book a test • Provide details those been in close contact to Track and Trace • Self isolate <p>https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/ask-for-a-test-to-check-if-you-have-coronavirus/</p>	
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	days from when the symptomatic person first had symptoms.					
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"/>	<p>The Headteacher/line manager/School Business Manager maintains contact and supports employees who are self-isolating.- weekly phonecalls from line manager</p> <p>Staff all have access to telephone counselling number. Staff and students have been given contact details for on- line counselling and wider support through Head's letter home. This is also re sent out to those registering as being at home or in need and routinely through on going communications from school.</p>	
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"/>	<p>Staff who have on going conditions have had individual assessments and additional aids and adaptations.</p> <p>Staff have been directed to the Trafford TSE page on safe work place use. See:https://www.hse.gov.uk/toolbox/workers/home.htm</p> <p>If any additional aids and adaptations are required for 'new' home workers, then the school will do all it can to provide these within a home working environment. In the event that such modifications cannot be made in a reasonable time due to availability, etc., then an assessment of tasks will be carried out by the employees line manager or headteacher in conjunction with the employee to ensure that safe working practices can be strictly adhered to.</p>	

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					<p>All new staff have details on safe screen working as part of their induction.</p> <p>All staff working from home have completed a DSE self-assessment</p>	
<p>In relation to those reluctant to return we will address concerns through individual risk assessments if necessary, balancing our understanding the member of staff's concerns and the need for the school to be fully staffed</p>						

Our Pupils

Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information	To Do
07	<p>Clinically Extremely Vulnerable students.</p> <p>Should not be in school during this new Lockdown period.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		In place
08	<p>All pupils who live with a person who is Clinically Extremely Vulnerable should work from home if possible, if they do attend</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>We are working on an individual basis with such pupils as to whether they should be accessing a place in school due to vulnerabilities, or can work from home. Pastoral staff are making regular contact with identified students.</p>	

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	school/setting then stringent social distancing must be adhered to					
09	All <u>Clinically Vulnerable</u> pupils should follow medical advice for their individual circumstances. (NB if a child lives with a person who is Clinically Vulnerable they can attend their school/setting)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Parents will be asked to notify school if child is clinically vulnerable and we will follow individual advice for those children	
10	All pupils, or persons within their household that have COVID 19 symptoms should not attend school/ setting until they can be tested. If test is negative they can return to their school/setting once 48hrs clear of symptoms.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Parents are reminded of this requirement. If a parent reports a sickness the office staff will establish the symptoms and advise accordingly.</p> <p>All children who have COVID-19 symptoms or persons within their household who do, will be asked to attend a testing centre immediately and will not be allowed to attend school until a) the test returns negative, or b) in the event of a positive test, they have fully recovered and completed the allotted period of self-isolation.</p> <p>If the family have particular difficulties we can arrange a home test to be sent, or in the most difficult circumstances a home swabbing team can be sent to the home through Trafford Public Health</p> <p>If parents refuse to agree to a test, school will refuse them the offer of a school place during Lockdown. If parents</p>	

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					refuse to share results of a test then school would persist with communication with family. If family still refuse to share results then school will contact PHE for advice.	
11	We provide on-line/distance learning for all pupils who are not in school/ setting.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Laptops, work packs, Show My Homework all regularly monitored and administered according to school protocols	
12	All pupils in school/ setting are required to be in year group bubbles	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	During the current Lockdown we have measures in place to keep students in separate bubbles- Year 7 in one bubble, Year 8 and 10 in another, Year 9 and 11 in a further bubble.	
13	Safeguarding vulnerable children	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Pastoral staff have ragged students. An updated ragged list of vulnerable students has been completed at the start of January 2021. Vulnerable students have been offered a place in school. All vulnerable students have weekly contact from pastoral staff. In addition, form tutors have a daily check in.</p> <p>SMH is monitored for all for submission rates of work and non-submission responded to in the case of students who are working from home.</p> <p>All students have been given details of Sharp system, Kooth and other helplines.</p>	

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Our School Site

Capacity & Access						
Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information	
14	Designated Entrance and Exit Points to the Building (for each cohort of pupils where possible).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>If brought to school, children will be accompanied by one adult member of their family or one carer. The parent/carer will not enter school unless special arrangements need to be in place</p> <p>Parents, students and staff informed by letter of entry/exit times and location</p> <p>Entrance and exit points to school will be staffed to: assist in social distancing; to ensure the safeguarding of pupils and staff; and to promote the efficiency of the systems in place.</p>	

