



Schools/Settings COVID 19- Health and Safety Risk Assessment and Outbreak Management Plan

School/ Setting	Armitage C.E. Primary and All Saints Primary	Date of Assessment	31/08/2021
Assessment Completed By	Senior Leadership Team		

Staying COVID Secure – Our Commitment

- ✓ We recognise the risk posed by Coronavirus (COVID-19) to our staff, pupils and their families. Control measures to minimise the risk of infection and the transmission of the virus are provided in this Risk Assessment.
- ✓ We will ensure, as far as is reasonably practicable, the Health, Safety and Wellbeing of our staff and pupils.
- ✓ We will share this Risk Assessment and its findings with employees and consult on its contents.
- ✓ We will continue to comply with all relevant Health and Safety Legislation.

Our Employees

Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
01	Any employee or persons within their household that has coronavirus (COVID-19) symptoms , should not attend school/ setting. They should arrange to have a test .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	At both schools, staff, pupils and families reminded that they should not attend school, even if they are feeling better, until they receive their PCR test results.
02	Any employee who has tested positive for COVID 19 in the past 10 days should not attend school/ setting.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
03	Any employee who develops COVID-19 symptoms during the school day should be sent home as soon as possible and should arrange to have a test .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	At both schools, staff, pupils and families should be reminded that they should not attend school, even if they are feeling better, until they receive their PCR test results.
04	An individual risk assessment will be completed for all staff that have characteristics that increase their potential risk from coronavirus (COVID-19), as set out in the COVID-19: review of disparities in risks and outcomes report . Sample	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All staff individual risk assessments reviewed and updated across both school as appropriate.

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	assessment template provided by Directorate for Children and Education Services. CEV staff are no longer advised to shield.				Across both schools, employees/employer have completed a written copy of the individual risk assessment.
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Our Pupils

Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
05	Any pupil or persons within their household has <u>coronavirus (COVID-19) symptoms</u> , should not attend school/ setting. They should <u>arrange to have a test</u> .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Reminders regularly sent to families across both schools.
06	Any pupil who has tested positive for COVID 19 in the past 10 days should not attend school/ setting.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Reminders regularly sent to families across both schools.
07	Any pupil who develops COVID-19 symptoms during the school day should be sent home as soon as possible and should <u>arrange to have a test</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
08	Remote/distance learning contingency arrangements for all pupils should be maintained in line with any local Covid-19 outbreak.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If a child has tested positive for COVID and is well enough to undertake Remote Learning, this will be provided via See Saw as per our Home Learning Policy.

Our School

Asymptomatic Testing					
Ref	Control Measure	Y	No	N/A	Actions Taken
09	Rapid testing using Lateral Flow Devices (LFD)s will support the return to education in September by helping to identify people who are asymptomatic; <ul style="list-style-type: none"> Primary school staff should complete twice weekly tests at home. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Both schools have a Lateral Flow Testing Risk Assessment in place for the provision, supply and storage for Home Lateral Flow Device Tests. Information has been shared with staff and appropriate record keeping is in place. Results are provided to both schools and the NHS by staff taking LFTs. Appropriate action taken dependent on a result.



Physical / Social Distancing in the Building					
Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
10	Although social distancing is no longer a legal requirement for staff and pupils, Head Teachers still have a legal duty to ensure the health and safety of their staff.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Those staff who wish to continue wearing face masks/visors may do so even though this is no longer required.</p> <p>Across both schools, lunchtimes are staggered but there may still be instances where the staffroom/communal areas reach their previously identified maximum capacity – Armitage Staffroom with PPA Space 14/All Saints no limit due to smaller staff numbers. In such an instance, the Community Room (Armitage) can be used for up to 8 members of staff.</p> <p>To maintain some elements of social distancing/social contact, the following procedures will be in place:</p> <ul style="list-style-type: none"> • Seating area in foyer at Armitage to only be used by those waiting for a meeting; • Children’s circulation around both schools to be minimised where possible e.g. children should not be sent to the Office unless this is unavoidable; • Any child bringing in a mobile phone must give this to a member of staff in class who will make arrangements to look after this (both schools); • Children who arrive late to school should only go to the Main Office when arriving after 9.30am. Before this time, children will enter school via their external classroom door/agreed entry point (both schools); • Assemblies will be reintroduced but will take place in Key stages/phases rather than as a whole school due to space constraints (Armitage). Whole school assemblies will resume at All Saints. Nursery classes will not attend assemblies in both schools (this will be reviewed at the end of September) –both schools.



