School/ Setting	Bollin	Date of Assessment	03.01.2022
Assessment Completed By	K. Spark, N. O'Hara		





Growing hearts and minds together

COVID Risk Assessment

Staying COVID Secure – Our Commitment

- ✓ We recognise the risk posed by Coronavirus (COVID-19) to our staff, pupils and their families. Control measures to minimise the risk of infection and the transmission of the virus are provided in this Risk Assessment.
- ✓ We will ensure, as far as is reasonably practicable, the Health, Safety and Wellbeing of our staff and pupils.
- ✓ We will share this Risk Assessment and its findings with employees and parents and consult on its contents.
- ✓ We will continue to comply with all relevant Health and Safety Legislation
- ✓ For those schools that buy back the Health and Safety and HR SLA's there is additional guidance on the Trafford Services for Education Website.

Employees

Ref	Control Measure	Yes	No	N/A	Additional Action Taken / Further Information
01	All Clinically Extremely Vulnerable (CEV) should currently attend their place of work if they cannot work from home. An individual risk assessment will be done by the school for staff who are classed as CEV.				All staff individual risk assessments reviewed (Sept 2021) and updated regularly.
02	All employees must not attend school if they have one or more Covid-19 symptoms (a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell), or they have had a positive test (LFD or PCR) or if told by Test and Trace to self-isolate. They must stay away from school for 10 days				If you have, or feel that you have, symptoms of coronavirus, you must apply for a test to check if you have the virus. NHS Test and Trace: how it works - GOV.UK (www.gov.uk)

from the day after the start of their symptoms or their positive test date.

Since Wednesday 22 December, the 10 day selfisolation period for people who record a positive PCR test result for COVID-19 has been reduced to 7 days in most circumstances, unless you cannot test for any reason.

Individuals may now take LFD tests on day 6 and day 7 of their self-isolation period. Those who receive two negative test results are no longer required to complete 10 full days of self-isolation. The first test must be taken no earlier than day 6 of the self-isolation period and tests must be taken 24 hours apart. This also applies to children under 5, with LFD testing at parental or guardian discretion. If both these test results are negative, and you do not have a high temperature, you may end your self-isolation after the second negative test result and return to your education setting from day 8.

If a staff member becomes symptomatic they should arrange to have a test as soon as possible and follow the 'Stay at Home Guidance'

If a staff member develops symptoms of Covid-19 whilst at work, they must be sent home immediately and begin a 10-day isolation period. Information on getting a test is available at:

<u>Coronavirus (COVID-19): getting tested - GOV.UK</u>

(www.gov.uk)

Also refer to the additional Trafford Public Health Guidelines.

Daily LFT testing required for household contacts at this present time (Local enhanced measures - Trafford PH)

Staff, pupils and families should be reminded that they should not attend school, even if they are feeling better, until they receive their test results.

	If the staff member tests negative, the staff member can return to work as soon as they are well and no longer have symptoms of coronavirus.		
	Staff are not required to self-isolate if they live in the same household as someone with COVID-19, or are a close contact of someone with COVID-19, and any of the following apply: • they are fully vaccinated		
	 they are below the age of 18 years and 6 months 		
	 they have taken part in or are currently part of an approved COVID-19 vaccine trial 		
	they are not able to get vaccinated for medical reasons		
	Staff should take a PCR Test if they have been a close contact or a household contact of a positive case.		
	If staff are not fully vaccinated, they should self- isolate immediately if someone in their household/support bubble becomes symptomatic or if they have been identified as a close contact in school.		
03	The school will regularly keep in touch with colleagues who are self-isolating or working from home to monitor and support their Physical and Mental Health & Wellbeing		

04	The school will provide suitable information and equipment to work at home safely and effectively including and will provide additional aids and adaptations where required. All staff working from home will be given the use of a school laptop and internet access will be provided where necessary. Additional equipment such as laptop risers, separate mice and keyboards will be provided.		
05	The school will hold an up-to-date list of anyone aged 18 yrs and 6 months who have been double vaccinated for business continuity reasons. Additional Information:		Staff Survey Monkey (Sept 2021) requesting staff to inform Head if they have been double vaccinated. List will only be accessed by HT / DHT / EHT

Pupils

Ref	Control Measure	Yes	No	N/A	Actions Taken
					Details / Further Information
06	All <u>Clinically Extremely Vulnerable</u> pupils should attend their education setting unless they are one of the very small number of children and young people under paediatric or other specialist care who have been advised by their GP or clinician not to attend.				
	Parents must notify school of any child who may be registered as clinically extremely vulnerable.				

