



South Manchester Learning Trust Risk Assessment – Phase 1 Wider Re-opening of Schools for Years 10 & 12

RVHS COVID-19 - HEALTH & SAFETY RISK ASSESSMENT

School	Altrincham College	Date of Assessment	02/06/20
Assessment Completed By	Kim Earle and Danielle Taylor		

Staying COVID Secure – Our Commitment

- ✓ We recognise the risk posed by Coronavirus (COVID-19) to our staff, pupils and families. Control measure 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 Further Actions Required
01	All Clinically Extremely Vulnerable employees are required to self-isolate and must not attend school/setting. Where possible they are required to work from home.	✓			<ul style="list-style-type: none"> ▪ Audit undertaken to identify this group of staff. ▪ All staff will be informed of this.
02	All employees who live with a person who is Clinically Extremely Vulnerable should work from home where possible, if they do attend work then stringent social distancing measure must be adhered to.	✓			<ul style="list-style-type: none"> ▪ Audit undertaken to identify this group of staff. ▪ All staff will be informed of this. ▪ Social distancing measures in place

03	All Clinically Vulnerable employees are required to take extra care in observing social distancing and should work from home where possible. If unable to work from home, they should be offered the safest on site role, ensuring that they adhere to stringent social distancing.	✓			<ul style="list-style-type: none"> ▪ Monitor daily updates from the DfE on the status of different vulnerable groups including BAME groups. ▪ Audit undertaken to identify this group of staff. ▪ All staff will be informed of this. ▪ SLT will work with individual staff members who come to school, to identify 'safe role' on site.
04	All employees, themselves or persons within their household, who have COVID-19 symptoms, should self-isolate and should not attend school/ setting until they can be tested. If test is negative they can return to work.	✓			<ul style="list-style-type: none"> ▪ All staff will be informed of this. ▪ Staff will also be informed that they are able to book a test for themselves or members of their household who have symptoms by using the website https://self-referral.test-for-coronavirus.service.gov.uk/.
05	We regularly contact / keep in touch with colleagues who are self- isolating/ working from home and monitor / support both their Physical and Mental Health & Wellbeing	✓			<ul style="list-style-type: none"> ▪ We will nominate the line-manager as the named person responsible and provide guidance for making contact by email or phone. They will be expected to do this once per fortnight as a minimum expectation. ▪ Employees have access to Employee Assistance Programmes if required.

Ref	Control Measure	Yes	No	N/A	Actions Taken Further Actions Required
06	We provide suitable information and equipment to work at home safely and effectively, including those staff who require additional aids and adaptations.	✓			<ul style="list-style-type: none"> Ask all staff to inform SLT lead if they have concerns or require further advice. Support staff with setting up facilities at home.
07	Amendment to signing in/out procedures.	✓			<ul style="list-style-type: none"> Receptionist to record staff named on entry/exit to school.
08	Support for staff wellbeing and mental health	✓			<ul style="list-style-type: none"> Employees have access to Employee Assistance Programme if required. Regular check ins with staff from Middle Leaders and SLT. Operating a rota system. Regular briefings and bulletins. Signposted on line meditation classes. Focusing on future staff activities e.g. yoga staff feedback
09	Ensure social distancing in staff areas	✓			<ul style="list-style-type: none"> Clear signage in place.

Our Students

Ref	Control Measure	Yes	No	N/A	Actions Taken Further Actions Required
10	All <u>Clinically Extremely Vulnerable</u> pupils are required to self-isolate and must not attend school/setting.	✓			<ul style="list-style-type: none"> All parents/carers will be informed by daily/weekly bulletins of Government guidelines.
11	All pupils who live with a person who is Clinically Extremely Vulnerable should work from home if possible, if they do attend school/setting then stringent social distancing must be adhered to	✓			<ul style="list-style-type: none"> All parents/carers will be informed by daily/weekly bulletins of Government guidelines.
12	All <u>Clinically Vulnerable</u> pupils should follow medical advice for their individual circumstances. (NB if a child lives with a person who is Clinically Vulnerable they cannot attend their school/setting).	✓			<ul style="list-style-type: none"> Monitor daily updates from the DfE on the status of different vulnerable groups including BAME groups. All parents/carers will be informed by daily/weekly bulletins of Government guidelines. Students who live with a clinically vulnerable person should not attend school.
13	All pupils, or persons within their household that have COVID 19 symptoms should not attend school/ setting until they can be tested. If test is negative they can return to their school/setting.	✓			<ul style="list-style-type: none"> All parents will be informed by daily/weekly bulletins of Government guidelines. Notice on school website Signage on pupil gates/main entrances. Parents and students will also be advised that if they are showing symptoms they are able to book a test for the student or members

