

# Risk Assessment Form



**Name of School:** Altrincham Preparatory School

**Assessor's Name:** Denise Barber

**Assessor's Job Title:** Business Operations Manager

**Reviewer's Name:** John Davies / Nick Vernon (from 1/1/22)

**Reviewer's Job Title:** Headmaster

**Risk Assessment needed for:** Operation of the School during the COVID-19 pandemic. The people at risk are the whole school community, visitors and contractors. **NB: this risk assessment covers pupils aged 2 to 11 years of age.**

**Work Area:** Whole School

**Date of Assessment:** 01/09/21

## THIS RISK ASSESSMENT HAS BEEN PRODUCED TAKING INTO ACCOUNT THE GOVERNMENT'S SYSTEM OF CONTROLS

	<b>Risk</b>	<b>Control Measures</b>
<b>Infection Control</b>	Control and hygiene measures not understood, applied and checked	<ul style="list-style-type: none"> <li>• Catch it, kill it, bin it posters up in each classroom and predominant areas around School</li> <li>• Staff to encourage pupils to wash hands for at least 20 seconds throughout the school day especially after using the bathroom and before eating. Handwashing posters are displayed over hand washing basins to reinforce understanding</li> <li>• Staff/children to immediately wash/sanitise hands on arrival, when returning from breaks, when changing rooms and before and after eating. Hygiene stations at each entrance are in place.</li> <li>• Hand sanitiser, tissues, paper towels/rolls and disinfectant spray are located in each teaching space, staff rooms and school offices.</li> <li>• Teachers to reiterate to boys to cover coughs and sneezes with a tissue then throw the tissue into a bin and wash hands (Catch It, Bin It, Kill It).</li> <li>• Bins are placed in each classroom for the disposal of tissues, bins will be emptied once a day and contents will be disposed of in the outside general waste container.</li> <li>• Staff to remind pupils of good hygiene and the importance of using tissues to catch coughs and sneezes</li> <li>• Staff are reminded regularly of the hygiene rules by their line manager. Line managers to address staff if advice is being ignored.</li> </ul> <p><b>Nappy Changing</b></p> <ul style="list-style-type: none"> <li>• Parents are requested to ensure their child has a clean/new nappy on when they arrive at school to help minimise the number of nappy changes through day</li> <li>• Suitable PPE (disposable gloves and aprons, eye protection) are provided to staff to wear when changing nappies</li> </ul>

		<ul style="list-style-type: none"> <li>• Once PPE has been used these items are to be disposed of in a plastic bag along with the soiled nappy and placed in the nappy waste bin</li> <li>• Hands are washed before and after each nappy change</li> <li>• Hand washing facilities are available – hot water, soap, paper towels</li> </ul>
	Social distancing rules not being followed	<ul style="list-style-type: none"> <li>• Although there is no requirement to social distance at present staff <b>are advised</b> to keep their distance from other staff members/pupils where possible, so as to limit the number of potential close contacts in the case of a positive COVID-19 case</li> <li>• Should additional control measures be introduced staff will be informed of these immediately and changes made to the risk assessment</li> </ul>
	Ventilation rules not sufficiently robust, understood, communicated, applied or checked.	<ul style="list-style-type: none"> <li>• Staff have been informed to keep classrooms / other occupied spaces ventilated by opening windows / doors especially during periods where teaching is not taking place.</li> <li>• Should staff enter a room that has no ventilation they can open windows / doors as appropriate.</li> <li>• Staff should be mindful of keeping a comfortable temperature within the room</li> <li>• <b>CO2 monitors to be placed in each teaching space/offices to ensure adequate ventilation is maintained.</b></li> </ul>
	Unsuitable enhanced cleaning regime, not regularly re-assessed or revised for high-risk areas such as toilets, door handles, keypads, switches, handrails and frequently used hard surfaces.	<ul style="list-style-type: none"> <li>• Daily cleaning schedule has been created and communicated to the in-house cleaning team</li> <li>• Site Manager to monitor and advise on any adjustments to schedule</li> <li>• Areas used by the after school care provision are cleaned the following morning prior to children and staff arriving on site.</li> <li>• High risk areas (door handles, banisters, digi-locks etc) cleaned throughout the day by site staff</li> <li>• Teaching staff to wipe down pupil desks before morning, lunch and afternoon break</li> <li>• Specialist teaching staff to wipe down classroom work surfaces and chairs between each lesson/bubble using sanitising spray in hygiene pack</li> <li>• Teachers to wipe down their own laptops</li> <li>• Any spillages of bodily fluids to be cleaned up immediately, cleaning staff to wear appropriate PPE (gloves, mask, apron and face covering / visor). <b>Spill kits are provided in each teaching space.</b></li> <li>• School to be fully cleaned at the end of each school day / following morning</li> <li>• All waste to be removed from buildings at the end of each day and placed in the general waste container</li> <li>• Enhanced cleaning of the school sites to take place during school holidays</li> </ul>
	Staff not wearing face coverings	<ul style="list-style-type: none"> <li>• There is no current requirement for <del>staff or</del> pupils to wear face coverings in primary schools.</li> <li>• <del>Should local control measures be implemented staff will wear face coverings as required. Staff not wearing face coverings will be spoken to by their line manager.</del></li> <li>• School to provide disposable face coverings and instructions given to staff on the safe wearing and disposal of face coverings. <b>NB. Instructions on how to use face coverings correctly are provided at the end of the risk assessment.</b></li> <li>• <b>As of 11 October 2021 staff are required to wear face coverings when moving around the buildings and in communal areas</b></li> </ul>
	Insufficient hygiene stations at entrances, exits, toilets,	<ul style="list-style-type: none"> <li>• Hygiene stations have been placed at all main entrances/exits to the school, within each classroom, staff room, dining hall and boys/staff toilets.</li> </ul>

	classrooms, play areas, common rooms, staff areas etc	
	Transmission of virus through mixing of school community	<ul style="list-style-type: none"> <li>• There is no requirement at present for pupils to be placed in bubbles so pupils are able to move freely between classes and year groups, assemblies can take place in-person and break times, pick up times, drop off times and lunchtimes no longer need to be staggered.</li> <li>• Should there be an outbreak within school these arrangements will be changed accordingly.</li> </ul>
	Risk assessments and protective measures for holiday clubs, after-school clubs, trips, visits and other out of school clubs not regularly updated and communicated.	<ul style="list-style-type: none"> <li>• A separate risk assessment will be obtained from the venue/destination of a school trip and reviewed by the trip leader and Head to ensure that there are appropriate COVID-19 control measures in place</li> <li>• The school run early morning club and after school care club will follow the control measures stated within this risk assessment</li> <li>• Any external out of school or holiday clubs will be provided with a copy of this risk assessment and asked to adhere to the relevant control measures in addition to providing a risk assessment of their own which is to be reviewed by the Head</li> </ul>
	At drop-off and pick-up parents not complying with school policy (if required) outside gates and main entrances	<ul style="list-style-type: none"> <li>• Parents have been advised to keep their distance from others during school drop off and pick up however it is out of school's control to enforce this.</li> </ul>
	No active arrangements in place to monitor whether the controls are effective and working as planned.	<ul style="list-style-type: none"> <li>• Risk assessment to be reviewed weekly by the Head/Business Operations Manager, any changes to the risk assessment will be immediately communicated to staff.</li> <li>• The Governing Board will review the risk assessment every two weeks and ask questions as to identify if the control measures are successful or inadequate.</li> <li>• Any new hazards and relevant control measures will be added to the risk assessment and communicated to staff, pupils, Governors and parents.</li> </ul>
<b>Testing including NHS Test and Trace</b>	Active engagement with NHS Test and Trace not implemented and procedures not understood by staff and parents	<ul style="list-style-type: none"> <li>• Schools are no longer required to carry out their own contact tracing as close contacts will now be contacted by the NHS Test and Trace Service</li> <li>• Parents informed of new contact tracing system by email September 2021</li> <li>• Staff informed of new contact tracing system by email September 2021</li> </ul>
	If required by NHS Test and Trace insufficient information on where pupils, staff and visitors have been located in school	<ul style="list-style-type: none"> <li>• Children have set desks in each classroom and the teachers are aware of where the pupils sit for their regular lessons. The specialist teachers will be aware of where children are sat in their lessons.</li> <li>• Staff are asked to try and maintain their distance from the children as far as practical and to be aware of who they have come into contact with for a prolonged period during the school day</li> </ul>
	Those that have been identified as "close contact" via NHS Test and Trace do not know they are advised to take a PCR test and self-isolate if tested positive for COVID-19	<ul style="list-style-type: none"> <li>• As the rules regarding self-isolation are subject to change staff and parents have been advised to refer to the NHS guidance on when to self-isolate and what to do (<a href="https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/when-to-self-isolate-and-what-to-do/">https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/when-to-self-isolate-and-what-to-do/</a>)</li> <li>• Staff and parents informed that if contacted by NHS Test and Trace they must abide by the instructions given by Test and Trace</li> <li>• From 14 December 2021, adults who are fully vaccinated and all children and young people aged between 5 and 18 years and 6 months identified as a contact of someone with COVID-19 are strongly</li> </ul>

