



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

School/ Setting	St Margaret Mary's RC Primary School	Date of Assessment	31/08/2021
Assessment Completed By	Matt Sutton		

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"/>	<p><i>All staff to be clear and reminded upon procedures for dealing with COVID-19 Symptoms & accessibility to testing etc...</i></p> <p><i>All staff reminded and updated of this through INSET/Updated RA</i></p> <p>'Confidential Information to be kept by HT</p> <p>Staff, pupils and families to be reminded of updated Gov.UK/DfE Self-Isolation/Contact Guidance as of August 2021 E.g. Double vaccinated, Under 18, Over 5 rules</p>
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"/>	<p><i>All staff to be clear upon procedures for dealing with COVID-19 Positive test. Upon doing so they immediately inform HT/DHT/Line Manager</i></p> <p><i>Staff updated of this through INSET/Updated Risk Assessment</i></p> <p>'Confidential Information to be kept by HT</p>



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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"/>	<p>Illness procedures for staff to be regularly updated, in-line with COVID-19 procedures. Any member of staff with suspected symptoms to be sent home as soon as possible, via HT/DHT, & arrange for PCR COVID test to be completed [see guidance].</p> <p>Staff have received training in-line with guidance from DfE/PHE/MCC.</p> <p>All staff fully aware of and understand their own responsibility to report their symptoms. HT/DHT/Admin Team to have template letters ready to go out to relevant pupils & staff should this happen. Employee with symptoms keeps HT/DHT informed with any updates following their test, alongside regular welfare calls that are made.</p> <p>Staff, pupils and families regularly reminded of updated guidance re: self-isolation and close contacts. That anyone with symptoms are urged to immediately take a PCR test and members of the household are as well.</p> <p>Staff, pupils and families will be reminded that if they develop identified symptoms they are asked to arrange for a PCR test asap. Self-isolation rules to be followed dependent upon individual circumstances [See August 2021 Gov.UK/DfE Information]</p>
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"/>	<p>All staff individual risk assessments will be reviewed and updated regularly over the course of the year.</p> <p>See previous risk assessments for staff from March 2021 Risk Assessment. New starters will receive updated RAs in-line with their Induction.</p> <p>These will be kept updated & reviewed regularly, with staff well-being & health checks feeding into this, so that school has an up-to-date view of all health matters.</p> <p>HT has reviewed CEV staff upon further government announcements since August 2021.</p> <p>Re-confirmed that all CEV staff are no longer required to shield, but risk assessments completed will inform further support measures and guidance.</p>

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Our Pupils

Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
05	Any pupil or persons within their household has <u>coronavirus (COVID-19) symptoms</u> , should not attend school/ setting. They should <u>arrange to have a test</u> .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> - School continues to share the most up-to-date guidance with the school community, so that children and family members displaying any COVID-19 symptoms know how to deal with this appropriately. See letters from Manchester PHE/Test and Trace - Reminder to parents/staff that all cases relating to school should be communicated with school asap – See previous procedures. - NHS Test & Trace will now contact those who test positive to identify close contacts and course of action. Less close contacts are expected, due to August 2021 changes. - All First Aid treatment & diagnosis will be administered by the appropriately trained staff & in-line with current Gov.Uk guidance re: COVID-19 - Continue to follow Manchester NHS Test & Trace/PHE Guidance as per previous risk assessments to positive cases. - Pupils and parents updated with new guidance to reduce whole households having to self-isolate unnecessarily. -
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"/>	<ul style="list-style-type: none"> - School continues to communicate the most up-to-date guidance with the school community, so that children and family members who have COVID-19 know that they are not to attend school for 10 days from the onset of symptoms – See Test and Trace Contact. - Alternatively if tested positive but been asymptomatic they self-isolate for 10 days from the date of the test. - This will be communicated regularly via; letters, poster, websites - See changes from 16th August 2021



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07	Any pupil 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"/>	<ul style="list-style-type: none"> - All First Aiders to be clear & up-to-date re: COVID 19 symptoms. - Reminders provided for all staff. - Pupils who develop COVID-19 symptoms will be assessed & cared for within the medical room at the back of the hall as previous. - A member of the SLT will always be informed, with further support in assessment being sought if needed. - Child is supervised in a room on their own, with an adult & appropriate PPE used if needed. - Parents are contacted & arrangements for a test, for the child & family made in-line with current advice.
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"/>	<ul style="list-style-type: none"> • See School Remote Learning Policy January 2021/Updated March 2021. • Systems and protocols established during the last academic year to be followed.

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. • 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. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Completed Risk Assessment agreed and signed for by staff [Incl the provision, supply and storage for home Lateral Flow Device Tests for all staff].</p> <p>The need for regular asymptomatic testing will be reviewed at the end of September and school will await updated guidance for this.</p>



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	<ul style="list-style-type: none"> Primary school staff should complete twice weekly tests at home. 				
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 and guidance, considerations will be given to ensuring social distancing amongst staff. E.g; School will move to:</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 Look at reverting to bubbles following guidance from Public Health Manchester/LA etc..
11	Staff that assist pupils with AGP (aerosol generating procedures) have appropriate AGP PPE. Any procedures are done in a separate, ventilated room where possible. (Refer to health colleagues if this is applicable).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> 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.



