

<b>School/ Setting</b>	Altrincham Grammar School for Girls	<b>Date of Assessment</b>	January 2021
<b>Assessment Completed By</b>	Stephanie Gill (in liaison with other members of the senior management team)		

### 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

### Our Employees

Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
01	From 1 August 2020, people who have been shielding will no longer be required to abide to the strict shielding measures. All <a href="#">Clinically Extremely Vulnerable</a> employees, however, should take extra care in observing social distancing. Where providers apply the full measures in the guidance, the risks to all staff will be mitigated significantly, including those who are extremely clinically vulnerable and clinically vulnerable. We expect this will allow most staff to return to the workplace, although we advise those in the most at risk categories to take particular care as community transmission rates fall. <a href="https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-">https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-</a>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Lockdown from 5 Jan 21: CEV staff should not attend work and should work from home if possible. Any CEV staff to notify GIL immediately.

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	<a href="#">from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19</a>				
<b>02</b>	All employees who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Lockdown from 5 Jan 21: Only volunteers are working in school. Those who live with CEV or CV family members do not need to volunteer to be in school. Staff should work from home if possible.
<b>03</b>	<p>All <a href="#">Clinically Vulnerable</a> employees are required to take extra care in observing social distancing and should work from home where possible. Where providers apply the full measures in the guidance, the risks to all staff will be mitigated significantly, including those who are extremely clinically vulnerable and clinically vulnerable. We expect this will allow most staff to return to the workplace, although we advise those in the most at risk categories to take particular care as community transmission rates fall.</p> <p>As a general principle, pregnant women are in the 'clinically vulnerable' category and are advised to follow the relevant guidance.</p> <p><a href="https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing-after-4-july#clinically-vulnerable-people">https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing-after-4-july#clinically-vulnerable-people</a></p> <p>If people with significant risk factors are concerned, we recommend settings discuss their concerns and explain the measures the school is putting in place to reduce risks. Education leaders should try as far as practically possible to accommodate additional measures where appropriate.</p> <p>People who live with those who have comparatively increased risk from coronavirus (COVID-19) can attend the workplace</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Lockdown from 5 Jan 21: Only volunteers are working in school. Those who are CV or who are pregnant do not need to volunteer to be in school. Staff should work from home if possible.</p> <p>When planning re-opening, the school will follow the guidance published here:  <a href="https://www.gov.uk/government/publications/coronavirus-covid-19-advice-for-pregnant-employees/coronavirus-covid-19-advice-for-pregnant-employees">https://www.gov.uk/government/publications/coronavirus-covid-19-advice-for-pregnant-employees/coronavirus-covid-19-advice-for-pregnant-employees</a></p>
<b>04</b>	There is evidence from Public Health England that individuals from BAME backgrounds are more likely to get ill with COVID-19 and that may lead to poor outcomes. The evidence suggests that the risk is greater for individuals				Lockdown from 5 Jan 21: Only volunteers are working in school. Those who are at an increased risk do not need to volunteer to be in school. Staff should work from home if possible.

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	from a BAME background who are either over 55 or under 55 but with an underlying health condition. Managers should undertake a risk assessment for individuals that meet these criteria. For other staff from a BAME background, the risk assessment is optional if they would like one to be undertaken.				
<b>05</b>	<p>Ensure that students, staff and other adults do not come into the setting if they have coronavirus (COVID-19) symptoms, or have tested positive in the last 7 days, and ensure anyone developing those symptoms during the day is sent home. These are essential actions to reduce the risk in settings and further drive down transmission of coronavirus (COVID-19). All settings must follow this process and ensure all staff are aware of it.</p> <p>If anyone in the setting becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home. They must be advised to follow 'Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection', which sets out that they must self-isolate for at least 10 days and should arrange to have a test to see if they have coronavirus (COVID-19). Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Students, staff and parents have been given this advice, both in writing and, in the case of staff and students, in person. Messages will be repeated consistently.</p> <p>If staff or students have, or feel that they have, symptoms of coronavirus, they must apply for a test through the NHS to check if they have the virus. This is called a PCR test. The most up-to-date information available can be found on the link below:  <a href="https://www.gov.uk/get-coronavirus-test">https://www.gov.uk/get-coronavirus-test</a></p> <p>The school will follow Trafford Public Health Subsidiary Guidance regarding cases or suspected cases of coronavirus.</p>
<b>06</b>	We 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"/>	<p>Line managers will regularly check in with anyone who is working from home.</p> <p>Staff will continue to be reminded of support services to which they have access, including supervision and counselling.</p>
<b>07</b>	We 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"/>	<p>At present we do not have any staff who require additional aids and adaptations, however, if the need arises, we ensure that:</p> <ul style="list-style-type: none"> <li>All staff are fully aware of their work schedule if working from home</li> <li>All staff working from home requiring to use a computer, and who do not have one will be given the</li> </ul>

