

## COVID Risk Assessment

<b>School/ Setting</b>	Trafford School	<b>Date of Assessment</b>	10 <sup>th</sup> May 21
<b>Assessment Completed By JOGrady SFinch</b>	Sale High School		

### 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
- ✓ For those schools that buy back the Health and Safety and HR SLA's there is additional guidance on the Trafford Services for Education Website.

### Employees

Ref	Control Measure	Yes	No	N/A	Additional Action Taken / Further Information
01	All <a href="#">Clinically Extremely Vulnerable</a> (CEV) employees are not required to self-isolate as shielding is paused. They can attend school/ setting where working from home is not possible.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

	An individual risk assessment will be done by the school for staff who are classed as CEV for their return				
02	People who live with those who are clinically extremely vulnerable or clinically vulnerable <u>can</u> attend the workplace where home working is not possible, but should ensure they maintain good prevention practice in the workplace and home settings.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Those living with a CEV person will attend if home working is not possible. Where appropriate individual RAs will be carried out
03	All <u>Clinically Vulnerable</u> (CV) employees are able to work in school but should take care to observe social distancing and hygiene controls.  <b>Staff who are pregnant</b> Generally, pregnant women are classed as 'clinically vulnerable' although some may have other conditions that may put them in the CEV category.  <a href="https://www.gov.uk/government/news/coronavirus-covid-19-advice-for-pregnant-employees">Coronavirus (COVID-19): advice for pregnant employees - GOV.UK (www.gov.uk)</a>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Individual arrangements have been made with all pregnant staff and risk assessments carried out to ensure physical and mental wellbeing safeguarded. Where possible we will put arrangements in place so that pregnant staff after 28 weeks can work at home where possible- this will depend on individual risk assessments for staff. It may be the case that some pregnant workers can remain working from the setting if stringent social distancing can be in place. We will take further advice on a case by case basis
04	All employees must not attend school if they have one or more Covid-19 symptoms (a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell), or they have had a positive test (LFD or PCR) or if told by Test and Trace to self-isolate. They must stay away from school for 10 days	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If you have, or feel that you have, symptoms of coronavirus, you must apply for a test to check if you have the virus. <a href="https://www.gov.uk/government/news/nhs-test-and-trace-how-it-works">NHS Test and Trace: how it works - GOV.UK (www.gov.uk)</a>

<p>from the day after the start of their symptoms or their positive test date.</p> <p>If a staff member becomes symptomatic they should arrange to have a test as soon as possible and follow the '<a href="#">Stay at Home Guidance</a>'</p> <p>If a staff member develops symptoms of Covid-19 whilst at work, they must be sent home immediately and begin a 10-day isolation period.</p> <p>If the staff member tests negative, the staff member can return to work as soon as they are well and no longer have symptoms of coronavirus</p> <p>Other members of their household (including any siblings) should self-isolate for 10 days from when the symptomatic person first had symptoms. If they then show symptoms themselves, they need to restart their 10-day isolation period and book a test.</p> <p>Staff should also isolate immediately if someone in their household/support bubble becomes symptomatic. The symptomatic household member should be advised to book a test. If the test is negative the staff member can return to school, however, if the test is positive the staff member must continue and complete the 10-day isolation. If they then show symptoms</p>				<p>Information on getting a test is available at: <a href="https://www.gov.uk/coronavirus-getting-tested">Coronavirus (COVID-19): getting tested - GOV.UK (www.gov.uk)</a></p> <p>Up to date information on the mass asymptomatic testing can be found at the link below: <a href="https://www.gov.uk/mass-asymptomatic-testing-schools-colleges">Mass asymptomatic testing: schools and colleges - GOV.UK (www.gov.uk)</a></p> <p>Also refer to the additional Trafford Public Health Guidelines.</p>
---	--	--	--	--

