

Based on the Trafford model risk assessment

School/ Setting	Altrincham Grammar School for Girls	Date of Assessment	March 2021
Assessment Completed By	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	CEV staff are advised not to attend the workplace. Staff who are CEV will previously have received a letter from the NHS or their GP telling them this (no new letter is required), and there is guidance for everyone in this group. It provides advice on what additional measures individuals in this group can take. Current evidence shows that a range of factors mean that some people may be at comparatively increased risk from coronavirus (COVID-19). Those at particularly high risk from a range of underlying health conditions should now have been included in the CEV group and will receive a letter to confirm this.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The leadership team contacted all staff by phone prior to returning to school in September. Individual risk assessments took place for all those who identify themselves as being clinically extremely vulnerable. Individuals may request a review of these individual risk assessments at any time. We will try as far as practically possible to accommodate additional measures where appropriate. Any member of staff who is identified by their doctor as CEV should notify GIL as soon as possible. They will be supported to work from home.

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<p>02</p>	<p>Those living with someone who is CEV can still attend work where home-working is not possible and should ensure they maintain good prevention practice in the workplace and home settings.</p>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>The leadership team contacted all staff by phone prior to returning to school in September. Individual risk assessments took place for these staff if they had concerns. Individuals may request an individual risk assessment/review of their individual risk assessment at any time. We will try as far as practically possible to accommodate additional measures where appropriate.</p>
<p>03</p>	<p>CV staff can continue to attend school. While in school they must follow the system of controls to minimise the risks of transmission. Staff who live with those who are CV can attend the workplace but should ensure they maintain good prevention practice in the workplace and at home.</p> <p>As a general principle, pregnant women are in the 'clinically vulnerable' category and are advised to follow the relevant guidance.</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 can attend the workplace.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>The leadership team contacted all staff by phone prior to returning to school in September. Individual risk assessments took place for these staff if they had concerns. Individuals may request an individual risk assessment/review of their individual risk assessment at any time. We will try as far as practically possible to accommodate additional measures where appropriate.</p> <p>We will follow the up-to-date advice for employers regarding pregnant women. https://www.gov.uk/government/publications/coronavirus-covid-19-advice-for-pregnant-employees/coronavirus-covid-19-advice-for-pregnant-employees</p> <p>Pregnant staff should speak to GIL as soon as possible so that a risk assessment can be carried out. Information contained in the RCOG/RCM guidance on coronavirus (COVID-19) in pregnancy will be used as the basis for the covid risk assessment. It's main advice states: "Studies from the UK show that pregnant women are no more likely to get COVID-19 than other healthy adults. Roughly two-thirds of pregnant women with COVID-19 have no symptoms at all, and most pregnant women who do have symptoms only have mild cold or flu-like symptoms. However, a small number of pregnant women can become unwell with COVID-19. Pregnant women who catch COVID-19 may be at increased risk of becoming severely unwell compared to non-pregnant women, particularly in the third trimester. Pregnant women have been included in the list of people at moderate risk (clinically vulnerable) as a precaution.</p>

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					<p>Pregnant women should follow the latest government guidance on staying alert and safe (social distancing) and avoid anyone who has symptoms suggestive of COVID-19. If you are in your third trimester (more than 28 weeks' pregnant) you should be particularly attentive to social distancing."</p> <p>Pregnant women of any gestation will not be required to continue working if this is not supported by the risk assessment. Pregnant women are considered 'clinically vulnerable' or in some cases 'clinically extremely vulnerable' to coronavirus (COVID-19), and therefore require special consideration as contained in government guides for different industries.</p>
04	<p>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 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.</p> <p>Current evidence shows that a range of factors mean that some people may be at comparatively increased risk from coronavirus (COVID-19). Those at particularly high risk should now have been included in the CEV group and will receive a letter to confirm this.</p>				<p>The leadership team contacted all staff by phone prior to returning to school in September. Individual risk assessments took place for BAME staff who are either over 55 or under 55 but with an underlying health condition. If any other BAME staff had concerns an individual risk assessment also took place. Individuals may request an individual risk assessment/review of their individual risk assessment at any time. We will try as far as practically possible to accommodate additional measures where appropriate.</p>
05	<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 10 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>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Students, staff and parents were given this advice, both in writing and, in the case of staff and students, in person at the beginning of the year. Form tutors explained this to students at the beginning of September. Messages will continue to be repeated consistently.</p> <p>If staff or students have, or feel that they have, symptoms of coronavirus, they must self-isolate and apply for a test to check if they have the virus. (This is called an antigen test and must be booked through the NHS. It is different from the lateral flow tests provided in home testing kits, which are used for</p>