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Infection Control, Cleaning and Hygiene Arrangements					
Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
12	Staff and/or pupils who are experiencing coronavirus (COVID-19) symptoms , should not attend school/ setting. They should arrange to have a test .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> - See most up-to-date government guidance following August 2021 announcements - Shared, understood & acted upon by all staff and parents - HT/SLT to coordinate this as & when needed, recording incidents appropriately.
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"/>	<ul style="list-style-type: none"> - See government guidance for staff experiencing symptoms & testing. - School to advise & arrange cover for where this is the case. - Completing appropriate follow-up & welfare procedures. - SLT to monitor all staff well-being & health, making swift decisions with staff, first aiders, as & when required
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"/>	<ul style="list-style-type: none"> - A dedicated space will be available for any pupils who experience COVID-19 symptoms can isolate in a well-ventilated room. - In doing so they will be kept apart from other pupils & staff, wherever possible, leaving through the hall door. - In the case of a pupil needing direct personal care the staff will wear the appropriate PPE to provide the correct level of care & attention.
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"/>	<ul style="list-style-type: none"> - See Updated Guidance from the Government and PHE Manchester [August 2021] that school will continue to follow and share with: - Staff/Children/Parents - Government guidance clearly communicated & understood by all parents. - School will support & guide parents where & when needed.



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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"/>	<ul style="list-style-type: none"> - All staff & parents to understand & follow current government guidance & advice
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"/>	<ul style="list-style-type: none"> - Upon entering the school all children will be directed to handwashing facilities located within the classroom/around the school & supervised appropriately. - These will be checked regularly at the start of, during & end of the day. - Appropriate cleaning resources will be in place at all times, with procedures established to ensure that stock-levels are maintained & re-ordered when needed.
18	All staff and pupils are encouraged to regularly wash their hands with soap and water, especially upon arrival at school/setting, prior to eating, following break/lunch time and any other time deemed necessary (after coughs/sneezes). Small children and children with complex needs should continue to be helped to wash their hands properly.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> - Pupils will be taught at age-appropriate level about the importance of good hygiene [See Govt posters/tissues available/pedal bins/hand sanitiser etc... advertised around the school] - Training & reminders for staff & pupils Hand-Washing Guidance Hand-Washing Video - Admin staff & site management staff will ensure appropriate hand-hygiene when receiving deliveries - On site cleaning & staff supervision of hand-washing will ensure that stock-levels are maintained & ordered appropriately. - A daily inventory will be kept by the Site Manager/Assistant Site Manager, in the form of a tick-sheet that monitors the supervision, cleaning & checking of all toilet areas & communal areas.
19	Toilets and facilities will be cleaned regularly in line with the school's enhanced cleaning regime.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> - Communal areas & high-contact areas will be cleaned throughout the day by school cleaning staff - [See additional measures for cleaning capacity & cleaning rota throughout the day]



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	Pupils will be encouraged to clean their hands thoroughly throughout the day				<ul style="list-style-type: none"> - Increased cleaning capacity budgeted for & used throughout the day. - School to continue to follow the protocols established during the last two months - Appropriate use of detergents COSH assessed to be continued
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"/>	<ul style="list-style-type: none"> - Pupils will be taught at age-appropriate level about the importance of good hygiene [See Govt posters/tissues available/pedal bins/hand sanitiser etc... advertised around the school] - Training & reminders for staff & pupils - Parents encouraged to support & remind pupils <p>Additional cleaning routines/controls & regular monitoring of this</p>
21	Additional lidded bins and increased emptying / replacement are provided / in-place.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> - All classroom & communal areas will have pedal bins in them to ensure effective hygiene controls. - These will be emptied & double-bagged as per guidance, regularly throughout the day.
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"/>	<ul style="list-style-type: none"> - All classroom & communal doors will be wedged-open to avoid contact with door-handles wherever possible. - Windows throughout the school will be open, wherever & whenever possible, to allow for appropriate ventilation. - Windows and doors will be opened to create increased ventilation when classrooms and communal spaces are not being used - Site Manager responsible for this prior to children and staff entering the buildings - On-site cleaner throughout the day, to be responsible for ensuring appropriate ventilation of areas is maintained. - All teaching staff to be responsible for ensuring classroom windows are open appropriately - All staff responsible for ensuring staffroom windows are kept open, to maintain ventilation. - School awaiting further guidance re: CO2 Monitors and ventilation monitoring for Autumn 2021