	<p>themselves, they need to restart their 10-day isolation period and book a test.</p> <p>Mass asymptomatic testing is being carried out in secondary schools following government guidelines.</p>				
05	<p>The school will regularly keep in touch with colleagues who are self-isolating or working from home to monitor and support their Physical and Mental Health &amp; Wellbeing</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
06	<p>The school will provide suitable information and equipment to work at home safely and effectively including and will provide additional aids and adaptations where required.</p> <p>All staff working from home will be given the use of a school laptop and internet access will be provided where necessary. Additional equipment such as laptop risers, separate mice and keyboards will be provided.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<p><b>Additional Information:</b></p> <p><b>Home Testing</b> is at place in school with all staff and students testing twice weekly on a Wednesday and a Sunday. Parents/carers receive a groupcall message on the day tests are given out to ensure that they know students are bringing tests home and to safeguard against loss/misuse.</p> <p>Parents have been provided with an instruction booklet and link to a NHS video on how to carry out the testing. Parents report their results to both NHS and to school. If a positive test is recorded families tell the school by emailing <a href="mailto:info@salehighschool.org.uk">info@salehighschool.org.uk</a> and ringing student absence line and then:</p>					

	<ul style="list-style-type: none"> <li>• self-isolate immediately</li> <li>• get a PCR test to confirm the result</li> <li>• follow the <a href="#">stay at home guidance for households with possible coronavirus infection</a></li> <li>• The school then undertakes track and trace with in the school.</li> </ul>
--	---

## Pupils

Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
07	All <a href="#">Clinically Extremely Vulnerable</a> pupils can now attend school and should follow medical advice for their individual circumstances.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
08	All pupils who live with a person who is Clinically Extremely Vulnerable can also attend school	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Awaiting further guidance form Trafford as we have some families who are CEV currently keeping children at home
09	All Clinically Vulnerable 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)  Parents must notify school of any child who may be deemed clinically vulnerable.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10	All pupils who have symptoms or have persons within their household that have COVID 19 symptoms, must not attend school until they/their symptomatic household member can be tested. They are required to take a PCR test either visiting a test site or ordering one online. If test	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

	<p>is negative, and they are well, the pupil can return to their school.</p> <p>If positive, they must follow the <a href="#">Stay at Home Guidance</a>.</p>				
<b>11</b>	<p>Where a pupil is unable to attend their school because they are complying with clinical or public health advice, access to remote education will be provided. Schools should monitor engagement with this activity.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>12</b>	<p>To reduce the risk of transmission, schools should maintain distinct groups (bubbles) of pupils that do not mix with other groups. The size of the groups should be of an appropriate size to achieve the greatest reduction in contact and mixing.</p> <p>Teachers and other staff can operate across different classes and year groups to facilitate the delivery of the timetable and specialist provision. Where staff need to move between groups, they should try and keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

## School Site

Capacity & Access					
Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
13	<p>Consider designated entrance and exit points to the Building (for each bubble of pupils where possible).</p> <p>Where possible, these bubbles will have their entrance and exit times staggered to keep bubbles apart as they arrive and leave.</p> <p>Where a staggered arrival time is in operation and a pupil is late, the pupil must go to the school's main entrance at a given designated time after all the other pupils have been admitted. This entry will be administered by the office staff.</p> <p>Parents who accompany children to school must not enter the school site without a pre-arranged appointment.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>In place to ensure bubbles do not mix</p> <p>Students reminded on return through powerpoint shared on day one with all students in form time. QA of teaching/form time will be undertaken by SLT/MLL to ensure that Covid protocol is followed.</p>

Trafford Model Risk Assessment for the Re-Opening of Schools: March 2021

	<p>Entrance and exit points to school will be staffed to assist and ensure social distancing takes place and to ensure the safeguarding of pupils and staff.</p> <p>Pupils over 11 arriving by public, or dedicated school transport are required to wear face coverings (unless exempt).</p>				
14	<p>Large gatherings such as collective worship or assemblies with more than one bubble should be avoided.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
15	<p>There should be restrictions on access to school by third parties (parents, members of the public, visitors etc).</p> <p>Supply teachers, peripatetic teachers and temporary staff can move between schools but they must ensure they minimise 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>Procedures are in place to manage other visitors to the site, such as contractors and ensure site</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	



	<p>guidance on physical distancing and hygiene is explained to visitors on or before arrival.</p> <p>If parents need to communicate with the school, they must telephone or email school. If a face-to-face meeting is required, this must be planned in advance and an appointment made.</p> <p>Other visitors e.g., contractors necessary for safety checks and essential maintenance must report to the main office. Where possible contractors should visit site before or after school. Contractors will only enter the areas of the school where work is being carried out.</p>				
<p><b>16</b></p>	<p>Staggered break and lunch times should be considered to avoid creating busy corridors.</p> <p>Procedures for these staggered lunchtimes and break times will be discussed with staff and any issues that arise will be carefully considered and new procedures put into place at the earliest opportunity.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

