



GMAT

Returning to School – September

2020 -2021

Manchester Communication Academy

Assessment conducted by:	[REDACTED]	Job Title	Headteacher	Covered by this assessment:	As specified
Date of assessment:	31/8/20	Review Interval:	[REDACTED]	Date of next review:	[REDACTED]

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Related documents

Trust documents:

Government guidance:

[Guidance for full opening of schools](#)

[Guidance for full opening of special schools and other specialist institutions](#)

[Guidance for further education and skills providers](#)

[Guidance for early years and childcare providers](#)

Rationale

The DfE is asking schools (including academies) to prepare for all pupils to return full-time from the start of the autumn term, including those in school-based nurseries. It is clear that schools should not put in place rotas.

Our academies must comply with health and safety law, which requires them to assess risks and put in place proportionate control measures. Consequently, academy leaders should thoroughly review their health and safety risk assessments and draw up plans for the autumn term that address the risks identified using the system of controls set out below. These are an adapted form of the system of protective measures that will be familiar from the summer term albeit in a different format.

Essential measures include:

a requirement that people who are ill stay at home

robust hand and respiratory hygiene

enhanced cleaning arrangements

active engagement with NHS Test and Trace

formal consideration of how to reduce contacts and maximise distancing between those in school wherever possible and minimise potential for contamination so far as is reasonably practicable.



How contacts are reduced will depend on the school's circumstances and will (as much as possible) include:
grouping children together
avoiding contact between groups arranging classrooms with forward facing desks
staff maintaining distance from pupils and other staff as much as possible.

The strategic job now is to ensure a balance of risk – using the system of controls to prevent infection alongside ensuring pupils have a broad and ambitious curriculum.

All identified risks listed in the Risk Assessment are subjectively, but consistently measured in terms of **severity** of potential risk and **likelihood** of potential risk happening. They are measured as residual risks. This is in line with the Risk Register which operates across GMAT.

Severity and likelihood are measured from 1 to 5 as follows:

Likelihood		Severity	
5	Catastrophic	5	Catastrophic
4	Major	4	Major
3	Moderate	3	Moderate
2	Minor	2	Minor
1	Insignificant	1	Insignificant

Measurement is taken further by multiplying the severity by the likelihood to give an integer between 1 and 25. These are then RAG rated as shown in the grid below.

The RAG ratings in the red and amber sections have been further sub-divided, which highlights priorities and allows them to be made:



A risk event occurring in relation to a risk with a red rating (score between 15 and 25) requires urgent attention and must be flagged immediately to the ELT. Scores between 20 and 25 are the most serious. A risk event occurring in relation to a risk with an amber rating (score between 8 and 12) requires attention. Scores between 10 and 12 require priority attention within amber. A risk event occurring in relation to a risk with a green rating (score between 1 and 6) does not presently require attention; however, if the identified risk is frequently compromised, then the risk needs to be appropriately re-measured.

Severity	Catastrophic	5	5	10	15	20	25
	Major	4	4	8	12	16	20
	Moderate	3	3	6	9	12	15
	Minor	2	2	4	6	8	10
	Insignificant	1	1	2	3	4	5
			1	2	3	4	5
			Rare	Unlikely	Possible	Likely	Almost Certain
			Likelihood				

The Risk Assessment must be reviewed regularly.

Public Health Advice to Minimise Risks has a system of nine controls. We agree this system is the set of actions our academies MUST take, grouped into 'prevention' and 'response to any infection'.

There is a lot of detailed guidance about the system of controls including how to group children, measures within the classroom, measures elsewhere and measures for arriving at and leaving school. The system of controls must be worked through, adopting measures in a way that addresses the risk identified in assessment for each academy and allowing the delivery of a broad and balanced curriculum. By following the guidance set out here, the risks is reduced and an inherently safer environment is enabled.

A. Prevention

Prevention

- 1) Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school.
- 2) Where recommended, use of face coverings in schools.
- 3) Clean hands thoroughly more often than usual.
- 4) Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.
- 5) Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach.



	<p>6) Minimise contact between individuals and maintain social distancing wherever possible.</p> <p>7) Where necessary, wear appropriate personal protective equipment (PPE).</p> <p>Numbers 1 to 5 must be in place in all schools, all the time.</p> <p>Number 6 must be properly considered and schools must put in place measures that suit their particular circumstances.</p> <p>Number 7 applies in specific circumstances</p>
B. Response to any infection	<p>Response to any infection</p> <p>8) Engage with the NHS Test and Trace process.</p> <p>9) Manage confirmed cases of coronavirus (COVID-19) amongst the school community.</p> <p>10) Contain any outbreak by following local health protection team advice.</p> <p>Numbers 8 to 10 must be followed in every case where they are relevant</p>

Risk Assessment:

For separate completion at MCA/ MCPA

Key aspect	Risk rating before action	Example control measures/ considerations	In place Yes or No or NA	Further actions/controls/responses to reduce the risk	Residual risk
Focus area: Health and Safety					
1.1. Health and safety risk assessments have been reviewed and are based on the Public Health System	Guide Severe 16	<p>An audit of handwashing facilities and alcohol-based sanitisers has been undertaken and additional supplies purchased as necessary.</p> <p>Monitoring arrangements are in place to ensure that supplies</p>		Each teaching base has 10 handwashing facilities that are available for each year group. Where year 8s are spread across CA, each area will have a designated facility and hand sanitiser.	<p>Guide Moderate 6</p>



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<p>of TEN Controls in the DfE guidance outlined above. Consider using HSE managing risks and risk templates</p>		<p>of soap, hand towels and sanitiser are maintained throughout the day.</p> <p>Pupils, staff and visitors to wash their hands with soap and water for at least 20 seconds at regular intervals throughout the day, particularly:</p> <ul style="list-style-type: none"> on entry and exit to/from the academy on entry and exit to/from staff rooms -before and after preparing food and drinks before leaving after going to the toilet, touching faces, coughing or sneezing. <p>Paper towels should be available for drying hands.</p> <p>If sinks are not available close to or in classrooms/work areas then handwashing bowls and/or hand sanitiser could be provided.</p> <p>Any waste products used by staff or pupils that start to show symptoms whilst in school should be double bagged and kept (securely) for 72 hours before being disposed of via the usual waste route.</p> <p>Staff are to wash hands on entry to staff rooms, before and after preparing food and drinks, and before leaving.</p> <p>Posters and electronic messaging boards reinforce the need to wash hands regularly and frequently.</p> <p>Academy leaders monitor the extent to which handwashing is taking place on a regular and frequent basis.</p> <p>Academy has good ventilation, opened windows, for example.</p> <p>Cleaning regime ensures no build-up of dust or other agents</p>		<p>Multiple hand sanitisers are available in all communal areas and there are 2 in every teaching base and additional sanitiser on desks in bases</p> <p>Supplies are monitored in line with cleaning rotas</p> <p>All students will sanitise on entry, at the start and end of social times. Each class will have a designated facility which they can use. Sanitiser will be available if there is not access to washing facilities</p> <p>Posters have been placed around the Academy to support with hand hygiene</p> <p>Face masks available upon request and all staff will be given one for use.</p> <p>Face masks to be worn in all communal areas as per regulations</p> <p>Lidded bin will be stored in key areas of the school and emptied frequently and upon request.</p> <p>Outside bin will be used to store all</p> <p>This will be coupled with regular use of sanitiser</p>	



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		which could trigger respiratory issues.		<p>Regular learning walks will identify areas that require additional signage</p> <p>Offices should maintain maximum ventilation and observe maximum occupancy. If windows can not be opened, door should remain open and sanitisation spray used regularly.</p> <p>All areas are accounted for in the Academy cleaning schedule</p>	
1.2. Consultation has taken place with all staff and their representatives in line with HSE requirements	Guide Moderate 12	<p>Consultation took place from July 16th- July 22nd</p> <p><i>Note: consultation may take place on more than one occasion, as plans evolve.</i></p>		<p>Consultation phase 1 complete.</p> <p>Updated documents will be shared with staff on Tuesday 1st and Wednesday 2nd September. All staff will sign to confirm that they have read and understand Academy guidance and protocols.</p>	<p>Guide Minor 4</p>
1.3. Statutory site checks have been carried out as required (DfE guidance here. Additional advice on safely reoccupying buildings can be found in the Chartered Institute of Building	Guide Severe 16	<p>Fire risk assessments have been reviewed and, if needed, revised.</p> <p>Unnecessary furniture removed.</p> <p>One way system implemented (inc markings).</p> <p>Demarcate playground space.</p> <p>Demarcating staff rooms.</p>		<p>Protocol set in staff booklet</p> <p>Reviewed in regular site walks</p> <p>All student movements have been mapped and recorded. These will be under regular review.</p> <p>Fencing marks out the two recreational zones</p>	<p>Guide Moderate 6</p>



Key aspect	Risk rating before action	Example control measures/ considerations	In place Yes or No or NA	Further actions/controls/responses to reduce the risk	Residual risk
<p>Services Engineers' guidance on emerging from lockdown</p>		<p>Review access to print rooms/photocopiers.</p> <p>Reduce occupancy for lifts.</p> <p>Windows opened where possible.</p> <p>Non-fire doors propped open.</p> <p>Outdoor play equipment thoroughly cleaned.</p> <p>Removal of soft furnishings and soft toys.</p> <p>Where multiple staff occupy a single office, consider: working back-to-back installing screens between workstations developing a rota so that staff don't have to work together prohibiting shared workstations if robust cleaning cannot be ensured between users.</p> <p>Complete and display the Covid-19 Secure posters.</p>		<p>Staff work spaces have been identified and adapted. Classrooms have teacher zones marked</p> <p>Lift occupancy has been reduced Ventilation section of the staff handbook covers windows and doors</p> <p>Reprographics to be used, all other copiers are in open bases. Contactless operation where possible and use of sanitising wipes before and after each use</p> <p>Offices should maintain maximum ventilation and observe maximum occupancy. If windows can not be opened, doors should remain open and sanitisation spray used regularly.</p> <p>Fire doors that must be kept shut are the ones at the top and bottom of the stairs.</p>	
<p>1.4. Cleaning has been undertaken using guidance on cleaning non-health care settings</p>	<p>Guide Severe 16</p>	<p>Equipment Personal items, such as pens and pencils, are recommended to remain individual.</p> <p>Classroom resources can be used freely within the bubble/group, but subject to regular cleaning. Resources shared between groups will require frequent</p>		<p>Children will have their own resources that will remain in school</p> <p>ICT equipment will be cleaned as per policy</p>	<p>Guide Moderate 12</p>

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		<p>meticulous cleaning and always before being used by another group, or quarantined for 48 hours between use (72 hours for plastic items).</p> <p>Outdoor play equipment cleaned more regularly (refer to the previous point). Pupils should limit the amount of equipment they bring to school and not share with other pupils.</p> <p>Resources can be taken home where it contributes to education and development and subject to the same rules re cleaning and rotation as above.</p> <p>PE equipment cleaned after use and before storing.</p> <p>General An enhanced cleaning plan is agreed and implemented which minimises the spread of infection.</p> <p>Cleaning is carried out using standard cleaning chemicals/disinfectant and/or antiviral wipes and sprays.</p> <p>Consider having a dedicated provision of cleaning products in each classroom/work area in use containing hand sanitisers, antiviral wipes/sprays, paper towels, soap, tissues, for example in a container so it is easy to pick up and move around the space as required. These should be stored out of reach of pupils.</p> <p>Cleaning is prioritised to cover regularly touched surfaces, for example door handles, tables, chairs, toilets, wash basins etc and should be done with hot soapy water and disinfectant.</p>		<p>Cleaning guidance has been implemented into specialist areas with shared resources</p> <p>Only lunch boxes and PE kit to be brought into school</p> <p>Alternative homework approaches have been prepared</p> <p>Cleaning protocols in place</p> <p>Cleaning schedules identify areas times and frequency of cleaning. Sprays and wipes available in all bases</p> <p>Regular cleaning of surfaces is scheduled</p> <p>All students will have their own equipment, door handles, toilets and social spaces will be cleaned frequently</p>	



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		<p>Clean surfaces that children and young people are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters, more regularly than normal.</p> <p>Shared materials and surfaces should be cleaned and disinfected more frequently.</p>		This only affects HWB and CA where protocols have been prepared	
<p>1.5. Arrangements to ensure good ventilation are in place. Advice on this can be found in Health and Safety Executive guidance on air conditioning and ventilation during the coronavirus outbreak</p>	<p>Guide Severe 16</p>	<p>Windows opened.</p> <p>Contact the air conditioning engineer for advice.</p> <p>Ensure all services remain at normal settings in your server room. Risk assessment for staff who have access to server rooms must be in place</p>		<p>Ventilation section of the staff booklet</p> <p>Offices should maintain maximum ventilation and observe maximum occupancy. If windows can not be opened, door should remain open and sanitisation spray used regularly.</p>	<p>Guide</p> <p>Moderate</p> <p>12</p>
<p>1.6. Agreed policy and procedures are in place should a child or adult fall ill with the coronavirus on site, fall ill having recently been on site and/or if a number of people fall ill related to a particular site (use DfE guidance on the system of controls, response to any infection points 7-9 and guidance on</p>	<p>Guide Severe 16</p>			<p>If appropriate, students will await collection outside. If this is not appropriate the meetings rooms in reception will be used, although there are no windows. The door will remain open. The student will use the reception toilet if necessary. All areas will be cleaned once the child has left the building.</p> <p>For further information regarding MCA's response to working with a student with symptoms or confirmed cases, MCA will follow the MCC step by step guidance. This has been included later in this</p>	<p>Guide</p> <p>Moderate</p> <p>6</p>

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testing)		<p style="text-align: center;"><u>School settings: Guidance for suspected cases</u></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="background-color: #d9ead3;">ACTIONS FOR THE SCHOOL</th> <th style="background-color: #d9ead3;">ACTIONS FOR MCC/IGM</th> </tr> </thead> <tbody> <tr> <td style="vertical-align: top;"> <ul style="list-style-type: none"> Pupil/staff member reports symptoms to the school. A new, continuous cough; a high temperature, a change or loss of sense of smell or taste Move pupil to isolation room with staff using Personal Protective Equipment (PPE) and regular hand washing. Clean and disinfect any rooms the pupil has been in once vacated. Staff member supervising the child doesn't need to go home unless they develop symptoms. Send the pupil home (with letter) Advise to get a test via the NHS test & trace system Self isolate for 10 days (household members 14 days) Members of the bubble and associated staff are not required to be sent home or self-isolate unless they develop symptoms at this stage. School to contact Community Infection Control Team (CICT) for notification purposes (oid@manchester.gov.uk) Provide an overview of the suspected case(s), inc. symptoms and date of onset. Where urgent health protection advice is required out of hours, contact Public Health England (PHE): 0151 434 4819 & ask for on call duty team. For advice on infection prevention control see the step by step guidance. 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1.7. The Business Continuity Plan is revised to show there	Guide Severe	Updated Guidance released on August 28 th		New procedure under review.	Guide Moderate							



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is a critical path decision making process/ contingency plan in case of the need for further closures, or scaling back operations, to address local infections (local lockdown guidance can be found here)	16	The updated <u>Contain Framework</u> sets out four tiers of restrictions for education settings, for use as an absolute last resort in areas subject to local restrictions.		Currently Manchester Schools are at Tier 1.	6
1.8. Transport-related health and safety risks have been assessed with detail how these can be mitigated	Guide Severe 16	<p>Maintain groups where possible. If not possible, consider some form of distancing and/or perhaps the wearing of face coverings (though younger children may have difficulty with this).</p> <p>DfE to publish further guidance.</p> <p>Public transport Take steps to depress demand at peak times (Stagger start/finish times).</p> <p>Promote walking/cycling to school if possible. Promote bike to work scheme Face coverings are required on public transport for all over 11 year olds.</p> <p>A plan is in place to manage the safe arrival of these students, including the safe removal, and disposal, of face coverings before entering the building.</p>		<p>MCA will not be providing transport for students. Those that use public transport must follow the government guidance of wearing face coverings</p> <p>Information will be shared with staff/parents/students</p> <p>https://www.gov.uk/government/publications/transport-to-school-and-other-places-of-education-autumn-term-2020/transport-to-school-and-other-places-of-education-autumn-term-2020</p> <p>Start and finish times are staggered</p> <p>Alternate entry points for arrival with staff teams greeting students</p>	Guide Moderate 12