		<p>advised to take a LFD test every day for 7 days and continue to attend their setting as normal, unless they have a positive result. Daily testing of close contacts applies to all contacts who are:</p> <ul style="list-style-type: none"> <li>• Fully vaccinated adults – people who have had 2 doses of an approved vaccine</li> <li>• All children and young people aged 5 to 18 years and 6 months, regardless of their vaccination status</li> <li>• People who are not able to get vaccinated for medical reasons</li> <li>• People taking part, or have taken part, in an approved clinical trial for a COVID-19 vaccine.</li> </ul> <p>• Children under 5 years are exempt from self-isolation and do not need to take part in daily testing of close contacts.</p>
	Home testing not being carried and results not reported to the NHS or School	<ul style="list-style-type: none"> <li>• Staff have been strongly advised to conduct home lateral flow device (LFD) tests twice weekly (Sunday and Wednesday evening) or on the evening before they are due in school if not working 5 days per week (maximum number of tests per week should still be 2)</li> <li>• All staff have been provided with the NHS link to record their test and also the 119 number should they not have access to the internet.</li> <li>• Staff have been informed that in addition to reporting test results to the NHS they must also report any positive results to their line manager or Business Operations Manager.</li> <li>• Test kits are available from school, online or at certain pharmacies/retailers. For more information please refer to <a href="https://www.gov.uk/order-coronavirus-rapid-lateral-flow-tests">https://www.gov.uk/order-coronavirus-rapid-lateral-flow-tests</a></li> <li>• Staff and pupils with a positive LFD test result should self-isolate in line with the <a href="#">stay at home guidance for households with possible or confirmed coronavirus (COVID-19) infection</a>. A PCR should also be booked to confirm that they have COVID-19. While waiting for the PCR result, the individual should continue to self-isolate. If the PCR test is taken within 2 days of the positive lateral flow test, and is negative, it overrides the self-test LFD and the pupil/staff member can return to school, as long as they do not have any symptoms of COVID-19.</li> </ul>
	Lack of knowledge on whom has been tested (positive or otherwise) for COVID-19	<ul style="list-style-type: none"> <li>• All staff asked to inform their line manager if they have been tested for COVID-19 and what the result was</li> <li>• Parents asked to inform the school office if their son has been tested for COVID-19 and what the result was</li> <li>• Positive test results must be reported to the NHS Test and Trace Service</li> <li>• All staff and pupils advised to get tested should they display symptoms of COVID-19 and isolate until the results are known</li> <li>• The Business Operations Manager will keep a record of all positive cases and inform Trafford's Outbreak and Contact Tracing team.</li> </ul>
	Lack of recording of which staff and pupils have been sent home with COVID-19 symptoms (a cough, high temperature or shortness of breath).	<ul style="list-style-type: none"> <li>• All staff to report to their respective Assistant Head any pupil that is sent home due to COVID-19 symptoms</li> <li>• Any staff member displaying symptoms must inform their line manager before leaving school who will in turn inform the Business Operations Manager so appropriate records can be kept</li> <li>• Staff or pupils displaying symptoms must be tested for the virus and isolate until the results are known</li> </ul>
	Items missing/damaged from test kit	<ul style="list-style-type: none"> <li>• Staff have been instructed to inspect their test kits and its contents to ensure there are no missing or damaged items.</li> </ul>

		<ul style="list-style-type: none"> <li>• Replacement test kits will be available in school.</li> </ul>
	Staff anxiety	<ul style="list-style-type: none"> <li>• Staff have been informed to speak to their line manager should they have any anxieties about undertaking the testing or if they are not able to self-administer the test. School will try and put in place any reasonable adjustments to help all staff conduct tests.</li> <li>• Staff are aware that they can talk to their line manager should they have any anxieties over testing or coping with a positive result.</li> </ul>
	Lack of test kits	<ul style="list-style-type: none"> <li>• The Business Operations Manager is responsible for keeping the test kits stocked and will order from the DfE when necessary.</li> <li>• Staff are responsible for requesting additional test kits when they have only two tests left at home.</li> </ul>
<b>Symptomatic Persons</b>	Transmission of virus from symptomatic persons	<ul style="list-style-type: none"> <li>• Staff have been instructed to isolate any pupils displaying symptoms of COVID-19 (a high temperature, a new, continuous cough, and/or loss or change to sense of taste and smell) and to contact parents/carers to pick their child up. Parents/carers will be advised to obtain a negative Polymerase Chain Reaction (PCR) test for their child before allowing them to return to school.</li> <li>• Staff themselves should inform their line manager if they have any symptoms of COVID-19 and must obtain a negative PCR test before returning to work. If the staff member is in school they must leave the premises immediately.</li> <li>• Staff to inform a member of the SMT or Head if they are concerned about a pupil/staff member/visitor or contractor showing possible symptoms of COVID-19 where no action has been taken to isolate them or send them home.</li> <li>• Any individuals testing positive by a PCR test must abide by the Stay at Home Guidance (<a href="https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection">https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection</a>) and not attend the School for at least 10 days from the day after: <ul style="list-style-type: none"> <li>• The start of their symptoms</li> <li>• The date of their positive test if there were no symptoms (whether LFD or PCR)</li> <li>• An individual may be able to end their self-isolation period before the end of the 10 full days. They can take an LFD test from 6 days after the day their symptoms started (or the day their test was taken if they did not have symptoms), and another LFD test on the following day. The second LFD test should be taken at least 24 hours later. If both these test results are negative, and they do not have a high temperature, they may end their self-isolation after the second negative test result.</li> </ul> </li> </ul>
	No isolation room and separate bathroom available, inadequate signs for those waiting collection and no access to PPE for those attending to unwell staff and pupils.	<ul style="list-style-type: none"> <li>• Isolation rooms have been allocated for all three school sites: Bank Place – Conference Room Highbury – Rainbow Room Marlborough Road – Communal Office</li> <li>• Cleaning regime put in place for cleaning of isolation rooms after use. Once a child has been placed in the isolation room then no persons may enter this until a clean has taken place.</li> <li>• Cleaning staff to be provided with gloves, aprons, fluid resistant mask and face visor</li> <li>• Any pupil displaying symptoms of COVID-19 will be taken immediately to the isolation room and parents contacted to pick up child promptly. A member of staff will stay with the pupil and will be provided</li> </ul>

