

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

School/ Setting	Whalley Range 11-18 High School	Date of Assessment 4 th January update 11 th January update	11/01/2022
Assessment Completed By	J Fahey D Collier Reviewed 29/11/2021 in light of Government updates 28/11/2021, 2/1/2022 and 11/1/2022		

Staying COVID Secure – Our Commitment

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

Our Employees

Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
01	Any employee or persons within their household that has coronavirus (COVID-19) symptoms , should not attend school/ setting. They should arrange to have a test .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Staff informed that they should not attend school if they have Covid 19 symptoms and must book and take a PCR test and not attend school until the results of the test are received, even if they are feeling better. Information shared by email, at the first day's INSET to staff (September 2021) and in the Staff Handbook (September 2021) Reminders given to staff on 4/1/2022
02	Any employee who has tested positive for COVID 19 in the past 10 days should not attend school/ setting. LFD tests to be taken Day 6 and Day 7. If both negative then return to work on Day 7	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Staff informed that they should not attend school if they have tested positive for Covid 19 in the past 10 days. Information shared by email, at the first day's INSET to staff (September 2021) and in the Staff Handbook (September 2021)



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					Reminders given to staff on 4/1/2022 with updated information regarding LFD testing on Days 6 and 7. If two negative LFD then return to work. If the positive test was from an LFD test then do not take a confirmatory PCR. Undertake LFD tests on Day 6 and Day 7. Once two negative results are recorded from LFD tests, end self-isolation.
03	Any employee who develops COVID-19 symptoms during the school day should be sent home as soon as possible and should arrange to have a test .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Staff informed that if they develop Covid 19 symptoms during the school day they are to inform staff absence and be sent home. They should maintain a distance of 2 metres from all people in school. Information shared by email, at the first day's INSET to staff (September 2021) and in the Staff Handbook (September 2021). Staff developing symptoms should arrange to have a PCR test asap. Reminders given to staff on 4/1/2022. If symptomatic to take a confirmatory PCR test.
04	An individual risk assessment will be completed for all staff that have characteristics that increase their potential risk from coronavirus (COVID-19), as set out in the COVID-19: review of disparities in risks and outcomes report . Sample assessment template provided by Directorate for Children and Education Services. CEV staff are no longer advised to shield.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Trust HR Lead to review any individual risk assessments on return to school in September 2021.

Our Pupils

Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
05	Any pupil or persons within their household has coronavirus (COVID-19) symptoms , should not attend school/ setting. They should arrange to have a test .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Parents, carers and students informed that they should not attend school if they have Covid 19 symptoms and must book and take a PCR test and not attend school until the results of the test are received, even if they are feeling better. Information shared by email to parents, carers and students and to students in their first assembly on their return in September 2021.
06	Any pupil who has tested positive for COVID 19 in the past 10 days should not attend school/ setting.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Parents, carers and students informed that they should not attend school if they have tested positive for Covid 19 in the

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					<p>past 10 days. Information shared by email to parents, carers and students and to students in their first assembly on their return in September 2021.</p> <p>Reminders to parents/carers and students regarding symptoms, testing and self-isolation (December 2021) LFD testing on Days 6 and 7. If two negative LFD then return to school. (January 2022)</p> <p>If the positive test was from an LFD test then do not take a confirmatory PCR. Undertake LFD tests on Day 6 and Day 7. Once two negative results are recorded from LFD tests, end self-isolation.</p>
07	Any pupil who develops COVID-19 symptoms during the school day should be sent home as soon as possible and should arrange to have a test	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Parents, carers and students informed that if students develop Covid 19 symptoms during the school day, home will be contacted and students should be collected from school asap. Students will be kept in the Isolation Room (next to Student Services) whilst waiting for collection. The student with symptoms should maintain a distance of 2 metres from all people in school. Information shared by email to parents, carers and students and to students in their first assembly on their return in September 2021.</p> <p>Reminders to parents/carers and students regarding symptoms, testing and self-isolation (December 2021)</p>
08	Remote/distance learning contingency arrangements for all pupils should be maintained in line with any local Covid-19 outbreak.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Remote Learning procedures in place in case of a local outbreak, including the loaning of devices, access to MS Teams and half termly Learning Checklists.</p>