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	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 an NHS test to see if they have coronavirus (COVID-19). Other members of their household (including any siblings) should self-isolate for 10 days from when the symptomatic person first had symptoms.				asymptomatic people only.) The most up-to-date information available can be found on the link below: https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/ask-for-a-test-to-check-if-you-have-coronavirus/ The school will follow Trafford Public Health guidance regarding cases or suspected cases of coronavirus.
06	We regularly contact / keep in touch with colleagues who are self- isolating/ working from home and monitor / support both their physical and mental health and wellbeing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Line managers will regularly check in with anyone who is self-isolating or working from home. Staff will continue to be reminded of support services to which they have access, including supervision and counselling. Additional supervision was provided in September for anyone who requested support with returning to work.
07	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"/>	At present we do not have any staff who require additional aids and adaptations, however, if the need arises, we ensure that: <ul style="list-style-type: none"> • All staff are fully aware of their work schedule if working from home • All staff working from home requiring to use a computer, and who do not have one will be given the use of a school laptop and internet access will be additionally provided • 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.

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Our Pupils

Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
08	<p>We know from growing evidence that many children identified at the start of the pandemic as clinically extremely vulnerable (CEV) are not at increased risk of serious outcomes from coronavirus (COVID-19) and children are gradually being removed from the shielding patient list (SPL) as appropriate, following review with a clinician. The advice for pupils who have been confirmed as clinically extremely vulnerable is to shield and stay at home as much as possible until further notice. They are advised not to attend school while shielding advice applies nationally. All 16 to 18 year olds with underlying health conditions which put them at higher risk of serious disease and mortality will be offered a vaccine in priority group 6 of the vaccination programme. At present, these children should continue to shield, and self-isolate if they have symptoms or are identified as a close contact of a positive case, even if they have been vaccinated.</p> <p>The school can request from parents a copy of the shielding letter sent to CEV children, to confirm that they are advised not to attend school or other educational settings whilst shielding guidance is in place.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Parents must notify school of any child who has been identified as clinically extremely vulnerable and is on the SPL. Remote learning and pastoral support will be put in place for those who cannot attend school due to medical advice.</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>Government advice states that students who have family members who are shielding should return to school. They should take extra care to adhere to hygiene and social distancing measures.</p>
10	<p>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)</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>It is the responsibility of parents and carers to inform school as soon as their child presents with COVID-19 symptoms. Parents will be regularly reminded of this requirement. If a parent reports a sickness the Pastoral Assistant will establish the symptoms and advise accordingly.</p> <p>All children who have COVID-19 symptoms or persons within their household who do, will be asked to attend a testing centre</p>

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					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.
11	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"/>	Where a student is unable to attend their setting because they are complying with clinical or public health advice, we will be able to immediately offer them access to remote education. Teachers will monitor engagement with this activity.
12	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 will be grouped by year, to enable access to the full range of curriculum subjects. Control measures will be put in place to reduce contacts between different groups, including separation of students at rec and lunchtime and in free periods (for sixth formers).