<b>Physical / Social Distancing in the Building</b>					
<b>Ref</b>	<b>Control Measure</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Actions Taken Details / Further Information</b>
17	<p>Class rooms should, where possible, be organised to maintain space between people.</p> <p>The school should make small adaptations to the classroom to support distancing where possible, including seating pupils side by side and facing forwards, rather than face to face or side on, and also move unnecessary furniture out of classrooms to make more space.</p> <p>It is recognised that social distancing is not possible with younger children, however, children are distanced as far as is reasonably practical and may congregate in a group size no larger than their bubble.</p> <p>Staff will attempt to limit their close interaction with children as much as possible, try to maintain a 2m distance with older children by staying at the front of their class and maintain a 2m distance from other adults.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>No communal water fountains in operation but not all students bringing in own water bottle – buying a drink at canteen in preference</p>

	<p>Children should limit items brought into school to essential items such as lunch boxes, outdoor coats, books, necessary stationery items etc. These may be brought in bags.</p> <p>Resources, such as stationery items, to be used by each child have been allocated to each child.</p> <p>Classroom based resources, such as books and games, can be used and shared within the bubble and these will be cleaned regularly, along with all frequently touched surfaces.</p> <p>Children are required to bring two name-labelled water bottles for their own use (in addition to any brought in for their lunch), one for the morning and one for the afternoon. These must be taken home each afternoon and cleaned and refilled at home ready for the following day, as no communal-use drinking fountains are available in school.</p>				
<p><b>18</b></p>	<p>Social distancing message will be re-enforced to pupils at regular intervals. Children 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>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

<p><b>19</b></p>	<p>Outdoor playground equipment will be more frequently cleaned with an appropriate cleaner in accordance with the public health guidelines.</p> <p>The playground will be zoned and timetabled as appropriate and staff and children must adhere to this timetable and zone.</p> <p>For organised sport activities, pupils will be kept within their bubbles and where possible, outdoor sports activities will be prioritised over indoor. Where indoor facilities have to be used, maximum social distancing will be adhered to.</p> <p>Sports equipment will be thoroughly cleaned between each use by different groups, and contact sports avoided.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<p><b>20</b></p>	<p>Where possible, bubbles should be kept apart and movement around the school kept to a minimum. It is acknowledged that while passing briefly in the corridor or playground is low risk, the school should avoid creating busy corridors, entrances and exits.</p> <p>The school should consider timetabling, staggered times and one-way corridors to reduce the risk of 'bubbles' of children interacting.</p> <p>Areas where children might potentially be in close proximity, such as toilets, will be managed internally and safety procedures put into place.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>In place and adhered to</p>

<p><b>21</b></p>	<p>Communal spaces such as dining room or assembly hall to be used at reduced capacity.</p> <p>Lunchtimes will be staggered and each bubble will be supervised by an adult from their bubble.</p> <p>After each bubble has used the dining hall, midday staff will clean and disinfect all surfaces of tables and chairs using standard cleaning products. The cleaned areas will be allowed to dry before any other bubble may enter the hall. At the end of the lunch break, the hall floor will be cleaned and disinfected.</p> <p>If a computer suite is used, all equipment must be wiped down before use by a different bubble.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<p><b>22</b></p>	<p>The use of the staff room and PPA room will be minimised and organised so that staff may socially distance adequately. Use of these rooms will be timetabled.</p> <p>The school office will be reorganised to enable staff to work at a safe distance from each other.</p> <p>Small meeting rooms will only be used if necessary, and only by one person, on one day. Larger meeting rooms will be assessed for room occupancy, maintaining social distancing.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

23	Kitchen staff will observe social distancing where possible.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
24	<p>Non-essential repair or contracted works in buildings will be carried outside school hours.</p> <p>The school's procedures for social distancing and hygiene will be explained to all visitors.</p> <p>A record of all visitors will be kept, even if the visit is outside of school hours.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Additional information regarding safe use of space to detailed below.</b>					

### Infection Control, Cleaning and Hygiene Arrangements

Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
25	<p>Staff and pupils who are experiencing symptoms associated with COVID-19 are instructed not to attend the school.</p> <p>They will be required to take a PCR test either visiting a test site or ordering one online. If test is negative, and they are well, they can return to their school.</p> <p>If positive, they must follow the <a href="#">Stay at Home Guidance</a>.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