					<ul style="list-style-type: none"> of their household. ▪ All parents/carers will be informed by daily/weekly bulletins of Government guidelines
14	We provide on-line/distance learning for all pupils who are not in school/ setting.	✓			<ul style="list-style-type: none"> ▪ On-going as per current provision.
15	Students in school must not exceed 25% of cohort in Year Groups 10 & 12, including vulnerable/key worker provision.	✓			<ul style="list-style-type: none"> ▪ Students identified and will come into school on a rolling programme.
16	Support for student wellbeing and mental health	✓			<ul style="list-style-type: none"> ▪ Daily/weekly pastoral checks with most vulnerable by pastoral staff. ▪ Year group on line assemblies. ▪ Highlighted on line support groups and available support to students in the bulletins. ▪ Celebrating achievement and success through praise bulletin and Headteacher's award. ▪ Counselling and mentoring support from school staff when students in school. ▪ Access to counsellors/support will be available for students in school in Years 10 and 12. ▪ Student surveys completed to ascertain concerns and plans are in place to mitigate those circumstances.
17	Support for Parent/Carer anxiety on return to school	✓			<ul style="list-style-type: none"> ▪ Parent/carers surveys completed to ascertain concerns and plans are in place to mitigate those circumstances. ▪ Daily/weekly bulletins highlight available support. ▪ Individual parent/carers concerns responded to by members of SLT.
18	School Behaviour Policy reviewed to ensure pupils follow guidance regarding social distancing rules and safe conduct .	✓			<ul style="list-style-type: none"> ▪ Staff behaviour working party have agreed actions and taken on board student, parent/carers concerns from the surveys. ▪ Staff training. ▪ Bulletin to parents/carers. ▪ All students made aware on initial visit to school.

Our School Site

Capacity, Access and Egress					
Ref	Control Measure	Yes	No	N/A	Actions Taken Further Actions Required
19	Designated Entrance and Exit Points to the Building (for each cohort of pupils where possible).	✓			<ul style="list-style-type: none"> ▪ Vulnerable/key worker students through the 6th form entrance. ▪ Year 10/12 through walkway to maths block. ▪ Social distance rule. ▪ Markings on floor. ▪ Students entrances/exits will be staffed.
20	Increased number of Entrance and Exit Points to the Building (external classroom doors should be used where possible).	✓			<ul style="list-style-type: none"> ▪ Social distancing will be followed. ▪ Student entrances will be staffed.
21	Develop, share and display drop off/collection protocols, e.g. one way system and one parent/carer only to drop off/collect child.	✓			<ul style="list-style-type: none"> ▪ Bulletin to parents. ▪ Clear signage on main doors/gates.
22	Ensure schools, parents and young people follow the <u>Coronavirus (COVID-19): safer travel guidance for passengers</u> when planning their travel	✓			<ul style="list-style-type: none"> ▪ Bulletin to parents. ▪ Link to guidance on the website.

Ref	Control Measure	Yes	No	N/A	Actions Taken Further Actions Required
23	Restrictions on access to school/setting by third parties (parents, members of the public, visitors etc).	✓			<ul style="list-style-type: none"> Clear notice on website. Clear signage on entrance doors.
24	Manage drop off and exit times, lunch and break times for each cohort/group to avoid gathering of larger groups.	✓			<ul style="list-style-type: none"> Plan has incorporated this.
25	Safe provision and arrangements for break and lunch.	✓			<ul style="list-style-type: none"> Staff on duty. Students will be instructed to wash hands. Hand washing facilities and hand sanitising available at any time during the time. Staggered start and finish times. Social distance rule. Designated seating areas marked out. Markings on the floor.
26	Minimise opportunity for students to gather in larger groups off-site at the end of the school day.	✓			<ul style="list-style-type: none"> Staff on duty.
27	Update fire evacuation procedures to ensure compliance with Covid19 guidance	✓			<ul style="list-style-type: none"> Social distance rule Markings on the floor on the muster point on the tennis courts.