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					<p>If there is an increase in local Covid-19 cases, consideration will be given to ensuring social distancing amongst staff by:</p> <ul style="list-style-type: none"> • Staggering the use and limit the occupancy of staff room and offices by employees and ensure staff maintain social distancing. • Ensure maximum occupancy of each room is calculated to ensure staff can maintain social distancing. • Car sharing should be avoided where possible
11	Staff that assist pupils with AGP (aerosol generating procedures) have appropriate AGP PPE. Any procedures are done in a separate, ventilated room where possible. (Refer to health colleagues if this is applicable).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Detailed work has been completed by health, and health & safety colleagues to ensure staff that assist pupils with AGP can do this in a Covid secure way.

Infection Control, Cleaning and Hygiene Arrangements					
Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
12	Staff and/or pupils who are experiencing coronavirus (COVID-19) symptoms , should not attend school/ setting. They should arrange to have a test .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
13	Staff who experience symptoms as above whilst at work should go home as soon as possible and should arrange to have a test .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
14	Pupils who experience COVID-19 symptoms should be collected from school/ setting as soon as possible. They should be kept 2m apart from all other pupils and staff whilst on site, where possible. If pupil needs direct personal care until they can return home, staff should wear gloves,	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Any children identified as displaying COVID symptoms to be placed in the designated isolation room in each school. Armitage – ‘Green Room’ in Family Team Office. All Saints – The Conservatory.



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	an apron and a face mask. Eye protection should also be worn if deemed risk from coughing/spitting/ vomiting. Anyone who come into close contact with someone with COVID symptoms must wash their hands. They do not need to isolate or get a test unless they develop symptoms themselves.				
15	Parents of pupils with COVID 19 symptoms should be instructed to get their child tested. Schools will have a small number of testing kits to be provided to parents where it is uncertain they will get a test for their child or may struggle to get a test.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Staff, pupils and families regularly reminded that they should not attend school, even if they are feeling better, until they receive their test results. (Across both schools).
16	Staff/ pupils who test positive for COVID 19 should self-isolate for 10 days. Close contacts should take a PCR test but do not need to isolate; they can continue to attend the school setting whilst they are waiting for their results (unless they develop symptoms).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
17	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"/>	Across both schools, additional hand-hygiene facilities in every room that is being used by a class, including the staffroom, main office and foyer.
18	All staff and pupils are encouraged to regularly wash their hands with soap and water, especially upon arrival at school/setting, prior to eating, following break/lunch time and any other time deemed necessary (after coughs/sneezes). Small children and children with complex needs should continue to be helped to wash their hands properly.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Across both schools, information relayed regularly throughout the day as well as on signage,
19	Toilets and facilities will be cleaned regularly in line with the school's enhanced cleaning regime. Pupils will be encouraged to clean their hands thoroughly throughout the day	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
20	All staff and pupils are encouraged to cough / sneeze into tissues and dispose of these in appropriate waste disposal bins. (Catch it, Kill it, Bin it)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	



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21	Additional lidded bins and increased emptying / replacement are provided / in-place.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
22	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"/>	<p>Good ventilation will be achieved by a variety of measures including:</p> <ul style="list-style-type: none"> • Mechanical ventilation systems – this brings fresh air from outside of the school building and circulates it into each classroom (Armitage). No mechanical system is applicable for All Saints. • Natural ventilation – opening windows (in cooler weather windows should be opened just enough to provide constant background ventilation and opened more fully during breaks to purge the air in the space). Opening internal doors can also assist with creating a throughput of air • Natural ventilation – if necessary external opening doors may also be used (as long as they are not fire doors and where safe to do so). <p>To balance the need for increased ventilation while maintaining a comfortable temperature, both schools will consider:</p> <ul style="list-style-type: none"> • opening high level windows in colder weather in preference to low level to reduce draughts • increasing the ventilation while spaces are unoccupied (for example, between classes, during break and lunch, when a room is unused) • providing flexibility to allow additional, suitable indoor clothing <p>Heating should be used as necessary to ensure comfort levels are maintained particularly in occupied spaces.</p>
22	<p>A regular cleaning schedule should be maintained. This should include twice daily cleaning (using detergent and hot water followed by a chlorine based disinfectant solution) of all areas and equipment, with a particular focus on frequently touched surfaces:</p> <ul style="list-style-type: none"> • Toilets 				Additional cleaners/cleaning measures will remain in place.