					<p>use of a school laptop and internet access will be additionally provided</p> <ul style="list-style-type: none"> <li>If any additional aids and adaptations are required for the home worker, then the school will do all it can to provide these within a home working environment. In the event that such modifications cannot be made in a reasonable time due to availability, etc., then an assessment of tasks will be carried out by the employee's line manager or the Principal in conjunction with the employee to ensure that safe working practices can be strictly adhered to.</li> </ul>
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### Our Pupils

Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
08	<p>From 1 August 2020, people who have been shielding will no longer be required to abide to the strict shielding measures. <a href="#">Clinically Extremely Vulnerable</a> pupils: Schools should note that:</p> <ul style="list-style-type: none"> <li>the small number of students who will remain on the shielded patient list can return to their setting, as can those who have family members who are shielding</li> <li>if rates of disease rise in local areas – children and young people (or family members) from that area, and that area only, will be advised to shield during the period where rates remain high and therefore they may be temporarily absent</li> <li>some pupils and students are no longer required to shield but those who generally remain under the care of a specialist health professional may need to discuss their care with their health professional before returning to school in September.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Lockdown from 5 Jan 21: Most students will access their education remotely, unless they are vulnerable or children of critical workers. Most children originally identified as CEV no longer need to follow original shielding advice. Those children whose doctors have confirmed they are still CEV are advised not to attend education whilst the national restrictions are in place. They should access their education remotely.</p> <p>Parents must notify school of any child who may be registered as clinically extremely vulnerable.</p> <p>It is the responsibility of parents and carers to inform school as soon as their child presents with covid-19 symptoms. They must self-isolate with the rest of their family and get a covid-19 test.</p>
09	<p>All pupils who live with a person who is Clinically Extremely Vulnerable should return to school. They should take extra care to adhere to social distancing measures.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Lockdown from 5 Jan 21: Most students will access their education remotely, unless they are vulnerable or children of critical workers. Parents of children who live with a person who</p>

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					is CEV may decide that the child should access their education remotely.
10	All <b>Clinically Vulnerable</b> pupils should follow medical advice for their individual circumstances. (NB if a child lives with a person who is Clinically Vulnerable they can attend their school/setting)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Lockdown from 5 Jan 21: Most students will access their education remotely, unless they are vulnerable or children of critical workers. Parents of children who are CV may decide that the child should access their education remotely.  Parents must notify school of any child who may be registered as clinically vulnerable.
11	A small number of pupils and students will still be unable to attend in line with public health advice because they are self-isolating and have had symptoms or a positive test result themselves; or because they are a close contact of someone who has coronavirus (COVID-19)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Parents will be regularly reminded of this requirement. All children who have covid-19 symptoms or persons within their household who do, will be asked to attend a testing centre immediately. The child must self-isolate will not be allowed to attend school until a) the test returns negative, or b) in the event of a positive test, they have fully recovered and completed the allotted period of self-isolation.
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 education is in place for all students. Those attending school because they are vulnerable or their parents are critical workers will access the same provision.
13	Government guidance has now stated that maintaining consistent groups remains important, but given the decrease in the prevalence of COVID19 and the resumption of the full range of curriculum subjects, schools may need to change the emphasis on bubbles within their system of controls and increase the size of these groups.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Students in school will form a new 'bubble'. They will be continue to be encouraged to follow social distancing and hygiene guidelines. Lists of attendees and seating plans will be recorded each day.