Physical / Social Distancing in the Building

Ref	Control Measure	Yes	No	N/A	Actions Taken Further Actions Required
28	Classrooms/Offices re-organised maintaining space between seats/desks to ensure social distancing (2 metres where possible) or occupancy limited to ensure 2 metre gap between individuals	✓			<ul style="list-style-type: none"> Plan incorporates this for all used classroom settings. Training for staff. Site/IT to move desks where appropriate.
29	Social distancing message is re-enforced to pupils/staff at regular intervals	✓			<ul style="list-style-type: none"> Teachers trained to ensure this message constantly shared. All classrooms have notices displayed. Signage throughout school. Regular reminders via briefing notes.
30	Outside space is used wherever possible for learning.	✓			<ul style="list-style-type: none"> Where possible within the nature of the subject and weather permitting.

31	Reduced movement around school - ensure group / cohort move around school together and limit contact with other groups/cohorts within the school/setting.	✓			<ul style="list-style-type: none"> ▪ Minimal number of classrooms used as far as possible. ▪ Teachers will move rooms, where possible, rather than students. ▪ One-way system in place. ▪ Specific signage to facilitate student movement. ▪ All students made aware of routes, social distancing expectations. ▪ Specific student groups identified – staggered entry times, break times, finish times and classrooms identified.
32	Communal spaces such as dining room, assembly hall to be used at half capacity.	✓			<ul style="list-style-type: none"> ▪ Staggered use of dining hall for lunch. ▪ Seats marked etc. ▪ Dining Hall cleaning rota in place.
33	Stagger the use and limit the occupancy of staff room and offices by employees.	✓			<ul style="list-style-type: none"> ▪ Social Distancing observed. ▪ Signage to indicate maximum number of people in the room. ▪ Staff trained in light of COVID-19. ▪ Staff room closed to social gatherings.
34	Kitchen/Cleaning staff maintain social distancing of 2 metres in the kitchen where possible. Kitchen/Cleaning staff to be advised of the school's expectation re: self-isolation/social distancing and hygiene requirements.	✓			<ul style="list-style-type: none"> ▪ Invited to attend school staff training before Y10/12 return to school. ▪ Guidance provided by catering contractor management team.

Ref	Control Measure	Yes	No	N/A	Actions Taken Further Actions Required
35	Use of Small Meeting Rooms and Confined Areas (including Photocopier / Printer / Storage areas) by more than one person prohibited.	✓			<ul style="list-style-type: none"> ▪ Staff trained in light of COVID-19. ▪ Signage in rooms. ▪ Wipes provided for photocopiers/printers. ▪ Hand sanitiser available.
36	Non Essential repair / contracted works in buildings to be carried outside school hours.	✓			<ul style="list-style-type: none"> ▪ Site Manager has arranged for such visitors to attend out of school hours.
37	Staff movement around school, use of classrooms to be limited.	✓			<ul style="list-style-type: none"> ▪ Staff trained in light of COVID-19. ▪ Staff encouraged to limit movement around school to essential journeys. ▪ Staff encouraged to use telephones/radios to communicate instead. ▪ Floor markings in corridors to assist with social distancing when moving around school.

Additional Physical / Social Distancing Measures applies (please detail below)

Infection Control, Cleaning and Hygiene Arrangements

Ref	Control Measure	Yes	No	N/A	Actions Taken Further Actions Required
38	Staff and/or pupils who are experiencing symptoms associated with COVID-19 are instructed not to attend the school/setting and to <u>refer to current advice and guidance</u> .	✓			<ul style="list-style-type: none"> As per Ref 5 and 13.
39	Staff who experience symptoms as above whilst at work, should immediately go home and follow the guidance set out above.	✓			<ul style="list-style-type: none"> All staff advised accordingly.
40	<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>	✓			<ul style="list-style-type: none"> Isolation Room identified – SSC. Will ensure deep cleaning following use. Gloves/Aprons/Face Masks/Visors provided by LA and further masks made in-house Parents/carers of children experiencing symptoms advised to have child tested. Student sent home immediately. All staff and students, who have been in contact, advised to get tested and sent home immediately. Governors and LA informed if any cases tested are positive, names will not be given unless essential in accordance with data protection. School will then work with Public Health England. School will close while deep clean takes place.
41	Cleaning products have been checked to ensure they meet standards required for deep cleaning during a pandemic				<ul style="list-style-type: none"> Site Manager has checked with cleaning company and products meet all required standards
42	Provision of hand-washing / hand-hygiene facilities at entrances and throughout school/setting (regularly monitored & maintained).	✓			<ul style="list-style-type: none"> Staff training. Mobile toilet block installed as the number of toilets in school reduced due to the English block closure. Additional sinks installed in school toilets. Sanitisers installed throughout school. Students will be instructed on when, where and how to wash hands throughout the day. Signage up around school.
43	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).	✓			<ul style="list-style-type: none"> Students will be directed and supervised, in relation to when/where and how, hand-washing will take place. Staff to be advised. Signage up around school. Soap will be provided and replaced as necessary throughout the day. Sanitisers installed throughout school.

