

School/ Setting	Bramhall High	Date of Assessment	03/09/2020	Assessment Completed By	Lynne Fox/Paul Williams
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This has been completed to review the potential return of all students each day from September 2020.

Staying COVID Secure – focusing on the guidance issued by DfE on 28.08.2020.

Prevention:

- 1) minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school
- 2) clean hands thoroughly more often than usual
- 3) ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach
- 4) introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach

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- 5) minimise contact between individuals and maintain social distancing wherever possible
 - 6) where necessary, wear appropriate personal protective equipment (PPE)

Numbers 1 to 4 **must be in place in all schools, all the time.**

Number 5 must be properly considered and schools must put in place measures that suit their particular circumstances.

Number 6 applies in specific circumstances.

Response to any infection:

- 7) engage with the NHS Test and Trace process
- 8) manage confirmed cases of coronavirus (COVID-19) amongst the school community
- 9) contain any outbreak by following local health protection team advice

The control measures have not changed from previous guidance with the exception of the requirement to now fully engage with the NHS Test and Trace process.

Staff and Students focused planning.

Ref	Control Measure: Prevention/staffing	Yes	No	N/A	Actions Taken Details / Further Information
01	All <u>Clinically Extremely Vulnerable</u> employees are required to self-isolate and must not attend school/ setting. Where possible they are required to work from home.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Shielding guidance changed on 1 st August – All clinically extremely vulnerable now become clinically vulnerable and free to return to work.
02	All employees who live with a person who is Clinically Extremely Vulnerable must also not attend school/ setting and where possible work from home.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	This guidance has now changed therefore individual interviews have taken/are taking place with RA completed for individuals and arrangements made to support them on their RTS.
03	All employees, themselves or persons within their household have COVID-19 symptoms, should not attend school/ setting.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	This is clearly outlined in the updated guidance to all staff - staff are required to inform HT and staff required to follow government guidance. September INSET as well as regular communications from HT and SLT to remind and reinforce key messages.

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Ref	Control Measure: Prevention/staffing	Yes	No	N/A	Actions Taken Details / Further Information
					HT will review the viability of school functioning on a daily basis linked to staff absence https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings
04	Schools: staff and families must engage with the NHS Test and Trace process	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The Track and Trace system/requirement has been highlighted to staff and families and will be implemented as required. Staff and parents/carers are aware of the need to participate should it be necessary. Seating Plans for each lesson to be completed and electronically available.
05	We must manage confirmed cases of coronavirus (COVID-19) amongst the school community	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Process for dealing with a confirmed case is well known and communicated to all staff. First Aid protocols distributed. Ensure that you have the details for the local health protection team and know who is to be contacted. LEA five step guidance to be followed – this contains key contact arrangements. LEA letter templates to be utilised to communicate to parents.
06	We must contain any outbreak by following local health protection team advice	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	As above HT to assess the ongoing situation/contingency plans should several members of staff be unable to work
07	We will regularly contact / keep in touch with colleagues who are self- isolating/ working from home and monitor / support both their Physical and Mental Health & Wellbeing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	To be implemented in September if /when required. School is subscribing to an external Employee Assistance Programme specifically for those in education which provides resources and counselling support available.

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08	We will provide suitable information and equipment to work at home safely and effectively including those staff who require additional aids and adaptations.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If the school goes into full lockdown we will provide IT hardware for staff to execute the remote learning plan from home.

Ref	Control Measure: prevention/students	Yes	No	N/A	Actions Taken Details / Further Information
09	All <u>Clinically Extremely Vulnerable</u> pupils are required to self-isolate and must not attend school/ setting.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	This guidance has now changed
10	All pupils who live with a person who is Clinically Extremely Vulnerable must also not attend school/ setting.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	This guidance has now changed
11	All pupils, or persons within their household that have COVID 19 symptoms should not attend school/ setting.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Detailed guidance sent out and posted through the school website and social media accounts. Families to inform school – this will be reinforced in the revised Guidance document for families. https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings
12	We provide on-line/distance learning for all pupils who are not in school/ setting.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Remote Learning Plan to be officially in place by the end of September. Incorporate plans for Tier 2 & 3 lockdown arrangements. This will be provided for students who are absent if they are self-isolating or there are particular medical issues but all others are expected to be in school unless we return to a full/partial lockdown.