Key aspect	Risk rating before action	Example control measures/ considerations	In place Yes or No or NA	Further actions/controls/responses to reduce the risk	Residual risk
				Students encouraged to use reusable face coverings	
Focus area: Pupils and parents					
2.1. Parental confidence has been assessed and processes are in place to communicate clear and consistent expectations around school attendance to families throughout the summer ahead of the new school year	Guide Moderate 9	<p>Communication strategies for parents, including those new to the academy in September 2020, are in place. These include social media communication tools.</p> <p>Parents have received clear communications informing them of current government guidance on the actions to take should anyone display symptoms of COVID-19 and how this will be implemented in the academy.</p> <p>As part of the overall communications strategy parents are kept up to date with information, guidance and the school's expectations, including good pupil attendance, on a regular basis using a range of communication tools.</p> <p>Academy leaders have taken into account the potential concerns of pupils, parents and households who may be reluctant or anxious about returning and put the right support in place to address this. This may include pupils who have themselves been shielding previously but have been advised that this is no longer necessary.</p>		<p>All information has been shared with parents. This is to be reinforced and available on the website.</p> <p>SEa has make phone calls towards the end of the summer to all of the students who had an attendance in the previous academic year below 90%</p> <p>Assess individual needs for students that have been shielding. Provide a safe space at lunchtime if required. Feedback from phone calls.</p>	Guide Minor 4
2.2. Appropriate support and arrangements are in place for pupils with EHC plans	Guide Moderate 12	<p>Consideration has been given to the needs of pupils with SEND (whether with education, health and care plans or on SEN support) to identify what specific help and preparation will be needed.</p> <p>Appropriate support is made available for pupils with SEND, for example by deploying teaching assistants and enabling</p>		KC has written to all EHCP families to offer support with additional transition. All individual risk assessments written and shared with parents, prior to Sept	Guide Moderate 6

Key aspect	Risk rating before action	Example control measures/ considerations	In place Yes or No or NA	Further actions/controls/responses to reduce the risk	Residual risk
		<p>specialist staff from both within and outside the school to work with pupils in different classes or year groups.</p> <p>All pupils – particularly disadvantaged, SEND and vulnerable pupils – are given the catch-up support needed to make substantial progress by the end of the academic year.</p> <p>Where a pupil is unable to attend school because they are complying with clinical and/or public health advice, the academy has organised access to remote education.</p> <p>Leaders recognise that younger pupils and some pupils with SEND may not be able to access remote education without adult support, and so have/are making arrangements to work with families to deliver a broad and ambitious curriculum.</p> <p>Oak National Academy specialist content for pupils with SEND. This covers communication and language, numeracy, creative arts, independent living, occupational therapy, physical therapy and speech and language therapy. Their provision for next academic year will include an expanded range of content for the specialist sector.</p>		<p>TAs to be attached to year groups. Where external agencies are allowing specialist staff to visit school, they will use year group assigned intervention rooms. See flow chart for process of accepting visitors into the Academy</p> <p>Nurture group to be delivered from the Hub. Hub not available at social times. If students require a quiet place, their year group base will be available</p> <p>Option for students to access lesson remotely via Google Meet with the camera solely on the teacher and all lesson materials posted on google classroom</p> <p>KO and FE to support SEN students and families to access remote learning</p> <p>Students who are on a phased return, will be supported to access Oak Academy materials</p>	
<p>2.3. Pupils most at risk of disengagement/ most in need of additional support are identified and support is in place</p>	<p>Guide</p> <p>Moderate</p> <p>12</p>	<p>Consideration has been given to the needs of disadvantaged and vulnerable pupils to identify what specific help and preparation will be needed.</p> <p>All pupils – particularly disadvantaged, SEND and vulnerable pupils – are given the catch-up support needed to make substantial progress by the end of the academic year</p>		<p>Information from the vulnerable phone calls and progress leader phone calls will be collated to identify any specific needs.</p> <p>Catch up advice to be considered following HT1 assessments</p>	<p>Guide</p> <p>Moderate</p> <p>6</p>



Key aspect	Risk rating before action	Example control measures/ considerations	In place Yes or No or NA	Further actions/controls/responses to reduce the risk	Residual risk
		Where a pupil is unable to attend school because they are complying with clinical and/or public health advice, the academy has organised access to remote education.		Students that are absent due to following health advice will be invited to Google Meet sessions with their class teacher following GDPR regulations.	
2.4. An audit of wider family services supporting mental health, bereavement, domestic violence etc has been undertaken in order to be able to signpost/refer families where required	Guide Moderate 9	Reference has been made to Public Health England guidance on supporting children and young people's mental health , Every Mind Matters and advice for groups with specific mental health needs		SID team have access to document with details of all services which can be used to signpost families as part of the vulnerable phonecalls. Details of all services also available on the website Progress time has been introduced each day to support student welfare and appropriate resources will help deliver wellbeing topics	Guide Minor 4
Focus area: Workforce and HR					
3.1. A review has been carried out of the academy's workforce audit	Guide Moderate 12	The clinically extremely vulnerable list will be paused on 1 August 2020. Some people on this list will remain under the care of their doctor or specialist and may be advised not to return to work. Assess how many staff remain in this much smaller group and the impact on the workforce. Individual risk assessments have been completed/reviewed for extremely clinically vulnerable, and clinically vulnerable, colleagues in context of autumn term working arrangements..		Staff have been risk assessed and supported in their reintegration from September. September will have 13 members of staff as clinically vulnerable and 1 as extremely clinically vulnerable.	Guide Minor 4



Key aspect	Risk rating before action	Example control measures/ considerations	In place Yes or No or NA	Further actions/controls/responses to reduce the risk	Residual risk
3.2. An assessment has been made of how many staff may be at increased risk due to individual circumstances	Guide Moderate 12	Individual risk assessments completed- As a result academy leaders know how staff will be deployed.		Cleaning staff identified at higher risk - RA completed under current working conditions	Guide Minor 4
3.3. Staff training/ reorientation scheduled prior to the full return of pupils in September	Guide Moderate 12	Extra INSET day planned at the start of term (Wednesday)		This inset day will allow for effective staff training on protocols and scenario planning. All staff will sign to confirm that they have read and understood guidance and risk assessments.	Guide Minor 4
3.4 Arrangements for staff wellbeing are in place	Guide Moderate 9	<p>Staff are encouraged to focus on their wellbeing.</p> <p>Line managers are proactive in discussing wellbeing with the staff that they manage, including their workload.</p> <p>Staff briefings and training have included content on wellbeing.</p> <p>Staff working from home due to self-isolation have regular catch-ups with line managers.</p> <p>Staff are encouraged to speak regularly with colleagues, take regular breaks and exercise.</p> <p>Appropriate work plans have been agreed with support provided where necessary.</p> <p>Staff working from home may help provide remote learning for</p>		<p>This will remain a focus for all staff</p> <p>This has been the case and will continue to be so. The majority of staff will be in the building; Google meets can be used for any catch ups. The new staggered working day will pose challenges for break and lunch times, this will be mapped. Staff consultation has taken place between Thursday 16th July and Thursday 23rd July to support any staff. This will continue throughout September with the new guidance and procedures.</p>	Guide Minor 4



Key aspect	Risk rating before action	Example control measures/ considerations	In place Yes or No or NA	Further actions/controls/responses to reduce the risk	Residual risk
		<p>any pupils who need to stay at home.</p> <p>Consider whether additional PPA time may be needed on staffing rotas to support any pupils' remote learning from home.</p> <p>Designated safeguarding leads (and deputies) are provided with time, especially in the first few weeks of term, to help them provide support to staff and children regarding any new safeguarding and welfare concerns and the handling of referrals to children social care and other agencies where these are appropriate</p> <p>Plans in place to share contact details for Employee Assistance Programme to all staff (including those not in school) at the start of term.</p>		<p>This will follow the remote learning offer that we have already been operating. Remote learning will be supported through additional staffing and any staff wfh</p> <p>EAP details shared regularly with staff and distributed to personal email addresses of staff that do not access academy email</p> <p>Posters displayed around the academy.</p>	
Focus area: Curriculum and timetabling					
4.1. Academy leaders have plans in place for identifying the most important missed knowledge and how this will be covered, within a broad curriculum in all subjects	<p>Guide</p> <p>Moderate</p> <p>12</p>	<p>All pupils – particularly disadvantaged, SEND and vulnerable pupils – are given the catch-up support needed to make substantial progress by the end of the academic year.</p>		<p>Students will be given a broad curriculum to cover all subjects. Middle Leaders have evaluated their curriculum and schema, to ensure any potential 'lost learning' is identified and strategies put into place.</p> <p>Formative assessment strategies will take a prominent role in identifying the level of lost learning that has occurred.</p>	<p>Guide</p> <p>Moderate</p> <p>9</p>



Key aspect	Risk rating before action	Example control measures/ considerations	In place Yes or No or NA	Further actions/controls/responses to reduce the risk	Residual risk
4.2. Academy leaders have ensured the curriculum remains broad and ambitious and that all pupils continue to be taught a wide range of subjects	Guide Moderate 12	<p>Discussions with SLT confirm this.</p> <p>Leaders recognise that younger pupils and some pupils with SEND may not be able to access remote education without adult support, and so have/are making arrangements to work with families to deliver a broad and ambitious curriculum.</p> <p>Oak National Academy specialist content for pupils with SEND. This covers communication and language, numeracy, creative arts, independent living, occupational therapy, physical therapy and speech and language therapy. Their provision for next academic year will include an expanded range of content for the specialist sector.</p> <p>A plan is in place highlighting how the academy will maintain the curriculum through home learning if bubbles have to be sent home.</p>		<p>It is the intention that all students will have a full and engaging curriculum, which includes all subject areas. Clear protocols have been established for</p> <ul style="list-style-type: none"> • PE • Food & nutrition • Art • Drama • Music • Science <p>Please see linked documents Roving faculties will take additional protective measures via visors/screens/zoned teaching</p>	Guide Moderate 6
4.3. A staffing plan and timetable is in place, including any special arrangements where necessary and practicable, for example staggered starting and ending times of the school day, drop off and collection and/or break and lunch arrangements	Guide Moderate 12	<p>Academies to do all they can to minimise contacts and mixing while still delivering the curriculum.</p> <p>Desks/tables forward facing in Key Stages 2-4.</p> <p>Assemblies - one group at a time, in classes or virtual.</p> <p>Staggered start and/or end of day without reducing teaching time</p> <p>Staggered break and lunchtimes.</p> <p>Blended approach likely in all settings.</p>		<p>Timetable has been created that supports social distancing and includes staggered start/end of day times together with staggered lessons/breaks/lunches.</p> <p>Each year bubble will be located in one subject area in school and remain there for all of their lessons with the exception where necessary of needing to use specialist equipment e.g. 3D printing.</p>	Guide Moderate 6



Key aspect	Risk rating before action	Example control measures/ considerations	In place Yes or No or NA	Further actions/controls/responses to reduce the risk	Residual risk
		<p>Focus likely to be on groups for younger children, and distancing for older children.</p> <p>KS4- likely whole year 'groups'. If possible to make smaller groups within while still delivering the curriculum, this should be done.</p> <p>KS3 and below, smaller groups, for example full class would be beneficial but not mandatory.</p> <p>Early years settings no longer have limits on group size (from 20 July).</p> <p>Keep groups apart as much as possible.</p> <p>In shared environments/equipment increase cleaning frequencies.</p> <p>Older children (KS4) to keep distance in their groups.</p> <p>Mixing in wider groups for specialist subjects, wraparound care, or on transport is permitted. The larger the group, the more robust the other controls need to be.</p> <p>No expectation that young children distance within their groups.</p> <p>Siblings can be in different groups.</p> <p>All staff can operate across multiple classes and year groups but should practise distancing, and 2m where possible.</p> <p>To enable the tracing process to be work effectively, both</p>		<p>Core staff will be attached to one year group bubble. Non-core staff will teach across different year groups.</p> <p>It has been decided that due to the staggered start and end times, ESA's will not take place for at least the first term half term.</p> <p>Roving faculties include CA/GU/HWB</p> <p>Staffing has been planned and mapped in NOVA and SIMS. SYLK files are in place to identify all staff and student contact. Distance should be maintained throughout so that staff are safe if they move between areas.</p>	



Key aspect	Risk rating before action	Example control measures/ considerations	In place Yes or No or NA	Further actions/controls/responses to reduce the risk	Residual risk
		<p>academies will need to keep a comprehensive record of group/bubble composition and records of any close contact that takes place between children and staff in different groups. Close contact is defined as:</p> <p>direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin)</p> <p>proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual travelling in a small vehicle, like a car, with an infected person</p> <p>identification of which group an individual is part of so that breaches of these groups can be identified.</p> <p>Supply/peripatetic teachers can move between schools but minimise contact and distance as much as possible. Specialist staff, for example therapists work as normal.</p> <p>Dual registered children can attend, but the two settings should liaise to agree controls.</p> <p>Science, DT, PE: subject leads have reviewed their risk assessments for the planned activities and updated accordingly reference has been made to specialist advisory bodies for latest guidance on required controls. (CLEAPSS, AfPE).</p> <p>Consideration has been given to the availability of support staff, for example technicians and the capability of practical lessons to be delivered while maintaining social distancing.</p> <p>No education visits permitted during Autumn term 2020. Extra-curricular provision subject to specific risk assessment</p>		<p>Supply/peripatetic staff will not be required in the first half term. Protocols are in place for therapists</p> <p>No student will be dual registered for the first half term</p> <p>All activities, processes and risk assessments have been planned and advisory bodies consulted.</p> <p>Support staff have been allocated to each year group.</p> <p>ESA will not occur in the first instance in the first half term.</p>	

Key aspect	Risk rating before action	Example control measures/ considerations	In place Yes or No or NA	Further actions/controls/responses to reduce the risk	Residual risk
		developed with reference to DFE Guidance on Protective measures for out-of-school settings during the coronavirus (COVID-19) outbreak			
4.4. A plan is in place for spending the academy's allocation of tuition funding and ensure curriculum alignment and relevant training is in place (Education Endowment Foundation guidance can be found here)	Guide Moderate 12	Pupils most at need are identified. Covid 19 catch up plans are written and funding used for the purpose intended. Plans shared with the EP and the LGB in the autumn term.		Link to academy COVID-19 funding plans	Guide Minor 4
4.5. Plans are in place outlining how remote education will be offered where a class, group or small number of pupils need to self-isolate, or where there is a local lockdown	Guide Moderate 12	Consideration has been given to: <i>online learning resources here</i> <i>Oak National Academy here</i> <i>technology support here</i> <i>guidance for parents on supporting home learning here</i> <i>guidance for parents of children with SEND to support home learning here</i> <i>EEF best evidence in remote learning here plus: summary of findings and a toolkit to support home learning</i> <i>DfE case studies using various methods to adapt the curriculum for remote education to best meet the needs of pupils and adapt teaching practice for remote education and keep pupils engaged</i>		Current model of remote learning has been successful and will remain in place should pupils need to self-isolate or for local/national lockdown. The school timetable will be followed using Google Classroom/Meet for pupils who have sufficient IT access at home. Work packs will be provided for pupils who cannot access Google Classroom/Meet at home.	Guide Minor 4
4.6. The approach to physical activity within the school day has been reviewed	Guide Moderate	Pupils remain in consistent groups where possible. Sports equipment is thoroughly cleaned between each use.		H&WB - no more than 4 PE groups on practical PE at a time. Outdoor lessons wherever possible. Wet weather; two	Guide Minor