Our School Site

Capacity & Access					
Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
13	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"/>	Designated entrance and exit points are not appropriate for AGGS. However, there are already a large number of entry and exit points across the school sites and this will enable efficient access to school buildings and limit the number of students entering at any one time. No parents will come onto the school site with their child at the start and end of the day. Students have been given a designated place to wait if they arrive on site before 8.30 am. Years 10 and 11 are allowed into school from 8.20 am to reduce congestion at 8.30. Students must follow the one-way system into, around and out of buildings. One-way systems are clearly marked. Some transition between lessons takes place outside where the risk is much reduced. Teachers will ensure students follow the one-way system throughout the day. Students will be told that once in classrooms they are expected to sit down and stay in their

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					<p>seat. Students should not move around the classroom or touch any classroom resources/equipment without permission. 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>
14	<p>Increased number of Entrance and Exit Points to the Building (external class room doors should be used where possible).</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>The layout of the school facilitates a large number of entrance and exit points, including one-way entrances and exits. Additional exits from the maths block will be used, by opening the fire exits for pupils to exit the classrooms. Student entry to the sixth form will be amended, to facilitate a one-way system around the building.</p>
15	<p>Develop, share and display drop off/ collection protocols e.g. one way system and one parent/carer only to drop off/ collect child.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Signage for the one-way system is on display around the school. New one-way systems have been brought into operation and students have been informed of these. Parents dropping off students will not be allowed on the school site.</p>
16	<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>In the information sent to parents/carers they have been informed that there are no visitors allowed on site; there will be no parental meetings taking place (except in extraordinary circumstances). Parents/carers will only be allowed on site to collect a student in the case of injury or illness or if collecting a student (with prior notice) during the school day eg for a medical appointment/to self-isolate. If parents need to communicate with the school, they have been asked to please telephone or email.</p> <p>For outside agency workers such as counsellors, educational psychologists, we will communicate our strict procedures to any visiting agency staff member.</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 site team will communicate this with any contractors. To enable safety checks and essential maintenance, contractors will be managed on site by the site</p>

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					team ensuring social distancing. When it is possible this will take place before or after the school day.
17	Stagger drop off and collection times, lunch and break times for each cohort/group.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Staggered start and finish times are not possible given the large use of public transport and the need for staff to teach across different year groups. Parents/carers must avoid waiting at the school gates at the end of school. Students have been given designated areas to meet their friends, if they are travelling home together, to aid social distancing on Cavendish Road at the end of school.</p> <p>Each year group will have designated areas to go to before school, at rec and lunchtime and a rota will be in place for the use of the dining room. Additional pop-up food stations around the site will be available at rec. Lunchtime has been amended for Year 7, who go to lunch in the middle of period 3. A rota is in place for use of the dining room by other year groups. The sixth form must use the sixth form café and a rota is in place to separate Year 12 and Year 13. Cleaning takes place between year groups in the dining room and sixth form café.</p>
Physical / Social Distancing in the Building					
Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
18	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"/>	<p>Review of all classrooms has been part of the planning for opening. Wherever possible, seating has been rearranged so students sit side by side rather than face to face.</p> <p>Staff must maintain distance from students, staying at the front of the class. Staff should maintain a 2 metre distance from students as far as possible. Government guidance recognises that this is not always possible, but staff must do this when circumstances allow. In particular, staff must avoid close face to face contact and minimise time spent within 1 metre of anyone. A second adult (eg a trainee) can only remain in the room they are able to maintain a 2 metre distance from both the teacher and the students.</p> <p>All classrooms will continue to be reviewed in terms of the room set up to support staff to maintain distance from students as far as possible.</p>

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19	Social distancing message is re-enforced to pupils at regular intervals.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Signage is on display to remind all students about social distancing. These messages should be reinforced regularly by staff. Student information given by form tutors should emphasise this message. Parents/carers are also asked to brief their children.</p> <p>Students have been instructed on maintaining social distancing from students in other year groups and staff will be reminded about maintaining distance between each other regularly. 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:</p> <ul style="list-style-type: none"> •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 <p>This ensures that the “risk of transmission will be lowered”, as stated by Public Health England.</p> <p>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. The policy on the use of face coverings will be regularly reviewed as government and local/national public health guidance changes. (See 48 below.)</p>
20	<p>Outside space is used wherever possible for learning.</p> <p>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 thoroughly cleaned between each use by different individual groups, and contact sports avoided.</p> <p>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</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Students must keep within their year groups and where possible, outdoor sports activities will be prioritised over indoor. Where indoor facilities have to be used, social distancing will be adhered to as far as possible.</p> <p>Any equipment used will be thoroughly cleaned between each use by different year groups.</p> <p>No activities involving physical contact will take place.</p>
21	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"/>	Each school building has a one-way system in place. The school will do all it can to prevent students from different year groups coming into contact with each other. There will be