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Ref	Control Measure: prevention/students	Yes	No	N/A	Actions Taken Details / Further Information
13	Minimise contact between individuals and maintain social distancing wherever possible	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Each year group will be in a 'bubble' for non-lesson times to minimise contact between year groups.</p> <p>Student contact minimised through KS3 groups being based on the art groups.</p> <p>Clear social distance signage throughout school plus reinforced through social media.</p> <p>Schools implantation of face coverings will go above the DFE guidance.</p>
14	Designated Entrance and Exit Points to the Building (for each cohort of pupils where possible).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Each year group will have a separate point of access to the school.</p> <p>HoY/SLT /duty staff will guide/support the arrival of students on site each day and direct them to their access area.</p>
15	Travel to and from school	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Parents have been advised to encourage their child to walk or cycle to school.</p> <p>Those travelling by bus will be advised to follow the government guidance re 'bubbles' on buses and to wear face coverings.</p> <p>This will be reinforced by the staff member before the students are dismissed.</p>

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16	Restrictions on access to school/setting by third parties (parents, members of the public, visitors etc).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All visitors and parents will only be able to come on site if they have made an appointment. All visitors must read and adhere to COVID 19 safety regulations in place throughout the school.
17	Stagger drop off and collection times, lunch and break times for each cohort/group.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	We will have staggered breaks and lunchtime periods to restrict cross contamination between year group bubbles. Staggered start is not practical due to dependency on school transport. We have implemented a staggered end of the day to minimise the quantity of students leaving the site at once.
18	Reduce movement where practical around school to minimise contact	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	One-way system to be introduced in school to minimise cross over on narrow corridors. Assemblies of students will take place to limit non-essential movement/gathering – key messages & assemblies will be delivered virtually. Break time, lunchtimes and end of day are staggered to reduce the number of students moving around the site at one time. Implementation of face coverings whilst students & staff are in the buildings will be enforced. Ideally all meetings will be held virtually. Otherwise scheduled meetings involving more than 5 people (Governors & SLT) to take place in larger rooms such as the Main Hall or Library and not in offices or existing meeting rooms.

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Ref	Control Measure: prevention/students	Yes	No	N/A	Actions Taken Details / Further Information
19	Support and guidance for staff	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Clear staff guidance sent out prior to term starting.</p> <p>Opportunities for staff to feedback.</p> <p>Stress that staff must maintain social distance from pupils by standing at front of classroom where practical – each room to be marked out to identify this with PPE available as required (see below pt 20.)</p> <p>Plastic screens to be provided in rooms and reception areas for the safety of staff</p> <p>Staff allowed to change rooms if the timetabled room is not suitable.</p> <p>All welfare facilities to be checked and cleaned regularly and ensure a supply of bacterial hand wash soap is available.</p> <p>School guidance on face coverings to be discussed, published, and then implemented.</p> <p>Key adjustments to rooms as well as extra cleaning protocols for: Drama, PE, Music in line with the published guidance. 1st half of the autumn Term to be used to plan for the restarting of extra-curricular activities.</p>
20	<p>PPE for staff – this is not routinely required in school however will be available for staff if desired. Please see latest DFE guidance.</p> <p>Sanitising resource box in all teaching areas.</p> <p>Classrooms will be marked with tape to reinforce SD</p> <p>Social distancing near the teacher’s desk.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Staff have to wear an appropriate face covering inside the school building.</p> <p>Hand sanitiser stations in every classroom. Regular hand washing encouraged.</p> <p>Protocols established for the cleaning of equipment.</p> <p>Staff to identify their preferred need with the options of:</p> <ul style="list-style-type: none"> • Face visor to be issued to all staff • Face covering on request

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					<ul style="list-style-type: none"> • Screen at their teaching desk if requested • alternative teaching location if requested
21	Stagger the use and limit the occupancy of staff room and offices by employees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3 staff rooms remain in place – staff aware of their responsibilities to SD from colleagues.
22	Kitchen staff maintain social distancing of 2 metres in the kitchen where possible.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Being reviewed for wider opening to offer a limited range of food options without putting staff at risk.
23	Use of Small Meeting Rooms and Confined Areas (including Photocopier / Printer/ Storage areas) by more than one person prohibited.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Processes in place to recue any risks for staff
24	Non Essential repair / contracted works in buildings to be carried outside school hours	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Site team to reinforce this unless an emergency situation arises.

Infection Control, Cleaning and Hygiene Arrangements

Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
25	Staff and families cannot attend if they have symptoms of COVID 19 – see point 8	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All staff and families advised within updated guidance
26	Pupils who experience COVID-19 symptoms should be collected from school/ setting as soon as possible.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	MNC has established a plan for this – they will be removed from the teaching area and isolated and then taken off site.

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	They should be kept apart from all other pupils and staff whilst on site.				
27	Provision of hand-washing / sanitising facilities at entrances and throughout school/setting. (regularly monitored & maintained).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	In place with automatic hand sanitisers placed in each teaching location Site and cleaning staff to monitor throughout the day. Anti-bacterial hand wipes to be provided for use in classroom.
28	All staff and pupils are encouraged to regularly wash their hands with soap and water, especially upon arrival at school/setting, prior to eating, following break/lunch time and any other time deemed necessary (after coughs/sneezes).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Staff and student expectations to be reinforced at all times.
29	Different hand wash facilities should be available for each cohort/group within school/setting where possible.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Cleaning team at toilets throughout the day. Different toilets to be used by bubbles during staggered break and lunchtimes.
30	Sharing of pencils/ pens and other items of stationery is avoided where possible. (Pupils have their own stationery in their own pencil case as they do in Secondary Schools)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	To be reinforced via guidelines /expectations. DfE guidance clearly identifies what is permissible. Protocols for storage in place for departments needing to share paper/textbooks between bubbles. Spare stationery to be handed out to students and not collected in. Extra textbooks & virtual textbooks have been ordered to supplement existing stock.
31	Equipment that may need to be shared (laminators, guillotines etc.) should be cleaned and sanitised before and after use.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	JJ to ensure no other staff use the reprographics area and equipment. Protocols for cleaning and storage in place for departments needing to share resources between bubbles. Extra cleaning equipment provided into