		<p>with PPE (gloves, fluid resistant mask, apron, face visor). All PPE to be disposed of in a plastic bag and placed in the general waste. <b>A window will be opened in the isolation room to ensure adequate ventilation.</b></p> <ul style="list-style-type: none"> <li>• If the pupil needs to use a toilet while in isolation then this toilet will be out of bounds to another pupil until it has been thoroughly cleaned.</li> <li>• The workspace of the staff/pupil in isolation to be sanitized by cleaning staff and items disposed of into a plastic bag and placed in the waste disposal container</li> </ul>
<b>Confirmed Cases</b>	Transmission of virus from persons testing positive for COVID-19	<ul style="list-style-type: none"> <li>• An individual should not be re-tested via a PCR test within 90 days of a previous confirmed positive test, unless new symptoms develop, in which case a PCR test should be booked.</li> <li>• A combination of the following might suggest there is a COVID-19 outbreak within the School: <ul style="list-style-type: none"> <li>• <b>10% of a class testing positive for COVID-19</b> within a 10 day period</li> </ul> </li> <li>• Advice will be sought from Trafford Public Health and/or Public Health England with regards to introducing additional control measures. These may include: <ul style="list-style-type: none"> <li>• Reintroduction of bubbles</li> <li>• Staff wearing face coverings</li> <li>• Increased cleaning of the school premises</li> <li>• Sending home a class or year group</li> </ul> </li> <li>• If staff members or pupils are contacted by NHS Test and Trace then they must follow the instructions given</li> <li>• <b>From 14 December 2021, adults who are fully vaccinated and all children and young people aged between 5 and 18 years and 6 months identified as a contact of someone with COVID-19 are strongly advised to take a LFD test every day for 7 days and continue to attend their setting as normal, unless they have a positive result. Daily testing of close contacts applies to all contacts who are:</b> <ul style="list-style-type: none"> <li>• Fully vaccinated adults – people who have had 2 doses of an approved vaccine</li> <li>• All children and young people aged 5 to 18 years and 6 months, regardless of their vaccination status</li> <li>• People who are not able to get vaccinated for medical reasons</li> <li>• People taking part, or have taken part, in an approved clinical trial for a COVID-19 vaccine.</li> </ul> </li> <li>• <b>Children under 5 years are exempt from self-isolation and do not need to take part in daily testing of close contacts.</b></li> </ul>
<b>Vaccination</b>	Spreading of the virus and severe symptoms	<ul style="list-style-type: none"> <li>• Staff are strongly encouraged to have the COVID-19 vaccine and will be given time off to have the vaccine and any follow up boosters.</li> <li>• It is hoped the vaccine will reduce the spread of the virus and lessen the severity of the symptoms should someone catch the virus</li> </ul>
<b>Safeguarding and Policies</b>	Safeguarding policy and procedures not updated and/or staff and pupils not feeling safe	<ul style="list-style-type: none"> <li>• Safeguarding/Child Protection policy to be updated September 2021 and issued to staff, child protection training to take place for staff during September 2021, Part 1 and Annex B of KCSIE (2021) to be issued to staff in September 2021. Quiz to be issued to all staff to ensure understanding of KCSIE.</li> <li>• There will be at least one DSL/DDSL available within school during the normal school day. One DSL/DDSL will be available outside of school hours.</li> <li>• Staff informed they are to raise any safeguarding concerns by the usual procedure</li> </ul>

		<ul style="list-style-type: none"> <li>• School attendance register to be taken each day and parents of boys not in attendance to be contacted if no advanced notice of the absence has been given</li> </ul>
	Lack of review, update or sharing of safeguarding, code of practice, and staff handbook policies.	<ul style="list-style-type: none"> <li>• DSL to monitor DfE for any updates to safeguarding within schools and will be responsible for reviewing the policy on a regular basis.</li> <li>• Any changes made to the safeguarding policy will be communicated to staff via email and staff declarations obtained to say they have read and understood changes</li> <li>• Any changes to the staff handbook or code of practice will be communicated to staff</li> <li>• COVID annexes have been added to relevant policies including the Child Protection and Safeguarding policy</li> </ul>
	DSL and DDSL not easily contacted and their contact information not known to all.	<ul style="list-style-type: none"> <li>• There will be at least one DSL/DDSL available within school during the normal school day. One DSL/DDSL will be available outside of school hours.</li> <li>• Pictures of the DSL/DDSL for each site are displayed in each school building</li> </ul>
<b>Communication</b>	Government advice not being regularly accessed, assessed, recorded and applied	<ul style="list-style-type: none"> <li>• Head to check for Government / DfE / PHE updates on a daily basis and liaise with the Business Operations Manager and SMT with regards to applicable changes to current control measures in place</li> </ul>
	Changes not regularly communicated to staff, pupils, parents, visitors, contractors and governors including changes to new control measures.	<ul style="list-style-type: none"> <li>• The whole school community will receive email updates via the Head or Business Operations Manager when there is a relevant change to current control measures in place or a change to this risk assessment</li> <li>• A current copy of the risk assessment is on the school website.</li> <li>• Teaching staff to update pupils on any changes that affect them</li> <li>• Visitors and contractors will be informed of any changes the next time they are in school</li> </ul>
	Changes to assessments, procedures and other important matters not reviewed by Governors	<ul style="list-style-type: none"> <li>• Head is responsible for updating governors on any changes to assessments and other important matters to allow the Board to review them</li> <li>• Head to inform the Board immediately if a shutdown of the school is required.</li> </ul>
	Insurers/brokers not updated with school's amended plans	<ul style="list-style-type: none"> <li>• Finance Manager/Chair of the Budget Committee to liaise with the School's insurers with regards to the school's COVID-19 measures</li> </ul>
	Communication channels not working and not being reviewed.(Email, text, facebook etc).	<ul style="list-style-type: none"> <li>• All whole school/class communication is sent out via the School's mass emailing system. The school office will be notified of any emails that bounce back to allow alternative method of contact, with the parent, to be made.</li> <li>• Parents advised to contact the school office at all times if they have any questions regarding this risk assessment and the control measures that are in place.</li> </ul>
	Lack of a robust feedback and reply system to ensure best practice and two-way communications for pupils, parents, staff and governors	<ul style="list-style-type: none"> <li>• Parents are given the main school email address and encouraged to contact the school via email or phone with any questions, office staff to ensure each email is responded to or followed up by the appropriate person</li> <li>• Parents are encouraged to communicate with the class teacher via email if there are concerns about a pupils school work</li> <li>• All staff/governors have a school email account used for school purposes, for staff without a school email account their line manager is responsible for keeping them informed of any updates</li> </ul>

		<ul style="list-style-type: none"> <li>• Staff that have concerns about COVID-19 or the measures in place are advised to speak to their line manager or the Business Operations Manager</li> </ul>
	No Governor and / or SMT member for school / department nominated to be responsible for COVID-19 matters. Governor / SMT members' contact details not known and not on call.	<ul style="list-style-type: none"> <li>• The Head, Assistant Heads and Business Operations Manager are the persons responsible for COVID-19 matters e.g. a child displaying COVID-19 symptoms. All staff are to report to them with any matters relating to COVID-19.</li> <li>• The Board have appointed Alan Hurst as the Governor with responsibility for COVID-19 matters</li> <li>• The Head or an Assistant Head will be on site during the school day</li> <li>• The Headmaster and Governors have a school email account and can be contacted via email. Any urgent matters for the Headmaster/Governors should be directed to the office so office staff can make contact via the telephone.</li> </ul>
	No school representative identified to liaise with local authorities and local health protection team	<ul style="list-style-type: none"> <li>• The Business Operations Manager or Head will engage with the local authority and/or local health protection teams regarding any COVID-19 related matters</li> </ul>
	No plan to inform local health protection team if two or more confirmed cases within 10 days or there is an overall rise in sickness absence.	<ul style="list-style-type: none"> <li>• The Business Operations Manager or Head will inform the local authority and/or local health protection team of <b>all</b> positive cases of COVID-19 within the school</li> </ul>
	No system to communicate with staff who are unable or have not returned to school for fear of infection.	<ul style="list-style-type: none"> <li>• Line managers will be responsible for maintaining contact for any staff members who are unable to return to school</li> <li>• <del>Note – there are no staff members at present that fall into this category</del></li> </ul>
	Lack of mechanism for parents of pupils with significant risk factors to discuss concerns and provide reassurance of the measures put in place to reduce the risk in school.	<ul style="list-style-type: none"> <li>• Parents are advised to contact the Headmaster should they have any concerns about their child being in school during the COVID-19 pandemic. The Headmaster will liaise with the parents on the measures currently in place and any extra measures the school could take to minimise the risk to their child.</li> </ul>
	No staff, pupil and / or parent health declaration implemented or recorded.	<ul style="list-style-type: none"> <li>• Parents are asked to review information, including medical, on their child at the start of the academic and are advised to inform the office should there be a change to their child's medical circumstances.</li> <li>• Staff are asked to complete a form at the start of the academic year which asks for medical information, they are also advised to discuss any change to their medical circumstances with their line manager</li> <li>• Staff asked to declare any unknown pre-existing medical conditions.</li> <li>• Parents advised to contact school to inform of any pre-existing medical conditions unknown to the school. School office to print report from MIS detailing any medical conditions of pupils, any concerns to be followed up with parents.</li> </ul>
<b>Contingency Planning</b>	No contingency or outbreak management plan in case of an outbreak in school or local area	<ul style="list-style-type: none"> <li>• Contingency planning for staff/pupils testing positive, staff/pupils isolating, staff shortages, loss of catering function and possible closure has been undertaken and a full plan to remote learning is in place.</li> <li>• Contingency plans have been circulated to relevant staff members September 2021 <b>and are available on the staff OneDrive.</b></li> </ul>