	Staff and parents must fully engage with the NHS Track and Trace process.				
26	Staff who experience symptoms as above whilst at work to immediately go home and follow the <a href="#">Stay at Home Guidance</a> .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
27	<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>Whilst awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age and needs of the pupil, with appropriate adult supervision if required. The room should be well ventilated by opening a window, if safe to do so.</p> <p>If a pupil needs direct personal care or the 2m distance cannot be maintained until they can return home, staff should wear the appropriate PPE.</p> <p>If the pupil needs to go to the bathroom while waiting to be collected, they should use disabled toilet. This toilet will be cleaned and disinfected using standard cleaning products before being used by anyone else.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Where the child or staff member tests negative, they can return to their setting if they no longer display COVID-19 related symptoms.</p> <p>Where the child or staff member tests positive, the school will contact the local health protection team who will work with the school and guide the school through the actions needed and will provide will provide advice on who requires to be sent home.</p>

	<p>Once the pupil has been collected, the staff member should dispose of their PPE safely then wash their hands thoroughly for 20 seconds.</p> <p>The affected area will then be cleaned with normal household disinfectant to reduce the risk of passing the infection on to other people.</p> <p>In an emergency, 999 will be called if they are seriously ill or injured or their life is at risk. We will not visit the GP, pharmacy, urgent care centre or a hospital.</p> <p>The pupil will be required to take a PCR test either visiting a test site or ordering one online. If test is negative, and they are well, they can return to their school.</p>				
<p><b>28</b></p>	<p>Hand sanitisers will be available at all entrances to the school and throughout the school and will be regularly monitored and maintained.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<p><b>29</b></p>	<p>All staff and pupils will be encouraged to regularly wash their hands with soap and water for 20 seconds, or to sanitise their hands, especially upon arrival at school, prior to eating, following breaks and lunch time and any other time deemed necessary (for example, after coughing or sneezing).</p> <p>Pupils will be required to wash or sanitise their hands if they change rooms. Where wash facilities do not exist in each classroom,</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	



	<p>additional sanitiser points will be available in each classroom and pupils must sanitise their hands on exiting or entering the room.</p> <p>In addition to the measures above, staff are also advised to wash their hands before and after handling any materials shared with pupils.</p> <p>The school will provide sufficient tissues for use by staff and pupils. Staff within classrooms are responsible for ensuring that there are adequate supplies of tissues in their rooms.</p>				
<b>30</b>	<p>Different hand wash facilities should be available for each cohort/group within school/setting where possible, for example each bubble may have access to their own handwashing facilities (sinks in their classroom).</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>31</b>	<p>Unnecessary items and items that are hard to clean such as soft toys should be removed from classrooms.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>32</b>	<p>Sharing of pencils / pens and other items of stationery is avoided where possible.</p> <p>For individual and very frequently used equipment, staff and pupils will have their own items that are not shared.</p> <p>Classroom based resources, such as books and games, are able to be used and shared within</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

	<p>bubbles. These should be cleaned regularly, along with all frequently touched surfaces.</p> <p>Resources that are shared between classes or bubbles, such as sports, art and science equipment will be cleaned frequently and always between bubbles, or rotated to allow them to be left unused for a period of 48 hours (72 hours for plastics) between use by different bubbles.</p>				
<p><b>33</b></p>	<p>Face coverings: government guidance changed from May 17<sup>th</sup> so students no longer have to wear masks in school. Staff should wear where they cannot enforce social distancing. However, Trafford PH have 'strongly recommended' that students and staff wear face coverings. JOG has written home and staff are encouraging students to wear.</p> <p>The school will have a process for the removal and disposal of used face coverings and this will be clearly communicated to staff and pupils, for example reusable face coverings should be placed in a plastic bag until they can be washed. If the face covering is single use, it should be disposed of in a normal waste bin.</p> <p>After putting on or removing a face covering, hands should be washed or sanitised.</p> <p>(For exemptions in wearing face coverings, please see the relevant <a href="#">guidance</a>.)</p>	<p><input checked="" type="checkbox"/></p>	<p><input type="checkbox"/></p>	<p><input type="checkbox"/></p>	