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					classrooms. Extra equipment has been ordered to supplement existing stock.
32	All staff and pupils are encouraged to cough / sneeze into tissues and dispose of these in appropriate waste disposal bins. (Catch it, Kill it, Bin it)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	To be reinforced verbally and with signage
33	Additional bins and increased emptying / replacement are provided / in-place.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	To be placed outside classroom doors
34	All working areas within the building should be well-ventilated (Windows and Doors open) where safe and appropriate to do so.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	To be included in guidance to staff
35	Increased frequency of cleaning of communal areas and locations / high contact points (using detergent and hot water followed by a chlorine based disinfectant solution) including: <ul style="list-style-type: none"> • Toilets • Door Handles/ Access Buttons 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	School cleaning regime to be increased 6 staff to be on site during the day to carry out routine cleaning following an agreed programme. Water dispensers removed due to risks Staff & student guidance will include the requirement to wipe down some specialist areas ie keyboards.
36	If staff bring in their own food this should be food which does not require heating or additional preparation in kitchen / canteen/ staff room areas.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Staff to be advised and reinforced
37	Use of kitchen areas to be limited to preparation of hot drinks, cleaning of cups / mugs etc. Employees to use own / designated cup or mug.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Staff to be advised and reinforced
38	Employees to store, where possible, coats, bags and non-work essential items in personal lockers. Where lockers are not provided, employees will not use shared coat racks / stands and will store coats on the back of their chairs and bags safely under their desks.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Staff to be advised and reinforced

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Ref	Control Measure: Hand hygiene	Yes	No	N/A	Actions Taken Details / Further Information
39	Staff and pupils are provided with instructions on how to achieve effective hand-washing; for example in the form of posters, written guidance and videos clips etc.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>Hand-Washing Guidance</u> <u>Hand-Washing Video</u> <u>Hand-Washing Poster</u>
40	Office staff who receive deliveries, post etc. are encouraged to wash their hands more frequently and are provided with sanitiser.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Staff to be advised and reinforced.
41	Increased frequency of toilet inspections and checks to ensure sufficient supplies of liquid soap and paper towels are maintained. Staff to report shortages to site staff.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Members of the cleaning team to be located at the toilets throughout the day
42	Suppliers and Contractors advised if attending premises of infection control arrangements, no-access areas and expectations around personal hygiene.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Staff to be advised

Key Roles and Responsibilities

Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
43	Sufficient staffing / resources are in place to maintain the security of the building and its occupants.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Yes and closure considered/implemented if this changes.

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44	Sufficient staffing / resources are in place to maintain the cleanliness of the building and to carry out necessary inspections of consumables needed to maintain hygiene (including their replenishment).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Cleaning rota amended to facilitate this and resources purchased to support ongoing routines.
45	Sufficient numbers of trained staff are in place to provide Emergency First Aid.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	To remain on current rota – training completed July 2020.
46	Sufficient numbers of staff are in place to enable safe evacuation of the building in the event of an emergency.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Established emergency procedures will be used.
Statutory Premises Compliance and Maintenance					
Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
47	PPM (Planned Preventative Maintenance) work continues to be delivered for critical building systems (Life-Safety) including: <ul style="list-style-type: none"> • Fire Alarm and Detection • Powered Doors / Gates • Legionella and Water Testing • Electrical Safety • Gas Safety • PAT Testing • Asbestos Management 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Site Manager to review and inform as needed
48	Defect Reporting arrangements are in place.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	As above

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Any Additional Information and Control Measures (Detail Below)					
49	Student concerns/anxieties	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The Pastoral team are available, by appointment, to support students as needed.
50	Staff anxieties	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Support will be offered at the time and the offer of further support, counselling referral discussed if and when appropriate – details circulated on 05.07.20. School is subscribing to an external Employee Assistance Programme specifically for those in education which provides resources and counselling support available.
51	Workload and well being	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Staff workload has been taken into account when identifying the requirements of school reopening Information circulated on 31/08/20.

Further Information - Health, Safety and Wellbeing Team; healthandsafety@stockport.gov.uk – 0161 474 3056

School Leadership Use Only

Approved by (Head Teacher/ Chair of Governors)	Lynne Fox	Date of Approval	13/072020
Date Provided to Unions	07/07/2020	Date of Review	Routinely reviewed and updated as required