## Our School Site

Capacity & Access					
Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
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"/>	Students will enter the main school building via the covered walkway and follow the one way system to 12A/12B. Students arrive in a staggered way. No parents will come onto the school site with their child at the start and end of the day. S

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					<p>Students will follow the one-way system into, around and out of buildings. The only exception is when accessing the toilets on the landing above reception. One-way systems will be clearly marked.</p> <p>Students arriving by public transport or school buses, who are required to wear face coverings, should remove them and either dispose of them in a lidded bin, or place re-usable face coverings in a plastic bag to take home with them. They must be washed before being reused.</p>
15	Increased number of Entrance and Exit Points to the Building (external class room doors should be used where possible).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	n/a for small numbers in school
16	Develop, share and display drop off/ collection protocols e.g. one way system and one parent/carer only to drop off/ collect child.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Signage for the one-way system is on display around the school. Parents dropping off students will not be allowed on the school site.
17	<p>Restrictions on access to school/setting by third parties (parents, members of the public, visitors etc). Supply teachers, peripatetic teachers and/or temporary staff can move between schools. They should ensure they minimise contact and maintain as much distance as possible from other staff.</p> <p>Specialists, therapists, clinicians and other support staff for pupils with SEND should provide interventions as usual.</p> <p>Schools should consider how to manage other visitors to the site, such as contractors and ensure site guidance on physical distancing and hygiene is explained to visitors on or before arrival.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>No visitors are allowed on site. Parents/carers will only be allowed on site to collect a student in the case of injury or illness. If parents need to communicate with the school, they will be asked to please email.</p> <p>For outside agency workers such as counsellors, educational psychologists, most work with students will move online. In the case of some individuals, face-to-face work may be deemed necessary. This will be reviewed on a case-by-case basis. Professionals will only work on site where a risk assessment has been carried out and the work is in line with their service protocols.</p> <p>Signs on the main entrance will also be a reminder that there are no visitors allowed on the site without permission, beyond deliveries to reception. The Premises and Facilities Manager team will communicate this with any contractors including the grounds staff. To enable safety checks and essential maintenance, contractors will be managed on site by the site team ensuring social distancing. When it is possible this will take place before or after the school day.</p>
18	Stagger drop off and collection times, lunch and break times for each cohort/group.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	n/a for small numbers in school

					Students will be able to use the outdoor spaces at rec and lunch. They will eat in the dining room. During lockdown, lunchtime will be 12.25-1.30 pm for Year 7, in line with that of other students.
<b>Physical / Social Distancing in the Building</b>					
<b>Ref</b>	<b>Control Measure</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Actions Taken Details / Further Information</b>
19	Settings should make small adaptations to the classroom to support distancing where possible. That should include seating pupils side by side and facing forwards, rather than face to face or side on, where possible, and might include moving unnecessary furniture out of classrooms to make more space.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Use will be made of 12A & 12B, with students spread out across the two rooms. They will be seated more than two metres from the teacher desk at all times.
20	Social distancing message is re-enforced to pupils at regular intervals.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Signage will be on display to remind all students about social distancing. These messages will be reinforced regularly by staff. Official government guidance recognises that strict social distancing will not be possible in schools. Therefore, we will work through a “hierarchy of measures”, that are: •avoiding contact with anyone with symptoms •frequent hand cleaning and good respiratory hygiene practices •enhanced cleaning of settings and frequently touched surfaces •minimising contact and mixing This ensures that the “risk of transmission will be lowered”, as stated by Public Health England. The guidance adds that “brief, transitory contact, such as passing in a corridor, is low risk”. We will nevertheless maintain a one-way system within school buildings. Face coverings will be worn in corridors.
21	Outside space is used wherever possible for learning. Settings have the flexibility to decide how physical education, sport and physical activity will be provided whilst following the measures in their system of controls. Pupils should be kept in consistent groups, sports equipment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Students will work consistently at designated work stations. These will be for their exclusive use during the school day and will be thoroughly cleaned before the next day. Students will be reminded that there should be no physical contact with their peers.