07	All pupils with a COVID-19 positive test result should stay at home and self-isolate immediately. Pupils with symptoms of COVID-19, no matter how mild, should arrange to have a PCR test as soon as possible. They must not attend school until their test result is known. If test is negative, and they are well, the pupil can return to their school. Pupils aged under 18 years, 6 months are not required to self-isolate if they live in the same household as someone with COVID-19, or are a close contact of someone with COVID-19. They should take a PCR test either visiting a test site or ordering one online. They do not need to isolate whilst awaiting their results. If positive, they must follow the Stay at Home Guidance.			
08	Where a pupil is unable to attend their school because they are complying with clinical or public health advice, access to remote education will be provided. Schools should monitor engagement with this activity.			See Remote Education offer
09	It is no longer recommended that it is necessary to keep children in consistent groups ('bubbles').	\boxtimes		See Outbreak Management Plan below

	Schools should make sure their outbreak management plans cover the possibility that in some local areas it may become necessary to reintroduce 'bubbles' for a temporary period, to reduce mixing between groups.	
10	Rapid testing using Lateral Flow Devices (LFD)s will support the return to education in September by helping to identify people who are asymptomatic; • Primary school staff should complete twice weekly tests at home.	All schools have a Lateral Flow Testing risk assessment in place for the provision, supply and storage for home Lateral Flow Device Tests. The need for regular asymptomatic testing will be reviewed at the end of September.

Social Distancing

Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
11	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.				 When there is an increase in local Covid-19 cases, considerations should be given to ensuring social distancing amongst staff- e.g; Stagger 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

Infection Control, Cleaning and Hygiene Arrangements

Ref	Control Measure	Yes	No	N/A	Actions Taken
12	Staff and pupils who are experiencing symptoms associated with COVID-19 are instructed not to attend the school. They will be required to take a PCR test either visiting a test site or ordering one online. If test is negative, and they are well, they can return to their school.	×			Details / Further Information
	If positive, they must follow the Stay at Home Guidance. Staff and parents must fully engage with the NHS Track and Trace process.				
13	Staff who experience symptoms as above whilst at work to immediately go home and follow the Stay at Home Guidance .				
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. Whilst awaiting collection, they should be moved, if possible, to a room where they can be isolated				Where the child or staff member tests negative, they can return to their setting if they no longer display COVID-19 related symptoms. Where the child or staff member tests positive, the school will contact the local health protection team who will work with the school and guide the

behind a closed door, depending on the age and	school through the actions needed and will
needs of the pupil, with appropriate adult	provide will provide advice on who requires to be
supervision if required. The room should be well	sent home.
ventilated by opening a window, if safe to do so.	
If a pupil needs direct personal care or the 2m	
distance cannot be maintained until they can	
return home, staff should wear the appropriate	
PPE.	
If the pupil needs to go to the bathroom while	
waiting to be collected, they should use disabled	
toilet. This toilet will be cleaned and disinfected	
using standard cleaning products before being	
used by anyone else.	
Once the pupil has been collected, the staff	
member should dispose of their PPE safely then	
wash their hands thoroughly for 20 seconds.	
The affected area will then be cleaned with	
normal household disinfectant to reduce the risk	
of passing the infection on to other people.	
The pupil will be required to take a PCR test	
either visiting a test site or ordering one online. If	
test is negative, and they are well, they can return	
to their school.	
to their soriooi.	
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).		
15	Hand sanitisers will be available at key entrances to the school and throughout the school and will be regularly monitored and maintained.		
16	All staff and pupils will be encouraged to regularly wash their hands with soap and water, or to sanitise their hands, especially upon arrival at school, prior to eating, following breaks and lunch time and any other time deemed necessary (for example, after coughing or sneezing). Pupils will be encouraged to wash or sanitise their hands if they change rooms. Where wash facilities do not exist in each classroom, additional sanitiser points will be available in each classroom and pupils must sanitise their hands on exiting or entering the room. In addition to the measures above, staff are also advised to wash their hands before and after handling any materials shared with pupils.		Reminder given first day back in classes and regularly thereafter (at least weekly)
17	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).		

	The school will provide sufficient tissues for use by staff and pupils. Staff within classrooms are responsible for ensuring that there are adequate supplies of tissues in their rooms. Additional lidded bins and increased emptying / replacement are provided / in-place.		
18	Equipment that may need to be shared (laminators, guillotines, items of equipment used in the class that will be then used by someone else, etc.) should be cleaned and sanitised after use. Cleaning materials will be available throughout the school to allow cleaning of shared materials.		
19	All working areas within the building will be well-ventilated (Windows and Doors open) where safe and appropriate to do so and a comfortable teaching environment should be maintained by increasing the heating where necessary. Classroom windows should be open to allow natural ventilation (in cooler weather windows should be opened just enough to provide constant background ventilation and opened more fully during breaks to purge the air in the space) and if safe to do so, external opening doors may also be used.		Good ventilation can be achieved by a variety of measures including: mechanical ventilation systems – these should be adjusted to increase the ventilation rate wherever possible and checked to confirm that normal operation meets current guidance and that only fresh outside air is circulated. If possible, systems should be adjusted to full fresh air or, if not, then systems should be operated as normal as long as they are within a single room and supplemented by an outdoor air supply

Standalone air-conditioning units may be used as normal. Centralised ventilations system that removes and circulates air to different rooms must have the recirculation turned off and must use a fresh air supply.

Where it is difficult to maintain a comfortable temperature, the school will consider allowing pupils to wear additional items of clothing in addition to the school's uniform.

- 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).