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					<p>To balance the need for increased ventilation while maintaining a comfortable temperature, school will:</p> <ul style="list-style-type: none"> • open high level windows in colder weather in preference to low level to reduce draughts • increase the ventilation while spaces are unoccupied (for example, between classes, during break and lunch, when a room is unused) • provide flexibility to allow additional, suitable indoor clothing if needed <p>Heating will be maintained 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 				<ul style="list-style-type: none"> - Communal areas & high-contact areas will be cleaned throughout the day by school cleaning staff as previously between Site Manager & Assistant Site Manager - [See additional measures for cleaning capacity & cleaning rota throughout the day] - Increased cleaning capacity budgeted for & used throughout the day. - School to continue to follow the protocols established during the last two months <p>Appropriate use of detergents COSHH assessed to be continued</p>
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> <p>In addition to updated resources and guidance received</p>



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24	Suppliers and Contractors advised if attending premises of infection control arrangements, no-access areas and expectations around personal hygiene.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Upon arrival all visitors will be provided with clear infection control guidance, asked to wear a mask, use hand sanitiser and socially distance
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"/>	<ul style="list-style-type: none"> - School will continue to follow processes for managing and reporting COVID-19 cases amongst all pupils and staff, following the updated Test and Trace Responsibilities August 2021 - <p>See Outbreak Management Plan Below</p>
26	If an outbreak, school's Covid-19 outbreak management plan is implemented. Remote/distance learning contingency arrangements for all pupils should be maintained in case of school/ year group closure during any local COVID 19 outbreak.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>See Outbreak Management Plan Below and Procedures in place from Previous Risk Assessments.</p> <p>This includes the support for all pupils who:</p> <ul style="list-style-type: none"> - SEND Needs - Vulnerable - Child Protection/LaC

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Outbreak Management Plan					
<p>Outbreak Management Plan (OMP) outlines how the school would operate if additional measures are recommended for your setting or the local area. The Director of Public Health, Public Health England Health Protection Teams or the Local Authority could recommend certain measures are re-introduced. This may happen to help manage outbreaks in schools, or if there is an “extremely high prevalence” of Covid-19 in the community and other measures have failed to reduce transmission, or as part of a package of measures “responding to a variant of concern”.</p> <p>N.B- THE FOLLOWING 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>	X			<ul style="list-style-type: none"> Ensure remote learning platform remains with subscription to this updated and all pupil information configured. Provision in place for key worker children attendance as and when needed (as per national lockdowns). Remote learning is already well-established & set up for all pupils across the school. See Remote Learning Policy & existing procedures from autumn and spring. Loaning of devices/wi-fi to take place as per academic year 2020-2021 and January-March Lockdown. All attendance decisions to be informed by DfE Guidance, Test and Trace, and PHE Manchester advice
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.	X			<ul style="list-style-type: none"> Increased use of home testing for staff is to be implemented, following the guidance/ communication from Department of Health and Social Care and Public Health Manchester. [To be monitored and added to the current procedures in place]
03	Temporary re-introduction of year/class bubbles, for a temporary period to reduce mixing between groups.	X			<ul style="list-style-type: none"> Year/ class group bubbles will be implemented and reintroduced, as per the last academic year as and when needed. This applies to classes, timetabling, break and lunch-times, movement around the school, staggered start

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					<p>and finish times, no hall-based assemblies, collective worship.</p> <p>See Below:</p> <ul style="list-style-type: none"> • Staggered entrance/ exit times (if possible) • Use of different entrances (if possible) • Staggered/ limited use of communal areas- hall/ dining room etc. - All decisions re: reintroduction of this to be made by HT alongside guidance and advice from Manchester LA/PHE/DHSC
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"> • Below reintroduced by HT as part of Risk Assessment and Outbreak Management Plan as and when required • Face coverings worn by staff and visitors, in communal areas unless they are exempt. • Face coverings not worn by pupils unless change in primary school guidance/recommendation.
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. • All staff ready to move to on-line learning for pupils as and when required and needed
06	Temporary limit to certain school activities; - residential educational visits - open days - transition and taster days - parental attendance in settings - performances in settings	X			<ul style="list-style-type: none"> • This will be monitored over the course of each term, to ensure that the school is able to operate safely given levels of infection within the local, regional community. • As and when required the school will operate virtual events to support this.

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

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Health.and.safety@manchester.gov.uk

Approved by (Head Teacher/ Chair of Governors)		Date of Approval	Click here to enter a date.
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N.B. Additional Information 2021-2022

There will be additional information added to this risk assessment as the summer and autumn term progresses. This will be in light of any additional changes or directives from the following:

- Department for Education
- Department for Public Health and Social Care
- Gov.UK
- Manchester Public Health England
- Manchester NHS Test and Trace
- Manchester LA

The risk assessment will remain updated and kept under review by the Head teacher, Governing Body and all of the school staff. Where significant changes are required these will be actioned following the direction of the above authorities. Changes made internally if processes need altering, due to operational changes in school. This will be monitored by the; Head teacher, Health and Safety Manager, SLT, Staff and Governing Body. This will be supported by the advice and guidance provided with regular weekly updates from Manchester Children's Services and Education Department.

The updates completed by Mr Sutton to ensure that all members of the school community are aware of their responsibilities