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	<ul style="list-style-type: none"> • Door Handles/ Access Buttons • Kitchen areas and associated equipment • Water dispensers/ coolers • Printers/ Photocopiers • White Boards • Play Equipment • Shared resources 				
23	<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> <p>Increased frequency of toilet inspections and checks to ensure sufficient supplies of liquid soap are maintained.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Hand-Washing Guidance</p> <p>Hand-Washing Video</p>
24	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"/>	
Response to an Infection					
Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
25	<p>Sufficient understanding and processes are in place to respond to a confirmed case of COVID 19 in school:</p> <ul style="list-style-type: none"> - Those with symptoms book a test - Contact Public Health when become aware of a confirmed case (Public Health will also contact schools when they become aware of a confirmed case). - Complete On-Line MTAT form. - Public Health/ MTAT will then work with school to determine actions to be taken. - Outbreak management plan is implemented if requested in response to request from local 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	See Outbreak Management Plan Below



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	Director of Public Health, Test and Trace or Public Health.				
26	If an outbreak, school's Covid-19 outbreak management plan is implemented. Remote/distance learning contingency arrangements for all pupils should be maintained in case of school/ year group closure during any local COVID 19 outbreak.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	See Outbreak Management Plan Below

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Outbreak Management Plan					
<p>Outbreak Management Plan (OMP) outlines how the school would operate if additional measures are recommended for your setting or the local area. The Director of Public Health, Public Health England Health Protection Teams or the Local Authority could recommend certain measures are re-introduced. This may happen to help manage outbreaks in schools, or if there is an “extremely high prevalence” of Covid-19 in the community and other measures have failed to reduce transmission, or as part of a package of measures “responding to a variant of concern”.</p> <p>N.B- THE FOLLWING CONTROL MEASURES DO NOT NEED TO BE PUT INTO PLACE UNLESS RECOMMENDED BY THE DIRECTOR OF PUBLIC HEALTH, PHE HEALTH PROTECTION TEAMS OR THE LOCAL AUTHORITY.</p>					
Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
01	<p>If there is significant concern that existing or recently introduced measures in an area have failed to mitigate community transmission, or that a more robust response is required to contain the outbreak of a VoC it may be necessary to limit the number of children and young people in education or childcare settings through attendance restrictions.</p> <p>ATTENDANCE RESTRICTIONS SHOULD ONLY BE CONSIDERED AS A LAST RESORT FOLLOWING THE DFEs ‘CONTINGENCY FRAMEWORK’ AND, IN COLLABORATION WITH PUBLIC HEALTH AND THE LOCAL AUTHORITY.</p>				<ul style="list-style-type: none"> Remote Learning Platform (See Saw) remains in place for both schools. See Remote Learning Policy on both schools’ websites. Provision in place for key worker children attendance (as per national lockdowns).
02	<p>When a variant of COVID-19 is classed as a variant of concern (VoC), DHSC will increase targeted testing in that area to help suppress and control any possible new cases and better understand the new variants.</p>				<ul style="list-style-type: none"> Increased use of home testing for staff who have opted into this at both schools.
03	<p>Temporary re-introduction of year/class bubbles, for a temporary period to reduce mixing between groups.</p>				<ul style="list-style-type: none"> Year/ class group bubbles implemented. Staggered entrance/ exit times. Use of different entrances.



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					<ul style="list-style-type: none"> Staggered/ limited use of communal areas- hall/ dining room etc.
04	Temporary re-introduction of face coverings. In all cases any educational drawbacks in the recommended use of face coverings should be balanced with the benefits in managing transmission and should allow for reasonable exemptions for their use.				<ul style="list-style-type: none"> Face coverings worn by staff and visitors, in communal areas unless they are exempt.
05	Temporary re-introduction of shielding in the event of a major outbreak or variant of concern that poses a significant risk to individuals on the shielded patient list. SHIELDING CAN ONLY BE RE-INTRODUCED BY NATIONAL GOVERNMENT.				<ul style="list-style-type: none"> Individual risk assessments regularly reviewed and specifically in line with any updated government guidance regarding VoCs. Remote learning platform in place for children who are advised to shield.
06	Temporary limit to certain school activities; - residential educational visits - open days - transition and taster days - parental attendance in settings - performances in settings				<ul style="list-style-type: none"> Once clarification has been provided with regard to a local/national outbreak, decisions will be made in line with relevant risk assessments as to whether certain school activities can safely go ahead.

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

Health.and.safety@manchester.gov.uk

Approved by (Head Teacher/ Chair of Governors)		Date of Approval	02/09/2021
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