Our School

Asymptomatic Testing					
Ref	Control Measure	Y	No	N/A	Actions Taken
09	<p>Rapid testing using Lateral Flow Devices (LFD)s will support the return to education in September by helping to identify people who are asymptomatic;</p> <ul style="list-style-type: none"> Secondary school pupils should complete 2 onsite tests, on return to school, before moving to regular twice weekly tests at home. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>School has a Lateral Flow Device Testing risk assessment in place for their on-site test centre which is held on the school website.</p> <p>School has a Lateral Flow Testing risk assessment in place for the provision, supply and storage for home Lateral Flow Device Tests.</p>



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	<ul style="list-style-type: none"> Secondary school staff should complete regular twice weekly tests at home. A small on-site LFD test centre should be maintained in secondary schools to allow for those unable to take LFD test at home on site. 				<p>Testing was undertaken on Thursday 2nd September and student return was staggered over Monday, Tuesday, Wednesday of w/c 6/9/2021 to facilitate two on-site LFD tests being undertaken. Emails regarding the testing programme sent to parents and carers with "consent link" should testing which to be undertaken where it had not previously been given, All parents/carers of new Year 7 were sent consent for testing.</p> <p>Messaging regarding two weekly LFD home testing have been shared with parents, carers, students and staff.</p> <p>January 2022 – all students to be offered an LFD test on return to school. Return to school staggered to accommodate this.</p>
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Physical / Social Distancing in the Building

Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
10	Although social distancing is no longer a legal requirement for staff and pupils. Head Teachers still have a legal duty to ensure the health and safety of their staff.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>When there is an increase in local Covid-19 cases, considerations should be given to ensuring social distancing amongst staff- e.g;</p> <ul style="list-style-type: none"> Stagger the use and limit the occupancy of staff room and offices by employees and ensure staff maintain social distancing. Ensure maximum occupancy of each room is calculated to ensure staff can maintain social distancing. Car sharing should be avoided where possible
11	Staff that assist pupils with AGP (aerosol generating procedures) have appropriate AGP PPE. Any procedures are done in a separate, ventilated room where possible. (Refer to health colleagues if this is applicable).	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Not applicable in our setting at present

Infection Control, Cleaning and Hygiene Arrangements

Ref	Control Measure	Yes	No	N/A	Actions Taken
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					Details / Further Information
12	Staff and/or pupils who are experiencing coronavirus (COVID-19) symptoms , should not attend school/ setting. They should arrange to have a test .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Staff and pupils informed that they should not attend school if they have Covid 19 symptoms and must book and take a PCR test and not attend school until the results of the test are received, even if they are feeling better. Information shared by email, at the first day's INSET to staff (September 2021), in the Staff Handbook (September 2021) and in the first assembly of the new academic year.
13	Staff who experience symptoms as above whilst at work should go home as soon as possible and should arrange to have a test .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Staff informed that if they develop Covid 19 symptoms during the school day they are to inform staff absence and be sent home. They should maintain a distance of 2 metres from all people in school. Information shared by email, at the first day's INSET to staff (September 2021) and in the Staff Handbook (September 2021). Staff developing symptoms should arrange to have a PCR test asap.
14	Pupils who experience COVID-19 symptoms should be collected from school/ setting as soon as possible. They should be kept 2m apart from all other pupils and staff whilst on site, where possible. If pupil needs direct personal care until they can return home, staff should wear gloves, an apron and a face mask. Eye protection should also be worn if deemed risk from coughing/spitting/ vomiting. Anyone who come into close contact with someone with COVID symptoms must wash their hands. They do not need to isolate or get a test unless they develop symptoms themselves.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Parents, carers and students informed that if students develop Covid 19 symptoms during the school day, home will be contacted and students should be collected from school asap. Students will be kept in the Isolation Room (next to Student Services) whilst waiting for collection. The student with symptoms should maintain a distance of 2 metres from all people in school. Information shared by email to parents, carers and students and to students in their first assembly on their return in September 2021. PPE available from Student Services
15	Parents of pupils with COVID 19 symptoms should be instructed to get their child tested. Schools will have a small number of testing kits to be provided to parents where it is uncertain they will get a test for their child or may struggle to get a test.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Parents/carers informed that they should book a PCR test for their child if their child presents with Covid 19 symptoms.
16	Staff/ pupils who test positive for COVID 19 should self-isolate for 10 days. Close contacts should take a PCR test but do not need to isolate; they can continue to attend the school setting whilst they are waiting for their results (unless they develop symptoms).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Staff and students informed that if they test positive they should self-isolate for 10 days from the start of symptoms or date of test if asymptomatic. Staff and students informed that if they are a close contact they will be informed by Test and Trace and will need to take a PCR test. Staff and students informed that they can continue to attend school whilst waiting for results unless they develop symptoms. January 2022 - LFD testing on Days 6 and 7. If two negative LFD then return to school.



