

COVID Risk Assessment

School	Altrincham Grammar School for Girls	Date of Assessment	August 2021
Assessment Completed By	Stephanie Gill		

Staying COVID Secure – Our Commitment

- ✓ We recognise the risk posed by Coronavirus (COVID-19) to our staff, students 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 students.
- ✓ We will share this Risk Assessment and its findings with staff and parents and consult on its contents.
- ✓ We will continue to comply with all relevant Health and Safety Legislation.

Employees

Ref	Control Measure	Yes	No	N/A	Additional Action Taken / Further Information
01	<p>All Clinically Extremely Vulnerable (CEV) should currently attend their place of work if they cannot work from home.</p> <p>An individual risk assessment will be done by the school for staff who are classed as CEV.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All staff individual risk assessments will be reviewed and updated regularly.

<p>02</p>	<p>All employees must not attend school if they have one or more Covid-19 symptoms (a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell), or they have had a positive test (LFD or PCR) or if told by Test and Trace to self-isolate. They must stay away from school for 10 days from the day after the start of their symptoms or their positive test date.</p> <p>If a staff member becomes symptomatic they should arrange to have a test as soon as possible and follow the 'Stay at Home Guidance'</p> <p>If a staff member develops symptoms of Covid-19 whilst at work, they must go home immediately and begin a 10-day isolation period.</p> <p>If the staff member tests negative, the staff member can return to work as soon as they are well and no longer have symptoms of coronavirus.</p> <p>Other members of their household (including any siblings) should self-isolate for 10 days from when the symptomatic person first had symptoms. If they then show symptoms themselves, they need to restart their 10-day isolation period and book a test.</p> <p>Staff should also isolate immediately if someone in their household/support bubble becomes</p>	<p><input checked="" type="checkbox"/></p>	<p><input type="checkbox"/></p>	<p><input type="checkbox"/></p>	<p>If you have, or feel that you have, symptoms of coronavirus, you must apply for a test to check if you have the virus.</p> <p>NHS Test and Trace: how it works - GOV.UK (www.gov.uk)</p> <p>Information on getting a test is available at: Coronavirus (COVID-19): getting tested - GOV.UK (www.gov.uk)</p> <p>Also refer to the additional Trafford Public Health Guidelines.</p>
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	<p>symptomatic. The symptomatic household member should be advised to book a test. If the test is negative the staff member can return to school, however, if the test is positive the staff member must continue and complete the 10-day isolation. If they then show symptoms themselves, they need to restart their 10-day isolation period and book a test.</p>				<p>Staff, students and families will be reminded that they should not attend school, even if they are feeling better, until they receive their test results.</p>
03	<p>The school will regularly keep in touch with colleagues who are self-isolating or working from home to monitor and support their Physical and Mental Health & Wellbeing</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
04	<p>The school will provide suitable information and equipment to work at home safely and effectively including and will provide additional aids and adaptations where required.</p> <p>All staff working from home will be given the use of a school laptop and internet access will be provided where necessary. Additional equipment such as laptop risers, separate mice and keyboards will be provided as required.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
05	<p>The school will hold an up-to-date list of anyone aged 18 yrs and 4 months who have been double vaccinated for business continuity reasons.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>List to be collated in September 2021.</p>
	<p>Additional Information:</p>				

Students

Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
06	<p>All Clinically Extremely Vulnerable students should attend school unless they are one of the very small number of children and young people under paediatric or other specialist care who have been advised by their GP or clinician not to attend.</p> <p>Parents must notify school of any child who may be registered as clinically extremely vulnerable.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
07	<p>All students who have symptoms or have persons within their household that have COVID 19 symptoms, must not attend school until they/their symptomatic household member can be tested. They are required to take a PCR test either visiting a test site or ordering one online. If test is negative, and they are well, the student can return to their school.</p> <p>If positive, they must follow the Stay at Home Guidance.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
08	<p>Where a student is unable to attend their school because they are complying with clinical or public health advice, access to remote education will be provided. The school will monitor engagement with this activity.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