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					Protocol for safe mask removal on arrival and storage shared with students/ staff and families	
15	Increased number of Entrance and Exit Points to the Building (external classroom doors should be used where possible).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Where classrooms have external doors, these are utilised. One way system in place utilising external routes as far as possible	
16	Arrival and departure protocols	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Arrangements to be shared with parents	
17	Restrictions on access to school/setting by third parties (parents, members of the public, visitors etc). Supply teachers, peripatetic teachers and/or temporary staff can move between schools. They should ensure they minimise	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If parents need to communicate with the school, they will be asked to please telephone or email school. Parents to be reminded only to come on site by invitation Restrict entry to reception to 2 persons at once. Office staff/reception enforce arrival/sanitising routine Contractors/ visitors can only attend by prior appointment	

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	<p>contact and maintain as much distance as possible from other staff.</p> <p>Specialists, therapists, clinicians and other support staff for pupils with SEND should provide interventions as usual.</p>				<p>Other visitors e.g. contractors necessary for safety checks and essential maintenance should report to the site team office at a pre arranged time . Where possible contractors should visit site before or after school.</p> <p>All visitors will be informed by reception of the hygiene protocol and asked to sanitise before and after signing in</p>	
18	Stagger drop off and collection times, lunch and break times for each cohort/group.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	During Lockdown and with fewer students on site we do not need to stagger drop off and collection. Students are always accompanied/ supervised and bubbles kept separate.	
Physical / Social Distancing in the Building						
Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information	
19	All staff/students must wear face coverings when walking around communal areas of	x				

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	<p>building. These can be removed in class and when sitting down to eat. Students must wear when lining up outside. Some students and staff will be exempt; children who are will have an exemption card.</p>					
<p>20</p>	<p>Classrooms organised: include seating pupils side by side and facing forwards, rather than face to face or side on, move unnecessary furniture out of classrooms to make more space.</p> <p>Safe classroom practices</p>	<p><input checked="" type="checkbox"/></p>	<p><input type="checkbox"/></p>	<p><input type="checkbox"/></p>	<p>Desks will be placed facing forwards.</p> <p>Staff desk two metres from the first row of students with a two metre box marked in hazard tape</p> <p>Middle level leaders are asked to follow guidance of subject associations: CLEAPSS, Music Service, Technology Association, Science Association</p> <p>Staff should limit their close interaction with children as much as possible and should maintain a 2m distance from other adults.</p>	

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					<p>Resources, such as stationery items, individually allocated to each child.</p> <p>Each dept to audit essential equipment for their subject area and determine plans as to how to use safely within bubble group</p> <p>Children should limit items brought into school to essential items such as lunch boxes, outdoor coats, books, necessary stationery items and water bottle filled with water, as no communal-use drinking fountains are available now in school.</p> <p>Students must have a bag</p> <p>Generally, students must not bring any toys or teddies to school. In case of students with permission these must be kept in bag/not shared</p>	
21	Social distancing message is re-enforced to pupils at regular intervals.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Children in school will be instructed on maintaining social distancing from other bubbles and staff will be reminded about maintaining distance between each other regularly.</p> <p>Posters highlighting social distancing rules will be placed around to school.</p>	

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				<p>Enforcing social distancing can be problematic with young people/children. Therefore, our school will work through a “hierarchy of measures”, that are:</p> <ul style="list-style-type: none">•avoiding contact with anyone with symptoms•frequent hand cleaning and good respiratory hygiene practices•enhanced cleaning of settings and frequently touched surfaces•minimising contact and mixing <p>This ensures that the “risk of transmission will be lowered”, as stated by Public Health England.</p> <p>The guidance adds that “brief, transitory contact, such as passing in a corridor, is low risk”. However, we have maintained a one-way system within the school building and are utilising external corridors as far as possible and staggering movement time as much as possible.</p> <p>Corridors will be staffed. Staff will walk students to and from venues as much as possible whilst</p>	
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					allowing for safe supervision of students in classrooms	
22	Outside space is used wherever possible for learning.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Social space is allocated and segregated by bubble and supervised by staff</p> <p>Outdoor equipment will be cleaned at end each session.</p> <p>PE is following DfE guidance for Sports and students will be in bubbles</p> <p>Any equipment used will be thoroughly cleaned between each use by different bubbles.</p> <p>No activities involving physical contact will take place.</p>	
23	Year cohort move around school together and limit contact with other groups/ cohorts within the school/ setting.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>During Lockdown this is easier to maintain safely</p> <p>Staff will accompany and ensure students are kept separate</p>	