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	thoroughly cleaned between each use by different individual groups, and contact sports avoided. Outdoor sports should be prioritised where possible, and large indoor spaces used where it is not, maximising distancing between pupils and paying scrupulous attention to cleaning and hygiene				
22	Reduced movement around school- ensure group/ cohort move around school together and limit contact with other groups/ cohorts within the school/ setting.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Students will work in 12A/12B during each period. They will be able to leave the room for a break at rec and lunchtime. Face coverings will be worn in corridors.
23	Communal spaces:  Groups should be kept apart, meaning that settings should avoid large gatherings such as assemblies or collective worship with more than one group.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	n/a for small numbers in school Finger print machines at the tills in the dining room will be wiped after each use with an alcohol wipe.
24	Stagger the use and limit the occupancy of staff room and offices by employees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Staff should work from home wherever possible unless they are in school supervising students. In some cases, staff may need to work from school in order to carry out their role effectively or to support their mental health and wellbeing. The Principal should be notified of such situations. The use of the staff room, offices and departmental bases should be minimised. Teachers should teach from an empty classroom wherever possible. Detailed information has been provided to staff about the maximum occupancy of these rooms. Staff should continue to practice 2 m social distancing. The sixth form building will be shut during lockdown.
25	Kitchen staff to maintain social distancing of 2 metres in the kitchen where possible.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Sodexo will be responsible for implementing control measures in the kitchen, for the safety of their staff. Lunch will be provided for staff who are working in school. It should be ordered from Stella before 11 am. Staff should ensure they maintain social distancing when collecting and eating their lunch.
26	Use of Small Meeting Rooms and Confined Areas by more than one person prohibited.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Use of lifts should be limited to those members of staff with impaired movement and those needing to move equipment. Staff will be asked to inform the Principal if they need to use the lift. Only one person may use a lift at any one time. Hand sanitiser will be placed in all lifts.

27	<p>Non-essential repair / contracted works in buildings to be carried outside school hours.                  Ensure site guidance on physical distancing and hygiene is explained to visitors.                  Maintain a record of all visitors even when outside of school hours</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>To enable safety checks and essential maintenance, contractors will be managed on site by the site team, ensuring social distancing. When it is possible, this will take place before or after the school day.                  Visitors to the school will be restricted. All visitors will sign into school. They will receive information about social distancing and hygiene.</p>
<p><b>Additional information regarding safe use of space to detailed below.</b></p>					

**Infection Control, Cleaning and Hygiene Arrangements**

Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
28	<p>Staff and/or pupils who are experiencing symptoms associated with COVID-19 are instructed not to attend the school/ setting and to refer to <a href="#">current advice and guidance</a></p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Parents/carers will be regularly informed. Students will receive copies of these parental letters.                  All employees / students who have Covid-19 symptoms or persons within their household who do, will be asked to attend a testing centre immediately and will not be allowed to attend school until a) the test returns negative, or b) in the event of a positive test, they have fully recovered and completed the allotted period of self-isolation.                  Staff and parents must fully engage with the NHS Test and Trace process.                  All such incidents will be recorded and the employee's line manager will be in regular contact with the staff member. If an employee requires longer than the statutory length of self-certification, then they will be required to provide a doctor's note.                  Staff and parents/carers will be reminded of this requirement.</p>
29	<p>Staff who experience symptoms as above whilst at work should immediately go home and follow the guidance set out above.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Staff will be reminded of this requirement.</p>
30	<p>Pupils who experience COVID-19 symptoms should be collected from school/ setting as soon as possible. They</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Parents/carers will be informed that if any student displays symptoms of Covid-19 they will need to be collected from school as soon as possible.</p>