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					<p>January 11th 2022 – If you test positive from an LFD test and do not have symptoms then you do not need to have a confirmatory PCR. You should self-isolate and the LFD test on Day 6 and Day 7. Once two negative results have been recorded, you end self-isolation.</p> <p>If you are double vaccinated or under 18 years and 6 months and are a Close Contact of a positive case you are advised to take daily LFD tests for 7 days. You do not need to self-isolate or take a PCR test unless you develop symptoms. Information emailed to parents and students (11/1/2022)</p>
17	Provision of hand-washing / hand-hygiene facilities at entrances and throughout school/setting. (Regularly monitored & maintained).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Messaging about importance of handwashing shared with staff and students. Sanitisation points still remain around school at entrances to the building and to classrooms. Order Supplies button remains on the school computer desktop in case additional supplies required during the school day.</p> <p>Messages reshared after Government announcement on face coverings on 28/11/2021</p> <p>Messages reshared after Government announcement on face coverings on 2/1/2022</p>
18	All staff and pupils are encouraged to regularly wash their hands with soap and water, especially upon arrival at school/setting, prior to eating, following break/lunch time and any other time deemed necessary (after coughs/sneezes). Small children and children with complex needs should continue to be helped to wash their hands properly.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Messaging about importance of handwashing shared with staff and students. Sanitisation points still remain around school at entrances to the building and to classrooms. Order Supplies button remains on the school computer desktop in case additional supplies required during the school day.</p> <p>Messages reshared after Government announcement on face coverings on 28/11/2021</p> <p>Messages reshared after Government announcement on face coverings on 2/1/2022</p>
19	Toilets and facilities will be cleaned regularly in line with the school's enhanced cleaning regime. Pupils will be encouraged to clean their hands thoroughly throughout the day	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Robust cleaning schedule agreed with cleaning contractor and in-school day cleaners have increased the frequency of key high contact areas: toilets, door handles, banisters/rails, access buttons, door plates.</p>
20	All staff and pupils are encouraged to cough / sneeze into tissues and dispose of these in appropriate waste disposal bins. (Catch it, Kill it, Bin it)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Tissues provided in all classrooms – supplies checked daily as part of cleaning routine and Order Supplies button can be used to order supplies in within the school day.</p> <p>Messaging about Catch it, Kill it, Bin it, shared with students and staff</p>



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21	Additional lidded bins and increased emptying / replacement are provided / in-place.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Classrooms, offices and other areas of the site have lidded bins
22	All working areas within the building should be well-ventilated (Windows and Doors open) where safe and appropriate to do so.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Where safe and appropriate to do so, classrooms, offices and workrooms should have windows and doors open to maintain good ventilation.</p> <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 • 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. All reminders to be given regularly regarding good ventilation hygiene</p>
22	A regular cleaning schedule should be maintained. This should include twice daily cleaning (using detergent and hot water followed by a chlorine based disinfectant solution) of				A regular, robust cleaning schedule agreed with cleaning contractor.



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	<p>all areas and equipment, with a particular focus on frequently touched surfaces:</p> <ul style="list-style-type: none"> • Toilets • Door Handles/ Access Buttons • Kitchen areas and associated equipment • Water dispensers/ coolers • Printers/ Photocopiers • White Boards • Play Equipment • Shared resources 				<p>In-school day cleaners have schedule for cleaning of key high contact areas: toilets, door handles, banisters/rails, access buttons, door plates.</p> <p>Increased frequency of cleaning of the kitchen areas.</p> <p>Toilet cleaning schedule maintained in toilets.</p>
23	<p>Staff and pupils are provided with instructions on how to achieve effective hand-washing; for example in the form of posters, written guidance and videos clips etc.</p> <p>Increased frequency of toilet inspections and checks to ensure sufficient supplies of liquid soap are maintained.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Hand-Washing Guidance</p> <p>Hand-Washing Video</p> <p>Schedule of toilet inspections in place, including checking of supplies.</p>
24	<p>Suppliers and Contractors advised if attending premises of infection control arrangements, no-access areas and expectations around personal hygiene.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Facilities Manager ensures that suppliers and contractors are aware of expectations around personal hygiene.</p>
Response to an Infection					
Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
25	<p>Sufficient understanding and processes are in place to respond to a confirmed case of COVID 19 in school:</p> <ul style="list-style-type: none"> - Those with symptoms book a test - Contact Public Health when become aware of a confirmed case (Public Health will also contact schools when they become aware of a confirmed case). - Complete On-Line MTAT form. - Public Health/ MTAT will then work with school to determine actions to be taken. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>See Outbreak Management Plan Below</p>