		<ul style="list-style-type: none"> <li>• Template letters to parent have been produced to cover all the contingency scenarios</li> </ul>
<b>Attendance</b>	Lack of attendance by pupils	<ul style="list-style-type: none"> <li>• School attendance has been mandatory since 8 March 2021. Any attendance concerns will be discussed with families.</li> <li>• Some pupils may not be able to attend the setting following clinical or public health advice relating to COVID-19, these absences will be recorded as appropriate.</li> <li>• For pupils that are isolating or shielding due to COVID-19 remote education will be provided and pastoral support offered.</li> <li>• Parents have been advised on the impact to their child’s education should they travel outside of the UK and find themselves having to isolate upon their return to England. If any pupils are abroad and unable to return, School will work with the family to understand their situation and will liaise with the local authority as to what steps could be taken to help the pupil.</li> </ul>
	Insufficient registration throughout the day.	<ul style="list-style-type: none"> <li>• School register to be taken as normal in the morning and afternoon via the School’s Gateway MIS, the school office to follow up any unapproved absences.</li> </ul>
	Visits of or to GPs / nurses / dentists and local surgeries changed and not known by staff and or pupils	<ul style="list-style-type: none"> <li>• Parents asked to contact the school office with any changes to their son’s medical/dental appointments if taking place during the school day to allow their son to be taken to the relevant dismissal point to avoid parent coming into school.</li> </ul>
	Where a pupil attends more than one setting on a part-time basis (e.g. dual registered) the system of controls not considered collaboratively if there are identified risks.	<ul style="list-style-type: none"> <li>• Should a pupil be attending another childcare or educational setting the risk assessment for that setting will be obtained. If School are not satisfied with the measures in place at the other setting the Head will arrange a meeting with the parents to discuss the concerns.</li> <li>• Note – we do not currently have a pupil attending more than one childcare or educational setting.</li> </ul>
<b>Recruitment / Admissions</b>	Lack of new staff and pupil induction. Registration and recruitment processes not adapted or compliant.	<ul style="list-style-type: none"> <li>• Staff and pupil inductions will take place as normal.</li> <li>• Any recruitment taking place will be done so adhering to government guidelines in place or locally imposed restrictions i.e. social distancing.</li> <li>• Any candidates coming in to school for an interview will be provided with a copy of this risk assessment</li> <li>• Interviews to take place via Zoom or in a ventilated room where social distancing is possible.</li> <li>• Lesson observations can take place in a ventilated room and the candidate to social distance from the pupils where possible.</li> <li>• Candidates to sanitise hands on entry and wear a face covering when moving around the School.</li> <li>• Candidates to confirm a negative lateral flow test the evening before coming into School.</li> </ul>
	New staff, parents and pupils joining the school not provided or updated with full induction process or aware of changes and potential hazards	<ul style="list-style-type: none"> <li>• All new staff and pupils will be inducted by the Business Operations Manager/class Teacher regarding Covid control measures to ensure they fully understand all the measures in place and the importance of abiding by them.</li> </ul>
	Recruitment process and pre-appointment checks not following legal requirements.	<ul style="list-style-type: none"> <li>• The Business Operations Manager and Headmaster will ensure that all pre-employment checks are following the current legal requirements in place</li> </ul>

	SCR not updated with DBS related issues and required documents not properly verified or recorded.	<ul style="list-style-type: none"> <li>• The SCR is completed as normal with any issues recorded as appropriate</li> <li>• Original documents to be seen for all pre-employment checks</li> </ul>
<b>Contractors / Visitors</b>	Insufficient registration, induction, supervision of visitors and contractors on site.	<ul style="list-style-type: none"> <li>• Visitors and contractors to the school will be escorted on the premises at all times, asked to keep their distance where appropriate and wear a face covering if applicable at the time of their visit.</li> <li>• Routine health and safety servicing will continue (i.e. legionella testing, fire alarm servicing)</li> <li>• Any emergency work needed will be completed outside of school hours where possible.</li> <li>• Visitors and contractors will have to declare that they have no symptoms of coronavirus</li> <li>• All visitors and contractor details will be recorded in the visitor book for track and trace purposes.</li> <li>• All deliveries to be left within the entrance areas at all sites so as to limit delivery personnel from entering the school.</li> <li>• Any parents or visitors to the school will be asked to take a lateral flow device (LFD) test before entering the school buildings.</li> </ul>
	Scheduled or on-going building works not reviewed given revised school timetables, staggered drop-off / pick ups times	<ul style="list-style-type: none"> <li>• There are no ongoing building works at present.</li> </ul>
	Access to school not controlled effectively and visitor details not recorded.	<ul style="list-style-type: none"> <li>• All external doors to the school are secured with either a digi-lock, one way opening (i.e. fire doors), yale lock or swipe card access to prohibit persons from entering the building unannounced</li> <li>• Electric vehicle and pedestrian gates to remain closed during core school hours (9.15am-3.00pm)</li> <li>• All visitors/parents into school buildings should have a pre-arranged appointment and will report to the school office/finance office where they will have to sign in. Office staff to complete visitor log to avoid cross contamination. Clip on visitor badges to be issued, visitors to be accompanied at all times. Visitors to be given the option of wearing a face covering.</li> <li>• Visiting professionals will be allowed on the premises for the wellbeing of the pupils and will wear a face covering should they wish to do so.</li> <li>• Office staff to instruct delivery drivers to leave all deliveries in the entrance foyer at Marlborough Road or inside the porch at Highbury.</li> <li>• School to ensure that an accurate list of persons within the school are kept in order to support contact tracing.</li> <li>• Head of Music to be aware of the movements of peripatetic staff. All other persons should enter the building via the office/finance office in order to enable the visitor log to be completed.</li> </ul>
	External coaches, clubs and organisations for curricular activities not risk assessed, or systems of control measures implemented.	<ul style="list-style-type: none"> <li>• All risk assessments from external coaches, clubs, organisations will be requested prior to the activity taking place.</li> <li>• The Business Operations Manager and Head will check the risk assessment to ensure relevant control measures are included.</li> <li>• The external coach, club, organization will also be provided with a copy of this risk assessment and will be asked to follow the control measures within in.</li> </ul>