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					continued discussion, and on-going dynamic risk assessments to enable procedures to be created and followed. All staff will adhere to these procedures. Much of the movement between lessons is outside eg between the different buildings. Face coverings will be worn in corridors. The policy on the use of face coverings will be regularly reviewed as government and local/national public health guidance changes. (See 48 below.)
22	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"/>	Assemblies will be delivered remotely to students in their form rooms. Rotas are in place for the library, dining room and sixth form café to manage the separation of year groups. Cleaning will be undertaken in the dining room and sixth form café between different year groups. Students will be allocated areas to spend rec and lunchtime. Alcohol wipes will be available in classrooms and computer suites to wipe down keyboards and mice and other equipment between use by different year groups. Finger print machines at the tills in the dining room/sixth form café will be wiped after each use with an alcohol wipe. Contactless ways to pay will be available in the sixth form café and dining room.
23	Stagger the use and limit the occupancy of staff room and offices by employees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The use of the staff room, offices and departmental bases should be minimised. Detailed information has been provided to staff about the maximum occupancy of these rooms and how staff must use the offices to maintain social distancing. Staff are encouraged to order their printing from Val Brennan. However, 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. All other machines in the resources room will be for the exclusive use of Val Brennan.
24	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 and for the safety of their staff.
25	Use of Small Meeting Rooms and Confined Areas by more than one person prohibited.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Staff are asked not to use small meeting rooms during this period. There will be no parental meetings in school, except in

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					<p>exceptional circumstances (where GIL's office may be used to enable social distancing).</p> <p>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.</p> <p>At main school, the only meeting rooms available for our counselling services, EPSO team and school nurse will be the medical room, the meeting room (top floor west wing) and the seminar room. Staff will not be able to book these rooms for any other reasons. The rooms will be cleaned at the end of each day. The rooms will be set up to ensure that social distancing can be maintained. At the sixth form, services will be able to meet students in the wellbeing room.</p>
26	<p>Non-essential repair / contracted works in buildings to be carried outside school hours.</p> <p>Ensure site guidance on physical distancing and hygiene is explained to visitors.</p> <p>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.</p> <p>Visitors to the school will be restricted. All visitors will sign into school. They will receive information about social distancing and hygiene.</p>
27	<p>Additional information regarding safe use of space to detailed below.</p> <p>To ensure greater social distancing for sixth formers and due to the restricted space available in school for Year 13 when they are not in lessons, Year 13 are asked to only attend school at the times they have lessons. Students who do not have a lesson period 1 should not come into school until the beginning of their first lesson that day. They should also leave the site immediately after their last lesson of the day. They should not remain in school at lunchtime but leave at the end of period 3 if they do not have afternoon lessons. The exception to this is where a student is dependent on school buses to travel to school. Provision will continue to be made for students who need to attend all day due to their mode of travel. Provision will also continue to be made for students where they have study periods in between lessons.</p> <p>Year 13 students who have a lesson period 1 should attend form time in school as usual at 8.40 am. All other students are still expected to attend form time virtually; form tutors will call them via Teams. Students will be expected to be present, with web cameras on, to listen to notices and participate in form time activities. A register will be taken.</p> <p>Year 12, who have more space available to them in school during their free periods, should continue to attend as usual from 8.40 am. They should leave the site immediately, however, after their last lesson of the day. They should not remain in school at lunchtime but leave at the end of period 3 if they do not have afternoon lessons. Again, there is an exception for students who travel by school bus.</p>				