Key aspect	Risk rating before action	Example control measures/ considerations	In place Yes or No or NA	Further actions/controls/responses to reduce the risk	Residual risk
	9	<p>Contact sports are avoided and outdoor sports are prioritised where possible, and large indoor spaces used where not, maximising distancing between pupils.</p> <p>Cleaning and hygiene are given high priority.</p>		<p>groups to use the sports hall, two to use the canteen/CA/H&WB spaces.</p> <p>Food - no KS3 practical Food lessons to take place during the Autumn Term. KS4 examination subjects will take place to support course content/delivery. All KS4 students who are cooking will be required to wear face masks & gloves. They will also be allocated their own apron to wear which will be washed after every use.</p> <p>CA - KS3 lessons will remain in the subject areas where the year group is based. KS4 lessons may need to move into specialist rooms.</p> <p>Music - KS4 lessons will be taught where necessary via Google Meet to provide additional safety for staff & students</p> <p>Art - year group equipment will be identified and remain only for the year group.</p> <p>Drama - non-slip spots will be used to support social distancing measures.</p>	4
4.7. Before and after-school provision has been reviewed	Guide Moderate	Consideration has been given whether/ how to restart these in the autumn term.		ESA/Climb sessions will not run during Autumn 1 due to the staggered end of	Guide Minor

Key aspect	Risk rating before action	Example control measures/ considerations	In place Yes or No or NA	Further actions/controls/responses to reduce the risk	Residual risk
	12	<p>Where parents are using external providers, the academy has a plan in place to consider how such provision will work alongside their wider protective measures, including keeping children within their year groups or bubbles where possible.</p> <p>Extra-curricular provision subject to specific risk assessment developed with reference to DFE Guidance on Protective measures for out-of-school settings during the coronavirus (COVID-19) outbreak.</p>		day times. This will be reviewed alongside government guidance. Sessions will commence only when it is safe to do so.	4
Focus area: Policy and procedure					
5.1. Before September 2020 key policies and procedures at least are reviewed and any addendums amended or removed	Guide Severe 16	<p>The following have been considered, and where changes made, shared:</p> <ul style="list-style-type: none"> Health and safety Child protection and safeguarding (safeguarding and remote education here) Attendance Behaviour Exclusions Pastoral/Welfare Restraint 		<p>The buildings and facilities protocols have been amended in light of guidance documentation.</p> <p>Fire alarm process reviewed and new protocol setup.</p> <p>Attendance and behaviour policies have been updated in line with government guidance around COVID-19. Staff will not physically restrain students.</p> <p>Exclusions will continue as normal.</p>	Guide Moderate 6
5.2. Academy leaders have considered whether enhanced safeguarding and welfare provision needs to be put in place, including planning for the potential increase in	Guide Moderate 12	<p>Trust safeguarding policies and procedures are followed.</p> <p>Identify a safe space in the school for children to go during this time should they need to speak with someone or they are in crisis.</p> <p>Dedicated time for DSL's to fulfil their role in September when children return to school and safeguarding concerns may increase.</p>		<p>Learning hub or intervention rooms will be used for these sessions</p> <p>This will be built into the training programme in September</p>	Guide Moderate 6



Key aspect	Risk rating before action	Example control measures/ considerations	In place Yes or No or NA	Further actions/controls/responses to reduce the risk	Residual risk
disclosures and welfare needs including mental health		Providing staff time to reflect on their safeguarding responsibilities and the possible safeguarding issues children may have been exposed to during this time			
5.3. Procedures for fire drills have been amended as appropriate	Guide Critical 15	Reviewed 17/07/2020 and shared		Protocol captured in staff guidance document. Procedure will be practiced in September in year groups and as a whole school. Additional fire assembly point in new MUGA area	Guide Moderate 6
5.4. Other academy-based policies and procedures reviewed and amended as applicable	Guide Moderate 12	List policies and procedures reviewed/amended here. Where amendments are made these are shared as appropriate.		Staff booklet available for all	Guide Moderate 6

Focus area: School kitchens, supply chains and contracts



Key aspect	Risk rating before action	Example control measures/ considerations	In place Yes or No or NA	Further actions/controls/responses to reduce the risk	Residual risk
6.1. Plans are in place to reopen school kitchens	Guide Moderate 12	Plans are in place and comply with the guidance for food businesses on COVID-19. (Risk assessment below from Manchester Fayre)		Screens have been built at all serving points in canteen Rotation system in place for different year group at lunch. Children only seated for maximum of 15 minutes, reducing close contact time.	Guide Moderate 6
6.2. Catering reviewed and amended as applicable, including bringing staff out of furlough where necessary if this has not already been done	Guide Moderate 12	Additional resource negotiated if applicable. Engagement with professional associations/trade unions on arrangements, including sharing risk assessments. (Manchester fayre RA below)		Manchester Fayre have completed a risk assessment, school and provider have agreed actions to ensure safe service. Screen to be fitter during summer holidays	Guide Minor 4
6.3. Supply chains reactivated	Guide Moderate 9	Supply chains are reactivated.			Guide Minor 2
6.4. There is free school meals provision over the summer	Guide Moderate 12	National voucher schemes in operation.		Completed	Guide Minor 1



Key aspect	Risk rating before action	Example control measures/ considerations	In place Yes or No or NA	Further actions/controls/responses to reduce the risk	Residual risk
6.5. Suppliers know and understand the system of controls and hygiene arrangements	Guide Moderate 9	Suppliers have their own agreed risk assessments, which have been shared. Suppliers follow academy rules re: distancing and hygiene as above.		RA received 10/07/20 and shared with SLT 14/07/2020 Awaiting updated Manchester Fayre RA	Guide Minor 4
6.6. There is an agreed approach to any scheduled or ongoing building works in relation to safety	Guide Moderate 9	Contractors have their own agreed risk assessments. Contractors follow academy rules re: distancing and hygiene as above.		Manchester surfacing and TSbooker have completed RA and academy approach/ rules have been shared with contactors.	Guide Minor 4
Focus area: Communications					
7.1. There are planned and agreed communications to staff, including but not limited to: -arrangements for keeping staff and pupils safe - staff deployment and attendance expectations - curriculum and timetabling - workload and wellbeing - training	Guide Moderate 9	See: 1.1. Posters reinforce the need to wash hands regularly and frequently 1.2. Consultation has taken place with all staff and their representatives in line with HSE requirements 1.6. Agreed policy and procedures are in place should a child or adult fall ill with the coronavirus on site, fall ill having recently been on site and/or if a number of people fall ill related to a particular site 3.5 Staff training organised 4.2 A plan is in place highlighting how the academy will maintain the curriculum through home learning if bubbles have to be sent home 4.5 Plans are in place outlining how remote education will be offered where a class, group or small number of pupils need to self-isolate, or where there is a local lockdown 5.1 Before September 2020 key policies and procedures at least are reviewed and any addendums amended or removed		1.1 Signage is already up in the academy to promote all protocols in following Covid 19 guidance. Catch it, Kill it, Bin it posters and information for the main entrance are to be posted. 1.2 A second inset day has been organised to ensure there is ample time to train staff in all protocols and the 'new norm'. 3.5 completed 1.6 Designated area has been named for any staff/students who have COVID symptoms on site.	Guide Minor 4

Key aspect	Risk rating before action	Example control measures/ considerations	In place Yes or No or NA	Further actions/controls/responses to reduce the risk	Residual risk
		5.3 Procedures for fire drills have been amended as appropriate 5.4. Other academy-based policies and procedures reviewed and amended as applicable 6.2. Catering and/or cleaning contracts reviewed and amended as applicable, including bringing staff out of furlough where necessary if this has not already been done 6.5. Suppliers know and understand the system of controls and hygiene arrangements		3.5 Staff INSET has been organised for two days in September.to ensure there is ample time to train staff in all protocols and the ‘new norm’. 4.2/4.5 If year group bubbles are sent home they will revert back to the distance learning online curriculum. 5.3 , 5.4 Key policies are continually renewed and shared with staff, policies are also available on the website. 5.3 No amendments needed. 6.2 New cleaning protocols established 6.5 Main entrance signs regarding face masks to be posted Remote learning will be available through the existing google classroom and work pack systems.	
7.2. There are planned and agreed communications to parents/carers, including but not limited to: -attendance expectations	Guide Moderate 9	See: 1.1. Posters reinforce the need to wash hands regularly and frequently 1.6. Agreed policy and procedures are in place should a child or adult fall ill with the coronavirus on site, fall ill having recently been on site and/or if a number of people fall ill related to a particular site 2.1 Parental confidence has been assessed and processes are		1.1 Increased signage in bases 1.6 New MCC guidance included 2.1 Already in place through the attendance team. This will continue to be a focus of work and communication with parents will be ongoing.	Guide Minor 4



Key aspect	Risk rating before action	Example control measures/ considerations	In place Yes or No or NA	Further actions/controls/responses to reduce the risk	Residual risk
<ul style="list-style-type: none"> -uniform expectations -the curriculum -transport -dropping off and picking up -parents/ carers visiting the school 		<p>in place to communicate clear and consistent expectations around school attendance to families throughout the summer ahead of the new school year</p> <p>2.2 Leaders recognise that younger pupils and some pupils with SEND may not be able to access remote education without adult support, and so have/are making arrangements to work with families to deliver a broad and ambitious curriculum</p> <p>4.2 Leaders recognise that younger pupils and some pupils with SEND may not be able to access remote education without adult support, and so have/are making arrangements to work with families to deliver a broad and ambitious curriculum.</p> <p>4.2 A plan is in place highlighting how the academy will maintain the curriculum through home learning if bubbles have to be sent home</p> <p>4.5 Plans are in place outlining how remote education will be offered where a class, group or small number of pupils need to self-isolate, or where there is a local lockdown</p> <p>4.7 Where parents are using external providers, the academy has a plan in place to consider how such provision will work alongside their wider protective measures, including keeping children within their year groups or bubbles where possible</p>		<p>2.2, 4.2 TA's to support where necessary. Support has continued throughout closure and summer.</p> <p>4.2 Communication to be made available on the website</p> <p>4.7 External agencies involved with students will use Google MEET, when it is not necessary for visitors to come into the building. If this is unavoidable then necessary assessment of this will take place.</p>	
<p>7.3. There is an agreed frequency of communications with parents and governors</p>	<p>Guide</p> <p>Moderate</p> <p>9</p>	<p>See:</p> <p>1.7 Business Continuity Plan updated and discussed with the EP and Chair of Governors</p> <p>8.1 Additional cost pressures due to COVID-19 have been identified and reported to Finance Manager and to Governors</p> <p>Risk assessments shared with the Chair of Governors.</p>			<p>Guide</p> <p>Minor</p> <p>4</p>

Focus area: Financial

Key aspect	Risk rating before action	Example control measures/ considerations	In place Yes or No or NA	Further actions/controls/responses to reduce the risk	Residual risk
8.1. Additional cost pressures due to COVID-19 have been identified and an end-of-year forecast which factors them in has been produced for the board	Guide Moderate 9	Additional cost pressures due to COVID-19 have been identified and reported to S Ash (note deadline date) and to Governors.		Costs have been identified and application to be completed by 21/07/20	Guide Minor 4
Focus area: Accountability					
9.1. Arrangements for academy accountability including performance management have been made in the light of DfE guidance on how school and trust external accountability will be handled this year.	Guide Moderate 8	Plans and risk assessments reviewed by EP and Chairs of Governors. Schools and Trusts will not be held to account based on exams and assessment data from summer 2020 and data will not be used by others, such as Ofsted and local authorities, to hold schools and Trusts to account. Position on performance management (end of year reviews for 2019/20) has been communicated.		Prepared and shared Thursday 16th July Updates shared on inset in September and all staff will sign to say that they have read and understood the information. In action	Guide Minor 3



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 self-isolate immediately and arrange to have a test .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Process shared with staff and supported by leaders and HR
02	Any employee who has tested positive for COVID 19 should not attend school/ setting for X days from the onset of symptoms. If the test is positive but the employee has not had symptoms, they should self-isolate for X days from the date of the test. (X Guidance is ever changing)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Sickness and absence protocols clear and communicated MCA will engage with test, track and trace protocols Home working processes available
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"/>	Test kits have arrived All staff and HR communicated on how to book at test Working arrangements will be amended
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	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Risk assessments and necessary control measures are already employed. These will continue to be reviewed

Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
	report . Sample assessment template provided by Directorate for Children and Education Services				
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	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	HR will continue with KIT protocols and where appropriate line managers will too
06	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"/>	Provided to all staff, these will be reissued if required

Our Pupils

Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
07	If a pupil has anyone within their household that has coronavirus (COVID-19) symptoms , should not attend school/ setting. They should self-isolate immediately and arrange to have a test .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Attendance will follow the new guidance and reporting protocols. Students will be notified and families are directed to engage with Track and Trace. This will be followed up by the attendance team. This information has been shared on the website and on communication with parents/students.
08	Any pupil who has tested positive for COVID 19 should not attend school/ setting for Xdays from the onset of symptoms. If the test is positive but the pupil has not had symptoms, they should self-isolate for X days from the date of the test. X- Guidance is ever changing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All information from the Track and Trace system will be shared with school and recorded by attendance.
09	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"/>	Any student who is displaying signs of COVID-19 will be isolated at the front of school, until a parent/carer is available to collect them with a designated member of staff, following social distance guidelines.
10	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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	In the event of any COVID 19 outbreak the academy would revert to the Summer 2020 remote learning timetable immediately. If this is just a year group closure

Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
					then the students would be taught remotely by their designated staff. Facilitated via Google Meet and Google Classroom.
11	<p>Pupil groups should be arranged to enable the school to deliver the full range of curriculum subjects and students to receive specialist teaching.</p> <p>At primary school, and in the younger years at secondary (key stage 3), schools may be able to implement smaller groups the size of a full class. If that can be achieved, it is recommended.</p> <p>In secondary schools, and key stage 5, the groups are likely to need to be the size of a year group.</p> <p>Children are kept in their groups for the majority of the classroom time, but mixing into wider groups is allowed for specialist teaching, wraparound care and transport.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Pupils will remain in their year group 'bubbles'. The start time, finish time and social times will be staggered throughout the day. Staff will be allocated to year groups to ensure that students receive their normal range of subjects.
12	School Behaviour Policy and expectations should be updated to reflect COVID measures and communicated to all staff, pupils and parents.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	School behaviour policy has been updated and approved by Governors in light of changes required for COVID 19. A copy of this document is available on the school website. All students will have been informed about these changes as they return to school.

Our School

Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
Capacity, Access and Egress					
13	Designated Entrance and Exit Points to the Building (for each year group of pupils where possible or where not possible for certain year groups to avoid all pupils using the same entrance/ exit).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Year 7 - main entrance</p> <p>Year 8 - Sports hall entrance</p> <p>Year 9 - Main entrance</p>

Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
					Year 10 - Sports hall entrance Year 11 - Main entrance
14	Increased number of Entrance and Exit Points to the Building (external class room doors should be used where possible).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	See above. Clear guidance on the movement of students into and out of break times
15	Develop, share and display drop off/ collection protocols e.g. one way system and one parent/carer only to drop off/ collect child. (Ensure children are dropped off at school gates rather than coming into school playground, older KS2 children are encouraged to walk to school by themselves).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Parents not to come into the building for collection or drop off, this is communicated in September information.
16	Restrictions on access to school/setting by third parties (parents, members of the public, visitors etc). Appointments for school visits, reduced numbers in school reception area (one in/ one out) etc.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Only essential contractors and visitors permitted access. All visitors to be risk assessed
17	Stagger drop off and finish times, lunch and break times for each cohort/group where possible. If not possible for each year group, consider; for Primary EYFS & KS1/ KS2, for Secondary KS3/ KS4/ 6 th Form. This could include condensing / staggering free periods or break time but retaining the same amount of teaching time, or keeping the length of the day the same but starting and finishing later to avoid rush hour.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Start, lunch, break and finish times have all been staggered. Break, lunch and reading time have all been condensed to enable this. Teaching time has not been affected

Travel to and from School (including Public Transport and School Buses)

Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
18	All staff/ pupils should be advised to walk/ cycle to school and avoid wider public transport where possible. (School buses are not classed as wider public transport- see below).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Where students and staff do need to use public transport they must follow Public Health England advice and wear a face covering. Hands should be sanitised on entry to the building. Bike sheds provided for all staff and students to use.
19	Pupils on dedicated school buses should wherever possible: Sit together in their year groups, Ensure hands are sanitised on boarding/ disembarking Use face coverings where appropriate, for children over the age of 11. E.g. if likely to be in close contact with people outside of their group.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No school bus service
20	Assurance should be sought from school bus providers of additional cleaning regimes and that a COVID secure risk assessment has been completed.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No school bus service
21	Close liaison is in place for statutory 'Home to School Transport' with the Local Authority, school and private providers. Assurance should be sought that additional cleaning regimes are in place and a COVID secure risk assessment has been completed.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No service in place.
22	Parent survey to be completed to confirm mode of transport used by pupils, route to school and any potential alternatives. Where there is heavy use of 'wider public transport' on specific routes, consideration should be given, in conjunction with TfGM and the Local Authority to the commissioning of school buses. E.g. a large proportion of pupils attend a school in North Manchester but live in East Manchester and currently use public transport.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	This will be captured on the parental consultation as part of the September communication.

Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
23	Families and pupils that have no alternative to use wider public transport are referred to the safer travel guidance for passengers	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Where students and staff do need to use public transport they must follow Public Health England advice and wear a face covering. Hands should be sanitised on entry to the building. Cycling to work / school is supported
24	There should be a process in place for removing face coverings when pupils and staff who use them arrive at school: Pupils/staff instructed not to touch the front of their face covering during use or when removing them, wash hands immediately on arrival, dispose of temporary face coverings in a covered bin or, place reusable face coverings in a plastic bag they can take home with them, and then wash their hands again before going to their classroom.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Recent guidance will require staff and students to wear face coverings in the building in communal areas. Hand hygiene will continue to be emphasised throughout the day
Physical / Social Distancing in the Building					
25	Classrooms are organised maintaining space between pupils/ children/ adults where possible: small adaptations are made to the classroom to support distancing. Including seating pupils side by side and facing forwards, rather than face to face or side on, In secondary schools, teachers should stay at the front and maintain 2m distance.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Classrooms have been reconfigured in line with the new timetable Spacing has been considered and desks face the front Staff will be given recommended zones in which to operate
26	Reduced movement around school Timetabling ensures that groups are kept apart and movement around the school is kept to a minimum. Consideration has been given to the avoidance of creating busy corridors, entrances and exits. Staggered start and finish times, break and lunch times have been considered, together with ensuring appropriate time for cleaning surfaces and equipment.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Superbubbles have been given designated areas that they will remain in unless specialist areas are required to deliver the curriculum. Corridor movement has been planned in line with the staggered school day. Cleaning map will shadow the curriculum map

Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
27	Older pupils are regularly reminded of the need to socially distance. E.g. Posters are located throughout school.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Increased number of posters in learning bases
28	Communal gatherings of more than one year group should be avoided. E.g. Collective worship, if applicable, should be contained to one bubble/ year group. Dining Hall should be kept to one year group/ class where possible. If not possible for each year group, consider; for Primary EYFS & KS1/ KS2 , for Secondary KS3/ KS4/ 6 th Form. Determine if pupils will be having a school meal, if pupils bring a 'packed lunch' this should be eaten in their class room/ zone reducing numbers in the dining hall.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	There will be no mixing of superbubbles. Social spaces have been zoned and times staggered to prevent this from occurring. Canteen procedures are in place so that students can come out of their learning zone for their own wellbeing during the school day
29	Due to the increased risk of infection in music lessons (singing, playing wind or brass instruments), these lessons should be outside wherever possible, in groups of no more than 15, instruments should not be shared and pupils should stand back to back or side by side.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Music lessons have been adapted so that there will be no communal singing. The only instruments to be shared will be drums and guitars which will each be sanitised between each student. This is all captured in the music risk assessments.
30	Pupils should be kept in consistent groups for PE. Outdoor sports should be prioritised and large indoor spaces should be used where it is not.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	PE offer has been reviewed and minimised. Outdoor spaces are a priority but large indoor spaces considered for wet weather circumstances
31	Stagger the use and limit the occupancy of staff room and offices by employees and ensure staff maintain social distancing of 2m. If not possible 1m plus additional controls.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Staff room has been adapted to allow for distancing, as has the staff Bistro space.
32	Kitchen staff maintain social distancing of 2m in the kitchen. If not possible 1m plus additional controls.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Please see Manchester Fayre risk assessments

Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
	Kitchens must comply with the guidance for food businesses on coronavirus (COVID-19) .				
33	Use of Small Meeting Rooms and Confined Areas (including Photocopier / Printer/ Storage areas) by more than one person prohibited.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All meeting rooms have had their capacity reviewed which is clearly displayed on windows and doors
34	Non Essential repair / contracted works in buildings to be carried outside school hours.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Completed
35	Reduction in lift use with priority given to employees or children with disabilities, relevant existing health conditions or those who are pregnant. Staff encouraged to use stairs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	In place and signage used
36	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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N/A



Additional Physical / Social Distancing Measures applied (Please detail below)

Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
Infection Control, Cleaning and Hygiene Arrangements					
37	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"/>	Repeated reinforced messages to parents and students
38	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 to report to line managers and HR HR to implement protocols of testing, wfh and KIT
39	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	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Any student who is displaying signs of COVID-19 will be isolated at the front of school, until a parent/carer is available to collect them with a designated member of staff, following social distance guidelines. Staff will wear PPE when caring for the child.

Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
	need to isolate or get a test unless they develop symptoms themselves.				
40	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 will be given instructions over the phone on the initial call, in person when they come to collect the child a written copy of the information and this will be followed up on by the pastoral team. Home testing kits will be issued where appropriate.
41	Staff/ pupils who test positive for COVID 19 should self-isolate for X days (see current guidance at point of test). Other members of their household (including siblings) should self -isolate for 14 days from when the symptomatic person first has symptoms.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	This will be reported to the attendance team who will apply the relevant code and follow up appropriately, working with timelines set in the guidance
42	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"/>	All staff and students sanitise on entry, before and after break. If handwashing facilities are unavailable then sanitiser should be used.
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). 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"/>	See above
44	Different pupil groups do not need to be allocated their own toilet blocks or hand washing facilities. 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"/>	Toilets are attached to each super bubble Enhanced cleaning protocols are in place for the toilets Hand washing and use of sanitiser will be directed throughout the day
45	Educational Resources; For frequently used resources such as pens and pencils, staff and pupils should have their own items Classroom based resources, such as books and games, can be used and shared within the group. They should be	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Students will be issued their own resources and books which will remain in the super bubble locations at all times

Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
	<p>cleaned regularly as part of school's enhanced cleaning regime.</p> <p>Resources that are shared between groups, such as sports, art, and science equipment should be cleaned frequently and meticulously and always between 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 bubbles.</p> <p>Outdoor play equipment should be frequently cleaned following use by each group.</p> <p>Pupils and teachers can take books and shared resources home, although unnecessary sharing should be avoided and rules on hand cleaning and cleaning of the resources should apply.</p>				<p>Text books or reading books that need to be shared will be clean or sanitised before being used by anyone else</p> <p>ICT protocols are in place for shared usage. ICT resources can be attached to one super bubble</p> <p>Specific protocols are in place for</p> <ul style="list-style-type: none"> ● PE ● Music ● Art ● Food <p>This will be captured in the separate risk assessments</p> <p>No outdoor equipment will be used at social times</p> <p>Pupils will only bring their PE kit and lunch box to school</p> <p>Staff have been directed to limit the transfer of equipment to essential items only and this must be sanitised before and after use. Staff will not be expected to take work home to mark.</p>
46	Pupils should limit the amount of equipment they bring into school each day. This should be limited to lunch boxes, coats, bags, books, stationery and mobile phones (where applicable).	X			Reinforced in communications with parents and students
47	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"/>	Reinforced in communications with parents and students
48	Additional lidded bins and increased emptying / replacement are provided / in-place.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Now in place

Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
49	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"/>	Office spaces lacking windows have other preventative measures in place
50	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: Toilets Door Handles/ Access Buttons Kitchen areas and associated equipment Water dispensers/ coolers Printers/ Photocopiers White Boards Play Equipment Shared resources	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Enhanced cleaning protocols
51	Staff should ensure shared facilities such as staff room kitchens are cleaned thoroughly after use. E.g. following lunch or hot drink preparation. Staff should ensure any communal crockery, cutlery used is thoroughly washed and where possible use their own.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Kettle and fridge will be cleaned as part of the enhanced protocol There will be no communal crockery available Bar 13 available for staff hot drinks
52	Staff should consider the storage of their personal items to ensure they are Covid secure.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Belongings should be stored in lockers or on the back of chairs/under your desk. Shared coat stands/hooks should not be used. There should be minimal items brought in and out of school to avoid cross contamination. Only essential items should be brought into school and no items should be taken home apart from laptops.
53	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"/>	Hand-Washing Guidance Hand-Washing Video



Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
54	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"/>	Directives to admin staff
55	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"/>	Included in enhanced cleaning protocols
56	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"/>	Protocols in place for contractors and flow chart in place for decision making around visitors

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

Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
Response to an Infection					
57	Sufficient understanding and processes are in place to respond to a confirmed case of COVID 19 in school:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All guidance is included in staff information and leadership mock these situations



Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
	<p>Those with symptoms book a test (as above schools will be provided with a limited number of tests)</p> <p>Contact Public Health when become aware of a confirmed case (Public Health will also contact schools when they become aware of a confirmed case). Public Health will then work with school to determine actions to be taken.</p> <p>School should keep a record of pupils/staff in each year group and any close contact between staff and children in different groups.</p> <p>School should keep a record of all visitors to the school including contact details. Records to be kept for 21 days.</p>				<p>Tests are available. HR across testing protocols and follow up process</p> <p>Captured in SIMs and timetable plans</p> <p>All record will be kept</p>
58	<p>If an outbreak is confirmed (2 or more cases within a 14 day period) health protection teams may recommend that a larger number of other pupils self-isolate at home as a precautionary measure.</p> <p>Remote/distance learning contingency arrangements for all pupils should be maintained in case of school/ year group closure during any local COVID 19 outbreak.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All teams are in a strong position and understand protocols for partial or full closure
Key Roles and Responsibilities					
59	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"/>	Sufficient staffing is in place for a September start, staffing will be closely monitored to ensure that the student numbers can be sustained
60	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"/>	See enhanced cleaning cycles
61	Sufficient numbers of trained staff are in place to provide First Aid and First Aiders are aware of updated HSE guidance.(See link).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	First aiders will be mapped and allocated to super bubbles



Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
					https://www.hse.gov.uk/coronavirus/first-aid-and-medicals/first-aid-certificate-coronavirus.htm .
62	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"/>	Ample staff are in place to support this. Fire protocols are in place and will be drilled in September
Statutory Premises Compliance and Maintenance					
63	PPM (Planned Preventative Maintenance) work continues to be delivered for critical building systems (Life-Safety) including: Fire Alarm and Detection Powered Doors / Gates Legionella and Water Testing Electrical Safety Gas Safety PAT Testing Asbestos Management	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All work has been Completed Purchased Purchased and awaiting tests Completed in May Completed in may Purchased and booked in for 07/09/2020 (4:30 to 10:00) NA
64	Defect Reporting arrangements are in place.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Systems in place to identify and report defects



Additional Response to an Infection / Statutory Compliance and Maintenance measures.

A large empty rectangular box intended for providing a response to the question above.

Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
Additional Measures/ Considerations for Special Schools					
65	Pupil risk assessment completed/ updated to determine additional support for children with EHC plans to support a successful return. Parents contacted to involve them in planning for children's return in September- e.g. social stories/ visits.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N/A Although all students with an EHCP have been risk assessed
66	Bubbles/ groups are of an 'appropriate' class size. Numbers are lower in special schools than mainstream which will help to limit contacts. Children with complex needs unable to social distance so acceptable in smaller groups.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N/A
67	Pupils, although no longer shielding, but remain under the care of a specialist health professional, school should discuss school return with their health professional. Where a pupil is unable to attend their setting because they are complying with clinical or public health advice distance/ remote education is provided.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N/A



HR UPDATE DOCUMENT 26th August

[Guidance for full opening: schools - GOV.UK](#)

[Guidance for full opening: special schools and other specialist settings](#)

[Actions for early years and childcare providers during the coronavirus \(COVID-19\) outbreak](#)

[Further Education Providers](#)

The return of employees to school settings

HR FAQ 1 AUTUMN TERM

This document provides information regarding the return of workforce in September. The following issues are addressed:

- Holidays/quarantine
- Anxious employees returning to work
- Vulnerable employees
- Local lockdown restrictions
- Face coverings
- Child care issues and caring responsibilities
- NQTs
- PPE/cleaning and hygiene duties etc
- Progressing business as usual issues

The government has updated aspects of its guidance for schools and in addition, published new guidance which contains information around the workforce. Links to the relevant guidance/web sites and support groups can be found throughout this document. MCA will continue to work with Manchester City Council who can provide advice and guidance

An employee is required to quarantine after a holiday and this means they will not be available for work at the beginning of term

It is expected that staff will be available to work in school from the start of the autumn term. As highlighted in the Guidance for full opening: schools - GOV.UK, there is a risk that where staff travel abroad, their return travel arrangements could be disrupted due to factors arising beyond their control in relation to coronavirus, such as the potential for reinstatement of lockdown measures in the place they are visiting and the requirement for a period of quarantine upon return. This guidance advises that where it is not possible to avoid a member of staff having to quarantine during term time, school leaders should consider if it is possible to temporarily amend working arrangements to enable them to work from home. If an employee is already on holiday when the requirements to quarantine upon return are implemented for that area,



and their role can not be undertaken from home, they should continue to be paid as normal during their quarantine period. If an employee chooses to book a holiday/visit an area which requires them to quarantine on return (resulting in the employee being unavailable at the beginning of term), then they may be required to take unpaid leave during the quarantine period if they are unable to work from home. The following link: https://www.gov.uk/guidance/coronavirus-covid-19-travel-corridors?utm_source=10cbe6ff-1fde-42ce-8b1a-6616d29afae1&utm_medium=email&utm_campaign=govuk-notifications&utm_content=immediate provides a list of countries and territories from where you can travel to England and may not have to self-isolate.

Can some employees continue to work from home?

Guidance for full opening: <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools> outlines that employers will be given more discretion about where staff work. The guidance highlights that most school-based roles are not ideally suited to home working and schools may expect most staff to return to work in settings. Some roles, such as some administrative roles, may be conducive to home working, and school leaders should consider what is feasible and appropriate.

A number of employees are reporting feeling anxious about returning to work, what support is available?

It is understandable that a return to the workplace can be an anxious time. Where an employee has concerns about their return to work, HR and SLT will discuss this with individuals. Discuss with them the reasons for their concerns and what if anything you can do to alleviate such concerns for example, flexibility around childcare/caring responsibilities/adjustments to role or change of duties where practicable. MCA has put measures in place, there is a full risk assessment and any individual assessment can be undertaken. The Employee Assist programme can provide further support. In addition to this, the Education Support Partnership provides a free helpline for school staff and targeted support for mental health and wellbeing.

Can those who were considered clinically extremely vulnerable (and shielded) return to the workplace?

The Guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19 outlines that shielding has been paused. The guidance goes on to outline that those who were subject to shielding can go to work as long as the workplace is Covid-secure, but should carry on working from home wherever possible. The school specific guidance Guidance for full opening: schools - GOV.UK, states that shielding measures will be paused from 1 August 2020, with the exception of areas where local lockdown means that shielding will continue. It is therefore appropriate for teachers and other school staff to return to their workplace setting. Accordingly, we expect that staff who need to will attend school.....In all respects, the clinically extremely vulnerable should now follow the same guidance as the clinically vulnerable population, taking particular care to practise frequent, thorough hand washing, and cleaning of frequently touched areas in their home and/or workspace. Staff in these categories will have individual risk assessments that will be regularly updated.

If an area is on local lockdown/has local restriction what happens to clinically extremely vulnerable (shielded) employees?