	<p>should be kept 2m apart from all other pupils and staff whilst on site.                  If pupil needs direct personal care until they can return home, staff should wear the appropriate PPE.</p>		<p>Students will be cared for by the first aider on duty, either outside school (in good weather) or in the designated room (the glass box at reception) until a parent/carer arrives. The room will be cleaned after the student has been collected. All soft furnishings have been removed, and the carpet has been covered. PPE will be provided for first aiders who need to treat pupils with relevant symptoms who are unwell. Training on the use of PPE will be provided.</p> <p><b>What happens if someone becomes unwell in our school?</b>                  If anyone in our school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they will be sent home and advised to follow the COVID-19: guidance for households with possible coronavirus infection guidance. If the child needs to go to the bathroom while waiting to be collected, they should use the accessible toilet at reception. This toilet will be cleaned and disinfected using standard cleaning products before being used by anyone else. PPE will be worn by the staff member caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs).                  In an emergency, 999 will be called if they are seriously ill or injured or their life is at risk. We will not visit the GP, pharmacy, urgent care centre or a hospital.                  If a member of staff has helped someone with symptoms, they will not need to go home unless they develop symptoms themselves (and in which case, a test is available) or the child subsequently tests positive.                  They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. Cleaning the affected area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people. See the COVID-19: cleaning of non-healthcare settings guidance.</p> <p><b>What happens if there is a confirmed case of coronavirus in a setting?</b></p>
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					When a child or staff member develops symptoms compatible with coronavirus, they will be sent home and advised to self-isolate for 10 days. Their fellow household members should self-isolate for 10 days. They will be told to get tested immediately and to inform school of the subsequent outcome. Where the child or staff member tests negative, they can return to school 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 school through the actions needed and will provide advice on who is required to be sent home.
31	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"/>	Students and staff have access to toilets across the school site where hands can be washed. Hand sanitiser will be provided at building entry points and exit points. Sinks have been installed outside the building in the centenary garden, by reception and by West Wing. Soap and disposable hand towels are provided.
32	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"/>	Posters will be on display around the school site to act as a reminder to all students. Students will be regularly reminded of this by staff. Parents/carers have received communication to reinforce these messages at home and asked to provide their child with tissues and hand sanitiser. Staff and students will be allowed to leave the classroom should they need to wash their hands during a lesson. Students will be reminded to wash their hands before and after lunch. The lunch break is sufficiently long to allow this. They will also be encouraged to practise good respiratory hygiene, involving washing hands after sneezes or coughs. Teachers are advised to wash their hands before and after handling any materials shared with students, in addition to washing on entry, prior to exit, after toileting, after sneezing or coughing, etc. The school will provide sufficient tissues in each classroom for use by staff and pupils.
33	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"/>	Toilets facilities will need to be shared by different year groups. Additional cleaning is in place to ensure toilets are cleaned regularly throughout the day. Additional outside sinks have been provided for hand washing.

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<p><b>34</b></p>	<p>Remove unnecessary items from class rooms and soft toys/ toys that are hard to clean. During the summer term, their use was minimised, many were moved out of classrooms, and there was significant extra cleaning. That position has now changed for the autumn term, because prevalence of coronavirus (COVID-19) has decreased and because they are so important for the delivery of education. For individual and very frequently used equipment, such as pencils and pens, it is recommended that staff and pupils have their own items that are not shared. Classroom based resources, such as books and games, can be used and shared within the bubble; games etc should be cleaned regularly, along with all frequently touched surfaces.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Unnecessary items have been placed out of use and preferably removed from 12A/12B. Students have access to a printer, from which they can collect their own printed materials.</p>
<p><b>35</b></p>	<p>Sharing of pencils/ pens and other items of stationery is avoided where possible. (Pupils have their own stationery in their own pencil case). For individual and very frequently used equipment, such as pencils and pens, it is recommended that staff and pupils have their own items that are not shared. Classroom based resources, such as books and games, can be used and shared within the bubble; these should be cleaned regularly, along with all frequently touched surfaces. Resources that are shared between classes or bubbles, such as sports, art and science equipment should be cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused for a period of 48 hours (72 hours for plastics) between use by different bubbles.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Parents/carers, students and staff have received information which instructs students not to share any stationery. Students are expected to come to school with the equipment they need. Staff will not provide students with any stationery items. It is still recommended that students limit the amount of equipment they bring into school each day, to essentials such as lunch boxes, coats, books, stationery and mobile phones. Bags are allowed. Alcohol wipes are available in 12A/12B to wipe down keyboards, mice and other equipment where it will be used by more than one member of staff on any one day. Students will work on a single machine throughout the day.</p>
<p><b>36</b></p>	<p>Equipment that may need to be shared (laminators, guillotines etc.) should be cleaned and sanitised before and after use. During the summer term, their use was minimised. That position has now changed for the autumn term, because prevalence of coronavirus (COVID-19) has decreased and because they are so important for the delivery of education. For individual and very frequently used equipment, such as pencils and pens, it is recommended that staff and pupils have their own items that are not shared. Classroom based</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Printers will be cleaned regularly. Daily cleaning of rooms will include cleaning of IT equipment. Alcohol wipes will be provided in rooms for additional security. Laminators and other machines (except the photocopier) in the resources room are not to be used by anyone except Val Brennan. Anyone who needs such work done during the school closure should speak to GIL. Staff may use the printers around the school site if necessary, but hands should be washed/sanitised before and after use. In the resources room, only the printer nearest the door into the main hall may be used by staff.</p>

