



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

| | | | |
|-----------------|----------------------------|--------------------|------------|
| School/ Setting | The Willows Primary School | Date of Assessment | 07/09/2021 |
|-----------------|----------------------------|--------------------|------------|

Staying COVID Secure – Our Commitment

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

Our Employees

| Ref | Control Measure | Yes | No | N/A | Actions Taken Details / Further Information |
|-----|--|-------------------------------------|--------------------------|--------------------------|---|
| 01 | Any employee or persons within their household that has coronavirus (COVID-19) symptoms , should not attend school/ setting. They should arrange to have a test . | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 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. |
| 02 | Any employee who has tested positive for COVID 19 in the past 10 days should not attend school/ setting. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 03 | Any employee who develops COVID-19 symptoms during the school day should be sent home as soon as possible and should arrange to have a test . | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 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. |
| 04 | An individual risk assessment will be completed for all staff that have characteristics that increase their potential risk from coronavirus (COVID-19), as set out in the COVID-19: review of disparities in risks and outcomes report . Sample assessment template provided by Directorate for Children and Education Services. CEV staff are no longer advised to shield. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | All staff individual risk assessments should be reviewed and updated regularly. |



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

Our Pupils

| Ref | Control Measure | Yes | No | N/A | Actions Taken Details / Further Information |
|-----|---|-------------------------------------|--------------------------|--------------------------|--|
| 05 | Any pupil or persons within their household has <u>coronavirus (COVID-19) symptoms</u> , should not attend school/ setting. They should <u>arrange to have a test</u> . | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 06 | Any pupil who has tested positive for COVID 19 in the past 10 days should not attend school/ setting. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 07 | Any pupil who develops COVID-19 symptoms during the school day should be sent home as soon as possible and should <u>arrange to have a test</u> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 08 | Remote/distance learning contingency arrangements for all pupils should be maintained in line with any local Covid-19 outbreak. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |

Our School

| Asymptomatic Testing | | | | | |
|----------------------|--|-------------------------------------|--------------------------|--------------------------|--|
| Ref | Control Measure | Y | No | N/A | Actions Taken |
| 09 | <p>Rapid testing using Lateral Flow Devices (LFD)s will support the return to education in September by helping to identify people who are asymptomatic;</p> <ul style="list-style-type: none"> Secondary school pupils should complete 2 onsite tests, on return to school, before moving to regular twice weekly tests at home. Secondary school staff should complete regular twice weekly tests at home. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <p>Secondary schools have a Lateral Flow Device Testing risk assessment in place for their on-site test centre.</p> <p>All schools have a Lateral Flow Testing risk assessment in place for the provision, supply and storage for home Lateral Flow Device Tests.</p> <p>Settings may commence testing from 3 working days before the start of term and can stagger return of pupils across the first week to manage this.</p> |

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

| | | | | | |
|--|---|--|--|--|---|
| | <ul style="list-style-type: none"> A small on-site LFD test centre should be maintained in secondary schools to allow for those unable to take LFD test at home on site. Primary school staff should complete twice weekly tests at home. | | | | <p>The need for regular asymptomatic testing will be reviewed at the end of September.</p> <p style="color: red;">The comments relating to secondary schools is not applicable to our school.</p> |
|--|---|--|--|--|---|

Physical / Social Distancing in the Building

| Ref | Control Measure | Yes | No | N/A | Actions Taken Details / Further Information |
|-----------|--|-------------------------------------|--------------------------|-------------------------------------|---|
| 10 | Although social distancing is no longer a legal requirement for staff and pupils. Head Teachers still have a legal duty to ensure the health and safety of their staff. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <p>When there is an increase in local Covid-19 cases, considerations should be given to ensuring social distancing amongst staff- e.g;</p> <ul style="list-style-type: none"> 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 |
| 11 | Staff that assist pupils with AGP (aerosol generating procedures) have appropriate AGP PPE. Any procedures are done in a separate, ventilated room where possible. (Refer to health colleagues if this is applicable). | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <p>Detailed work has been completed by health, and health & safety colleagues to ensure staff that assist pupils with AGP can do this in a covid secure way. Refer to Amie Stocks/ Julie Hicklin if applicable.</p> |

Infection Control, Cleaning and Hygiene Arrangements

| Ref | Control Measure | Yes | No | N/A | Actions Taken Details / Further Information |
|-----|-----------------|-----|----|-----|--|
|-----|-----------------|-----|----|-----|--|