As outlined above, the Guidance for full opening: schools - GOV.UK outlines that shielding measures will be paused from 1 August 2020, with the exception of areas where local lockdown may mean that shielding will continue (local lockdown measures vary and will be outlined in Government guidance as they occur and will contain information as to whether shielding continues in the area). MCA will be mindful of those who were considered to be shielded and keep updated with respect to local lockdown measures and any changes to shielding requirements for your employees as a result. If this affects any individual employees we will discuss their circumstances, the requirements for the relevant employees, and how to minimise the impact to school operations. Where working from home is not possible, employees who are required to shield at home, should continue to be paid as normal.

What about shielded employees at the moment who live in/travel from Oldham and surrounding areas?

The government guidance for Blackburn with Darwen, Oldham, Pendle: local restrictions outlines the list of specific areas which have local restrictions in place. There is no reference within the above guidance as yet to shielding extensions for those who are clinically extremely vulnerable. People within these areas are still permitted to travel to attend their workplace. We will however revisit the individual risk assessments with employees who are both clinically extremely vulnerable and clinically vulnerable or live with either category and reside in/commute from these areas. We will consider and assess whether in order to minimise risks for the relevant employees, you should facilitate working from home until local restrictions have been eased or make adjustments to their role/duties i.e. starting/finishing earlier to allow them to travel at less busy times of the day and reduce contact with others etc.

If an employee is clinically vulnerable can they return to work?

Clinically vulnerable staff as outlined in Staying alert and safe (social distancing) - GOV.UK can return to school in September. While in school they should follow the sector-specific measures in the Guidance for full opening: schools - GOV.UK document to minimise the risks of transmission (however, see advice in Q6 above re local restrictions). We will update the individual risk assessments and when doing so, have supportive discussions with employees about their return to work and any adjustments, concerns or considerations going forward.

What if an employee lives with someone who is clinically extremely vulnerable or clinically vulnerable?

Employees who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace. We want to support staff and will discuss any individual needs or concerns with regards to their circumstances and consider whether a risk assessment is required and any other considerations such as adjustments to their role/way of working which may minimise the risk of infection etc.

Can a pregnant employee return to work?

Guidance for full opening: schools - GOV.UK advises that (healthy) pregnant women are generally advised to follow the same guidance <https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing> for those in the 'clinically vulnerable' category. MCA will conduct a risk assessment



for pregnant women in line with the Management of Health and Safety at Work Regulations 1999 (MHSW). After a risk assessment MCA may consider an adjustment to someone's role for the remaining period of pregnancy to ensure their risk of infection/exposure is reduced. The guidance also provides a link to the Royal College of Obstetrics and Gynaecology (RCOG) occupational health advice for employers and pregnant women. <https://www.rcog.org.uk/en/guidelines-research-services/guidelines/coronavirus-pregnancy/> This document includes helpful and informed advice for women from 28 weeks gestation or with underlying health conditions who may be at greater risk.

What about employees returning to work with other potential risk factors such as age, ethnicity etc?

The Government advises that there are some people with particular characteristics who may be at comparatively increased risk from coronavirus (COVID-19). The COVID-19: review of disparities in risks and outcomes report, <https://www.gov.uk/government/publications/covid-19-review-of-disparities-in-risks-and-outcomes> looked at different factors including age and ethnicity. The reasons for the disparities are complex and there is ongoing research to understand and translate these findings for individuals in the future. The Guidance for full opening: schools - GOV.UK outlines that employees with these particular characteristics can return to school in September as long as the system of controls set out in the guidance are in place. If staff have any concerns about returning to work, we will work with each individual and undertake individual risk assessments where necessary.

What about employees who had adjustments prior to COVID which may now be impacted by the schools arrangements in order to meet H&S requirements/become COVID secure?

MCA will continue to assess health and safety risks and consider how to meet equalities in the usual way. Where the arrangements you have put into place may impact an employees existing adjustments (for example you may require employees to move around classrooms and this may impact an employee with mobility issues who previously had an adjustment in place to assist) we will have a supportive discussion with the individual employee about their circumstances, the adjustments they now require and how you can facilitate these.

Can Teaching assistants provide help where there are shortages in teaching staff due to sickness/quarantine or the capacity within teaching groups?

Guidance for full opening: schools - GOV.UK clarifies that Teaching assistants may be deployed to lead groups or cover lessons, under the direction and supervision of a qualified, or nominated, teacher. It also stipulates that any redeployments should not be at the expense of supporting pupils with SEND. MCA will discuss and agree any proposed changes in role or responsibility with individuals.

Can Teaching and support staff wipe down surfaces/equipment?

In order to reduce and prevent the spread of infection, increased frequency of cleaning in all areas and of equipment will be required. Whilst employees can be expected to do what they would normally do day to day (i.e wiping a board/desk or surface or general tidy of an area) they will not be asked or expected to undertake duties that



are normally carried out by designated cleaning staff.

What is the advice around face coverings in school?

The Face coverings in education <https://www.gov.uk/government/publications/face-coverings-in-education/face-coverings-in-education> outlines that from the 1 September new advice will apply to the use of face coverings by staff and pupils in some schools, and to learners in further education. This guidance is applicable for schools and other education institutions that teach people in Years 7 and above and is not relevant for early years and childcare providers and schools with children in year 6 and below. The advice around face coverings is split into two categories i.e. a general approach and where local restrictions apply

General Approach

The guidance outlines that face coverings will not generally be necessary in the classroom even where social distancing is not possible. However, the guidance does explain that in respect of communal areas, Schools and colleges (to whom the advice is applicable) will have the discretion to require face coverings where social distancing cannot be safely managed for example

- where the layout of the school or college estate makes it particularly difficult to maintain social distancing when staff and pupils are moving around the premises
- where on top of hygiene measures and the system of controls recommended in the full opening guidance to schools and FE colleges and providers, permitting the use of face coverings for staff, pupils or other visitors would provide additional confidence to parents to support a full return of children to school or college

The guidance outlines that It is vital that face coverings are worn correctly and that clear instructions are provided to staff, children and young people on how to put on, remove, store and dispose of face coverings in all of the circumstances above, to avoid inadvertently increasing the risks of transmission. It goes onto explain the requirements to be given around hygiene and the use of damaged/soiled face coverings and also how to store face coverings etc,

Where local (lock down) restrictions apply

The guidance for areas covered by local restrictions is that in education settings where Year 7 and above are educated, face coverings should be worn by adults and pupils when moving around, such as in corridors and communal areas where social distancing is difficult to maintain. As in the general approach, it will not usually be necessary to wear face coverings in the classroom, where protective measures already mean the risks are lower, and they may inhibit teaching and learning. In the event of new local restrictions being imposed, schools and colleges will need to communicate quickly and clearly to staff, parents, pupils and learners that the new arrangements require the use of face coverings in certain circumstances. This updated guidance on face coverings for areas of national government intervention will come into effect on 1 September. Separate guidance will be issued on this. The guidance advises schools to have a small contingency supply of face coverings in the event face coverings become displaced/are forgotten or become soiled or unsafe.

The above guidance outlines that some individuals are exempt from wearing face coverings. for example people who cannot put on, wear or remove a face covering



because of a physical or mental illness or impairment, or disability, or when speaking to or providing assistance to someone who relies on lip reading, clear sound or facial expression to communicate.

If staff expresses a wish to wear a mask there are visors available for staff to wear.

A number of my employees have children and have requested to start later and finish earlier due to their child's school arrangements. This may impact provision/ staff to child ratio.

If any staff have specific requirements for flexibility, we will work with each individual to ensure we can find a workable solution for all parties.

An employee now has caring responsibilities.

We will work with all individuals who have new or ongoing caring responsibilities to support their circumstances and where necessary we will adopt a flexible approach.

Staff are in quarantine/self isolating

If employees are self-isolating and cannot work because of coronavirus (COVID-19) they can get an 'isolation note' online from NHS 111, they do not have to go to their GP or a hospital. If an employee is isolating but feels well and can work from home, they will not need an isolation note. Employers can check an isolation note is valid by using the Check an isolation note service

How does absence related to COVID impact NQTs?

On the 11 th August in the Induction for newly qualified teachers during the coronavirus outbreak guidance document, the DfE outlined new regulations that extend COVID-19 absence provision for NQT's until 1 September 2021. Any NQT absences taken before 1 September 2021, which are related to COVID-19, will not contribute towards the 30-day absence limit that would cause an automatic extension of the induction period.

<https://www.gov.uk/government/publications/coronavirus-covid-19-induction-for-newly-qualified-teachers/covid-19-induction-for-newly-qualified-teachers-guidance>

Is PPE needed for employees assisting children who have behaviours that may pose a risk such as spitting?



The Government advise in the Safe working in education, childcare and children’s social care settings, including the use of personal protective equipment (PPE) that If non-symptomatic children present behaviours which may increase the risk of droplet transmission (such as biting, licking, kissing or spitting) or require care that cannot be provided without close hands-on contact, they should continue to receive care in the same way, including any existing routine use of PPE. And goes onto say no additional PPE is needed in these circumstances because these are non-symptomatic children in a non-healthcare setting and so the risk of viral transmission is very low. The above should be read alongside the updated Face coverings in education - GOV.UK guidance and the advice given.

What happens if an employee/pupil shows symptoms or tests positive?

See step by step guidance

Risk Assessments

The Government guidance document [Guidance for full opening - schools - GOV.UK](#) outlines that;

*As part of planning for full return in the autumn term, **it is a legal requirement that schools should revisit and update their risk assessments** (building on the learning to date and the practices they have already developed), to consider the additional risks and control measures to enable a return to full capacity in the autumn term. Settings should also review and update their wider risk assessments and consider the need for relevant revised controls in respect of their conventional risk profile considering the implications of coronavirus (COVID-19). Schools should ensure that they implement sensible and proportionate control measures which follow the health and safety hierarchy of control to reduce the risk to the lowest reasonably practicable level. School employers should have active arrangements in place to monitor that the controls are:*

*Effective
working as planned
updated appropriately considering any issues identified and changes in public health advice*

NB: Once you have completed your school risk assessment it should be shared with your employees and Governing Body. When agreed with your Governing Body please send a copy to the Local Authority via your SSQA.



3 PPE

The Government advise in their [Guidance for full opening: schools - GOV.UK](#) that;

The majority of staff in education settings will not require PPE beyond what they would normally need for their work. PPE is only needed in a very small number of cases, including:

Where an individual child or young person becomes ill with coronavirus (COVID-19) symptoms while at schools, and only then if a distance of 2 metres cannot be maintained.

where a child or young person already has routine intimate care needs that involves the use of PPE, in which case the same PPE should continue to be used

Read the guidance on [safe working in education, childcare and children's social care](#) for more information about preventing and controlling infection, including when, how PPE should be used, what type of PPE to use, and how to source it.

This guidance has been modified with the guidance on face masks in schools

<https://www.gov.uk/government/publications/face-coverings-in-education/face-coverings-in-education>

<https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own/face-coverings-when-to-wear-one-and-how-to-make-your-own>

Whilst Manchester has heightened restrictions staff and students will wear face masks in communal areas but not in classrooms.

Your overall and individual risk assessments will inform what PPE is necessary for employees in your environment and the employees personal circumstances. You must ensure that first aiders and relevant employees know where PPE is stored so they can access this quickly when needed or should an employee or pupil begin to show symptoms of coronavirus.

Employees or pupils showing symptoms or testing positive for coronavirus

Please see Step by Step guidance

Employees/Pupils contacted via Test and Trace

As the Government begins to put into place the Test and Trace process, employees/pupils may be contacted to alert them that they have been in contact with a person



who has tested positive for coronavirus, and they may then be instructed to self isolate. Should this happen and you are informed by the employee/pupil, the above Step by Step guidance will help you action the appropriate next steps.

With the potential wider impact of the test and trace process on resourcing and cohort bubbles, it is important to begin to consider contingency plans when undertaking your risk assessment. Thinking about this now will ensure that you can deal with situations that arise, report any issues where needed and mitigate unexpected absence/self isolation quickly and reduce the impact on teaching bubbles/groups.

6 Employees/Pupils with other illnesses

Within the recent government guidance it is clear the aim continues to be to reduce and curtail infection. As such a flexible approach should be taken in circumstances where employees or pupils appear to be unwell with common illnesses but do not display symptoms of coronavirus/test positive. This may assist in reducing the impact on teaching bubbles where for example symptoms/illnesses such as a cough related to a common cold may result in the anxiety of others and/or the absence of a wider group due to current guidance around the precautions to be taken.

Some employees/pupils may be concerned about taking time away from work/school when feeling unwell with common illnesses such as colds/coughs etc, due to attendance monitoring procedures etc. Whilst there is a need to ensure there are attendance monitoring procedures in place where needed, you should consider the benefits of encouraging employees and pupils to remain home and facilitating remote working and learning where they present with symptoms of common illnesses that they would normally have continued to attend with.

You may want to give consideration to your attendance policies and procedures for employees/pupils and reference to flexibility/adjustments around facilitating remote working/learning where an employee/pupil feels able to do this rather than attending site whilst feeling unwell/having coughs/colds etc.

7 Pay Progression

The DfE's [guidance](#) states: *maintained schools must continue to adhere to the [School Teachers Pay and Conditions Document \(STPCD\)](#), which includes the requirement to ensure that all pay progression for teachers is linked to performance management. However, we would expect schools to use their discretion and take pragmatic steps, to adapt performance management and appraisal arrangements to take account of the current circumstances. Schools must ensure that teachers are not penalised during the appraisal process or in respect of any subsequent pay progression decisions as a result of partial school closures, where this has impacted on the ability of **teacher to meet fully their objectives**.*

On that basis, **all teaching staff should receive the pay progression for which they are eligible**. Where teachers who, prior to "lockdown", were subject to a formal capability process and there is a genuine belief that the support offered may not have been completely successful in improving performance, there should be consideration given to allowing a further period to address the concerns that were raised.

<https://educationendowmentfoundation.org.uk/covid-19-resources/covid-19-support-guide-for-schools/>

The following are suggestions but guided by the EEF guide(link above) and recent research:

Consider how many INSET days are needed. Leadership teams are expected to consider:

Student transition

Building confidence and time with your staff

Provision and support for Y6 in Y7 (e.g.one day just for the new Year 7 on their own)

How to transition Reception pupils into full time education

How to transition Nursery children into the setting

Staff wellbeing and recognition

Safeguarding training and updates including mental health. AG to provide guidance on amendments KCSIE 2020.

Blended Learning and Pupils Remote Learning CPD for staff

The whole course content for key stage two, GCSE, will need to be covered as appropriate.

Curriculum planning time in teams is essential. Modifications will be announced before the end of term for external exams GCSE.

A school responsibility on pupil attendance and all strategies that can be adapted to maximise and encourage this.

All new staff especially receiving training for Google classroom. If there was a local lockdown as an academy we are prepared.

Formative assessment in all lessons a real theme in September about what learning was covered over this period for all students. Feedback and scaffolding learning to address the pupil mistakes. Feedback verbal looking at mistakes made. Teaching addresses errors made. Just formative assessment so quizzes, lots of activities to check understanding and assess where the gaps are. Research School support, Year 7/8 GL assessment data invaluable to identify movement of students within stanine and national benchmark/ reading age (Lorna to agree schedule)

Priority needs to be around the pastoral elements, especially mental health for pupils leading into their academic work at a later point (weeks onwards) but this needs to be an expedient transition. JR circulated a health document for all academies with ideas, resources and strategies. BO to review with AG and disseminate.

Staff wellbeing a key priority and not tokenistic

The new term starts with settling back in and revisiting and reinforcing expectations even if attendance is below par. Take the opportunity to reinforce expectations of the academy. Please update your behaviour policies to reflect e.g. social distancing rules, mask etiquette on arriving in school. No play fighting which shouldn't happen anyway, no touching between pupils. Uniform to be worn. A big and constant SLT presence is crucial between lesson changeovers and in the corridors. Physical restraint needs to be enforced within the current guidelines if only when a student is endangering themselves or others to be injured.