	Visiting professionals coming into school and not following procedures	<ul style="list-style-type: none"> <li>• Where possible meetings will be held remotely with visiting professionals but if it is in the best interest of the child then visiting professionals will be welcomed into school.</li> <li>• Visiting professionals will be informed of current control measures in school and be provided with any necessary PPE such as face coverings.</li> </ul>
	Supply teachers and peripatetic staff not following procedures	<ul style="list-style-type: none"> <li>• Peripatetic staff have resumed face to face lessons and have been included in all staff correspondence regarding COVID-19 control measures. They are provided with relevant PPE and hygiene products as necessary to assist with infection control. The Head of Music will ensure that all COVID-19 measures are understood by the peripatetic staff.</li> <li>• Supply staff are informed of current control measures on their arrival to school and will be asked to review this risk assessment prior to coming into school.</li> </ul>
<b>Training</b>	Staff not trained or regularly updated in COVID-19 symptoms and how these rules apply to teaching?	<ul style="list-style-type: none"> <li>• Staff have been issued with guidelines regarding COVID-19 symptoms and what to do if they observe a child or adult displaying symptoms.</li> <li>• Staff will be updated should any of the PHE guidelines for symptoms change.</li> </ul>
	Inset does / did not reflect required training for COVID-19 related procedures, safeguarding, H&S, wellbeing etc	<ul style="list-style-type: none"> <li>• All staff meeting taking place on Inset day (31/8/21) which will cover COVID-19 measures currently in place and any related health and safety matters</li> <li>• Safeguarding training taking place as twilight sessions in September 2021</li> <li>• All staff meeting taking place on Inset day (5/1/22) which will cover a review of the COVID-19 measures in place</li> </ul>
	Staff have insufficient instruction and training on identifying and supporting vulnerable pupils, parents and other staff	<ul style="list-style-type: none"> <li>• Teaching staff are able to contact the Learning Support Co-ordinator should they have any concerns regarding vulnerable pupils</li> <li>• Staff are able to contact the Headmaster should they have any concerns regarding vulnerable adults including staff and parents</li> <li>• Extra control measures may be put in place for vulnerable pupils, staff and parents</li> </ul>
	Control measures (see above) not understood and / or properly implemented	<ul style="list-style-type: none"> <li>• This risk assessment is distributed to all staff and a copy placed in staff rooms for staff to refer to</li> <li>• Staff are able to talk to line managers or the Business Operations Manager if they have any concerns regarding the contents of the risk assessment</li> <li>• Line managers to monitor if staff are implementing the control measures</li> </ul>
<b>Wellbeing</b>	Pupil and staff mental health and wellbeing not properly considered with individual needs not identified or support.	<ul style="list-style-type: none"> <li>• Staff/pupil advised to talk to their Line Manager/Teacher should they have any concerns about being in school.</li> <li>• There are two suitably trained Mental health first aiders in place for staff</li> <li>• There are two suitably trained Mental health representatives in place for pupils</li> </ul>
	No system in place to deal with bereavements, trauma, anxiety, behavioural issues.	<ul style="list-style-type: none"> <li>• Two members of the teaching staff have undertaken bereavement training and will contact any families who have experienced bereavement during the pandemic. School is able to provide a list of book titles on bereavement that are suitable for children.</li> <li>• School has in place an EAP for staff and their dependents to use, this covers issues relating to bereavement, trauma and anxiety.</li> </ul>

		<ul style="list-style-type: none"> <li>Teaching staff can refer any behavioural issues to their line manager who in turn can contact a behavioural specialist if needed</li> </ul>
	Staff not having sufficient down time / rest during the working day / week?	<ul style="list-style-type: none"> <li>Lunchtime staff will be used to allow the teaching staff to have a lunch break</li> <li>Teaching staff to have non-contact time when specialist lessons taking place</li> <li>Nursery staff to cover each other's lunches</li> <li>Support staff to take breaks as required i.e when working over 6 hours</li> </ul>
	Staff unable to manage the provision of both in school and remote learning.	<ul style="list-style-type: none"> <li>In cases where staff are having to upload work for boys who are isolating but also teach their current class, staff are advised to speak to their line manager should they have any difficulties in trying to manage both.</li> </ul>
	Staff feeling anxious about their workload	<ul style="list-style-type: none"> <li>Staff should speak to their line manager should they experiences any anxieties or difficulties in managing their workload or if their workload increases to an unmanageable extent</li> </ul>
<b>First Aid / Medical</b>	Insufficient medical staff to deal with temperature testing (if used), isolating and monitoring suspect COVID-19 cases, outside appointments and normal medical issues.	<ul style="list-style-type: none"> <li>The Business Operations Manager and Assistant Heads are to be informed of any child/staff member who has suspected COVID-19 symptoms</li> <li>Staff informed of what to do if a child displays any symptoms of COVID-19. Isolation rooms available at all three sites – Spare Office at Marlborough Road, Rainbow Room at Highbury, Conference Room at Bank Place.</li> <li>All staff to wear gloves and a face covering when administering first aid treatment and assist, where possible, at a safe distance. All wounds that are bleeding need to be covered with a dressing to minimise the risk of sepsis.</li> <li>If the child is capable of following instructions, they should be told what to do to self administer first aid i.e. wipe wound with a cleaning wipe.</li> <li>If CPR is carried out a towel or cloth should be placed over the nose/mouth of the casualty. A face covering and gloves should be worn by the person carrying out CPR and also eye protection and an apron if available. For adult CPR only chest compressions and a defibrillator should be used, no rescue breaths are to be given. This is in accordance with HSE advice. Rescue breaths can be given when performing CPR on a child.</li> <li>Aprons are readily available should the staff member administering first aid wish to use them i.e. when dealing with a nose bleed</li> <li>All disposable items should be disposed of in waste bins.</li> <li>First aiders to wash hands before and after administering first aid.</li> <li>All staff and parents advised to engage with the NHS Test and Trace process and to contact school if they are contacted by a contact tracer.</li> <li>There are sufficient first aiders at each of the school settings.</li> </ul>
	School unaware of any staff and pupil pre-existing medical conditions.	<ul style="list-style-type: none"> <li>Staff asked to declare any unknown pre-existing medical conditions.</li> <li>Parents advised to contact school to inform of any pre-existing medical conditions unknown to the school. School office to print report from MIS detailing any medical conditions of pupils, any concerns to be followed up with parents.</li> </ul>

	Lack of regular dialogue with those that have suffered from COVID-19 and / or are isolated at home.	<ul style="list-style-type: none"> <li>• Class teacher to check in with the family via a well being telephone call.</li> <li>• Line manager to contact any affected staff members to check on their well being.</li> </ul>
	Insufficient or no procedure for summoning emergency services, lack of safe RV and cleared routes in and out.	<ul style="list-style-type: none"> <li>• In case of an emergency the school office will summon the emergency services for Prep and the Assistant Head will do so for Pre-Prep</li> <li>• In the event of an evacuation the security firm will summon the fire and rescue service on behalf of the school</li> </ul>
	Insufficient First Aid trained personnel (ratio) for pupils in school	<ul style="list-style-type: none"> <li>• More than two first aiders on site at the prep and pre-prep setting and paediatric first aiders on site at the early years setting.</li> <li>• Any first aiders with out of date training will be asked to undertake training as soon as possible within a Covid safe environment.</li> </ul>
	Medical policy, procedures and appropriate response to spectrum of medical issues not being revised or shared?	<ul style="list-style-type: none"> <li>• Parents have been asked to notify the school should their child have any new medical diagnosis or needs that school should be aware of upon their child's return to school.</li> <li>• Any prescribed medication should be given to the school office at Prep or the appropriate teacher at Pre-Prep</li> </ul>
	Medical room(s) improperly equipped.	<ul style="list-style-type: none"> <li>• First aid supplies/medical room supplies checked by the Business Operations Manager/designated person on a half termly basis</li> <li>• Business Operations Manager responsible for ensuring isolation room adequately stocked</li> </ul>
<b>Vulnerable Persons</b>	Pregnant women are in the 'clinically vulnerable' category and not following the relevant guidance.	<ul style="list-style-type: none"> <li>• Pregnant staff or staff with a low immune system must take care and follow precautions available when dealing with bodily fluids.</li> <li>• A separate risk assessment will be completed for pregnant women. <b>The government guidance for pregnant employees will be referred to.</b></li> </ul>
	Control measures in school are not sufficiently robust for clinically vulnerable staff and pupils.	<ul style="list-style-type: none"> <li>• Staff and parents also advised to contact school if they are classed as Clinically Extremely Vulnerable/Clinically Vulnerable. Additional measures will be put in place for these persons and a separate risk assessment completed.</li> </ul>
	Medical advice for vulnerable staff and children not being followed and insufficient support both at school and home.	<ul style="list-style-type: none"> <li>• Vulnerable staff members/pupils advised to follow guidance from the NHS and their GP.</li> <li>• Parents and staff have been informed to contact school should they have received a letter/email from the NHS/GP advising them to shield. It may be possible for staff to work from home and work will be sent home for any pupils shielding.</li> </ul>
<b>Learning Support</b>	No specific help and preparation for the changes to routine for pupils with SEND (whether education, health and care plans or on SEN support).	<ul style="list-style-type: none"> <li>• The Learning Support Co-ordinator, with the help of the class teacher, is responsible for ensuring any pupils with SEND understand any changes to the normal routine at school and any control measures in place applicable to them</li> </ul>