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

| | | | | | |
|----|--|-------------------------------------|--------------------------|--------------------------|--|
| 12 | Staff and/or pupils who are experiencing coronavirus (COVID-19) symptoms , should not attend school/ setting. They should arrange to have a test . | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 13 | Staff who experience symptoms as above whilst at work should go home as soon as possible and should arrange to have a test . | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 14 | Pupils who experience COVID-19 symptoms should be collected from school/ setting as soon as possible. They should be kept 2m apart from all other pupils and staff whilst on site, where possible. If pupil needs direct personal care until they can return home, staff should wear gloves, an apron and a face mask. Eye protection should also be worn if deemed risk from coughing/spitting/ vomiting. Anyone who come into close contact with someone with COVID symptoms must wash their hands. They do not need to isolate or get a test unless they develop symptoms themselves. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 15 | Parents of pupils with COVID 19 symptoms should be instructed to get their child tested. Schools will have a small number of testing kits to be provided to parents where it is uncertain they will get a test for their child or may struggle to get a test. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 16 | Staff/ pupils who test positive for COVID 19 should self-isolate for 10 days. Close contacts should take a PCR test but do not need to isolate; they can continue to attend the school setting whilst they are waiting for their results (unless they develop symptoms). | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 17 | Provision of hand-washing / hand-hygiene facilities at entrances and throughout school/setting. (Regularly monitored & maintained). | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 18 | All staff and pupils are encouraged to regularly wash their hands with soap and water, especially upon arrival at school/setting, prior to eating, following break/lunch time | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |

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

| | | | | | |
|----|--|-------------------------------------|--------------------------|--------------------------|---|
| | and any other time deemed necessary (after coughs/sneezes). Small children and children with complex needs should continue to be helped to wash their hands properly. | | | | |
| 19 | Toilets and facilities will be cleaned regularly in line with the school's enhanced cleaning regime. Pupils will be encouraged to clean their hands thoroughly throughout the day | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 20 | All staff and pupils are encouraged to cough / sneeze into tissues and dispose of these in appropriate waste disposal bins. (Catch it, Kill it, Bin it) | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 21 | Additional lidded bins in-place. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 22 | All working areas within the building should be well-ventilated (Windows and Doors open) where safe and appropriate to do so. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <p>Good ventilation can be achieved by a variety of measures including:</p> <ul style="list-style-type: none"> 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 natural ventilation – opening windows (in cooler weather windows should be opened just enough to provide constant background ventilation and opened more fully during breaks to purge the air in the space). Opening internal doors can also assist with creating a throughput of air natural ventilation – if necessary external opening doors may also be used (as long as they are not fire doors and where safe to do so). <p>To balance the need for increased ventilation while maintaining a comfortable temperature, consider:</p> |



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

| | | | | | |
|-----------|---|-------------------------------------|--------------------------|--------------------------|---|
| | | | | | <ul style="list-style-type: none"> opening high level windows in colder weather in preference to low level to reduce draughts increasing the ventilation while spaces are unoccupied (for example, between classes, during break and lunch, when a room is unused) providing flexibility to allow additional, suitable indoor clothing <p>Heating should be used as necessary to ensure comfort levels are maintained particularly in occupied spaces.</p> |
| 22 | <p>A regular cleaning schedule should be maintained. This should include twice daily cleaning (using detergent and hot water followed by a chlorine based disinfectant solution) of all areas and equipment, with a particular focus on frequently touched surfaces:</p> <ul style="list-style-type: none"> Toilets Door Handles/ Access Buttons Kitchen areas and associated equipment Water dispensers/ coolers Printers/ Photocopiers White Boards Play Equipment Shared resources | | | | |
| 23 | <p>Staff and pupils are provided with instructions on how to achieve effective hand-washing; for example in the form of posters, written guidance and videos clips etc.</p> <p>Increased frequency of toilet inspections and checks to ensure sufficient supplies of liquid soap are maintained.</p> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <p>Hand-Washing Guidance</p> <p>Hand-Washing Video</p> |
| 24 | <p>Suppliers and Contractors advised if attending premises of infection control arrangements, no-access areas and expectations around personal hygiene.</p> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |



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

| Response to an Infection | | | | | |
|--------------------------|--|-------------------------------------|--------------------------|--------------------------|--|
| Ref | Control Measure | Yes | No | N/A | Actions Taken Details / Further Information |
| 25 | <p>Sufficient understanding and processes are in place to respond to a confirmed case of COVID 19 in school:</p> <ul style="list-style-type: none"> - Those with symptoms book a test - Contact Public Health when become aware of a confirmed case (Public Health will also contact schools when they become aware of a confirmed case). - Complete On-Line MTAT form. - Public Health/ MTAT will then work with school to determine actions to be taken. - Outbreak management plan is implemented if requested in response to request from local Director of Public Health, Test and Trace or Public Health. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | See Outbreak Management Plan Below |
| 26 | <p>If an outbreak, school's Covid-19 outbreak management plan is implemented. Remote/distance learning contingency arrangements for all pupils should be maintained in case of school/ year group closure during any local COVID 19 outbreak.</p> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | See Outbreak Management Plan Below |

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

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



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

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

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

Health.and.safety@manchester.gov.uk

| | | | |
|--|---|-------------------------|------------|
| Approved by (Head of School/ Executive Headteacher) | L.Croke (Head of School) S.Spiteri (Executive Headteacher) | Date of Approval | 07/09/2021 |
|--|---|-------------------------|------------|