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	<p>Library Whilst mass testing takes place in school, the library will not be used by students at any time. A limited homework club will be offered to students in Years 7 and 8 in 12A and 12B.</p>
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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 current advice and guidance.</p> <p>Staff or pupils who live with someone who has covid-19 symptoms, or who has suspected covid-19 and has registered for a covid-19 PCR test, must self-isolate until they receive the results of that test.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Parents/carers have been informed. Students have received these parental letters and have also been informed in form time on their return to school.</p> <p>All employees / students who have COVID-19 symptoms must 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.</p> <p>Staff and parents must fully engage with the NHS Test and Trace process.</p> <p>All incidences for staff are 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 must provide a doctor's note.</p> <p>This information has been shared with staff and parents/carers so they are aware of these procedures.</p> <p>Please refer to sections 8 – 11 for further details.</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> <p>Please refer to sections 8 – 11 for further details.</p>
30	<p>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.</p> <p>If pupil needs direct personal care until they can return home, staff should wear the appropriate PPE.</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. Staff have been informed to send students to reception. Students will be cared for by the first aider on duty, either outside school (in good weather) or in the designated rooms (the glass box at reception or the medical room in the sixth form) 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 covered. PPE will be provided for first aiders who need to treat pupils with</p>

			<p>relevant symptoms who are unwell. Training on the use of PPE has been provided. Revised first aid protocols have been shared with staff. A copy has been placed in each classroom.</p> <p>What happens if someone becomes unwell in our school? 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>What happens if there is a confirmed case of coronavirus in a setting? 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 14 days. All staff and students who are attending school will have access to a test if they display symptoms of</p>
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					<p>coronavirus, and will be told to get tested immediately and to inform school of the subsequent outcome.</p> <p>Where the child or staff member tests negative, they can return to their setting if they no longer display COVID-19 related symptoms.</p> <p>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.</p>
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"/>	<p>Students and staff have access to toilets across the school site where hands can be washed. Hand sanitiser is provided at building entry points and exit points. Sinks have been installed outside the building in the centenary garden, outside Fairlie and outside the sixth form centre. Disposable hand towels are provided. Hand dryers have been taken out of action.</p>
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"/>	<p>Posters are on display around the school site to act as a reminder to all students. Students are 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.</p> <p>Staff and students are allowed to leave the classroom should they need to wash their hands during a lesson. Students should be reminded to wash their hands before and after lunch. The lunch break is sufficiently long to allow this. They should also be encouraged to practise good respiratory hygiene, involving washing hands after sneezes or coughs.</p> <p>Teachers should 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.</p> <p>The school has provided sufficient tissues in each classroom for use by staff and pupils.</p>
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"/>	<p>Toilets facilities are shared by different year groups. Additional cleaning has been put in place to ensure toilets are cleaned regularly throughout the day. Additional outside sinks have been provided for hand washing.</p>

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<p>34</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 has been placed out of use and preferably removed from classrooms. Items such as general stationery/text books/shared equipment and computers may only be used by students with the permission of the teacher.</p>
<p>35</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. Classroom based resources, such as books, can be used and shared within a year group. Where possible, such resources should be cleaned regularly. Resources that are shared between year groups, such as sports, art and science equipment should be cleaned frequently and meticulously and always between year groups, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different year groups. Heads of department should contact GIL if additional resources are needed to support such measures. 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. Students and teachers can take books and other shared resources home, although unnecessary sharing should be avoided, especially where this does not contribute to student education and development. Similar rules on hand cleaning, cleaning of the resources and rotation should apply to these resources. Alcohol-based cleaning materials are available in all classrooms to wipe down keyboards, mice and other</p>