<b>Curriculum</b>	Plans to working and learning outside not fully considered	<ul style="list-style-type: none"> <li>• Outdoor learning will take place as often as possible in line with the curriculum</li> </ul>
	Opportunities for sport, adventure play, Forest School, gardening etc not regulated or considered	<ul style="list-style-type: none"> <li>• Pre-Prep boys will take part in physical development, Forest school, yoga and games lessons. Role play activities for imaginative play will take place as well as exploration in the gardens.</li> <li>• Prep boys will take part in games/PE lessons.</li> <li>• Outdoor play equipment to be used and sanitized where possible i.e. trikes/bikes, grab rings etc.</li> </ul>
	Extra-curricular activities not following guidance in place	<ul style="list-style-type: none"> <li>• All extra-curricular activities have resumed.</li> <li>• External providers will keep a register of boys that have attended to enable close contacts to be identified should someone test positive.</li> </ul>
	Narrow and limited curriculum	<ul style="list-style-type: none"> <li>• As face to face teaching is taking place the "normal" curriculum is being taught across the school.</li> <li>• Any gaps in pupils knowledge will be addressed by the class teacher and plans put in place to resolve those gaps</li> </ul>
<b>Games / PE</b>	Physical education, sport and activities not following new control measures in their sport guidance	<ul style="list-style-type: none"> <li>• Head of PE to monitor all sports equipment (i.e. tennis rackets) and sanitise as appropriate.</li> <li>• Head of PE to communicate lesson plans with pupils at the beginning of each lesson and remind them of any control measures put in place.</li> <li>• Outdoor sports will be prioritized. When this is not possible the hall at Marlborough Road will be used to ensure maximum distancing takes place. Windows in hall will be opened during games/PE lessons.</li> <li>• Swimming lessons will be taking place at Altrincham Leisure Centre. Head of PE has obtained their risk assessment and is happy with the control measures in place.</li> <li>• Inter-school fixtures can take place both outdoors and indoors, any control measures in place will be communicated to visiting schools. Pupils and staff to comply with any control measures when playing off-site fixtures.</li> <li>• Parents are welcome to attend outdoor sports fixtures but will be reminded to maintain distancing where possible.</li> </ul>
	Where appropriate guidance on grassroot sports for public and sport providers, safe provision and facilities, and guidance from Sport England, Association for Physical Education and the Youth Sport Trust not followed.	<ul style="list-style-type: none"> <li>• Head of PE to keep up to date with guidance from national governing body guidelines for grassroot sports and will abide by any control measures enforced by them.</li> <li>• Head of PE will obtain the necessary risk assessments when using off-site facilities i.e. Bowdon Club, Altrincham Leisure Centre</li> <li>• Head of PE to liaise with the Business Operations Manager should additional control measures be needed so as to include these within the risk assessment.</li> </ul>
<b>Music / Singing</b>	Added risk of infection where there is singing, chanting, playing wind or brass instruments not reviewed.	<ul style="list-style-type: none"> <li>• The Head of Music to avoid, where possible, the sharing of any instruments/equipment.</li> <li>• Singing is permitted in curriculum music lessons and choir groups, appropriate distancing and ventilation measures will be put in place.</li> <li>• A distance of 2 metres should be maintained for any face to face music lessons, where this is not possible a Perspex screen will be placed between the teacher and the pupil.</li> <li>• Any woodwind or brass players will be positioned in a way so the air from the instruments does not blow onto another player.</li> <li>• Boys and staff to sanitise hands before and after each lesson.</li> <li>• No physical correction of positions will be used, instead verbal instruction will be given.</li> </ul>

		<ul style="list-style-type: none"> <li>• Pupils and staff will be seated side by side where possible.</li> <li>• Players should be seated back to back if possible.</li> <li>• The maximum sized rooms will be used for peripatetic lessons with windows kept open (weather permitting)</li> <li>• Piano to be sanitized after use by each pupil.</li> <li>• Perspex screens to be used during piano/brass/wind lessons</li> <li>• When equipment is used in order to provide a broad and balanced curriculum, this will be disinfected regularly. Where possible, sanitization of equipment will be carried out by pupils who have played them.</li> </ul>
<b>After School Care</b>	Protective measures for after school care and clubs not regularly updated	<ul style="list-style-type: none"> <li>• The after school care facility and after school activity clubs at all sites will follow the control measures listed in this risk assessment.</li> <li>• External activity clubs will be given a copy of this risk assessment and will be briefed by the staff member responsible for coordinating the club.</li> </ul>
<b>Educational Visits</b>	Transmission of virus outside the school premises	<ul style="list-style-type: none"> <li>• All educational day visits will be carried out in line with relevant COVID-19 measures in place at the time of the trip, this includes any measures that the destination venue has in place.</li> <li>• A separate risk assessment will be carried out for any school trips and residentials.</li> <li>• Domestic residential trips will be carried out in line with relevant COVID-19 measures in place at the time of the residential, this includes any measures that the destination venue has in place.</li> <li>• Any parents accompanying on trips will be informed of current measures in place and will be asked to take a lateral flow test the day before the trip takes place.</li> </ul>
<b>Open days</b>	Visitors not adhering to control measures	<ul style="list-style-type: none"> <li>• All events to be run within government/Public Health guidelines in place at the time of the event</li> <li>• All visitors to pre-register for the event to allow school to limit numbers if needed.</li> <li>• Appointment times to be introduced if numbers within the building need to be limited</li> <li>• Social distancing <b>must be</b> maintained at all times</li> <li>• All adults to wear a face covering unless they are exempt from doing so</li> <li>• Everyone to sanitise hands on arrival and departure of the school buildings</li> <li>• Visitors instructed not to attend if they, or any family member have symptoms of Covid-19</li> <li>• On site cleaner present to sanitise touch points between appointments</li> <li>• Staff to adhere to all other measures in place as on a "normal" school day</li> </ul>
<b>Travel / Transport</b>	Staff, parents and pupils not self-isolating after holiday and work visits abroad – as per government guidance	<ul style="list-style-type: none"> <li>• Staff and parents informed that they must ensure any government enforced isolation periods and testing due to travel are adhered to before returning to school.</li> <li>• <b>All children and staff travelling to England must adhere to government travel advice in <a href="#">travel to England from another country during coronavirus (COVID-19)</a></b></li> </ul>
	School vehicles not fully registered, insured, maintained and not operating to reflect hygiene controls.	<ul style="list-style-type: none"> <li>• School minibuses in use and have current MOT, tax and insurance.</li> <li>• School premises vehicle in use and has current MOT, tax and insurance.</li> <li>• Vehicles will be sanitised after use.</li> <li>• The windows will be open when the minibus is in use (weather permitting).</li> </ul>
<b>Estates</b>	Insufficient gas supply, venting and valves	<ul style="list-style-type: none"> <li>• All gas appliances checked over once per year by registered gas safety contractor</li> </ul>