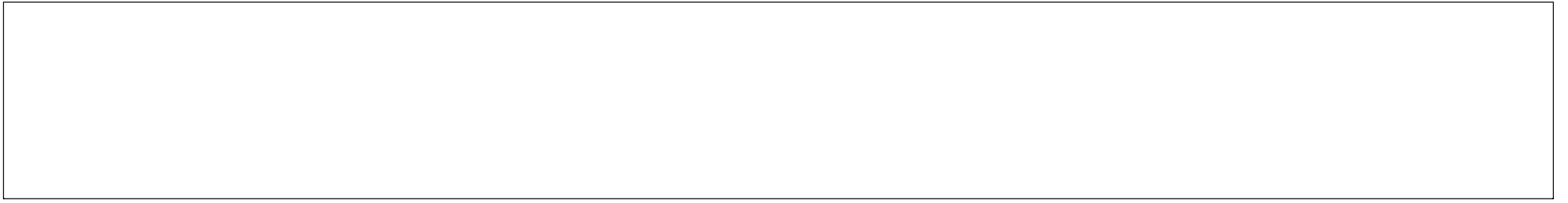
44	Different hand wash facilities should be available for each cohort/group within school/setting where possible.	✓			<ul style="list-style-type: none"> ▪ School toilets will be zoned. Students will be made aware of their zone.
45	Remove unnecessary items from classrooms / desks / offices and soft toys that are hard to clean.	✓			<ul style="list-style-type: none"> ▪ Staff training in light of COVID-19. ▪ Regular daily thorough cleaning of school. ▪ On-site daily cleaning provision throughout the day.

Ref	Control Measure	Yes	No	N/A	Actions Taken Further Actions Required
46	Use of fingerprint payment machine.	✓			<ul style="list-style-type: none"> ▪ Limit use of cash loaders where possible – parents encouraged to pay via Parent Pay. ▪ Wipes and hand-sanitiser provided at machine. ▪ No use of Thumb Print on payment. Names to be given to cashiers.
47	Sharing of pencils/pens and other items of stationery is avoided where possible. (Pupils have their own stationery in their own pencil case).	✓			<ul style="list-style-type: none"> ▪ Parents instructed that students should bring their own equipment into school and not allow anyone else to use it. ▪ School will provide any stationery that students are unable to bring in from home. Students asked to keep for future use and it will not be collected in again ▪ Resources to be provided electronically wherever possible.
48	Equipment that may need to be shared (laminators, guillotines etc) should be cleaned and sanitised before and after use.	✓			<ul style="list-style-type: none"> ▪ Daily cleaning with disinfectant by providers – monitored by reprographics assistant / site manager.
49	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)	✓			<ul style="list-style-type: none"> ▪ Staff and students trained in light of COVID-19. ▪ Tissues in all teaching rooms / offices.
50	Additional lidded bins and increased emptying / replacement are provided / in-place.	✓			<ul style="list-style-type: none"> ▪ Bins in all teaching rooms / offices. ▪ Lidded bins in all toilets and canteen. ▪ Bins regularly emptied
51	All working areas within the building should be well-ventilated (windows and doors open), where safe and appropriate to do so.	✓			<ul style="list-style-type: none"> ▪ Staff and students trained in light of COVID-19. ▪ Some classrooms in the 6th form do not have windows that are designed to open, however, air handling system is in operation to facilitate ventilation. ▪ In light of COVID-19 classroom doors can be opened with a door wedge however fire doors cannot be left open.