Trafford Model Risk Assessment for the Re-Opening of Schools: March 2021

	(Face visors should only be used after carrying out a risk assessment for the specific situation i.e. droplet spread, and should always be cleaned appropriately.)				
<b>34</b>	<p>Equipment that may need to be shared (laminators, guillotines, items of equipment used in the class that will be then used by someone else, etc.) should be cleaned and sanitised after use.</p> <p>Cleaning materials will be available throughout the school to allow cleaning of shared materials.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>35</b>	<p>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)</p> <p>The school will provide sufficient tissues for use by staff and pupils. Staff within classrooms are responsible for ensuring that there are adequate supplies of tissues in their rooms.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>36</b>	<p>The school will ensure there are adequate lidded bins available throughout the school and in each classroom.</p> <p>The bins will be monitored frequently and emptied frequently.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

<p><b>37</b></p>	<p>All working areas within the building will be well-ventilated (Windows and Doors open) where safe and appropriate to do so and a comfortable teaching environment should be maintained by increasing the heating where necessary.</p> <p>Classroom windows should be open to allow natural ventilation (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) and if safe to do so, external opening doors may also be used.</p> <p>Standalone air-conditioning units may be used as normal. Centralised ventilations system that removes and circulates air to different rooms must have the recirculation turned off and must use a fresh air supply.</p> <p>Where it is difficult to maintain a comfortable temperature, the school will consider allowing pupils to wear additional items of clothing in addition to the school's uniform.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<p><b>38</b></p>	<p>There should be increased frequency of cleaning of communal areas and areas with high contact points (using detergent and hot water followed by a chlorine based disinfectant solution). This includes:</p> <ul style="list-style-type: none"> <li>• Toilets</li> <li>• Door Handles/ Access Buttons</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

	<ul style="list-style-type: none"> <li>• Kitchen areas and associated equipment</li> <li>• Water dispensers/ coolers</li> <li>• Printers/ Photocopiers</li> <li>• White Boards</li> <li>• Play Equipment</li> </ul> <p>Public Health (PH) have published <a href="#">guidance</a> on cleaning.</p>				
<p><b>39</b></p>	<p>The use of staff rooms should be minimised and set up to allow for social distancing.</p> <p>The use of kitchen equipment in the staff room is permitted but all equipment must be wiped down with standard cleaning products before and after use by individuals.</p> <p>Staff should use designated crockery/cutlery and cups/mugs. These should be cleaned thoroughly each day.</p> <p>Staff should store their personal belongings in their classrooms or offices where possible. Staff should avoid using communal coat storage areas.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<p><b>40</b></p>	<p>Staff and pupils are provided with instructions on how to achieve effective hand-washing; for example, in the form of posters, written guidance and videos clips etc.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p><b><u>Hand-Washing Guidance</u></b>  <b><u>Hand-Washing Video</u></b>  <a href="#">Hand-Washing Poster</a></p>

41	Office staff who receive deliveries, post etc. are encouraged to wash their hands more frequently and will be provided with sanitiser.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
42	There is an increased frequency of toilet inspections and checks to ensure sufficient supplies of soap and paper towels are maintained. Staff to report shortages to site staff.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
43	Suppliers and contractors who attend the school will be advised infection control arrangements, no-access areas and expectations around personal hygiene.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<p><b>Additional Infection Control, Cleaning and Hygiene Measures applied (Please detail below)</b></p> <ul style="list-style-type: none"> <li>• Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately in line with guidance, using PPE at all times.</li> <li>• 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</li> <li>• Perspex screens in place in SS and at reception</li> <li>• Frequently touched surfaces cleaned frequently by teachers and students</li> <li>• Cleaning agents in each class room in use for students to clean down work surfaces</li> <li>• Material from cleaning down is placed into a lidded bin to minimise re infection</li> <li>• Groups of students enter at staggered times and are in autonomous groups to reduce mixing</li> <li>• Each student utilises own equipment and is no sharing</li> <li>• Staff members use own equipment</li> <li>• 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</li> <li>• Classrooms organised in line with guidance</li> </ul>					

We ensure that we follow guidance as set out by government see:  
<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

QA of COVID compliance is carried out by SLT using the proformas below:

Covid Secure Action	Evidence seen	Action required
Students Sanitise their hands on entry and exit to the classroom		
Students are sat in pre-arranged seating plan		
Students are sat at a safe distance from each other in the classroom		
Windows are open and air is circulating through the classroom		
Tables and desks are wiped down and sanitised at the end of each session		
Ensure students do not share equipment		
Teachers stay in their designated area and keep a safe distance from pupils and keep close contact to a minimum		

	Students leave the classroom wearing a face covering		
	Class bubbles are maintained at social times and students eat at their designated areas.		