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					<p>Corridors have a one-way system in place with 'central reservations' constructed where possible in order to keep where children left of the space.</p> <p>Children are to use 'bubble' toilets. Enhanced cleaning routines and frequency in place</p>	
24	Communal spaces such as dining room or assembly hall to be used at reduced capacity. Safe dining practices	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>All messages/assemblies to groups by zoom.</p> <p>Year groups will have separate dining facilities.</p> <p>Students will be taken to the lunch hall by their staff bubble lead to ensure social distancing. 'Line up' will be used at the end of break and lunch to enable controlled escort of students back to classes</p> <p>All doors to the hall will remain open so that staff and children do not need to touch these surfaces</p> <p>Trafford safe protocol for food staff put in place and RA seen.</p> <p>After each bubble has used the dining hall, midday staff, in teams of two, will clean all surfaces and undersides of tables and stools with equipment as stated by Bulloughs. The cleaned areas will be allowed to dry before any other bubble may enter the hall.</p>	

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					At the end of the lunch break, the hall floor will be thoroughly cleaned and disinfected.	
25	Stagger the use and limit the occupancy of staff room and offices by employees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	MLL asked to designate a 'social base' area so staff room not used.	
26	Kitchen staff to maintain social distancing of 2 metres in the kitchen where possible.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Trafford Catering RA to be followed	
27	Use of small meeting rooms and confined areas by more than one person prohibited.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Only large rooms used for any internal meetings	
28	Non-essential repair / contracted works in buildings to be carried outside school hours Ensure site guidance on physical distancing and	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Should any non-essential works be required we will try to have them carried out outside of school hours.	Already practice in school

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	hygiene is explained to visitors. Maintain a record of all visitors even when outside of school hours					
	<p>Additional information regarding safe use of space to detailed below.</p> <p>Risk assessment is dynamic and will be amended as necessary during Lockdown</p> <p>Fire Evacuation</p> <p>An updated fire evacuation plan has been put in place during this Lockdown</p>					

Infection Control, Cleaning and Hygiene Arrangements

Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
29	Staff and/or pupils who are experiencing symptoms associated with COVID-19 are instructed not to attend the school/ setting and to refer to current advice and guidance re self-isolation and use of track and trace	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<p>Staff have been made aware of the school's infection control procedures in relation to coronavirus through briefings at start of pandemic and must adhere to this guidance. Subsequent reminders given via email and head's letters</p> <p>Parents are made aware of the school's infection control procedures in relation to coronavirus via letter and social media – they are informed that they must contact the school as soon as possible if they believe their child has been exposed to coronavirus.</p>
30	Staff who experience symptoms as above whilst at work should immediately go home and follow the guidance set out above.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Staff are informed of the symptoms of possible coronavirus infection</p> <p>Any pupil or member of staff who displays signs of being unwell, and/or believes they have been exposed to coronavirus, is immediately referred to Student Services/ HR and referred to HT.</p>

					<p>Any members of staff who display signs of infection are sent home immediately and are told to contact NHS 111 immediately or call 999 if they become seriously ill or their life is at risk.</p> <p>All staff are routinely reminded of our duty to actively engage with track and trace.</p>	
31	<p>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.</p> <p>If pupil needs direct personal care until they can return home, staff should wear the appropriate PPE. PPE must also be worn if staff cannot</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Student services follow the Covid 19 appendix to the First Aid policy</p> <ul style="list-style-type: none"> • A designated space is used to isolate the pupil. • This area should be well ventilated • In line with guidance staff wear protective equipment, including gloves, impermeable visor and gown if student is coughing, sneezing or spluttering. • The parents of unwell students are informed as soon as possible of the situation by a relevant member of staff. • Students who display signs of infection are taken home immediately, or as soon as practicable, by their parents – the parents 	<p>Check ventilation in Buddy Room</p> <p>Check staff aware should wear PPE if cannot maintain 2m distance to possible infected child</p>