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	- Outbreak management plan is implemented if requested in response to request from local Director of Public Health, Test and Trace or Public Health.				
26	If an outbreak, school's Covid-19 outbreak management plan is implemented. Remote/distance learning contingency arrangements for all pupils should be maintained in case of school/ year group closure during any local COVID 19 outbreak.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	See Outbreak Management Plan Below

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Outbreak Management Plan					
<p>Outbreak Management Plan (OMP) outlines how the school would operate if additional measures are recommended for your setting or the local area. The Director of Public Health, Public Health England Health Protection Teams or the Local Authority could recommend certain measures are re-introduced. This may happen to help manage outbreaks in schools, or if there is an “extremely high prevalence” of Covid-19 in the community and other measures have failed to reduce transmission, or as part of a package of measures “responding to a variant of concern”.</p> <p>N.B- THE FOLLWING CONTROL MEASURES DO NOT NEED TO BE PUT INTO PLACE UNLESS RECOMMENDED BY THE DIRECTOR OF PUBLIC HEALTH, PHE HEALTH PROTECTION TEAMS OR THE LOCAL AUTHORITY.</p>					
Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
01	<p>If there is significant concern that existing or recently introduced measures in an area have failed to mitigate community transmission, or that a more robust response is required to contain the outbreak of a VoC it may be necessary to limit the number of children and young people in education or childcare settings through attendance restrictions.</p> <p>ATTENDANCE RESTRICTIONS SHOULD ONLY BE CONSIDERED AS A LAST RESORT FOLLOWING THE DFEs ‘CONTINGENCY FRAMEWORK’ AND, IN COLLABORATION WITH PUBLIC HEALTH AND THE LOCAL AUTHORITY.</p>				<ul style="list-style-type: none"> Remote learning platform remains in place for use as required through MS Teams. Provision in place for key worker children attendance (as per national lockdowns) – following an established as used in academic year 2020-21..
02	<p>When a variant of COVID-19 is classed as a variant of concern (VoC), DHSC will increase targeted testing in that area to help suppress and control any possible new cases and better understand the new variants.</p>				<ul style="list-style-type: none"> For secondary schools onsite Asymptomatic Testing Sites (ATS) in place. Increased use of home testing for staff.
03	<p>Temporary re-introduction of year/class bubbles, for a temporary period to reduce mixing between groups.</p>				<ul style="list-style-type: none"> Year/ class group bubbles implemented Staggered entrance/ exit times (if possible) Use of different entrances (if possible)

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					<ul style="list-style-type: none"> Staggered/ limited use of communal areas- hall/ dining room etc. <p>If required we will resume practice as per 2020/2021</p>
04	<p>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.</p>				<ul style="list-style-type: none"> Face coverings worn by staff and visitors, in communal areas unless they are exempt. Face coverings worn by pupils in communal areas/ all areas <p>Messages reshared after Government announcement on face coverings on 28/11/2021 that all staff, students and visitors should wear face coverings (unless exempt) in communal areas</p> <p>Messages reshared after Government announcement on face coverings on 2/2/2022 that all staff, students and visitors should wear face coverings (unless exempt) in communal areas and students to wear face coverings in lessons.</p>
05	<p>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.</p> <p>SHIELDING CAN ONLY BE RE-INTRODUCED BY NATIONAL GOVERNMENT.</p>				<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	<p>Temporary limit to certain school activities;</p> <ul style="list-style-type: none"> - residential educational visits - open days - transition and taster days - parental attendance in settings - performances in settings 				<ul style="list-style-type: none"> Risk assessments in place.

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

Health.and.safety@manchester.gov.uk



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Approved by (Head Teacher/ Chair of Governors)		Date of Approval	Click here to enter a date.
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