### Key Roles and Responsibilities

Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
44	Sufficient staffing and resources are in place to maintain the security of the building and its occupants, including relief staff when necessary.	<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</p>



					due to either outbreak amongst pupils or staffing contingencies. Under the current measures, we are currently confident that we can operate school
45	Sufficient staffing and resources are in place to maintain the cleanliness of the building and to carry out necessary inspections of consumables needed to maintain hygiene.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
46	Sufficient numbers of trained staff are in place to provide recommended First Aid provision.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
47	Sufficient numbers of staff are in place to enable safe evacuation of the building in the event of an emergency.  New advice of fire doors and fire evacuation drills has been issued to schools: <a href="#">Revised Fire Guidance</a>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	See advice on fire doors and fire drills as below
<b>Statutory Premises Compliance and Maintenance</b>					
<b>Ref</b>	<b>Control Measure</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Actions Taken Details / Further Information</b>

<p><b>48</b></p>	<p>PPM (Planned Preventative Maintenance) work will continue to be delivered for critical building systems (Life-Safety) including:</p> <ul style="list-style-type: none"> <li>• Fire Alarm and Detection</li> <li>• Powered Doors / Gates</li> <li>• Legionella and Water Testing</li> <li>• Electrical Safety</li> <li>• Gas Safety</li> <li>• PAT Testing</li> <li>• Asbestos Management</li> </ul> <p>All PPM will be undertaken taking into account the schools social distancing and hygiene arrangements.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<p><b>49</b></p>	<p>Defect Reporting arrangements are in place and all staff are aware of the arrangements.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<p><b>Additional Statutory Compliance and Maintenance issues.</b></p> <p>It is now recommended that fire doors should remain closed at all times, unless they are held open by a magnetic device that is linked to the fire alarm and closes upon activation, or are held open by a device such as a Dorgard that reacts to the sound of the alarm and closes the fire door automatically. This would also assist with the risk of contamination associated with touch points on doors. A management plan approach for fire doors is not appropriate as a long-term fire precaution measure. Where no such device is available and the fire doors remain closed, schools will need to consider increased cleaning schedules of those touch points throughout the day, using an appropriate anti-viral disinfectant and also consider whether there is a requirement to place hand sanitiser stations near the doors with suitable signage.</p> <p>Fire drills have recommenced after Easter with a slight revision of duty staff. The drills are carried out to minimise contact between year groups.</p> <p><b>Any Additional Information and Control Measures (Detail Below)</b></p>					

**See below for additional RA carried out for Asymptomatic Home Testing Kit Use by Staff**

**RISK ASSESSMENT TEMPLATE: ASYMPTOMATIC HOME TESTING FOR SCHOOL STAFF**  
**RAS61 - Sale High School**  
**Amended February 2021**

All schools, will start to receive deliveries of home testing kits to offer to all their staff from 22 February.

## NEW DfE GUIDANCE FOR THE FULL REOPENING OF SCHOOLS FROM MARCH 8<sup>th</sup> 2021

The DfE has [published](#) details of actions schools will need to take from the 8 March.

[Operational Guidance for Schools](#)  
[Operational Guidance for Further Education](#)  
[Actions for Early Years](#)  
[Guidance for Special Schools](#)

ISA Guidance: [Update on Rapid Testing in Secondary Schools and Colleges](#)

Schools will be expected to have a contingency plan in the event of local measures being implemented.

### Mass Testing

- All secondary school and college students will take three COVID-19 tests as they return to the classroom from the 8 March at existing school testing facilities. Schools and colleges will have discretion on how to test students over that week to enable their return to the classroom. After the initial programme of three tests in school or college, students will be provided with two rapid tests to use each week at home.
- Secondary school and college staff will also be provided with two tests to use each week at home.

Staff will be asked to take their test kits home and carry out the test twice a week. The LFD test will give a result in around 30 minutes. Staff must report their result to NHS Test and Trace as soon as the test is completed either online or by telephone as per the instructions in the home test kit. Staff should also share their result with their school to help with contact tracing via the school website.