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	maintain 2 m distance from the child				<p>are advised to contact NHS 111 immediately or call 999 if the pupil becomes seriously ill or their life is at risk.</p> <ul style="list-style-type: none">• Where contact with a pupil's parents cannot be made, appropriate procedures are followed in accordance with those outlined in governmental guidance and school policy• Areas used by unwell staff and pupils who need to go home are appropriately cleaned once vacated, students evacuated to other areas as necessary• If unwell pupils and staff are waiting to go home, they are instructed to use allocated toilet to the rest of the school to minimise the spread of infection. Toilet is cleaned after use• School will await results of test before taking action• Anyone in contact with someone who is unwell must wash hands thoroughly for 20 seconds with soap and running water or use hand sanitiser	
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					Student services has a Perspex screen so staff are shielded and social distancing can be maintained	
32	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"/>	<p>Sanitising routine in classrooms for students as enter each day already in place</p> <p>Each classroom has sanitiser and students will sanitise on entry to class</p> <p>Students also prompted to bring own sanitiser and those with allergies prompted to bring own</p> <p>Sanitising routine re prompted with staff during this Lockdown</p> <p>Sanitiser in place in 'testing area'</p>	
33	All staff and pupils are encouraged to regularly wash their hands with soap and water/use sanitiser especially upon arrival at school/setting, prior to eating, following break/lunch time	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Posters are displayed throughout the school reminding pupils, staff and visitors to wash their hands, e.g. before entering and leaving the school. Pupils, staff and visitors wash their hands with soap or alcohol-based sanitiser (that contains no less than 60 percent alcohol) and follow infection control procedures in accordance with the DfE guidance.</p>	

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	and any other time deemed necessary (after coughs/sneezes).				Sufficient amounts of soap (or hand sanitiser where applicable), clean water and paper towels are supplied in all toilets and kitchen areas. Bar soap is not used, liquid soap dispensers are installed and used instead.	
34	Different hand wash facilities should be available for each cohort/group within school/setting where possible.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Different bubbles have different hand wash facilities	
35	Remove unnecessary/ hard to clean items from class rooms	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
36	Sharing of stationery is avoided where possible. (Pupils have their own stationery).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

Ref		Yes	No	N/a	Actions Taken Details / Further Information	
37	Equipment that may need to be shared (laminators, guillotines etc.)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	One member of staff has access to laminator/guillotine/ reprographics In office each member of staff has own equipment	

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	should be cleaned and sanitised before and after use.				Any equipment shared is sanitised after each use	
38	All staff and pupils are encouraged to cough / sneeze into tissues and dispose of these in appropriate waste disposal bins. (Catch it, Kill it, Bin it)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Posters are displayed throughout the school reminding pupils and staff and any visitors to follow this guidance Tissues are provided Sanitiser use prompted after students cough/sneeze/ blow nose.	
39	Additional lidded bins and increased emptying / replacement are provided / in-place.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
40	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"/>	Staff open windows and doors at start of day.	
41	Increased frequency of cleaning of communal areas and locations / high contact points (using detergent and hot	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Cleaners are employed by the school to carry out daily, thorough cleaning that follows national guidance and is compliant with the COSHH Policy and the Health and Safety Policy. 	

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	<p>water followed by a chlorine based disinfectant solution) including:</p> <ul style="list-style-type: none"> • Toilets • Door Handles/ Access Buttons • Kitchen areas and associated equipment • Printers/ Photocopiers • White Boards • Play Equipment 				<ul style="list-style-type: none"> • The SBM arranges enhanced cleaning to be undertaken where required – advice about enhanced cleaning protocols is sought from the local HTP. • SBM is in regular contact with Bulloughs, our school cleaners and has approved their Covid 19 enhanced cleaning plan • SBM updates site staff on a daily basis re cleaning • Additional cleaning of high use areas is in place 	
42	<p>If staff bring in their own food this should be food which does not require heating or additional preparation in kitchen / canteen/ staff room areas.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Staff told to bring in cold food/sandwiches only</p>	
43	<p>Use of kitchen areas to be limited to preparation of hot</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

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	drinks, cleaning of cups / mugs etc. Employees to use own / designated cup or mug.					
44	Employees to store, where possible, coats, bags and non-work essential items in classrooms away from students	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Employees store coats back of chairs and bags under desks.	
45	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"/>	Posters School briefing video clip	
46	Office staff who receive deliveries, post etc. are encouraged to wash their hands more frequently and are	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Post arrives at reception Receptionist collects and takes into main office Post placed in trays. Receptionist washes hands	

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	provided with sanitiser.				Staff wash hands after opening post	
47	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"/>		
48	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"/>		
	Additional Infection Control, Cleaning and Hygiene Measures applied (Please detail below) <ul style="list-style-type: none"> Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately in line with guidance, using PPE at all times. 					