If possible two first aid rooms with one designated for Covid 19 possible cases. A separate bathroom for each if possible, regularly cleaned. Make sure in this room distance is kept and both rooms are fully stocked with PPE including masks.

Signage around the building is crucial and can help with posters to promote good hygiene.

Feasibility for Isolation rooms in Secondary considered- are they required for constant breaches of the behaviour policy including CoViD 19 expectations? Make sure desks facing the front are exam style two metres apart. Consider

Attendance systems back to normal but on a case by case basis in terms of next steps- aim is to support any anxiety and mediate.

Seating arrangement in class desks facing the front in exam style fashion. Teachers are more at the front trying to keep their distance. Teachers to have a permitted safe zone at the front of each classroom- no other adult/ child to enter

Visitors to a minimum but allow if it is e.g. peripatetic teachers and on entry to school guidance given about hygiene with clear instruction similar to Safeguarding information on entry e.g leaflet. Visits between MCPA and MCA will be minimised as at present

Cleaning staff coverage for all day allocating a cleaning set area of the academy to each one, the same area every day.

Work towards every student receiving an interview from a member of staff about the experience of lockdown SLT taking key students, then pushing out through Heads of Year etc. If this hasn't already been done. Gathering information on top of information now known about every student will help to assess demand for intervention and support.

Really go for it: Intervention starts again asap for Year 6 (during school time), and year 11 (any additional time permitted?). Include Maths Private Tuition, if possible after school/during school time and to students at home for virtual Maths Private Tuition Year 6,11 if needed e.g. Tutor Trust. The National Tuition Programme starts in January 2021 for Pupil Premium students that is Private Tuition National programme.

Clubs and before/after school activities can happen but more likely later in the year - keep to the groups/year groups at all times. So adhere to the set bubbles.

Reading age tests required for Secondary for year 7 and 8 and Reading recovery programmes established. Reading recovery programmes for Primary and Secondary(selected students) as extra intervention vitally important

Year 11 (current Y10) arrangements for Mocks:

Process of mocks established

Is it worth considering a data-drop exercise (ie grade/prediction for each child) through a exercise similar to that done for GCSEs this year – CAG boundaries and rank ordering exercise for the autumn term...?

Homework policy to incorporate the new virtual/remote learning that has been completed at home. Year 11 and 6 are a priority -ICT connectivity with learning devices. Raise expectations on homework from staff and students after this experience students could be improved independent learners. Use blended learning with ICT in school to help with staffing capacity

Blended Learning might still be in operation and needed for regional lockdown difficult to manage if staff are in school teaching. For any students at home, Oak Academy and BBC website can be used as prepared materials already plus the other recommended providers in the DFE guidance to support staffing

Performance Reviews completed in line with agreed approach.

No trips or fixtures in the autumn term. Reviewed in the autumn term moving forward. (Dfe guidance and sport regulations to be followed at all times).

No parents evenings or open evenings first term unless you want to consider virtual parents evenings or open evenings.

Only by exception will CPD be face to face. CPD calendar to be published to calendar

Assemblies can be live streamed (or similar remote opportunities) but Year groups are allowed if you feel this is needed as a last resort and may be better to issue expectations. Staggered breaks, lunches, starts and ends where possible (easier in MCPA). Use multiple exits and entry points, one way system could be a solution and reduce pinch points. Training for students wearing masks on public transport on the way to school in terms of their responsibility and then looking after them during the school day or disposing of them. Rules and expectations in assemblies with conduct and rules for journeys to and from school.

All Governors meetings moving forward could be virtual to save travel time and improve attendance to meetings. At least consider and give this as an option for some.

Deep cleaning and site inspections are crucial. Resources also to be cleaned regularly within classrooms and subject areas and kept to a minimum with the least amount of equipment out and use resources only when totally necessary. Students have their own equipment.

Regular Health and Safety committee meetings to be established with Ellis Whittam we will have to upgrade the package MR signed up for.

SEND Recovery plan appendix - updated May 2020 and is only applicable to July 2020

Department for Education guidance was issued on May 26th, this can be summarised thus:

Recent DfE guidance encourages mainstream schools to consider whether it is safe for all children with EHC plans to return to school whatever year group they are in, this will be done through personalised risk assessments;

Children with SEND + and EHC plans in target year groups in primary and secondary should return with their peer group;

Children in SEND resource units should not be treated differently from other children;

Personalised risk assessments should be used to ensure that individual factors are taken into consideration for each child with an EHCP, whether or not they return to school;

Children and/or families' views should be gathered and recorded when drawing up these individual risk assessments.

When students with identified SEND return to school SENDCos should arrange for their specialist teams to carry out diagnostic assessments to identify gaps in learning during the closure period, as many EHC Plan holders will have accessed 'childcare' provision in schools, and SEND + children may have missed out on teacher-led home learning opportunities.

These students will need some arrangements to be made for 'catch-up' learning using materials prepared and distributed during lock-down by class/subject teachers.

SENDCos will need to advise Heads of Department/ class teacher that specific subject assessments should be carried out to ensure that this cohort of approx. 15% of learners have not missed out on learning during the period of school closure, and advise curriculum leaders on how to offer some consolidation of this learning for SEND students. Consideration should be given to providing additional opportunities for SEND students to complete catch-up learning in areas where gaps are identified in smaller group settings with TA support.

SENDCos and their specialist teams should review the school's records of student engagement with learning during the school closure period, to check that pupils with SEND have been able to access the materials prepared by class/subject teachers, and to ensure that action is taken to remediate gaps in engagement in any subjects by the class teacher or department, as this will represent learning lost.

SEND Code of Practice

The requirements of the CoP on schools have not been removed during the period of lock-down, so schools that have suspended the 'normal' reporting systems and annual reports to parents must still ensure that they complete the Annual Review of the EHC Plan. The actual AR meeting can be convened as a conference call with parents, so long as reports have been shared in advance of the meeting, and the discussion and recommendations are recorded the usual way to provide a report to parents and the LA.

Covid 19 School Broadcast - Tuesday 18 August 2020

Welcome Back Manchester

All schools are to be issued with a "Hi! Good to see you" banner to display on the railings outside, to welcome all children and staff back to school in September (see attachment). The banners are expected to be delivered to schools w/c 31st August 2020.

Attendance Guidance

As we approach the start of a new school year, the government has released updated attendance guidance for schools. This includes information with regards to pupil registers and attendance codes, with specific attendance codes for Covid-19 absence/closure. A summary of this guidance is attached.

Sharing Practice in Remote Learning for Secondary Schools - Online Event

Attached is the agenda for an online event on Friday 21st August from 1.30pm until 3pm to share practice in remote learning from secondary headteachers across the city and explore support for schools in planning provision for future need in this area. Primary colleagues are very welcome to join the discussion but there are plans to host a primary focused event in the near future.

Please email andrea.daubney@manchester.gov.uk if you (or a member of your senior leadership team) are interested in attending this event.

The event will be hosted via Google Hangouts and can be accessed via video call or phone call via the links below:

Meeting ID

meet.google.com/wnd-kpug-pwd

Phone Numbers

(GB)+44 20 3957 1885

PIN: 253 579 186#

Anxiety Based School Avoidance webinar

A session for staff from education, health, care and voluntary sector with an interest in Anxiety Based School Avoidance

This session will define what Anxiety Based School Avoidance is, look at the factors that cause anxiety in a child/young person, and give tools and strategies on how to identify and support improvements. Presented by educational psychologists, local authority and health professionals. Please book using the eventbrite link.

<https://www.eventbrite.com/e/anxiety-based-school-avoidance-tickets-113605814048>

Advice to Schools in Manchester - Installing markings on pavements and roads outside schools to enable social distancing

As part of the measures to support social distancing many schools have asked for Council advice on placing temporary markings and guidance signs on pavements, and in some cases, roads outside the school premises. In order to assist schools to undertake these measures the Council would like to provide all schools with guidance on the type of markings that can be applied on pavements and Highways in the immediate vicinity of schools.

Materials for markings on the highway. Please see the attached document.

If you would like to introduce additional measures to support Safe Travel to School including temporary road closures around drop off and pick up times please contact the Council at

contact@manchester.gov.uk.

Covid 19 Schools Broadcast - Wednesday 26th August 2020

Attendance and Exclusions Team

In response to COVID-19 (C19) and in consideration of the potential impact on school attendance and exclusions, the Statutory Attendance & Exclusion Team has developed a strategy of support to be implemented from September.

- Starting with immediate effect, the Attendance and Exclusions Team move to a more localised and personalised structure that will allow greater communication and support to schools. Team members will be designated a district of the city and will be the point-of-contact for the schools within that particular district.
- All email communication to the team will continue through the school attendance inbox school.attendance@manchester.gov.uk
- During the week commencing 21st September the Attendance & Exclusions Team will be running school surgeries in the districts to support schools in dealing with attendance issues.

Region:	South	North	Central
Staff Contact:	Sarah Rochford: 07814228464 Mutasim Billah: 07940750462 Kathy Farrell: 07904168356	Moya Page: 07931469776 Millie Sutton: 07866001547 Shaheda Choudhury: 07904170164	Catherine Fletcher: 07976862359 Jason Campbell: 07970735841 Lorna Turner: 07984177517

Attendance Documentation

- Attached is a model attendance policy which schools may adopt if they wish.

Manchester City Council Communication with Families

- Via MCC social media channels, other media channels and the Council website the safety measures put in place by schools will be shared with families.
- Emphasis will be placed on the educational argument from the Chief Medical Officer about returning to schools <https://www.gov.uk/government/news/statement-from-the-uk-chief-medical-officers-on-schools-and-childcare-reopening>
- Manchester City Council will be sharing the Attendance & Exclusions Team landline number and inbox (Statutory Attendance & Exclusions Team on 0161 234 5255 or school.attendance@manchester.gov.uk) with parents via their 'Back to School' communications to provide parents with another point of contact regarding concerns/questions about school attendance. This team will act as intermediary between the parents and schools to encourage the attendance of pupils.
- Frontline workers in all directorates of MCC and in the voluntary and community sector have been provided with a consistent message and information about children returning to schools and been asked to work with families directly to support them with any concerns/questions they may have.
- FAQs about returning to school have been produced in community languages and shared with families via frontline workers and voluntary/community groups (attached previously for your use).

HR

To assist in your workforce planning for the autumn term, the HR Team have provided an FAQ guidance document (attached) for school leaders advising on current issues such as:-

- Holidays/quarantine
- Anxious employees returning to work
- Vulnerable employees
- Local lock down/restrictions
- Face coverings
- Child care issues and caring responsibilities
- NQTs
- PPE/cleaning and hygiene duties etc
- Progressing business as usual issues

The HR Team will continue to provide advice and guidance to support and reassure you during this period and If you have any questions in relation to the document, please do not hesitate to contact Marie Hall, HR Business Partner (Schools), m.hall2@manchester.gov.uk Mobile - 07971 385 232.

The summary of this has been provided earlier in this document.

NHS school aged vaccination programmes

All school aged children are entitled to be offered vaccinations in accordance with the national vaccination programmes. In Greater Manchester we have commissioned school aged vaccination workforces to provide these important immunisations that protect the children, young people and their communities from communicable diseases and future outbreaks.

Due to the COVID-19 pandemic and national lockdown, these vaccination programmes paused due to school closures. However, those who have missed the opportunity to be vaccinated still require these important immunisations. In order to ensure all students receive their vaccinations the Greater Manchester providers are restarting their services this month. Whilst they will endeavour to deliver as many vaccinations as they can in community clinics, they will need your support in allowing them to deliver some immunisation sessions on site in school, where possible.

Please refer to the attachment for a list of Greater Manchester providers for each locality.

How you can protect yourself from coronavirus-related scams

While the country continues to grapple with coronavirus, many fraudsters are seeing it as an opportunity to con people. However, there are some simple steps you can take to protect yourself from the most common coronavirus-related scams:

- **Watch out for scam messages**

Your bank, or other official organisations, won't ask you to share personal information over email or text. If you receive an email you're not quite sure about, forward it to the Suspicious Email Reporting Service (SERS): report@phishing.gov.uk.

- **Pension scams**

Pension-related scams made up 16 per cent of all suspicious communications reported throughout the COVID-19 pandemic, according to analysis by Aviva, representing a three per cent increase since 1 March. The Aviva Fraud Report found that one in five people had received suspicious communications during the lockdown, equating to around 11.7million people in the UK.

There is an [article](#) regarding teachers having been caught out by pension scams.

<https://www.fca.org.uk/scamsmart/how-avoid-pension-scams>

- **NHS Test and Trace scams**

The NHS Test and Trace service plays an important role in the fight against coronavirus, and it's vital the public have confidence and trust in the service. Contact tracers will only call you from the number 0300 013 5000. Anyone who does not wish to talk over the phone can request the NHS Test and Trace service to send an email or text instead, inviting them to log into the web-based service.

If you think you have been a victim of fraud, please report it to Action Fraud at <https://www.actionfraud.police.uk> or by calling 0300 123 2040.

Government Updates

Coronavirus catch-up premium: early years support package

As part of the National Tutoring Programme, the government 24 August announced an early years catch-up programme focused on raising outcomes in speaking and language skills among young pupils whose education has been disrupted by coronavirus at a crucial time. Every state funded school which has a reception class will be invited to apply for this support, with priority given to schools with a high proportion of disadvantaged pupils.

Announcement: <https://www.gov.uk/government/news/early-years-support-package-to-help-close-covid-language-gap>

Information about the reception year early language programme has been added to the guidance on the coronavirus catch-up premium.

Guidance: <https://www.gov.uk/guidance/coronavirus-covid-19-catch-up-premium>

Back to school: School leaders communication pack

We have created a communications pack with materials to help you inform and reassure parents who are preparing for their children's return to school. The pack includes leaflets, images and videos to share with parents on the importance of regular handwashing, advice on travelling to and from school and templates for you to tailor for your school.

These resources are available to download through our [Dropbox](#) and the [Public Health England communications resources hub](#).

We will update this pack as and when more content becomes available.

Parents are encouraged to visit [gov.uk/backtoschool](https://www.gov.uk/backtoschool) for information and practical guidance to help them plan for their children's return to school. This includes our latest update to the [guidance for parents and carers on what they need to know about early years providers, schools and colleges in the autumn term](#).

Schools and further education institutions to receive delivery of personal protective equipment (PPE)

Schools and further education institutions will shortly receive a delivery of a small amount of personal protective equipment (PPE). This one-off distribution of PPE will contain clinical face masks, aprons, gloves and visors, as well as the hand sanitiser needed to put on and take off PPE. The PPE is being provided free of charge by the Department of Health and Social Care to help build resilience across the education sector to respond to any suspected cases of coronavirus (COVID-19) arising in schools and colleges. Deliveries via Royal Mail will begin on 26 August. Visors will be sent as a separate delivery from the rest of the PPE.

As set out in our [guidance on safe working in education, childcare and children's social care settings](#), PPE is only needed if a child, young person or other learner becomes ill with coronavirus (COVID-19) symptoms in school or college, and only then if a distance of 2 metres cannot be maintained. The symptoms of coronavirus (COVID-19) are a high temperature, a new, continuous cough, or a loss or change to your sense of smell or taste.

Coronavirus (COVID-19) home testing kits

Schools and further education institutions will shortly receive an initial supply of ten home test kits in line with the commitment we made in July. Deliveries via Royal Mail will begin on 26 August. Email notifications will be sent two days before delivery.

You should only offer a home test kit to individuals who have developed symptoms while at school or college (or to their parent or carer if the child is under 18) in the exceptional circumstance that you believe

they may have barriers to accessing a test elsewhere, and that giving them a home test kit directly will therefore significantly increase the likelihood of them getting tested. This will help you to take swift action to protect students and staff in the event of a positive test result. The symptoms of coronavirus (COVID-19) are a high temperature, a new, continuous cough, or a loss or change to your sense of smell or taste. From 1 September, if schools or further education institutions have not received their test kits by the start of their term, they should contact the Test and Trace helpdesk on 119.