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					equipment where it will be used by more than one member of staff or more than one year group in any one day.
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Ref	Control Measure	Yes	No	N/a	Actions Taken Details / Further Information
36	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 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	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Printers will be cleaned regularly. Daily cleaning of rooms will include cleaning of IT equipment. Alcohol-based cleaning materials are provided in rooms for additional security. Laminators and guillotines in resources room are not to be used by anyone except Val Brennan. There is a printing service for teachers which will limit the need for teachers to use printers/copiers themselves. However, staff may use the printers around the school site if necessary, but hands should be washed before and after use. In the resources room, only the printer nearest the door into the main hall may be used by staff. All other machines in the resources room will be for the exclusive use of Val Brennan.
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"/>	Posters are on display across the site, including in corridors, toilets and classrooms. Instructions have been given to students and the same instructions 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. Tissues are available in each room and all students have been encouraged to bring in tissues from home for their own personal use.
38	Additional lidded bins and increased emptying / replacement are provided / in-place.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Additional lidded bins have been put in every classroom and the toilet areas around school. These are regularly emptied, and the lids are changed and cleaned daily (discussed with Sodexo on 3 June).
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"/>	The site team ensures that an adequate amount of opening windows are serviceable. In addition, the site team has provided 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

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					<p>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. There is regular cleaning of touch points throughout the day.</p> <p>Stand-alone air-conditioning units may be used as normal.</p> <p>Centralised ventilation systems that remove and circulates air to different rooms use a fresh air supply.</p>
40	<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"> • Toilets • Door Handles/ Access Buttons • Kitchen areas and associated equipment • Water dispensers/ coolers • Printers/ Photocopiers • White Boards • Play Equipment <p>Put in place a cleaning schedule that ensures cleaning is generally enhanced and includes</p> <ul style="list-style-type: none"> •more frequent cleaning of rooms or shared areas that are used by different groups •frequently touched surfaces being cleaned more often than normal <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 (discussed with Sodexo on 3 June). They clean door handles/plates etc, code pads, stair rails, communal areas, toilets (including locks, flush handles, sanitary bins), printers, water dispensers. The cleaners continually sweep the buildings cleaning these surfaces and toilet blocks regularly during the day. Cleaners are present in the dining room and the sixth form cafe at lunchtime to clean between year groups.</p>
41	<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 have been 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>
42	<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 have been instructed that they cannot use kitchen areas for anything other than getting a hot drink. Staff must 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.</p>

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					Staff are encouraged to bring their own drinks to limit the use of staff kitchens.
43	Employees to store, where possible, coats, bags and non-work essential items in personal lockers. Where lockers are not provided, employees will not use shared coat racks / stands and will store coats on the back of their chairs and bags safely under their desks.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Staff should store their belongings safely out of the way in staff offices or in their classrooms.
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>Hand-Washing Guidance</p> <p>Hand-Washing Video</p> <p>Hand-Washing Poster</p> <p>Posters have been placed across the school site in toilets and by hand washing facilities. A hand-washing video was shown to students in the assembly they attended prior to coming into school. Posters providing information about effective use of hand sanitiser are 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"/>	Posters with a reminder of this are placed at reception. Hand sanitiser is 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 check and clean toilets regularly during the day. (Discussed with Sodexo on 3 June.)
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 are 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.
48	Additional Infection Control, Cleaning and Hygiene Measures applied (Please detail below)				

Face Coverings

The approach at AGGS will be reviewed carefully as guidance and public health advice changes.

Face coverings will be worn by students in all communal areas where social distancing is not possible. This means students must wear face coverings outside in the morning, at rec and at lunch inside or outside, including in form rooms and the main hall, unless actually eating/drinking.

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.

Students must wear face coverings as they queue for lunch and keep them on in the dining room until they sit down to eat (or arrive outside/in their form room). Students should take hand sanitiser and their plastic bag into the dining room with them. Students must wear a face covering when moving to and from lockers. Sixth form students must wear face coverings in all communal areas within the sixth form building, including in the sixth form café, common room, library, computer room etc, unless eating or drinking.

Teachers must help students to get back 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 are available from the senior tutor room if students forget theirs.

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 as long as staff maintain 2 m social distance. 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.

For the spring term:

Government guidance states that for a limited period (the remainder of the spring term) face coverings should also be worn in classrooms and other teaching spaces where social distancing cannot be maintained. Students will not have to wear a face covering if it would impact on the ability to take part in exercise or strenuous activity, for example in PE and dance lessons.