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	<ul style="list-style-type: none"> • Parents have notified Medical needs Coordinator JSC if there is an update to their child has an impaired immune system or a medical condition that means they are vulnerable to infections. We have updated information on who should be learning remotely • Perspex screens in place in SS and at reception • Frequently touched surfaces cleaned frequently by teachers and students • Cleaning agents in each class room in use for students to clean down work surfaces • Material from cleaning down is placed into a lidded bin to minimise re infection • Groups of students enter at staggered times and are in autonomous groups to reduce mixing • Each student utilises own equipment and is no sharing • Staff members use own equipment • Toilet use: Separate year group toilets in place. Cleaning staff regularly clean toilet areas. On return to the classroom students also use sanitiser. One way system in operation with signage in place • Classrooms organised in line with guidance <p>We ensure that we follow guidance as set out by government see:</p> <p>https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</p>	
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Key Roles and Responsibilities

Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information	To do /who
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49	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"/>	<p>JOG and SBM have business and site continuity protocol in place to ensure 'staffing back up' for key core functions of school</p> <p>Exam continuity meetings have taken place to ensure the safeguarding of exams and assessments in school</p> <p>SBM and JOG prepared a document at start of pandemic of key school functions and key staff essential to carry out. For each of these there are backup staff identified</p> <p>Each area of school has list of weekly tasks: office, site team, finance and HR, SLT, pastoral, transition team. Staff are on a daily rota for each function.</p> <p>We will need to risk assess if staff absence rates rise and if school has to move to further opening restrictions due to either outbreak amongst pupils or staffing contingencies. Under the</p>	
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					current Lockdown we are currently confident that we can operate school.	
50	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"/>		
51	Sufficient numbers of trained staff are in place to provide Emergency First Aid.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	We audit numbers of trained first aiders each term. All first aiders are aware of the protocol for Covid 19 as in the updated First Aid Policy We have First Aiders on site each day on the new Lockdown rota	
52	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"/>	Currently, we have a maximum of 60 students in each day. We have sufficient staffing to enable the safe evacuation of site in accordance with the updated evacuation plan.	Carried out
Statutory Premises Compliance and Maintenance						
Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information	
53	PPM (Planned Preventative Maintenance) work continues to be	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

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	delivered for critical building systems (Life-Safety) including: <ul style="list-style-type: none"> • Fire Alarm and Detection • Powered Doors / Gates • Legionella and Water Testing • Electrical Safety • Gas Safety • PAT Testing • Asbestos Management 					
54	Defect Reporting arrangements are in place.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Additional Statutory Compliance and Maintenance issues.					
Any Additional Information and Control Measures (Detail Below)						
Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Approved by (Head Teacher/	Jayne O'Grady	Date of Approval				
		12/01/21				

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Chair of Governors)	Graham Luccock			
Date Provided to Unions	No union rep in school shared on website	Date of Review	11/01/2021	
Date shared with Parents/Carers			12/01/21	

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APPENDIX

RISK ASSESSMENT – Mass Testing for COVID-19 in Schools

School: Sale High School	Assessment date: 11/01/2021
Activity covered by this assessment: Mass Testing for Covid-19	Date reviewed:
Persons involved in the assessment: Staff, Pupils, Volunteers	Manager’s signature: JOG/SF

From January 2021, staff at school will be routinely tested for covid-19 and both staff and pupils will be offered daily tests if they have been identified as a close contact of a positive case so that they can stay in school, rather than isolate.

At all times, the school will refer to, and follow the guidance in [“Covid-19 National Testing Programme: Schools and Colleges Handbook”](#)

HAZARD	PERSONS AT RISK (eg. staff, visitors, pregnant workers, young persons)	ACTION ALREADY TAKEN TO REDUCE THE RISKS (Control measures)	FURTHER ACTION REQUIRED (If existing controls are inadequate)	BY WHO AND WHEN
Testing Room	Staff, Pupils, Volunteers	There will be a dedicated testing site in school. The room where testing takes place will be well ventilated,		

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		<p>well lit and have a non-porous floor surface i.e., there will be no carpets or parquet floors.</p> <p>The room will have a one-way direction of travel in place where possible. Alternatively, there will be strict social distancing measures to allow entry and exit through one door.</p> <p>The room will be large enough to allow the key layout requirements referred to in the Schools and Colleges Handbook and has to be big enough to contain a registration desk, swabbing bay (which has to have its own processing desk) and a recording desk. Each area will be clearly demarcated. People being tested are not allowed to enter the processing area.</p> <p>Each 'swabbing' and 'processing' desk will have clinical waste receptacles to dispose of PPE, swabs and cartridges/devices.</p> <p>Strict social distancing between the various areas in the testing room will be maintained.</p>		
Staffing	Staff, Pupils, Volunteers	The requirements for staffing the testing site will follow those in the Schools and Colleges Handbook.		