Educational settings status form to resume on 1 September

From Tuesday 1 September, schools and colleges will be asked to resume completing a revised daily educational setting status form. We have reviewed your feedback from the previous form and have minimised the amount of information we will be collecting. We will be asking you to provide information on:

- number of pupils or students in attendance
- number of pupils or students with a social worker or with an education, health and care plan
- number of teacher absences

The information you provide through the form continues to support the Government's response to the coronavirus (COVID-19) outbreak.

We will provide further instruction and a link to the educational setting status form shortly.

Updated guidance on protective measures for holiday or after-school clubs and other out-of-school settings for children

We have updated our guidance on the [protective measures for holiday and after-school clubs and other out-of-school settings for children during the coronavirus \(COVID-19\) outbreak](#) to set out the protective measures that are required from the start of the autumn term. This includes group sizes, and how providers can minimise the risk of children mixing outside of their school groups. We have also provided additional information on non-overnight domestic educational visits, and the use and cleaning of shared equipment and resources.

We have also updated our [guidance for parents and carers of children attending out-of-school settings during the coronavirus \(COVID-19\) outbreak](#) to align with these changes.

Catch up premium

What school leaders need to know about the catch-up premium and the National Tutoring Programme, including funding amounts and how funding should be spent. Added a link to EEF's School Planning Guide 2020 to 2021 in the 'Use of funds' section.

[Coronavirus \(COVID-19\) catch-up premium](#)

DfE Update

The [guidance for schools on full return in the autumn term](#) has been updated. This is to clarify some details, to provide some additional advice, for example on management of risks and on exam results day, and to update where some elements have progressed.

We have updated this guidance to:

- provide more advice on risk management
- provide clarification on the age requirements related to face coverings on public transport
- confirm revised guidance on cleaning has now been published
- set out that the Department for Education will be supporting schools over the summer on communications with staff, parents and pupils
- give more information about pupils with education, health and care plans
- give more information about managing contractors and other visitors to schools, including immunisation programmes
- clarify some details of the test and trace process
- provide additional advice on staff who are clinically vulnerable and clinically extremely vulnerable

- expand on use of space and ventilation
- provide a link to the recorded webinar on mental health and wellbeing, clarify resources available from MindEd, and link to e-Bug resources to support teaching children about hygiene measures
- provide advice on exam results day

Also, here are the links again from GM Health and Social Care partnership, to support the return to education :

CYP issues and concerns about returning to school or college

Issues and concerns from a wide range of children and young people about returning to school or college utilising the Royal College of Paediatrics and Child Health's [COVID-19 - research studies on children and young people's views](#).

Resources are grouped into types e.g. teaching materials, resources for parents etc and are a mixture of information leaflets, short films, advice and guidance, signposting to social prescribing activities etc. There are three packs: primary, secondary and FE – all packs include SEND specific materials where appropriate.

- [Further Education](#)
- [Government guidance](#)
- [Primary schools](#)
- [Secondary schools](#)

Included within the packs are four short films (primary, secondary, SEND and FE) reassuring children & young people and their families & carers about precautions being taken and showing them how the new normal looks. All films feature children and young people and cover the issues raised by children and young people during the consultation.

Register your school's interest in the National Tutoring Programme

From autumn 2020, schools will be able to access support for children and young people who have been most affected by school closures during the coronavirus (COVID-19) outbreak through the National Tutoring Programme. Tutoring will begin from the second half of the autumn term and increase through the spring term 2021. To register your interest in joining this programme, visit the [National Tutoring Programme website](#).

Guidance for school sixth forms, colleges and all other 16 to 19 providers on delivering small group tutoring activity for disadvantaged 16 to 19 students whose studies have been disrupted as a result of coronavirus (COVID-19) will be issued shortly.

Additional laptops and tablets available to support schools and disadvantaged families in the event face-to-face education is disrupted

All children will return to school from September, however we recognise that there will be an ongoing role for remote education in the event a school is required to close temporarily as a result of local coronavirus (COVID-19) outbreaks.

We are providing laptops and tablets to help children and families access remote education during the coronavirus (COVID-19) outbreak. This offer is in addition to 200,000 devices and 4G wireless routers already distributed between May and July 2020 to local authorities and trusts for disadvantaged pupils in year 10, care leavers and young people with a social worker.

Full details on how schools can access digital devices and how they will be allocated is available in our [guidance on getting laptops and tablets for children who cannot attend schools due to coronavirus \(COVID-19\)](#).

We have also published [guidance for local authorities, academy trusts and schools on how to manage devices provided during the coronavirus \(COVID-19\) outbreak](#).

Guidance on recording non-attendance due to coronavirus (COVID-19)

We have published guidance explaining [how schools should record non-attendance due to coronavirus \(COVID-19\) in the attendance register](#) in the 2020 to 2021 academic year. Although school attendance is mandatory from the start of the autumn term, there may be circumstances where pupils cannot attend school due to coronavirus (COVID-19), such as if they are required to self-isolate.

To ensure schools record this accurately and consistently, we have made changes to the regulations governing school attendance registers to add a new category of non-attendance – ‘not attending in circumstances related to coronavirus (COVID-19)’.

Buying for schools during the coronavirus (COVID-19) outbreak

We have published [guidance on buying for schools during the coronavirus \(COVID-19\) outbreak](#). This guidance is for buyers in schools and those who manage supplier contracts including procurement policy notes, free school meals and personal protective equipment.

Data collections due to continue

To help [reduce the burden on educational and care settings](#), the Department for Education and its agencies cancelled or paused all but the most essential data collections, services and requests in April. We can confirm that the following collections, in addition to those already in place, will now continue:

- Financial Management Governance Self-Assessment (FMGS)
- Academy Trust Account Submission cover sheet
- Annual technical and Vocational Qualification Review Process

We can confirm that the following collection has been cancelled:

- Parental responsibility measures (PRMA) census

Ofsted Inspections

Guidance for education providers about Ofsted’s phased return to inspection. Updated details of early years interim visits and added link to new early years operational note.

[Education plans from September 2020](#)

Exam Support

A guide for schools and colleges on who should enter students for autumn exams. It also explains the support DfE is giving for sites, invigilators and exam fees. Updated guidance setting out the support that DfE is providing for autumn exams through the DfE Exam Support Service.

[Responsibility for autumn exams](#)

Covid 19 Schools Broadcast - Thursday 27th August 2020

Step by step guidance

The step by step guide as to what to do if someone develops symptoms of, or test positive for, COVID-19 has been updated and is attached. Please discard the old copy. The latest version includes a flowchart about what schools should do and what health colleagues will do. It also has leaflets that can be sent to parents to reinforce key messages contained in the PHE letters and about reducing the risk of transmission of COVID-19.

Emergency supply of face coverings for high schools

The step by step guide makes reference to the fact that at various times during this academic year, Manchester may be subject to local restrictions due to the rates of infection in the city. One such restriction is the wearing of face coverings in high schools from 1st September. To support high schools to implement this at such short notice, we have arranged for a one off, free, emergency pack of 500 face masks to be made available to all high schools. Please arrange for the pack to be collected from **New Smithfield Market, Whitworth St East, Openshaw, M11 2WP**. They can be collected on **Friday 28th**



August 07:00 – 15:00, Tuesday 1st September 08:00-15:00 or Wednesday 2nd September 08:00-15:00. At the main entrance, please ask to be directed to PPE distribution.

Use of PPE guide

The use of PPE guide has been updated and is attached. Please discard the old copy. The latest version includes a section on ensuring that schools adhere to DfE guidance if Manchester is subject to local additional restrictions.

Health and Safety and Risk Assessments

Over the last few months Health and Safety (H&S) and HR colleagues have provided advice, guidance and template documents which will have enabled you to undertake overall and individual risk assessments and consider issues that may arise with your workforce due to COVID-19. Risk assessments once completed by schools, were returned to your SSQAs for review and feedback by H&S colleagues who also provided individual telephone/email help and guidance where required.

Revised risk assessment templates and guidance documents were distributed just before the summer term ended, to allow you to undertake new assessments as per the Government guidance in preparation for the autumn term. These assessments once completed should have been returned to your SSQA (by 17th July) for H&S colleagues to review and advise where necessary. Please contact your SSQA if you have yet to provide your completed risk assessment.

In addition to the support which will continue to be provided by HR and your SSQAs, the H&S Team will endeavour to provide further support and guidance to reassure you, which may include onsite visits. Where the team advise around any amends to measures to be taken to risk assessments or as a result of onsite visits, timeframes will be provided to enable schools to confidently implement changes and obtain advice and support where necessary.

Those schools who will be visited by H&S colleagues will be contacted by the relevant H&S Officer to arrange a suitable time/date.

HR advice documents and FAQs will be distributed in the coming weeks and contact details for H&S and HR Officers assigned to COVID-19 related queries/advice are outlined below. Please do not hesitate to contact us if you have a query or concern.

Marie Hall - HR Business Partner (Schools) - Mobile: 07971 385 232 -

m.hall2@manchester.gov.uk

Amie Stocks - Lead Health and Safety Officer (Education & Schools) - Tel 0161 234 1897 - Health and Safety Duty Line 0161 234 1897 a.stocks@manchester.gov.uk

NOT TO BE MISSED - Virtual Headteacher briefings with Public Health and Health and Safety Team

As you know, colleagues in Education, Health and Safety, HROD, Community Infection Control and Public Health have been working in partnership to provide a coordinated approach to sharing key messages with you during the pandemic.

There will be a fantastic opportunity for headteachers to join a 'google meet' where colleagues from these departments will be explaining their roles, providing information, answering questions and taking you through scenarios related to coronavirus.

Next week you will receive an invite via the school events calendar, so that you can book on. In preparation, please pencil the date for your locality in your diary.

North Locality – Monday 21st September 16:00-17:00



Central Locality – Thursday 24th September 11:00-12:00
South Locality – Friday 25th September 14:00-15:00

School Transport

TfGM have received additional funding to provide additional capacity on the commercial bus network to mitigate the impact of social distancing on these services. Using usage data, TfGM have identified hotspots on the commercial network and have worked with providers to ensure there are duplicate trips dedicated for schools. According to the DfE guidance, if pupils are all from one school, there is no need for social distancing and therefore this vehicle can be used to 100% capacity.

We are still waiting for the list of duplicate trips and will send as soon as we have them confirmed. These duplicate trips may be provided by the bus company or it may be a coach or TfGM vehicle. Fares will mirror commercial buses and Our Pass will be accepted.

The duplicate trips will commence on 7th September when it is expected schools will have welcomed all year groups back. There will be ongoing monitoring of the service and adjustments made as necessary.

Where schools experience issues with these services, they should email

operationalserviceplanning@tfgm.com

TfGM will communicate changes directly with schools, via the TfGM website, via TfGM social media and drivers will be briefed.

Government Updates

Home test kits for schools

From 26 August, all schools and FE providers will receive an initial supply of 10 home test kits. Home test kits should only be offered to individuals in the exceptional circumstance that you believe an individual may have barriers to accessing testing elsewhere. The best and fastest way for students or staff to access a test is to visit a testing site. The guidance document [Coronavirus \(COVID-19\): home test kits for schools and FE providers](#) provides more information about the home testing kits including how to store them.

Step by Step guidance if someone in an education or EY setting shows symptoms of, or tests positive for, COVID-19

Based on current DfE guidance (26:08:20)

The DfE has set out in various guidance documents, what schools and settings should do in the event that a pupil or an employee becomes unwell/shows symptoms of coronavirus or tests positive for coronavirus. The information below brings the various pieces of guidance together.

It is essential that school and EY settings help to minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend the setting.

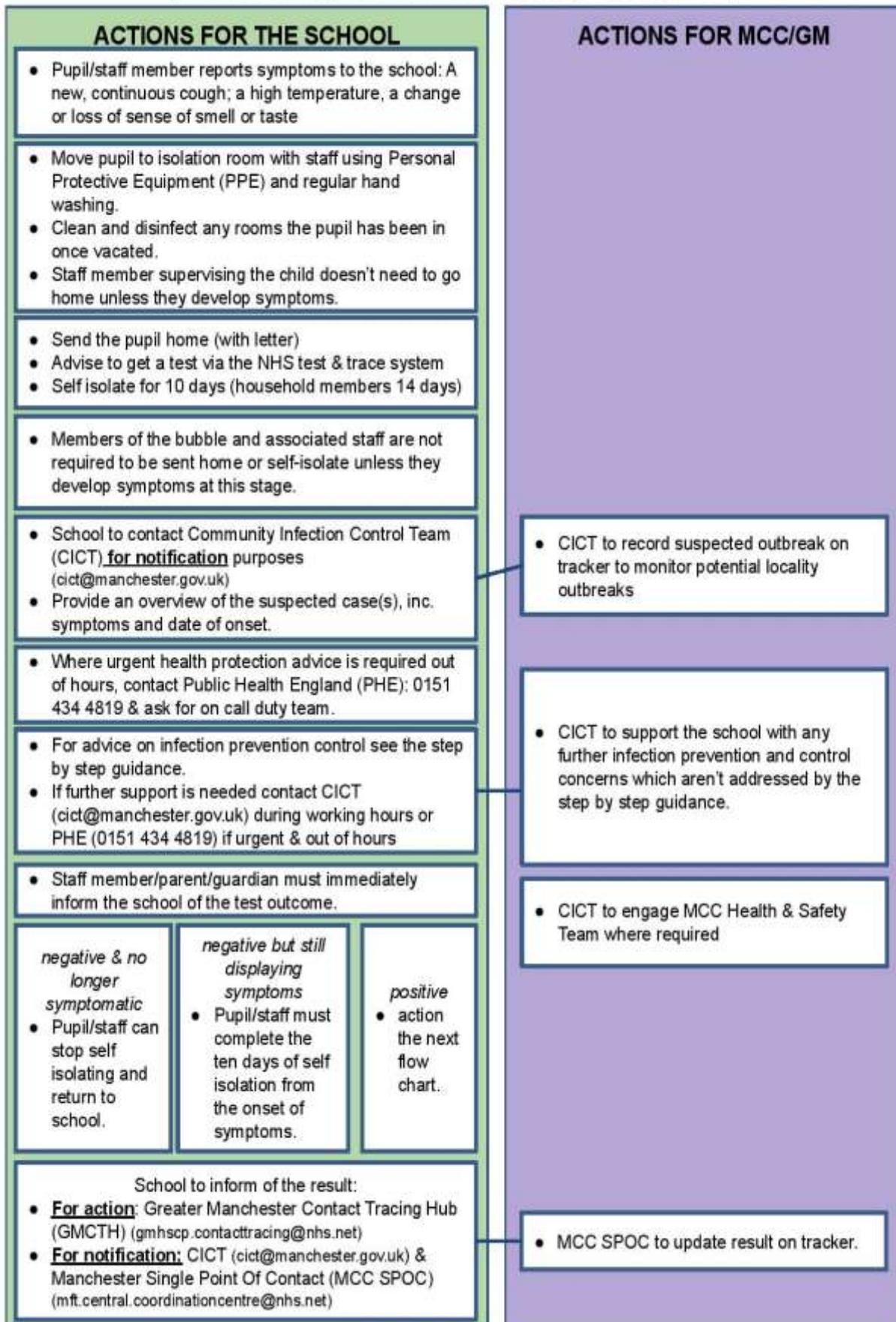
Pupils, staff and other adults should not come into the setting if they have [coronavirus \(COVID-19\) symptoms](#), or have tested positive in at least the last 10 days. Leaders should ensure that anyone developing symptoms during the day is sent home. These are essential actions to reduce the risk in school and EY settings and further drive down transmission of coronavirus (COVID-19). Everyone must follow this process and ensure all staff and parents/carers are aware of it.

Schools may consider it beneficial to assign a specific group of employees to respond to 'COVID' related issues, such as liaising with community/Public Health Teams, addressing parent/employee issues and queries, gathering/summarising and distributing relevant information and or monitoring illness/sickness/absence and hygiene measures. Should you assign a group of employees to these responsibilities you should ensure they have access to the relevant tools/equipment/information/contact details and IT facilities to undertake the responsibilities.

At various times during this academic year, Manchester may be subject to local restrictions due to the rates of infection in the city. The most up to date DfE guidance must always be referred to.