Members of staff members may remove their face coverings during lessons, as long as they remain 2 m from anyone else at all times when not wearing a face covering. (This would also apply to students if space in a classroom allowed students to be more than 2 m from one another.)

Key Roles and Responsibilities

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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 are on site at all times. Members of the leadership team and first aiders are 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"/>	There has been close liaison 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"/>	First aiders are on site each day. They have received training in the safe use of PPE. Guidance notices for the use of PPE are provided. Staff have been informed regarding first aid protocols. A first aid pack of face mask, gloves and hand sanitiser is available in all classrooms in case of emergency. First aiders are contacted via reception who implement the rota for first aiders on call. First aid training (including refreshers) will continue to ensure that enough trained staff are in place.
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 follows normal 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). Named fire marshals will clear the buildings.
Statutory Premises Compliance and Maintenance					
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"> • Fire Alarm and Detection • Powered Doors / Gates • Legionella and Water Testing • Electrical Safety • Gas Safety • PAT Testing • Asbestos Management • LEV 	<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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53	Defect Reporting arrangements are in place.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Staff must report concerns to Philip Lynch immediately by email, following our usual protocols.
	Additional Statutory Compliance and Maintenance issues.				

Any Additional Information and Control Measures (Detail Below)					
Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
54	Social distancing and hygiene in practical lessons which involve the use of equipment.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Teachers in practical lessons will manage the use of equipment. Social distancing will be implemented as far as possible.</p> <p>In science, food and D&T, CLEAPPS guidance will be followed. See section 35 above on the use of equipment.</p> <p>No activities involving physical contact will take place.</p> <p>Music</p> <p>Specific guidance for music will be followed closely. The latest guidance indicates that singing and playing of woodwind or brass is no longer limited to only 15 students. Consideration will be given to the positioning of students (back-to-back or side-to-side). Students will bring in their own instruments where possible. Sharing of instruments will be limited where possible, and the measures in place for the cleaning of equipment (section 35) will be followed.</p>

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<p>55</p>	<p>Students' and staff's clothes to be washed at the end of each school day. 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. 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"/>	<p>Students must wear their usual school uniform. Parents have been informed that 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. Staff must return to appropriate, smart clothing for work.</p>
<p>56</p>	<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. Parents/carers have been advised to follow government guidance, including on wearing a face covering on public transport. 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. Face coverings that have been worn on public transport into school must not be worn in school until they have been washed. Staff who have no choice but to travel by public transport should follow the same guidance.</p>
<p>57</p>	<p>Rapid testing using Lateral Flow Devices (LFD)s will support the return to face-to face education by helping to identify people who are infectious but do not have any coronavirus (COVID-19) symptoms. Following an initial test in school on return, students will have access to home testing. The lateral flow devices used have received regulatory approval from the MHRA for self-use. Home test kits will be available for all staff on return. Once pupils have been tested at school, they will be provided with home test kits for regular testing. Testing remains voluntary but strongly encouraged.</p>				<p>All students will be invited to complete an LFD test in school, before they return to school. Parents will be encouraged to consent to this testing. Those who complete the tests will then have access to twice-weekly home testing. Staff will also be encouraged to complete an LFD test before school returns on 8 March. Staff working in school during lockdown have been completing weekly or twice-weekly LFD tests since January. Home test kits will also be available for all staff on their return.</p>

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Approved by (Head Teacher/ Chair of Governors)	Stephanie Gill	Date of Approval	16/06/20
Date Provided to Unions and Staff	05/06/20 09/07/20 27/08/20 17/11/20 04/01/21	Date of Review	09/07/20 27/08/20 17/11/20 04/01/21 23/02/21
Date shared with Parents/Carers	09/06/20 17/07/20 27/08/20	Date shared with LA	10/06/20 17/07/20
Approved by CEO (on behalf of the Trust Board)	John Stephens	Date of Approval	10/06/20 18/08/20
Updated	17/06/20 09/07/20 16/07/20 26/07/20 08/09/20 17/11/20 04/01/21 23/02/21		