

North Cestrian School	Date of Assessment	20-8-2020	Assessment Completed By	LBe
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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

Preamble

The government has asked that all schools plan for pupils to return in full to school at the start of the new academic year. North Cestrian are supporting this move, whilst using guidance to manage risks associated with Covid-19. <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

In outline, the guidance states:

- Pupils to isolate for 14 days if they have been in close face to face contact with some who has tested positive for the virus
- Ensure all people at school wash/sanitise their hands frequently
- To promote ‘catch it, bin it, kill it’
- Enhanced cleaning regimes around school
- Practise social distancing. The government recognises that for older pupils (ie secondary) the emphasis will be on distancing rather than separating groups
- Manage start and finish times to the school day especially, as these are when pupils mix
- Face coverings are not recommended by the guidance except in specific circumstances
- Deliver a full and balanced curriculum Schools may consider it appropriate to suspend some subjects for some pupils in exceptional circumstances. Schools should be able to show that this is in the best interests of these pupils and this should be subject to discussion with parents during the autumn term. They should also have a coherent plan for returning to their normal curriculum for all pupils by the summer term 2021.
- Provide support for home learning where pupils are required to stay off school
- Normal full school uniform to be worn

Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
01	Previous advice on CEV has been paused. All <u>Clinically Extremely Vulnerable</u> employees may go to work as long as the workplace is covid secure. Where possible they are required to work from home. We take the view that the school by following the guidance is covid secure and that for most members of staff, certainly teaching staff, they should work in school.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	CEV staff returning to school to have individual risk assessment Local (Gtr Manch) measures may reinstate previous shielding advice. Pregnant staff from 28 weeks advised to work from home if possible
02	Previous advice on employees who live with persons who are CEV has been paused. Advice is as above.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
03	All <u>Clinically Vulnerable</u> employees are required to take extra care in observing social distancing. (NB employees who live with a person who is Clinically Vulnerable can attend school/setting)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	CV (and this may include BAME) staff are advised to speak with the Head to put in place measures to further reduce risks where it is reasonable to do so.
04	All pupils, employees, themselves or persons within their household, who have COVID-19 symptoms or have tested positive in the last 10 days should self-isolate and should not attend school/ setting until they can be tested. If test is negative they can return to school. Anyone developing these symptoms will be sent home.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Communicate to all such persons by email. Advised to follow ' <u>stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection</u> ', which sets out that they should self-isolate for at least 10 days and should <u>arrange to have a test</u> to see if they have coronavirus (COVID-19). Any child with symptoms and awaiting to be collected will do so in a separate room (hygiene room) and staff dealing with the child must wear PPE.
05	We regularly contact / keep in touch with persons who are self- isolating/ working from home and monitor / support both their Physical and Mental Health & Wellbeing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Line managers will contact colleagues; HOYKS will liaise with tutors to ensure communication lines are open, to monitor well-being.
06	We provide suitable information and equipment to work at home safely and effectively including those staff/pupils who require additional aids and adaptations.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

07	We provide on-line/distance learning for all pupils who are not in school/ setting.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Classcharts, Office 365, Zoom or similar. Where necessary, school will provide additional equipment. We will ensure at least one 'personal contact' is made per week, and more regularly for vulnerable pupils.
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Our School Site

Capacity & Access					
Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
08	Designated Year group zones for pupils to maintain year group 'bubbles' around school at start of school day and break times.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Pupils given coloured badges as year group notifiers. Staggered day starts at the beginning of the academic year to 'train' pupils and staff in new procedures. Year group areas as per the published poster
09	Restrictions on access to school/setting by third parties (parents, members of the public, visitors etc).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Requested only when absolutely necessary, otherwise avoided all together. Notices erected to this effect
10	Class rooms organised maintaining space between seats/ desks where possible.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Normal pupil group size, but teacher desk to allow 2m+ where possible.
10b	Where close proximity working is unavoidable (example might be LSAs or 'hands on' guidance in use of equipment is needed, then PPE should be worn	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10b	All staff may wear PPE if they are happy to do so. We advise visors for ease of communication	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11	Social distancing message is re-enforced to pupils at regular intervals.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Verbally by staff, notices, physical location of furniture, floor markings.
12	Outside space is used wherever possible for learning.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Large rooms as appropriate. However, all pupils must use outside space at break times both for exercise and to reduce risk of virus spread
13	Reduced movement around school- ensure group/ cohort move around school together and limit contact with other groups/ cohorts within the school/ setting.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Where possible, rooms changed to reduce movement. Strict adherence to one-way systems Staff check 'coast is clear' before releasing group for circulation. Lesson time adjusted to allow for this.
14	Stagger the use and limit the occupancy of staff room and offices by employees.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Limited staff numbers reduces risk, but reminders in place to avoid accidentally overloading of space. Social times encouraged to be in outside spaces.