09	<p>It is no longer recommended that it is necessary to keep children in consistent groups ('bubbles').</p> <p>The outbreak management plan will cover the possibility that in some local areas it may become necessary to reintroduce 'bubbles' for a temporary period, to reduce mixing between groups.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>One way systems will remain in place in main school and a modified one way system will be in place at the sixth form. Staff and students will enter the sixth form building by the front door and will exit via the back door by S2.</p>
10	<p>Rapid testing using Lateral Flow Devices (LFD)s will support the return to education in September by helping to identify people who are asymptomatic;</p> <ul style="list-style-type: none"> • Students should complete at least 1 onsite tests (2 in the case of Year 7), on return to school, before moving to regular twice-weekly tests at home. • Staff should complete regular twice-weekly tests at home. • 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>The school has a Lateral Flow Device Testing risk assessment in place for their on-site test centre.</p> <p>The school has a LFD Testing risk assessment in place for the provision, supply and storage for home Lateral Flow Device Tests.</p> <p>Testing will commence on 1 September for Year 12 and continue until 7 September. There will be a staggered return of students across the first week to manage this.</p> <p>The need for regular asymptomatic testing will be reviewed at the end of September.</p>

Social Distancing

Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
11	<p>Although social distancing is no longer a legal requirement for staff and students, Head</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>When there is an increase in local Covid-19 cases, considerations should be given to ensuring social distancing amongst staff- e.g;</p>

	<p>Teachers still have a legal duty to ensure the health and safety of their staff.</p>				<ul style="list-style-type: none"> • Staggering the use and limiting the occupancy of staff room and offices by employees and ensuring staff maintain social distancing. • Ensuring maximum occupancy of each room is calculated to ensure staff can maintain social distancing. • Car sharing should be avoided where possible.
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Infection Control, Cleaning and Hygiene Arrangements

Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
12	<p>Staff and students who are experiencing symptoms associated with COVID-19 are instructed not to attend the school.</p> <p>They will be required to take a PCR test either visiting a test site or ordering one online. If test is negative, and they are well, they can return to their school.</p> <p>If positive, they must follow the <u>Stay at Home Guidance</u>.</p> <p>Staff, students and parents must fully engage with the NHS Track and Trace process.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

<p>13</p>	<p>Staff who experience symptoms as above whilst at work to immediately go home and follow the <u>Stay at Home Guidance</u>.</p>	<p><input checked="" type="checkbox"/></p>	<p><input type="checkbox"/></p>	<p><input type="checkbox"/></p>	
<p>14</p>	<p>Students who experience COVID-19 symptoms should be collected from school/ setting as soon as possible. They should be kept 2m apart from all other students and staff whilst on site.</p> <p>Whilst awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age and needs of the student, with appropriate adult supervision if required. The room should be well ventilated by opening a window, if safe to do so. The glass box in reception and the medical room at the sixth form will continue to be used as isolation rooms.</p> <p>If a student needs direct personal care or the 2m distance cannot be maintained until they can return home, staff should wear the appropriate PPE.</p> <p>If the student needs to go to the bathroom while waiting to be collected, they should use the accessible toilet in reception. This toilet will be cleaned and disinfected using standard cleaning products before being used by anyone else.</p>	<p><input checked="" type="checkbox"/></p>	<p><input type="checkbox"/></p>	<p><input type="checkbox"/></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>

	<p>Once the student has been collected, the staff member should dispose of their PPE safely then wash their hands thoroughly for 20 seconds.</p> <p>The affected area will then be cleaned with normal household disinfectant to reduce the risk of passing the infection on to other people.</p> <p>The student will be required to take a PCR test either visiting a test site or ordering one online. If test is negative, and they are well, they can return to their school.</p> <p>Staff/ students who test positive for COVID 19 should self-isolate for 10 days. Close contacts who are under 18 years 4 months, or who have been double vaccinated should take a PCR test but do not need to isolate; they can continue to attend the school setting whilst they are waiting for their results (unless they develop symptoms). Adults who are not double-vaccinated will need to self-isolate in accordance with NHS guidance.</p>				
<p>15</p>	<p>Hand sanitisers will be available at all entrances to the school and will be regularly monitored and maintained.</p>	<p><input checked="" type="checkbox"/></p>	<p><input type="checkbox"/></p>	<p><input type="checkbox"/></p>	
<p>16</p>	<p>All staff and students will be encouraged to regularly wash their hands with soap and water, or to sanitise their hands, especially upon arrival at school, prior to eating, following breaks and</p>	<p><input checked="" type="checkbox"/></p>	<p><input type="checkbox"/></p>	<p><input type="checkbox"/></p>	