**The kits are primarily for school-based staff who have chosen to take a COVID-19 test.** If staff are **based entirely at home, there is no need for them to take a test** until such time that they re-enter the school to work, although **participation in testing is strongly encouraged.**

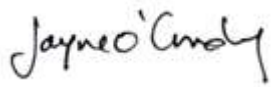
<b>ACTIVITIES:</b> (What will you be doing and with whom?)	Asymptomatic Home Testing for School Staff		
<b>DATE OF RISK ASSESSMENT:</b>	<b>Date completed:</b>	25/02/21	<b>Date to be reviewed:</b> (At least weekly)
<b>STAFFING:</b> (Staff deployment, responsibilities, expertise, etc.)	All staff		
<b>PLEASE SEE:</b>			
<p>List of all general Coronavirus guidance: <a href="https://www.gov.uk/government/collections/coronavirus-covid-19-list-of-guidance">https://www.gov.uk/government/collections/coronavirus-covid-19-list-of-guidance</a>                  General GOV.UK Coronavirus guidance: <a href="https://www.gov.uk/coronavirus">https://www.gov.uk/coronavirus</a>                  November/December national guidance: <a href="https://www.gov.uk/guidance/new-national-restrictions-from-5-november">https://www.gov.uk/guidance/new-national-restrictions-from-5-november</a>                  Asymptomatic testing guidance: <a href="https://www.gov.uk/guidance/asymptomatic-testing-in-schools-and-colleges">https://www.gov.uk/guidance/asymptomatic-testing-in-schools-and-colleges</a>                  Asymptomatic testing for primary schools: <a href="https://www.gov.uk/government/publications/coronavirus-covid-19-asymptomatic-testing-for-staff-in-primary-schools-and-nurseries/rapid-asymptomatic-coronavirus-covid-19-testing-for-staff-in-primary-schools-school-based-nurseries-and-maintained-nursery-schools">https://www.gov.uk/government/publications/coronavirus-covid-19-asymptomatic-testing-for-staff-in-primary-schools-and-nurseries/rapid-asymptomatic-coronavirus-covid-19-testing-for-staff-in-primary-schools-school-based-nurseries-and-maintained-nursery-schools</a>                  Home testing kit guidance: <a href="https://www.gov.uk/government/publications/coronavirus-covid-19-asymptomatic-testing-for-staff-in-primary-schools-and-nurseries/rapid-asymptomatic-coronavirus-covid-19-testing-for-staff-in-primary-schools-school-based-nurseries-and-maintained-nursery-schools">https://www.gov.uk/government/publications/coronavirus-covid-19-asymptomatic-testing-for-staff-in-primary-schools-and-nurseries/rapid-asymptomatic-coronavirus-covid-19-testing-for-staff-in-primary-schools-school-based-nurseries-and-maintained-nursery-schools</a>                  DfE primary portal: <a href="https://drive.google.com/drive/folders/1X4fLxy6_ppmpmKrv3hT2M6cduAN_GS54">https://drive.google.com/drive/folders/1X4fLxy6_ppmpmKrv3hT2M6cduAN_GS54</a></p>			
<b>FAILURE TO FOLLOW GUIDANCE OR DELIVER A SUITABLE AND SUFFICIENT RISK ASSESSMENT COULD LEAVE YOU VULNERABLE TO HSE/LEGAL ACTION. PLEASE ERR ON THE SIDE OF CAUTION AT ALL TIMES.</b>			

Trafford Model Risk Assessment for the Re-Opening of Schools: March 2021

<b>Aspects to Consider</b> (List only actual hazards/issues related to planned activities)	<b>Who is Affected/What Might Happen?</b> (Staff, students, visitors, etc.)	<b>Inherent Likelihood &amp; Severity</b> (See table at end of doc)	<b>Inherent Risk Score</b> (Likelihood X Severity)	<b>Control Measures</b> (How you will reduce the risks and whether they are already in place or not e.g. guards on machines already in place or need to wear PPE eye wear/gloves)	<b>Are Control Measures in Place? If Not, Who Will Implement?</b> (Staff member names or job roles)	<b>Remaining Likelihood &amp; Severity</b> (See table below)	<b>Residual Risk Score</b> (Likelihood X Severity)	<b>When Done &amp; By Whom?</b>
<b>Incorrect use of the home testing kit</b>	Staff undertaking test incorrectly could be injured	3:3	9	<ul style="list-style-type: none"> <li>The kit comes with comprehensive instructions on all aspects of the process. These instructions must be <b>followed precisely</b> to avoid false positive/negative results.</li> <li>Do not use if expiry date is passed.</li> </ul>	SBM/HT will advise staff of instructions.	1:3	3	
<b>POSITIVE result after taking test</b>	Staff not isolating and taking PCR test after a positive LF test causing spread of the virus	4:4	16	If a member of staff records a positive test, <b>they must isolate and arrange a polymerase chain reaction (PCR) test to confirm the result.</b>	SBM/HT will advise staff of instructions.	1:4	4	
<b>NEGATIVE result after taking test</b>	Staff testing negative becoming complacent	4:4	16	Staff with a negative LFD test result <b>can continue to attend school and use protective measures.</b> Staff to be reminded to continue to follow government guidelines, even with a negative test result	SBM/HT advise staff to remain vigilant in the event of negative test	1:4	4	