15	Break time staggered to reduce number of pupils in playgrounds at any one time	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Must play in designated areas.
16	Use of Small Meeting Rooms and Confined Areas by more than one person – avoid face to face and clean surfaces, open windows	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Eg for counselling sessions – use of larger/private rooms vital
17	Non-essential repair / contracted works in buildings to be carried outside school hours	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Blocks of buildings will be isolated from pupil/staff circulation to allow such work to be carried out as needed.
Pupils advised to wipe down bikes at start and end of school day.					

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18	Provision of hand-washing / hand-hygiene facilities at entrances and throughout school/setting. (regularly monitored & maintained).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Hand sanitisers at entrances to nearly all rooms/ school areas
19	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).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Maintenance and refreshing of existing notices; constant reminders and leading by example.
20	Different hand wash facilities should be available for each cohort/group within school/setting where possible.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Within reason eg common in canteen but separate for staff toilets/pupil toilets. Symptomatic pupils have separate area.
21	Remove unnecessary items from class rooms and soft toys/ toys that are hard to clean.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
22	Sharing of pencils/ pens and other items of stationery is avoided where possible. (Pupils have their own stationery in their own pencil case).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Removal of central 'caddies of equipment'

23	Equipment that may need to be shared (laminators, guillotines etc.) should be cleaned and sanitised before and after use.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	By cleaning staff and wipes/sprays in each room for constant use. For most situations, pupils will have their own workstation.
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24	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 type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Notices in place
25	Additional lidded bins and increased emptying / replacement are provided / in-place.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Monitored if this becomes required
26	All working areas within the building should be well-ventilated (Windows and Doors open) where safe and appropriate to do so.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Vanstone Hall doors to remain open
27	Increased frequency of cleaning of communal areas and locations / high contact points (using detergent and hot water followed by a chlorine based disinfectant solution) including: <ul style="list-style-type: none"> • Toilets • Door Handles/ Access Buttons • Kitchen areas and associated equipment • Water dispensers/ coolers • Printers/ Photocopiers • White Boards • Play Equipment 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Scheduled cleaning with appropriate and enhanced solutions being used, plus on site sprays for frequent use. Cloth towels now moved to paper towels. Warm Air dryers in use for most areas already. Frequent use areas eg stairwells have more frequent cleaning by staff Computer keyboards/mouse etc in pupil work areas, reception, offices
28	Reduced menu to more 'grab and go' to avoid lengthy queuing: pupils pre-order food and it is delivered to their designated eating areas.				Lunch time lengthened to allow more ordered eating time DV Hall used as an dining facility Re-opened canopy seating area for packed lunches to allow more social distancing and use of bubbles.
29	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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
30	Use of kitchen areas to be limited to preparation of hot drinks, cleaning of cups / mugs etc. Employees to use own / designated cup or mug.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
31	Employees to store, where possible, coats, bags and non-work essential items in personal lockers. Where lockers are not provided, employees will not use shared coat racks / stands and will store coats on the back of their chairs and bags safely under their desks.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Lockers provided

32	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 type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Hand-Washing Guidance Hand-Washing Video Hand-Washing Poster
33	Office staff who receive deliveries, post etc. are encouraged to wash their hands more frequently and are provided with sanitiser.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Reception area designated for this, with sanitiser use encouraged as frequently as needed
34	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 type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Warm air dryers in most areas. Increased vigilance by staff of the toilet areas to prevent pupils congregating in those spaces.
35	Suppliers and Contractors advised if attending premises of infection control arrangements, no-access areas and expectations around personal hygiene.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Clear notices to this effect and floor markings. Glass screen shielding for reception.
Additional Infection Control, Cleaning and Hygiene Measures applied (Please detail below) Classroom staff are strongly advised to keep classroom doors and windows open during lesson times. Doors must be closed when not in use or in event of fire / fire alarm					

Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
36	Sufficient staffing / resources are in place to maintain the security of the building and its occupants.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Team builds as appropriate
37	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 type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Team builds as appropriate

38	Sufficient numbers of trained staff are in place to provide Emergency First Aid.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	First aider on site each day already, with reserve on call
39	Sufficient numbers of staff are in place to enable safe evacuation of the building in the event of an emergency.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Drill practice early in school term
40	PPM (Planned Preventative Maintenance) work continues to be 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 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Current H&S schedule in place
41	Defect Reporting arrangements are in place.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Current H&S schedule in place
	<p>Additional Statutory Compliance and Maintenance issues.</p> <p>– In the event of a person/group at North Cestrian presenting symptoms and/or having a positive Covid test then the Trafford’s Local health protection team will be contacted who will produce a quick risk assessment & determine who from the wider school population may also be sent home to quarantine. Individuals will be informed and shall be asked to consider their individual circumstances (vulnerability / level of exposure / contact with infected place/person). Their choice of action will be supported by the school.</p>				

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/ Chair of Governors)		Date of Approval	
Date Provided to Unions		Date of Review	
Date shared with Parents/Carers		Date shared with LA	