	Ventilation and extraction systems not checked	<ul style="list-style-type: none"> <li>• Kitchen extraction cleaned August 2021</li> </ul>
	Electrical tests not up-to-date including emergency lighting and PAT	<ul style="list-style-type: none"> <li>• PAT testing completed August 2021</li> <li>• Emergency Lighting servicing booked for October 2021</li> </ul>
	Water testing for temperature, flow and legionella not in date for test.	<ul style="list-style-type: none"> <li>• Legionella monitoring conducted on a monthly basis</li> </ul>
	Access control to school not working effectively	<ul style="list-style-type: none"> <li>• Intruder alarms across all 3 sites last serviced August 2021</li> <li>• Automatic gates at Marlborough Road and Highbury last serviced August 2021</li> </ul>
	Insufficient heating and/ or cooling system (including insufficient fuel levels if applicable)	<ul style="list-style-type: none"> <li>• Premises staff to oversee running of heating with schedule being changed to accommodate pupils back in school and changes in the weather</li> <li>• Gas heating so fuel levels not applicable</li> </ul>
	Security, CCTV and access systems not regularly checked, updated and (where necessary) re-coded.	<ul style="list-style-type: none"> <li>• Intruder alarm and CCTV systems all monitored and serviced as normal with any servicing taking place in the school holiday when no pupils/minimum staff are on site.</li> </ul>
	Waste procedures not reviewed or sufficient to cater for increase in waste measure.	<ul style="list-style-type: none"> <li>• General waste removed from site on a weekly basis</li> </ul>
	Pest control services not sufficiently regular, recorded or, deficiencies identified and actioned.	<ul style="list-style-type: none"> <li>• Quarterly Pest control visits in place.</li> </ul>
	Security and access systems not regularly checked, updated and re-coded.	<ul style="list-style-type: none"> <li>• Premises staff to check that all automatic gates and door entry systems are in good working order</li> </ul>
<b>Cleaning</b>	Cleaning regimes not enhanced, regularly reviewed, inspected or conforming to revised hygiene rules.	<ul style="list-style-type: none"> <li>• Site Manager responsible for the cleaning regime and monitoring that sufficient cleaning is taking place.</li> <li>• Cleaning regime of the support areas is the same regime as for teaching/common spaces.</li> <li>• Support staff to wipe down their own telephone and computer.</li> </ul>
	Insufficient cleaning staff for revised cleaning schedule and deep clean of each room and space daily unless left fallow	<ul style="list-style-type: none"> <li>• The cleaning team is fully staffed at present, including persons assisting with the sanitisation clean in the morning at each site.</li> <li>• Site staff will assist with the cleaning should there be any staff shortages and will deep clean any rooms where a person with COVID-19 symptoms has been present.</li> </ul>
	Cleaning staff not equipped or using appropriate PPE (where recommended) including aprons, gloves, face coverings and their subsequent disposal	<ul style="list-style-type: none"> <li>• All cleaning staff have been equipped with appropriate PPE and cleaning materials.</li> </ul>



<b>Staff Rooms / Shared Spaces</b>	If required or appropriate shared staff spaces are not set up or used to allow staff to distance from each other.	<ul style="list-style-type: none"> <li>• There are no formal measures in place to limit staff from shared spaces but staff are reminded to distance from each other where possible.</li> <li>• Should control measures be introduced these will be communicated to all staff.</li> </ul>
	Staff meetings and staff rooms unregulated in terms of space, equipment, resources (copiers, kettles, biscuits tins etc) timings, SD and purpose.	<ul style="list-style-type: none"> <li>• All staff meetings to be conducted remotely where possible, all in-person meetings are to be carried out in a room where distancing can be put into place.</li> <li>• Social distancing to be followed in staff rooms and staff should not congregate unnecessarily in there.</li> <li>• Windows to be open in staff rooms when staff are present.</li> <li>• Any shared equipment in staff rooms to be wiped down after use i.e. coffee machine, fridge.</li> <li>• <b>Staff must adhere to social distancing with other adults where possible.</b></li> </ul>
<b>Fire</b>	Fire alarm panel, system and extinguishers not in date and not serviced.	<ul style="list-style-type: none"> <li>• Fire alarm across all three sites serviced August 2021</li> <li>• Fire extinguisher servicing scheduled for October 2021</li> </ul>
	Fire doors improperly propped open to limit use of door handles and increase ventilation	<ul style="list-style-type: none"> <li>• Any internal fire doors that have been propped open during the day will be closed as part of the routine walk through prior to locking the buildings at the end of the school day</li> </ul>
	Fire drills, routes and assembly points not rehearsed.	<ul style="list-style-type: none"> <li>• All pupils to be walked through the evacuation route on their first day back in school</li> <li>• Fire marshals appointed for each school site – Denise Barber for Marl Rd, Ambika Hurlston for Highbury, Milly Ashworth for Bank Place. In their absence another member of staff will be appointed to take charge in the event of an evacuation.</li> <li>• Fire drills to take place once per term</li> </ul>
	Fire and other emergency procedures not reconfigured, routes not clear or regularly inspected.	<ul style="list-style-type: none"> <li>• Premises staff are to ensure that all fire escape routes are kept clear and accessible as they would normally.</li> <li>• No changes to fire routes needed for support areas of the school.</li> </ul>
<b>Supplies</b>	Staff have insufficient/inappropriate PPE, cleaning materials and training	<ul style="list-style-type: none"> <li>• All staff have access to PPE and cleaning materials as required. Should they want any additional products they should contact the Business Operations Manager or Site Manager</li> <li>• Training/instructions have been given to all staff with regards to the safe wearing of face masks</li> </ul>
	Hygiene stations not stocked, checked and cleaned regularly.	<ul style="list-style-type: none"> <li>• Site staff to carry out daily checks to ensure adequate supplies of hygiene materials are placed in key areas across all school sites replenishing stocks as necessary</li> <li>• Site staff to order more supplies when stocks are running low</li> <li>• Staff to advise the school office if they are running low on hygiene materials</li> </ul>
	Insufficient hand washing or hand sanitiser stations for all pupils and staff to clean their hands regularly	<ul style="list-style-type: none"> <li>• Hand sanitizing stations are located at each of the entrances to the school, the dining rooms and also each of the teaching spaces.</li> </ul>
	Lack of School decision regarding the level of PPE required for pupils and staff. Insufficient training, face fit	<ul style="list-style-type: none"> <li>• In line with Government guidance PPE will not be required beyond what would normally be used.</li> <li>• PPE (gloves and aprons) are used by early years staff when undertaking intimate care.</li> </ul>