	<p>lunch time and any other time deemed necessary (for example, after coughing or sneezing).</p> <p>Students will be encouraged to wash or sanitise their hands when they move around the school. Students should provide their own hand-sanitiser in order to sanitise their hands on exiting or entering a classroom.</p> <p>In addition to the measures above, staff are also advised to wash their hands before and after handling any materials shared with students.</p>				
17	<p>All staff and students are encouraged to cough / sneeze into tissues and dispose of these in appropriate waste disposal bins. (Catch it, Kill it, Bin it).</p> <p>The school will provide sufficient tissues for use by staff and students. Staff within classrooms are responsible for ensuring that there are adequate supplies of tissues in their rooms.</p> <p>Additional lidded bins and increased emptying / replacement are provided / in-place.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
18	<p>Equipment that may need to be shared (keyboards, mice, specialist equipment) should be cleaned and sanitised before or after use.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Students should provide their own stationary and not share these resources.

	<p>Cleaning materials will be made available to allow cleaning of shared materials.</p>				
<p>19</p>	<p>All working areas within the building will be well-ventilated (windows and doors open) where safe and appropriate to do so and a comfortable teaching environment will be maintained by increasing the heating where necessary.</p> <p>Classroom windows should be open to allow natural ventilation (in cooler weather windows should be opened just enough to provide constant background ventilation and opened more fully during breaks to purge the air in the space) and if safe to do so, external opening doors may also be used.</p> <p>Standalone air-conditioning units may be used as normal. Centralised ventilations system that removes and circulates air to different rooms must have the recirculation turned off and must use a fresh air supply.</p> <p>Where it is difficult to maintain a comfortable temperature, the school will consider allowing students to wear additional items of clothing in addition to the school's uniform.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Good ventilation can be achieved by a variety of measures including:</p> <ul style="list-style-type: none"> mechanical ventilation systems – these should be adjusted to increase the ventilation rate wherever possible and checked to confirm that normal operation meets current guidance and that only fresh outside air is circulated. If possible, systems should be adjusted to full fresh air or, if not, then systems should be operated as normal as long as they are within a single room and supplemented by an outdoor air supply natural ventilation – opening windows (in cooler weather windows should be opened just enough to provide constant background ventilation and opened more fully during breaks to purge the air in the space). Opening internal doors can also assist with creating a throughput of air natural ventilation – if necessary external opening doors may also be used (as long as they are not fire doors and where safe to do so). <p>To balance the need for increased ventilation while maintaining a comfortable temperature, consider:</p> <ul style="list-style-type: none"> opening high level windows in colder weather in preference to low level to reduce draughts

					<ul style="list-style-type: none"> • increasing the ventilation while spaces are unoccupied (for example, between classes, during break and lunch, when a room is unused) • providing flexibility to allow additional, suitable indoor clothing <p>Heating should be used as necessary to ensure comfort levels are maintained particularly in occupied spaces.</p> <p>Poorly ventilated spaces should be identified and steps taken to improve fresh air flow in these areas, giving particular consideration when holding events where visitors such as parents are on site, for example school plays.</p>
<p>20</p>	<p>A regular cleaning schedule should be maintained. This should include daily cleaning of all areas and equipment, with a particular focus on frequently touched surfaces:</p> <ul style="list-style-type: none"> • Toilets • Door Handles/ Access Buttons • Kitchen areas and associated equipment • Printers/ Photocopiers • White Boards <p>Public Health (PH) have published <u>guidance</u> on cleaning.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

21	Staff and students are provided with instructions on how to achieve effective hand-washing; for example, in the form of posters, written guidance and videos clips etc.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>Hand-Washing Guidance</u> <u>Hand-Washing Video</u> <u>Hand-Washing Poster</u>
22	Suppliers and contractors who attend the school will be advised infection control arrangements, no-access areas and expectations around personal hygiene.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Response To An Infection

Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
23	Sufficient understanding and processes are in place to respond to a confirmed case of COVID 19 in school: <ul style="list-style-type: none"> - Those with symptoms book a test - Contact Outbreak Management and Contact Tracing Hub, (OMCTH) (covidtrace@trafford.gov.uk) when become aware of a confirmed case (OMCTH will also contact schools when they become aware of a confirmed case). - OMCTH will then work with school to determine actions to be taken. - Outbreak management plan is implemented if requested in response to 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	See Outbreak Management Plan Below

	request from local Director of Public Health, Test and Trace or OMCTH.				
24	If an outbreak occurs, the school's Covid-19 outbreak management plan will implemented, as recommended by Trafford Public Health. Remote/distance learning contingency arrangements for all students will be maintained in case of school/ year group closure during any local outbreak.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	See Outbreak Management Plan Below