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	resources, such as books and games, can be used and shared within the bubble; these should be cleaned regularly, along with all frequently touched surfaces				
37	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"/>	<p>Posters on display across the site, including in corridors, toilets and classrooms. Instructions will also be given to students at the beginning of the school year and the same instructions will be included in the information sent to parents/carers. Students or staff who cough/sneeze will then leave the room to wash their hands in the nearest toilet. Staff teaching in labs will ring reception for someone to come and stay with the class so they can wash their hands.</p> <p>Tissues are available in each room and all students have been encouraged to bring in tissues from home for their own personal use.</p>
38	Additional lidded bins and increased emptying / replacement are provided / in-place.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Additional lidded bins have been put in every classroom and the toilet areas around school. These will be regularly emptied, and the lids will be changed and cleaned daily</p>
39	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>The site team will ensure that an adequate amount of opening windows are serviceable. In addition, the site team will provide door stops for all classrooms and offices so that doors can remain open to increase ventilation and reduce the amount of contact on the door plates. Internal classroom doors should be propped open when a class is in the room, but closed when the room is empty. Advice from GM fire services is now to keep fire doors closed as the risk associated with fire is considered to be higher than the risk of transmission from touching door plates and handles.</p> <p>Stand-alone air-conditioning units may be used as normal. Centralised ventilation systems that remove and circulates air to different rooms use a fresh air supply.</p>

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<p><b>40</b></p>	<p>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:</p> <ul style="list-style-type: none"> <li>• Toilets</li> <li>• Door Handles/ Access Buttons</li> <li>• Kitchen areas and associated equipment</li> <li>• Water dispensers/ coolers</li> <li>• Printers/ Photocopiers</li> <li>• White Boards</li> <li>• Play Equipment</li> </ul> <p>Put in place a cleaning schedule that ensures cleaning is generally enhanced and includes</p> <ul style="list-style-type: none"> <li>•more frequent cleaning of rooms or shared areas that are used by different groups</li> <li>•frequently touched surfaces being cleaned more often than normal</li> </ul> <p>Different groups do not need to be allocated their own toilet blocks, but toilets will need to be cleaned regularly and pupils must be encouraged to clean their hands thoroughly after using the toilet</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Additional cleaners will be working throughout the day in the main school building. They will clean door handles/plates etc, code pads, stair rails, communal areas, toilets (including locks, flush handles, sanitary bins), printers, water dispensers. The cleaners will continually sweep the buildings cleaning these surfaces and toilet blocks regularly during the day. Students should use the toilets above reception, which will be cleaned regularly. Staff working in school should sign in by the door from the front lawn to the main hall. They should state which room(s) they are working in so that these can be cleaned after use.</p>
<p><b>41</b></p>	<p>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.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Staff will be instructed that if they bring in their own food this should be food which does not require heating or additional preparation in kitchen areas.</p>
<p><b>42</b></p>	<p>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.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Staff will be instructed that they cannot use kitchen areas for anything other than getting a hot drink. Staff to use their own mug. Any member of staff using a mug which will remain in school must ensure they wash it and put it away after use. Staff encouraged to bring their own drinks to limit the use of staff kitchens.</p>
<p><b>43</b></p>	<p>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.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Staff to store their belongings safely out of the way in staff offices or in their classrooms.</p>