Trafford Model Risk Assessment for the Re-Opening of Schools: March 2021

<b>Disposal of used testing kits</b>	Members of staff not disposing of test kits correctly, causing spreading of virus.	3:4	12	Used kits should be <b>carefully disposed of in household rubbish</b> . Note that disposal advice may be <b>subject to change</b> based upon future waste disposal guidance.	SBM/HT to advise staff of disposal instructions	1:4	4	
<b>Reporting results</b>	Members of staff testing positive not reporting results causing lack of data for contact tracing.	4:4	16	<b>Staff must report their result to NHS Test and Trace as soon as the test is completed</b> either online or by telephone as per the instructions in the home test kit. Staff should also share their result with their school or nursery to help with contact tracing.	SBM/HT to advise staff of reporting procedures	1:4	4	
<b>Test Misuse</b>	Non-school staff using test kits, resulting in shortage of tests or injury	3:4	12	Staff will be informed that the tests must only be used by the person that they were allocated to.	SBM/HT to advise staff	1:4	4	

<b>Responsible person name:</b>	Jayne O'Grady	<b>Signature:</b>		<b>Date:</b>	3/03/21
<b>SMT/SLT name:</b>	Sam Finch	<b>Signature:</b>	Sam Finch	<b>Date:</b>	3/3/21

Please rate the **Risk Severity** and the **Risk Likelihood** using the below table both before and after the Control Measures.

		Risk Likelihood				
<b>Total Risk calculation table</b>		1: Near impossible	2: Unlikely	3: Notable chance	4: Likely	5: Almost certain
Risk Severity	1: Insignificant	1	2	3	4	5
	2: Minor injuries	2	4	6	8	10
	3: Notable injuries	3	6	9	12	15
	4: Major injuries	4	8	12	16	20
	5: Fatal	5	10	15	20	25

**Likelihood and severity** form a ratio created by taking the number affixed to the relevant level of each in the white box – for example a “near impossible” risk likelihood and “minor injuries” risk severity would form a ratio of 1:2. These figures are then multiplied to form the inherent risk score, in this case 2.

Repeat this process to ascertain your **remaining likelihood and severity** after control measures and then multiply the ratio to find your residual risk score.

**Risk Rating Calculation**

**Total Risk = Remaining Risk Severity X Remaining Risk Likelihood**

A **Total Risk** score of **1-9** should mean you are safe to undertake the activity as long as the required control measures are in place throughout.

A **Total Risk** score of **9-12** should mean you reconsider control measures, method or even necessity of activity before undertaking it.



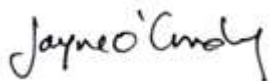

A **Total Risk** score of **13-25** should mean you do not undertake the activity at all until you have completely reconsidered how to deliver it safely.

**Please Also Note**

**All risk assessments should be approved and signed by SMT/SLT/line management as appropriate.**

**All accidents and incidents must be recorded in line with the school/academy's policy.**

**Also report near misses – not just accidents or incidents.**

<b>Approved by (Head Teacher/</b>		<b>Date of Approval</b>	10 <sup>th</sup> May 21
<b>Chair of Governors</b>	Mr G Luccock		25 <sup>th</sup> May 21
<b>Link H and S Governor</b>			25 <sup>th</sup> May 21
<b>Date Provided to Unions</b>		<b>Date of Review</b>	18 <sup>th</sup> May 21
<b>Date shared with all staff</b>			
<b>Date shared with Parents/Carers</b>		<b>Date shared with LA</b>	

Trafford Model Risk Assessment for the Re-Opening of Schools: March 2021

--	--	--	--