	testing, use, care and disposal arrangements.	<ul style="list-style-type: none"> <li>• PPE should be used by an adult supervising a pupil with COVID-19 symptoms when social distancing cannot be implemented, disposable gloves, aprons, fluid-resistant masks and eye protection are supplied for this purpose.</li> <li>• PPE should also be used by the cleaning staff when cleaning any areas where a child/staff member with suspected coronavirus symptoms has been present.</li> <li>• Instructions for using PPE have been issued to all staff.</li> </ul>
<b>Catering</b>	No enhanced cleaning in places	<ul style="list-style-type: none"> <li>• Windows and internal / external doors to be wedged open in kitchens, where appropriate, to reduce touch points and maximise ventilation. This does not apply to fire doors. Any external open doors/windows should be fitted with an appropriate fly screen.</li> <li>• Frequent cleaning of work areas and equipment between uses, using usual cleaning products.</li> <li>• Recognising that cleaning measures are already stringent in kitchen areas. Staff to increase the frequency of cleaning procedures, pausing production throughout the day, for staff to wipe down workstations with disinfectant/sanitiser.</li> <li>• All tables and chairs to be wiped down between bubbles using the dining hall by lunchtime staff.</li> <li>• Windows and doors to the dining hall to be kept open where possible to reduce touch points and increase ventilation.</li> <li>• All touch points to be wiped down at the end of the shift including light switches, oven/fridge/freezer/dishwasher handles and controls, taps, sinks, counter tops.</li> </ul>
	Personal Hygiene	<ul style="list-style-type: none"> <li>• Staff uniforms MUST be cleaned and washed daily after each shift. Option of washing uniforms at work if this is not possible to do at home on a daily basis. Bags provided for staff to take their uniform home in.</li> <li>• Staff handling food should wash their hands often with soap and water for at least 20 seconds on each occasion. This should be done regardless of COVID-19, as a matter of routine before and after handling food, after going to the toilet and especially after being in a public place, blowing their nose, coughing, or sneezing.</li> <li>• Any drinks or snacks should be consumed away from production and service areas.</li> <li>• Staff to avoid tasting of food, where this is not possible a sample of food should be taken away from the kitchen for tasting and the remainder of the sample disposed of. A clean utensil should be used then placed immediately in the dishwasher or washing up sink. Hands must then be washed thoroughly. Pupils and staff to wash/sanitise hands on entry and exit to the dining hall.</li> </ul>
	Physical work activities	<ul style="list-style-type: none"> <li>• As far as possible, the catering staff to work in small teams consisting of the same people so that where contact is unavoidable, this happens between the same people.</li> <li>• Where staff need to work closely the time involved in doing these activities should be as short as possible, staff should work back-to-back or side-to-side working (rather than face-to-face) whenever possible.</li> <li>• Staff have access to disposable gloves and aprons and will be requested to wear a face covering if restrictions are in place.</li> </ul>
	Food Preparation	<ul style="list-style-type: none"> <li>• COVID-19 is a respiratory illness. It is not known to be transmitted by exposure to food or food packaging. Allow kitchen access to as few people as possible.</li> <li>• The catering staff typically only work in their assigned kitchen, the use of other areas of the school by them is limited. One person allowed in the walk-in pantry/freezer area at any one time.</li> </ul>

		<ul style="list-style-type: none"> <li>• Staff to minimise contact at 'handover' points with other staff, such as when presenting food to serving staff and delivery drivers.</li> </ul>
	Serving food and drink	<ul style="list-style-type: none"> <li>• Pupils able to help themselves to single serve items but staff will assist with salad items, bread and traybake desserts.</li> <li>• Pupils to collect and clear their own trays</li> <li>• Tables and chairs wiped down by duty staff between sittings and at the end of the lunch period</li> </ul>
	Deliveries	<ul style="list-style-type: none"> <li>• Deliveries will be unpacked from any external packaging outside where possible and practicable and items put away immediately. Once this is completed, all outer packaging will be disposed of in the general waste containers and hands must be washed. If any delivery items have been placed on a work surface whilst unloading, the surface will be disinfected immediately.</li> </ul>
	Open food displays	<ul style="list-style-type: none"> <li>• Frequent washing and sanitising of all food contact surfaces and utensils will take place.</li> <li>• If staff are using gloves, then these must be changed before and after preparing food</li> <li>• Counters will be cleaned and sanitised, along with serving utensils and condiment containers.</li> </ul>
	Staff shortages	<ul style="list-style-type: none"> <li>• A full contingency plan has been drawn up which takes into account staff shortages due to positive Covid test results/isolation/staff sickness.</li> </ul>
	Kitchen not reconfigured, stocked and cleaned if closed over a long period.	<ul style="list-style-type: none"> <li>• Kitchen deep cleaned prior to opening in September 2021, any out of date stocks discarded and appliances checked to ensure in good working order.</li> <li>• Catering Manager to ensure kitchens are cleaned down and perishable items removed during school holiday periods.</li> </ul>
	Insufficient drinking supplies and hydration available in dining room.	<ul style="list-style-type: none"> <li>• Drinking fountains to remain switched off but drinking water provided through faucets labelled drinking water, these will be cleaned regularly in accordance with the cleaning schedule</li> <li>• Water available at lunchtime in the dining hall</li> </ul>
<b>Increase of COVID-19 cases within a year group / Confirmed Outbreak of COVID-19</b>	Transmission of COVID-19 across the rest of the school	<ul style="list-style-type: none"> <li>• Affected year group to be placed in a bubble</li> <li>• Boys within bubble not to attend any mixed year group lunchtime or after school activity clubs</li> <li>• Separate room to be used for "bubbled" boys attending ASC</li> <li>• Classroom to be used for "bubbled" boys attending early drop off</li> <li>• Communication provided by DfE/PHE/Trafford to be sent to parents and School to implement any additional measures as appropriate e.g. requesting parents to carry out daily LFD testing on their son</li> <li>• Separate toilet to be allocated for "bubbled" boys</li> <li>• Revised timings for breaks and lunches to be introduced so "bubbled" boys are not sharing a playground with other year groups</li> <li>• Bubbled year group not to share dining hall with other pupils</li> <li>• In the event of more than one year group having to be bubbled then separate early drop off, after school club and lunch breaks to be arranged. There must be no cross over of bubbled year groups.</li> </ul>

Assessor Signature:	D Barber	Assessor Name and Position:	Denise Barber – Business Operations Manager	Date:	01/09/2021
Reviewer Signature:	A.J.Hurst	Reviewer Name and Position:	Alan Hurst – Governor with responsibility for H&S	Date:	01/09/2021
Review Due:	30/10/2021	Review Completed:	10/10/21	Name and Position:	Denise Barber Business Operations Manager
Notes from review: Minor changes made: <ul style="list-style-type: none"> <li>Inclusion of Trafford restrictions due to high cases – staff to wear face coverings when moving around the school and in communal areas, daily LFD testing to take place for household with a positive case of COVID-19</li> </ul>					
Review Due:	30/11/2021	Review Completed:	8/11/21	Name and Position:	Denise Barber Business Operations Manager
Notes from review: <ul style="list-style-type: none"> <li>Addition of “Increase of COVID-19 cases within a year group” following an outbreak of cases within Year 5</li> </ul>					
Review Due:	31/12/2021	Review Completed:	9/12/21	Name and Position:	Denise Barber Business Operations Manager
Notes from review: <ul style="list-style-type: none"> <li>Meeting with Trafford’s Outbreak Team due to rising numbers of COVID-19 cases across Prep. Additional measures implemented including no mixing of bubbles at early drop off, after school care and lunchtimes. Mobile testing unit on site 13/12/21.</li> </ul>					
Review Due:	1/1/22	Review Completed:	2/1/22	Name and Position:	Denise Barber Business Operations Manager
Notes from review: <ul style="list-style-type: none"> <li>Change in isolation periods and advice for close contacts.</li> </ul>					

## Documentation used to assist the Risk Assessment Process

### 1/9/21

- DfE Schools COVID-19 operational guidance – updated 27 August 2021
- ISBA COVID-19 Risk Assessment Template

### 10/10/21

- DfE Schools COVID-19 operational guidance – updated 27 September 2021

### 8/11/21

- Guidance to support Covid-19 Case Management in Non-Residential 0-19 Educational Settings in Greater Manchester – 2 September 2021

**9/12/21**

- Notes from meeting with Trafford's outbreak team held on 9/12/21

**2/1/21**

- DfE Schools COVID-19 operational guidance – updated 2/1/22
- Actions for early years and childcare providers during the COVID-19 pandemic – updated 14/12/21

### **Safe wearing and removal of face coverings**

When wearing a face covering, staff, visitors and pupils should:

- wash their hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on
- avoid touching the part of the face covering in contact with the mouth and nose, as it could be contaminated with the virus
- change the face covering if it becomes damp or if they've touched the part of the face covering in contact with the mouth and nose
- avoid taking it off and putting it back on a lot in quick succession to minimise potential contamination

When removing a face covering, staff, visitors and pupils should:

- wash their hands thoroughly with soap and water for 20 seconds or use hand sanitiser before removing
- only handle the straps, ties or clips
- not give it to someone else to use
- if single-use, dispose of it carefully in a household waste bin and do not recycle
- once removed, store reusable face coverings in a plastic bag until there is an opportunity to wash them.
- if reusable, wash it in line with manufacturer's instructions at the highest temperature appropriate for the fabric 10
- wash their hands thoroughly with soap and water for 20 seconds or use hand sanitiser once removed