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		<p>Staff may be chosen from existing school staff, or from the wider community. The team leader overseeing the day-to-day workforce management, will be DBS checked in line with the school's safeguarding policy.</p> <p>Clinically Extremely Vulnerable (CEV) staff should currently not be attending the workplace and therefore will not be involved in the mass testing arrangements.</p> <p>Clinically Vulnerable (CV) staff should also be excluded from taking on a role in the testing process. Individual risk assessments for CEV and CV staff should be revised to reflect the fact that this activity is happening on site and to ensure that all vulnerable staff are, so far as is practical, kept away from the testing area.</p> <p>All staff involved in the testing process, must undertake training as described in the Schools and Colleges Handbook and records kept.</p>		
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PPE	Staff, Pupils, Volunteers	<p>All staff working in the testing site will be provided with the following PPE:</p> <p>Apron, fluid resistant surgical mask, visor and gloves.</p> <p>The majority of the PPE will be used sessionally, that it they will be disposed of and a change of PPE will take place at the end of each working period. However, gloves will be changed by 'processors' between each test subject. The 'test assistant' will change their gloves if there is a need to intervene in the swabbing process.</p> <p>All persons being tested will wear a mask until they remove it to undergo the actual testing process, after which they will replace the mask.</p>		
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<p>Provision of hand-washing / hand-hygiene facilities</p>	<p>Staff, Pupils, Volunteers</p>	<p>Hand sanitizers will be available at the entry and exit doors to the room and adjacent to the swabbing desks along with appropriate signage.</p> <p>Prior to entering, and when leaving the testing room, all persons will sanitize their hands.</p> <p>Staff members acting as 'processor' will sanitize their hands following each test subject.</p>		
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Positive result	Staff, Pupils, Volunteers	<p>Any person showing a positive result with the Lateral Flow Test will be required to undertake a confirmatory PCR test.</p> <p>Pupils will be isolated in a suitable room, with supervision if required, until they are collected by a parent or guardian. The supervising staff member will wear PPE as described in the schools Covid-19 Risk Assessment. Meeting room 2 will be available if additional space is required for isolation.</p> <p>Staff will be tested at 8am. If positive they will be sent home immediately and back up staff will be called upon to come into school with SLT covering groups in the interim period.</p> <p>The school's Covid Risk Assessment control measures will be followed for persons showing Covid-19 symptoms.</p>		
Waste Disposal	Staff, Pupils, Volunteers	Pre-test packaging and general waste will be disposed of as general waste using the existing municipal waste route		

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		<p>Swabs and cartridges/devices should be disposed of as clinical waste (usually yellow bag) and appropriate arrangements made for their collection and disposal.</p> <p>Used PPE should be disposed of as offensive waste (usually tiger - yellow and black striped – bag)</p> <p>Waste will then be disposed of in line with waste provider.</p>		
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Cleaning	Staff, Pupils, Volunteers	<p>Cleaning staff will wear PPE as detailed in the PPE section above.</p> <p>They will only enter sampling areas when the activity is no longer being conducted or if required due to a spillage.</p> <p>In case of a spillage when they need to enter an active test area, cleaners should ensure that they avoid any contact within 2 meters and change their PPE after cleaning.</p> <p>Cleaning will follow public health guidelines and cleaning solutions will contain one of the following:</p> <ul style="list-style-type: none">• A combined detergent and disinfectant at a dilution of 1000 parts per million (ppm) available chlorine (ppm av.cl)• A household detergent followed by disinfection (1000 ppm av.cl). Follow manufacturer's instructions for dilution, application and contact times for all detergents and disinfectants• If an alternative disinfectant is used within the organisation ensure that it is effective against enveloped viruses		
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Employers and Public Liability Insurance	Staff, Pupils, Volunteers	<p>Frequently touched surfaces will be cleaned either at the end of each session, or as a minimum twice a day including before or after the working day.</p> <p>Where spillages (including bodily fluid spillages) have occurred, areas should be thoroughly cleaned and disinfected.</p> <p>Employers' and Public Liability Insurance Policies are in place that indemnify you in respect of your legal liability arising from the asymptomatic testing for schools programme.</p> <p>This will be subject to a suitable and sufficient risk assessment being in place with arrangements implemented to meet the requirements of relevant Health and Safety and COVID Government Guidance.</p> <p>The school has insurance with Trafford Council.</p>		
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