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44	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"/>	<p><a href="#">Hand-Washing Guidance</a></p> <p><a href="#">Hand-Washing Video</a></p> <p><a href="#">Hand-Washing Poster</a></p> <p>Posters placed across the school site in toilets and by hand washing facilities. Hand-washing video to be shown to students in the assembly they will attend prior to coming into school. Poster will information about effective use of hand sanitiser to be displayed at hand sanitiser stations.</p>
45	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"/>	Poster with a reminder of this to be placed at reception. Hand sanitiser to be available at reception.
46	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"/>	Cleaners to check and clean toilets regularly during the day.
47	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"/>	Signs on the main entrance will also be a reminder that there are no visitors allowed on the site. Site manager team has also communicated this with any contractors including the grounds staff. To enable safety checks and essential maintenance, contractors will be managed on site by the site team, ensuring social distancing. When it is possible this will take place before or after the school day. They will receive information about social distancing and hygiene.
<p><b>Additional Infection Control, Cleaning and Hygiene Measures applied (Please detail below)</b></p> <p><b>Face Coverings</b></p> <p>The approach at AGGS will be reviewed carefully as guidance and public health advice changes. All staff and students are expected to wear a face covering in corridors, on stairs and when moving between lessons (including moving between the sixth form and main school). Everyone is expected to have their own alcohol-based hand sanitiser so that hands can be sanitised before and after touching/putting on/removing a face covering. When not in use face coverings must be placed in an individual sealable plastic bag.</p>					

Students will need to wear face coverings as they queue for lunch and keep them on in the dining room until they sit down to eat. Students will need to take hand sanitiser and their plastic bag into the dining room with them.

Teachers will need to help students to get into good habits regarding the use of face coverings. Students should be reminded to sanitise their hands and put them on before leaving a lesson. Students should be supervised removing them and then sanitising their hands when they arrive in a classroom. Some spare face coverings will be available from the senior tutor room if a student forgets theirs.

Lockdown from 5 Jan 21:

The above requirement to wear face coverings in communal spaces also applies to staff. This means wearing them in shared offices as well as around the school site. They can be removed for teaching. Exceptions to this are whilst actually eating/drinking or if the face covering is a barrier to effective communication eg when phoning parents. Wearing face coverings does not reduce the need for staff to keep 2 m apart from colleagues and students.

#### **Lateral Flow Testing**

LFT is being carried out on the school site for staff and students who are attending school regularly. The aim is to identify asymptomatic cases of covid-19, so that these cases are isolated and transmission is reduced. A separate risk assessment has been drawn up for this activity. Tests will be taken weekly by staff and students who have consented (or in the case of students in year 7 to 11, where their parents have consented.)

The efficacy of these tests is extremely high (there is a less than 0.5% chance of a false positive). However, the chances of a positive case being missed by a lateral flow test may be up to 50%. (The chances of testing positive increases for those who are most contagious.)

A negative test, therefore, does not indicate that the person tested is free of covid-19. Staff and students must continue to act, therefore, as if they may have or catch the virus. The social distancing and hygiene measures set out in this risk assessment must be followed, regardless of a negative LFT result.

If a member of staff tests positive on the lateral flow test, they will need to leave school immediately and self-isolate. If a student tests positive on the lateral flow test, their parents will be contacted immediately to collect their child. The student will wait outside (weather permitting) or in the isolation room until their parent arrives and takes them home to self-isolate. The person who has tested positive will need to take a confirmatory PCR test.

Contacts in school will be traced in accordance with our track and trace procedures and told to self-isolate. Given the lack of sensitivity of LFT in detecting positive cases, serial testing for contacts of a known case will not be carried out in school until further information and guidance is provided by public health services regarding the safety of this measure.