Key Roles and Responsibilities

Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
25	Sufficient staffing and resources are in place to maintain the security of the building and its occupants, including relief staff when necessary.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
26	Sufficient staffing and resources are in place to maintain the cleanliness of the building and to carry out necessary inspections of consumables needed to maintain hygiene.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
27	Sufficient numbers of trained staff are in place to provide recommended First Aid provision.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
28	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"/>	

	New advice of fire doors and fire evacuation drills has been issued to schools: Revised Fire Guidance				
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Statutory Premises Compliance and Maintenance

Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
29	<p>PPM (Planned Preventative Maintenance) work will continue to be delivered for critical building systems (Life-Safety) including:</p> <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 <p>All PPM will be undertaken taking into account the schools social distancing and hygiene arrangements.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
30	Defect Reporting arrangements are in place and all staff are aware of the arrangements.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Outbreak Management

Outbreak Management Plan (OMP) outlines how the school would operate if additional measures are recommended for your setting or the local area. The Director of Public Health, Public Health England Health Protection Teams or the Local Authority could recommend certain measures are re-introduced. This may happen to help manage outbreaks in schools, or if there is an “extremely high prevalence” of Covid-19 in the community and other measures have failed to reduce transmission, or as part of a package of measures “responding to a variant of concern”.

N.B- THE FOLLOWING CONTROL MEASURES DO NOT NEED TO BE PUT INTO PLACE UNLESS RECOMMENDED BY THE DIRECTOR OF PUBLIC HEALTH, PHE HEALTH PROTECTION TEAMS OR THE LOCAL AUTHORITY.

Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
01	<p>If there is significant concern that existing or recently introduced measures in an area have failed to mitigate community transmission, or that a more robust response is required in an outbreak, or where there are cases identified as a Variant of Concern (VoC), it may be necessary to limit the number of children and young people in education or childcare settings through attendance restrictions.</p> <p>ATTENDANCE RESTRICTIONS SHOULD ONLY BE CONSIDERED AS A LAST RESORT FOLLOWING THE DFEs ‘CONTINGENCY FRAMEWORK’ AND, IN COLLABORATION WITH PUBLIC HEALTH AND THE LOCAL AUTHORITY.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Ensure remote learning platform remains. • Provision in place for key worker children attendance (as per national lockdowns).

Trafford Model Risk Assessment for the Re-Opening of Schools: July 2021

02	When a variant of COVID-19 is classed as a variant of concern (VoC), DHSC will increase targeted testing in that area to help suppress and control any possible new cases and better understand the new variants.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • For secondary schools onsite Asymptomatic Testing Sites (ATS) in place. • Increased use of home testing for staff.
03	Temporary re-introduction of year group bubbles, for a temporary period to reduce mixing between groups.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Year group bubbles implemented • Use of different outdoor areas • Staggered/ limited use of communal areas- hall/ dining room etc.
04	Temporary re-introduction of face coverings. In all cases any educational drawbacks in the recommended use of face coverings should be balanced with the benefits in managing transmission and should allow for reasonable exemptions for their use.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Face coverings worn by staff and visitors, in communal areas unless they are exempt. • Face coverings worn by students in communal areas/ all areas.
05	Temporary re-introduction of shielding in the event of a major outbreak or variant of concern that poses a significant risk to individuals on the shielded patient list. SHIELDING CAN ONLY BE RE-INTRODUCED BY NATIONAL GOVERNMENT.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Individual risk assessments regularly reviewed and specifically in line with any updated government guidance regarding VoCs. • Remote learning platform in place for children who are advised to shield.
06	Temporary limit to certain school activities; - residential educational visits - open days - transition and taster days - parental attendance in settings - performances in settings -sports days	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Risk assessments in place.

Any Additional Information and Control Measures (Detail Below)

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Approved by (Principal)	Stephanie Gill	Date of Approval	11/08/21
Date Provided to Unions	12/08/21	Date of Review	
Date shared with all staff	12/08/21		
Date shared with Parents/Carers		Date shared with LA	