To balance the need for increased ventilation while maintaining a comfortable temperature, consider:

- 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

Heating should be used as necessary to ensure comfort levels are maintained particularly in occupied spaces.

Poorly ventilated spaces should be identified and steps taken to improve fresh air flow in these areas, giving particular consideration when

			holding events where visitors such as parents are on site, for example school plays.
20	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: Toilets Door Handles/ Access Buttons Kitchen areas and associated equipment Water dispensers/ coolers Printers/ Photocopiers Printers/ Photocopiers Play Equipment Public Health (PH) have published guidance on cleaning.		Cleaning throughout each day carried out by J. Holmes Other staff provided with cleaning materials to regularly clean frequently touched areas
21	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.		Hand-Washing Guidance Hand-Washing Video Hand-Washing Poster
22	Suppliers and contractors who attend the school will be advised infection control arrangements, no-access areas and expectations around personal hygiene.		See Inventory Welcome Screen

Response To An Infection

Ref	Control Measure	Yes	No	N/A	Actions Taken
					Details / Further Information
23	Sufficient understanding and processes are in place to respond to a confirmed case of COVID 19 in school: - Those with symptoms book a test - Contact Outbreak Management and Contact Tracing Hub, (OMCTH) (covidtrace@trafford.gov.uk) when become aware of a confirmed case (OMCTH will also contact schools when they become aware of a confirmed case) OMCTH will then work with school to determine actions to be taken Outbreak management plan is implemented if requested in response to request from local Director of Public Health, Test and Trace or OMCTH.				See Outbreak Management Plan Below
24	If an outbreak occurs, the 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				See Outbreak Management Plan Below

Key Roles and Responsibilities

Ref	Control Measure	Yes	No	N/A	Actions Taken
25	Sufficient staffing and resources are in place to maintain the security of the building and its occupants, including relief staff when necessary.				Details / Further Information This would be under continue review should there be a shortage of staff due to positive cases / self-isolation requirements.
26	Sufficient staffing and resources are in place to maintain the cleanliness of the building and to carry out necessary inspections of consumables needed to maintain hygiene.	\boxtimes			Daily Cleaning Services and Caretaker on site Additional staff on duty during the day for additional cleaning
27	Sufficient numbers of trained staff are in place to provide recommended First Aid provision.	\boxtimes			Several members of staff are first ad trained ensuring capacity where there is staff absence. Office Manager / Head of School closely monitor this.
28	Sufficient numbers of staff are in place to enable safe evacuation of the building in the event of an emergency. New advice of fire doors and fire evacuation drills has been issued to schools: Revised Fire Guidance				All staff aware of evacuation procedures. Reviewed at Inset on 01.09.2021

Statutory Premises Compliance and Maintenance

Ref	Control Measure	Yes	No	N/A	Actions Taken
					Details / Further Information
29	PPM (Planned Preventative Maintenance) work will continue to be delivered for critical building systems (Life-Safety) including:				Scheduled through SLA with Trafford
	Fire Alarm and Detection				
	Powered Doors / Gates				
	Legionella and Water Testing				
	Electrical Safety				
	Gas Safety				
	PAT Testing				
	Asbestos Management				
	All PPM will be undertaken taking into account the schools social distancing and hygiene arrangements.				
30	Defect Reporting arrangements are in place and all staff are aware of the arrangements.				

Outbreak Management

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".

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.

Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
01	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 in an outbreak, or where there are cases identified as a Variant of Concern (VoC), it may be necessary to limit the number of children and young people in education or childcare settings through attendance restrictions. 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.				 Remote Learning procedures remain in place Provision in place for key worker children attendance (as per national lockdowns). Priority to be given as follows: Vulnerable children Children of single key worker parent or two key worker parents Children of one key worker parent. Where space is limited priority will be given to NHS workers or those working in education

02	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.		 Increased use of home testing for staff. Comply with any Public Health instructions
03	Temporary re-introduction of year/class bubbles, for a temporary period to reduce mixing between groups.		 Year/ class group bubbles implemented Staggered entrance/ exit times Use of different entrances Staggered/ limited use of communal areashall/ 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.		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.		 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 - sports days		Individual activity risk assessments in place completed for the specific activity

07	Temporary changes to school timetable. E.g Class does not attend assemblies/singing practice - Class to only take part in PE outside - Children will remain in their classroom when eating their lunch	х	If positive cases continue to increase Public Health will be contacted for advice and Outbreak Management Plan will be used.
08	Issue W&I across wider school community to make them aware COVID is present in the setting.	X	 If positive cases continue to increase Public Health will be contacted for advice and Outbreak Management Plan will be used.
09	Enhanced cleaning to focus on that area of school on a daily basis	Х	Possible deep cleaning

Any Additional Information and Control Measures (Detail Below)

Access to the inside of school building by parents continues to be restricted

Approved by (Head Teacher/ Chair of Governors)	K. Spark / N. O'Hara / J Whyte / C Brindley	Date of Approval	02.09.2021
Date Provided to Unions	01.09.2021	Date of Review	03.01.2022
Date shared with all staff	01.09.2021		

Date shared	05.09.2021	Date shared with LA	
with			
Parents/Carers			