### Key Roles and Responsibilities

Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
48	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"/>	Premises staff on site at all times. A member of the leadership team and a first aider will be on site at all times.
49	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"/>	Leaders will liaise closely with Sodexo to ensure a sufficient number of cleaners are on site during the school day, to maintain cleanliness whilst staff and students are on site, and after school to ensure that the school is properly cleaned/consumables replenished ready for the following day.
50	Sufficient numbers of trained staff are in place to provide Emergency First Aid.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A first aider will be on site each day. They have received training in the safe use of PPE. Guidance notices for the use of PPE will be provided. Staff will be informed regarding first aid protocols. A first aid pack of face mask, gloves and hand sanitiser is available in 12A/12B in case of emergency.
51	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"/>	Safe evacuation will follow normal out of hours procedures in the event of an emergency. Staff will ensure safe evacuation (maintaining social distance as far as possible and certainly once buildings have been exited) and all will muster on the front lawn. Named fire marshals (members of the site team) will clear the buildings.
<b>Statutory Premises Compliance and Maintenance</b>					
Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
52	PPM (Planned Preventative Maintenance) work continues to be delivered for critical building systems (Life-Safety) including: <ul style="list-style-type: none"> <li>• Fire Alarm and Detection</li> <li>• Powered Doors / Gates</li> <li>• Legionella and Water Testing</li> <li>• Electrical Safety</li> <li>• Gas Safety</li> <li>• PAT Testing</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	To enable safety checks and essential maintenance, contractors will be managed on site by the site team, ensuring social distancing. When it is possible this will take place before or after the school day. They will receive information about social distancing and hygiene. All areas where a contractor has been working will be cleaned before normal occupation is resumed.

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	<ul style="list-style-type: none"> <li>Asbestos Management</li> <li>LEV</li> </ul>				
53	Defect Reporting arrangements are in place.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Staff to report concerns to Philip Lynch immediately by email, following our usual protocols.
	<b>Additional Statutory Compliance and Maintenance issues.</b>				

**Any Additional Information and Control Measures (Detail Below)**

Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
54	<p>Social distancing and hygiene in practical lessons which involve the use of equipment.</p> <p><b>Music</b> Schools should note that there may be an additional risk of infection in environments where you or others are singing, chanting, playing wind or brass instruments or shouting. This applies even if individuals are at a distance. Schools should consider how to reduce the risk, particularly when pupils are playing instruments or singing in small groups such as in music lessons by, for example, physical distancing and playing outside wherever possible, limiting group sizes to no more than 15, positioning pupils back-to-back or side-to-side, avoiding sharing of instruments, and ensuring good ventilation. Singing, wind and brass playing should not take place in larger groups such as school choirs</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Lockdown from 5 Jan 21: n/a

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	and ensembles, or school assemblies. Further more detailed DfE guidance will be published shortly.				
55	<p>Students' and staff's clothes to be washed at the end of each school day.</p> <p>Government guidance now says they would encourage all schools to return to their usual uniform policies in the autumn term. Uniform can play a valuable role in contributing to the ethos of a school and setting an appropriate tone.</p> <p>Uniforms do not need to be cleaned any more often than usual, nor do they need to be cleaned using methods which are different from normal.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Lockdown from 5 Jan 21: students and staff may attend the school site in casual, but appropriate, clothing.
56	<p>Transport to and from the school site. Use of public transport to be limited as far as possible. Those using public transport to follow government guidance, including on wearing a face covering. No car sharing amongst staff or students who do not live in the same household.</p>				<p>Parents/carers have been advised that students should not use public transport unless it is absolutely necessary and should not engage in car sharing outside their household.</p> <p>Parents/carers have been advised to follow government guidance, including on wearing a face covering on public transport.</p> <p>Parents/carers and students have been advised that face coverings must be carefully removed (following the guidance) and placed in a tied plastic bag, inside the school bag, for the duration of the day.</p> <p>Face coverings that have been worn on public transport into school must not be worn in school until they have been washed.</p> <p>Staff who have no choice but to travel by public transport have been given the same guidance.</p>
57	Trainee teachers				<p>Trainees should adopt the school's approach to remote education. This will be explained by subject mentors. Trainees have 'critical worker' status and therefore can continue to work on site if required. However, it is anticipated that trainees will generally work remotely, in line with most teachers.</p>

<p><b>Approved by (Head Teacher/ Chair of Governors)</b></p>	Stephanie Gill	<p><b>Date of Approval</b></p>	18/01/21
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<b>Date Provided to Unions and Staff</b>	18/01/21	<b>Date of Review</b>	
<b>Date shared with Parents/Carers</b>	19/01/20	<b>Date shared with LA</b>	
<b>Approved by CEO (on behalf of the Trust Board)</b>	John Stephens	<b>Date of Approval</b>	
<b>Updated</b>			