52	<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 ▪ Light Switches ▪ hand rails on stairs ▪ Desks ▪ Chairs 	✓			<ul style="list-style-type: none"> ▪ Water dispenser will be switched off. ▪ Students can bring their own bottled water into school and can also purchase bottles from the canteen. ▪ Adults encouraged to provide own drinks for personal use. ▪ Cleaning contractor advised to undertake frequent cleaning of these areas and checklist provided. ▪ Site Team to monitor.
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Ref	Control Measure	Yes	No	N/A	Actions Taken Further Actions Required
53	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.	✓			<ul style="list-style-type: none"> Staff kitchen / microwave – closed for heating food. Signage on walls.
54	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.	✓			<ul style="list-style-type: none"> As above. Staff training in light of COVID-19.
55	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.	✓			<ul style="list-style-type: none"> Lockers not available for all. Staff to keep coats, bags in classroom at teacher's desk. Classrooms to be locked when not in use.
56	Staff and pupils are provided with instructions on how to achieve effective hand-washing; for example, in the form of posters, written guidance and video clips etc.	✓			<ul style="list-style-type: none"> Posters displayed in classrooms/toilets. Teachers to make all students aware.
57	Office staff who receive deliveries, post etc, are encouraged to wash their hands more frequently and are provided with sanitiser.	✓			<ul style="list-style-type: none"> Staff Training Cleaning Procedures identified or goods stored for 3 days before being distributed.
58	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.	✓			<ul style="list-style-type: none"> Site Manager monitors throughout the day. Minimum cleaning of staff and student toilets - 3 x per day. Cleaning log in all toilets.
59	Suppliers and Contractors and visitors advised, if attending premises, of infection control arrangements, no-access areas and expectations around personal hygiene. List of visitors to be kept.	✓			<ul style="list-style-type: none"> Guidance on social distancing to be explained prior to visit or on arrival by reception staff. Signage placed in reception. Reception to keep daily visitor list. Anti bac signing in screens.
60	Reduce opportunity/need for external visitors to school	✓			<ul style="list-style-type: none"> No visitors to school unless pre-approved by a member of SLT.

Additional Infection Control, Cleaning and Hygiene Measures applied (please detail below)



Key Roles and Responsibilities					
Ref	Control Measure	Yes	No	N/A	Actions Taken Further Actions Required
61	Sufficient staffing / resources are in place to maintain the security of the building and its occupants.	✓			<ul style="list-style-type: none"> ▪ Rota system in place. ▪ Safeguarding training in place for new staff. ▪ Site staff to monitor security of site.
62	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).	✓			<ul style="list-style-type: none"> ▪ Site Manager monitoring cleaning provision throughout. ▪ Site Manager reports to Business and Finance Director.
63	Sufficient numbers of trained staff are in place to provide Emergency First Aid.	✓			<ul style="list-style-type: none"> ▪ Trained First Aiders attend on a rota basis. ▪ Face Mask / Apron / Gloves to be worn – and disposed of following use.
64	Sufficient numbers of staff are in place to enable safe evacuation of the building in the event of an emergency.	✓			<ul style="list-style-type: none"> ▪ Reduced staffing means all SLT trained to act as Fire Marshalls; member of SLT present at all times. ▪ All staff issued with keys which open gates. ▪ More walkie talkies ordered ▪ Receptionists to keep set of keys and to open main gates if nearest ▪ Clear routes and social distancing measures adhered to. ▪ Staff supervision of students. ▪ Muster point (tennis courts) marked out for social distancing.

Statutory Premises Compliance and Maintenance					
Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
65	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 	✓			<ul style="list-style-type: none"> ▪ Site Manager has assured SLT that there is currently no critical building system work required. ▪ All maintenance contracts continue for critical building systems.
66	Defect Reporting arrangements are in place.	✓			<ul style="list-style-type: none"> ▪ All staff aware of procedures.

Additional Statutory Compliance and Maintenance issues

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Any Additional Information and Control Measures (Detail Below)

Ref	Control Measure	Yes	No	N/A	<div style="display: flex; justify-content: space-between;"> Actions Taken Further Actions Required </div>
67	School Transport Arrangements meet Covid 19 Guidance				<ul style="list-style-type: none"> All parents/carers will be informed by bulletins. TFGM procedures in place. School has confirmation of numbers allowed on each bus and will plan accordingly Audit of students to find out who will need to travel by school bus Support bus companies in monitoring and ensuring students are wearing face coverings and adhering to social distancing seating plans when travelling on school buses.

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Approved by (Headteacher/Chair of Governors):		Date of Approval:	
Date Provided to Unions:		Date of Review:	
Date shared with Parents/Carers		Date shared with LA	