This information was collated by colleagues in Education, Health and Safety, HROD, Community Infection Control and Public Health, during the week beginning 24/08/20. As you are aware, DfE/Government guidance is changing constantly, and so it is strongly advised that in order to have the most up to date information, you should continue to check the relevant website/links for updates on a regular basis.

School settings: Guidance for suspected cases



If someone in an education or early years setting shows symptoms of COVID-19 Please follow the actions for schools/MCC/GM flowchart above.	
<p>If someone becomes unwell at an education or early years setting.</p> <p>https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance Updated 12 August 2020</p> <p>https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested Updated 10 August 2020</p>	<p>If anyone 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 and advised to follow the 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection'. They must self-isolate for at least 10 days.</p> <p>They should <u>arrange to have a test</u> to see if they have coronavirus (COVID-19). Anyone who displays symptoms of coronavirus can get tested, whatever their age. https://www.gov.uk/get-coronavirus-test</p> <p>Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms.</p>
<p>Considering other children/staff in the assigned group where someone has become unwell</p> <p>https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe Updated 21 July 2020.</p>	<p>If a child/symptomatic person is 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 child, with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people.</p> <p>If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom must be cleaned and disinfected using standard cleaning products before being used by anyone else.</p> <p>PPE must be worn by staff 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). More information on PPE use can be found in the safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE) guidance.</p> <p>As is usual practice, in an emergency, call 999 if someone is seriously ill or injured or their life is at risk. Anyone with coronavirus (COVID-19) symptoms should not visit the GP, pharmacy, urgent care centre or a hospital.</p>

<p>https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings Updated 15 July 2020.</p>	<p>Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate <u>unless they develop symptoms themselves</u> (in which case, they should arrange a test) or they are later advised to do so by NHS test and trace or the local PHE health protection team.</p> <p>If a staff member has become unwell, arrangements should be made to replace the staff member to cover the assigned group.</p> <p>Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. The area around the person with symptoms must be cleaned with normal household bleach after they have left to reduce the risk of passing the infection on to other people. See the COVID-19: cleaning of non-healthcare settings guidance.</p> <p>Public Health England is clear that routinely taking the temperature of pupils is not recommended as this is an unreliable method for identifying coronavirus (COVID-19).</p>
<p>Alerting others to the fact that you are waiting for a test result. https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance Updated 12 August 2020</p>	<p>If you develop symptoms you may wish to alert the people who you do not live with and that you have had close contact with over the last 48 hours to let them know that you might have COVID-19 but are waiting for a test result.</p> <p>At this stage, those people should not self-isolate.</p> <p>Alerting those that you have been in contact with means they can take extra care in practising social distancing and good hand and respiratory hygiene. They can also be more alert to any symptoms they might develop.</p>

Use of PPE

Ref Use of PPE in schools and settings doc attached.

<https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe>

The majority of staff in education settings will not require PPE beyond what they would normally need for their work. PPE is only needed in a very small number of cases, including:

- where an individual child or young person becomes ill with coronavirus (COVID-19) symptoms while at school, and only then if a distance of 2 metres cannot be maintained
- where a child or young person already has routine intimate care needs that involves the use of PPE, in which case the same PPE should continue to be used

Read the guidance on [safe working in education, childcare and children’s social care](#) for more information about preventing and controlling infection, including when, how PPE should be used, what type of PPE to use, and how to source it.

Below is a list of suppliers that schools may want to source additional PPE from.

Alliance disposables	0844-844 4300
Arco	0161-869 5800
Arrow County Supplies	0174-382 3600
Banner	PublicSectorOrders@BannerUK.com
Egan Reid	0161-406 6000
Image@Work	0161-872 1292
Initial Medical Services	0845-602 2673
Moston Janitorial Supplies	0161-688 8282
Prism Medical UK Carefree Division	0194-225 1210
Rigby Taylor	01204-677 777
Sunrise Medical Ltd	0845-605 6688
Williams Medical Supplies	0168-584 4739
Yorkshire Care Equipment	0142-379 9960
Yorkshire Purchasing	0192-483 4834

<p>The wearing of face coverings Face coverings in education - GOV.UK Updated 26 August 2020</p>	<p>Always refer to the most up to date guidance.</p> <p>Where local areas are subject to local restrictions:</p> <ul style="list-style-type: none"> • From 1st September 2020 all education settings in Manchester, where Y7 and above pupils are educated, face coverings should be worn by adults and pupils when moving around. This applies for example in corridors and communal areas where social distancing is difficult to maintain. Face coverings in education - GOV.UK • As in the general approach, it will not usually be necessary to wear face coverings in the classroom, where protective measures already mean the risks are lower, and they may inhibit teaching and learning. • The same exemptions apply as for the wearing of masks in shops and on public transport and include children with special educational needs /disability. exempt from wearing face coverings <p>Where local areas are NOT subject to local restrictions:</p> <ul style="list-style-type: none"> • The wearing of face coverings in communal areas is at the discretion of the school.
<p>Cleaning an area after someone with suspected coronavirus (COVID-19) has left The guidance for cleaning buildings in a non-clinical settings https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings Updated 15 July 2020</p>	<p>The minimum PPE to be worn for cleaning an area after a person with symptoms of, or confirmed COVID-19 has left the setting is disposable gloves and an apron. Wash hands with soap and water for 20 seconds after all PPE has been removed.</p> <p>If a risk assessment of the setting indicates that a higher level of virus may be present (for example, where someone unwell has spent the night such as in a hotel room or boarding school dormitory) then additional PPE to protect the cleaner’s eyes, mouth and nose may be necessary. The local Public Health England (PHE) Health Protection Team can advise on this.</p>
<p>Cleaning of public areas where a symptomatic individual has passed through and spent minimal time. See the COVID-19: cleaning of non-healthcare settings guidance. Updated 15 July 2020</p>	<p>Public areas where a symptomatic individual has passed through and spent minimal time, such as corridors, but which are not visibly contaminated with body fluids can be cleaned thoroughly as normal.</p> <p>All surfaces that the symptomatic person has come into contact with must be cleaned and disinfected, including:</p> <ul style="list-style-type: none"> • objects which are visibly contaminated with body fluids • all potentially contaminated high-contact areas such as bathrooms, door handles, telephones, grab-rails in corridors and stairwells

	<p>Use disposable cloths or paper roll and disposable mop heads, to clean all hard surfaces, floors, chairs, door handles and sanitary fittings, following one of the options below:</p> <ul style="list-style-type: none"> • use either a combined detergent disinfectant solution at a dilution of 1,000 parts per million available chlorine or • a household detergent followed by disinfection (1000 ppm av.cl.). Follow manufacturer’s instructions for dilution, application and contact times for all detergents and disinfectants or • if an alternative disinfectant is used within the organisation, this should be checked and ensure that it is effective against enveloped viruses <p>Avoid creating splashes and spray when cleaning. Any cloths and mop heads used must be disposed of and should be put into waste bags.</p> <p>When items cannot be cleaned using detergents or laundered, for example, upholstered furniture and mattresses, steam cleaning should be used.</p>
<p>Dealing with waste</p> <p>See the COVID-19: cleaning of non-healthcare settings guidance. Updated 15 July 2020</p>	<p>Waste from possible cases and cleaning of areas where possible cases have been (including disposable cloths and tissues) should be put in a plastic rubbish bag and tied when full. The plastic bag should then be placed in a second bin bag and tied. It should be put in a suitable and secure place and marked for storage until the individual’s test results are known.</p> <p>This waste should be stored safely and kept away from children. It should not be placed in communal waste areas until negative test results are known, or the waste has been stored for at least 72 hours.</p> <p>If the individual tests negative, this can be put indisposed of immediately with the normal waste. If COVID-19 is confirmed this waste should be stored for at least 72 hours before disposal with normal waste.</p>
<p>Ending self-isolation https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance Updated 12 August 2020</p>	<p>If you have had symptoms of COVID-19 or a positive test, then you may end your self-isolation after 10 days and return to your normal routine if you do not have symptoms other than cough or loss of sense of smell or taste.</p> <p>If you still have a high temperature, keep self-isolating until your temperature returns to normal and seek medical advice.</p>

	<p>After 10 days, if you just have a cough or a loss of, or change in, your normal sense of taste or smell (anosmia), you do not need to continue to self-isolate.</p>
<p>Ending self-isolation https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance Updated 12 August 2020</p>	<p>After 10 days, if the first person to become ill feels better and no longer has symptoms other than cough or loss of sense of smell/taste they can return to their normal routine.</p> <p>If you live with others, then everyone else in the household who remains well should end their isolation after 14 days. This 14-day period starts from the day the first person in the household became ill. People in the household who remain well after 14 days are unlikely to be infectious.</p> <p>If anyone in the household becomes unwell during the 14-day period, they should arrange to have a test to see if they have COVID-19 – go to testing to arrange. If their test result is positive, they must follow the same advice for people with COVID-19 symptoms – that is, after 10 days of their symptoms starting, if they feel better and no longer have symptoms other than cough or loss of sense of smell or taste – they can also return to their normal routine. However, if their test result is negative, they must continue with isolation as part of the household for the full 14 days.</p>

School Settings: Guidance for **confirmed** cases

ACTIONS FOR THE SCHOOL	ACTIONS FOR MCC/GM
<p style="text-align: center;">School to inform:</p> <ul style="list-style-type: none"> • For action: GMCTH (gmhscp.contacttracing@nhs.net) • For notification: CICT (cict@manchester.gov.uk) & MCC SPOC (mft.central.coordinationcentre@nhs.net) 	<ul style="list-style-type: none"> • GMCTH to carry out contact tracing for contacts within the school and provide standard infection prevention control advice.
<ul style="list-style-type: none"> • Where urgent health protection advice is required out of hours, contact Public Health England: 0151 434 4819 & ask for on call duty team. 	<ul style="list-style-type: none"> • MCC SPOC to update result on tracker.
<ul style="list-style-type: none"> • The school will be contacted directly by GMCTH (gmhscp.contacttracing@nhs.net) who will complete a risk assessment. They will guide the school through actions which need to be taken, including sending home those who had been in close contact with the confirmed case to self-isolate for 14 days. • Only send home bubbles to self isolate when you are instructed to by the GMCTH. 	<ul style="list-style-type: none"> • MCC SPOC to inform the key stakeholders: Charlotte Wilson <c.wilson2@manchester.gov.uk> Amanda Corcoran <a.corcoran@manchester.gov.uk>, Jane Lemon <j.lemon@manchester.gov.uk>, Simon J Gardiner <s.gardiner@manchester.gov.uk>, David Regan <d.regan@manchester.gov.uk>, Isobel Booler <i.booler@manchester.gov.uk>, Sarah Doran <s.doran@manchester.gov.uk> Community Infection Control Team <cict@manchester.gov.uk>
<ul style="list-style-type: none"> • Outside of the school setting, household/community contacts will be contacted by the national NHS Test & Trace system 	<ul style="list-style-type: none"> • Charlotte Wilson to inform the relevant SSQA officer
<ul style="list-style-type: none"> • The school will need to send a letter to all other parents and staff, warning and informing them of the confirmed case. • The GMCTH will inform schools of when to do this, and will provide the template letter prepared by Public Health England. Schools must not share names or details of any confirmed cases. 	<ul style="list-style-type: none"> • MCC SPOC to gather any additional intelligence from the Education Team and pass on to GMCTH, who will lead the contact tracing
	<ul style="list-style-type: none"> • CICT to keep in regular contact with the school to monitor the situation and lead the management of any outbreaks, seeking the support from the Health and Safety Team where required.
	<ul style="list-style-type: none"> • MCC SPOC & CICT to support any communications needs or media interest led by MCC Comms & Education
	<ul style="list-style-type: none"> • MCC SPOC to keep key stakeholders informed of any developments communication from GMCTH
	<ul style="list-style-type: none"> • MCC SPOC to record all information on central spreadsheet and close once completed.

If there has been a confirmed case of COVID-19 in an education or early years setting

Please follow the actions for schools/MCC/GM flowchart above.

<p>If someone tests positive</p> <p>https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</p> <p>Updated 7 August</p>	<p>Schools and EY settings should ask parents and staff to inform them immediately of the results of a test.</p> <p>If someone tests positive, they should follow the 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection' and must continue to self-isolate for at least 10 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste.</p> <p>The 10-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 14 days.</p>
<p>Action to take if someone has tested positive</p>	<p>Schools/settings must take swift action when they become aware that someone who has attended has tested positive for coronavirus (COVID-19). Schools should contact the local health protection team and follow the guidance in the flowchart above.</p> <p>This team will also contact schools/settings directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school – as identified by NHS Test and Trace.</p> <p>The health protection team will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate.</p> <p>The health protection team will work with schools in this situation to guide them through the actions they need to take. Based on the advice from the health protection team, schools must send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious.</p> <p>The health protection team will provide definitive advice on who must be sent home.</p> <p>To support them in doing so, schools/settings should keep a record of pupils and staff in each group, and any close contact that takes places between children and staff in different groups.</p>

	<p>This should be a proportionate recording process. It is not necessary to ask pupils to record everyone they have spent time with each day or ask staff to keep definitive records in a way that is overly burdensome.</p> <p>A template letter will be provided by PHE, on the advice of the health protection team, to send to parents and staff if needed. The names or details of people with coronavirus (COVID-19) must not be shared, unless essential to protect others.</p> <p>The attached poster and leaflet can also be sent together with the letter. They are NOT intended to replace the letter, they simply reinforce the key messages contained within.</p>
<p>Contacts of child/employee who have tested positive_</p> <p>Guidance for contacts of people with confirmed coronavirus (COVID-19) infection who do not live with the person</p> <p>Updated 12 August</p>	<p>If you have not been notified that you are a contact, this means you do not need to self-isolate and should follow the general guidance, for example, social distancing, hand-washing, and covering coughs and sneezes.</p> <p>If you are a contact of someone who has tested positive for COVID-19, then you will be notified by the NHS Test and Trace service via text message, email or phone.</p> <p>If you have been informed that you are a contact of a person who has had a positive test result for COVID-19, medical advice is clear: you must immediately self-isolate at home for 14 days from the date of your last contact with them. Do not go to work, school, or public areas, and do not use public transport or taxis.</p> <p>You are at risk of developing COVID-19 for the next 14 days. Even if you never develop symptoms, you can still be infected and pass the virus on without knowing it.</p> <p>You should not arrange for testing unless you develop symptoms of COVID-19. If you do not have symptoms of COVID-19, other people in your household do not need to self-isolate at home with you.</p> <p>Take steps to reduce the possible spread of infection in your home: for example, wash your hands often for at least 20 seconds, using soap and water, or use hand sanitiser.</p> <p>If anyone you live with is clinically vulnerable or clinically extremely vulnerable stay away from them as much as possible, following the guidance here. For the clinically extremely vulnerable, follow the shielding guidance</p>

<p>If someone in a class or group that has been asked to self-isolate develops symptoms</p> <p>https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</p> <p>Updated 7 August</p> <p>Further guidance is available on testing and tracing for coronavirus (COVID-19).</p>	<p>If someone in a class or group that has been asked to self-isolate develops symptoms themselves within their 14-day isolation period they should follow ‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’. They should get a test, and:</p> <ul style="list-style-type: none"> • if the test delivers a negative result, they must remain in isolation for the remainder of the 14-day isolation period. This is because they could still develop the coronavirus (COVID-19) within the remaining days. • if the test result is positive, they should inform their setting immediately, and should isolate for at least 10 days from the onset of their symptoms (which could mean the self-isolation ends before or after the original 14-day isolation period). Their household should self-isolate for at least 14 days from when the symptomatic person first had symptoms, following ‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’ <p>Schools should not request evidence of negative test results or other medical evidence before admitting children or welcoming them back after a period of self-isolation.</p>
<p>Containing any outbreak by following local health protection team advice</p> <p>https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</p> <p>Updated 7 August</p>	<p>If schools/settings have two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, they may have an outbreak, and must continue to work with their local health protection team who will be able to advise if additional action is required.</p> <p>In some cases, health protection teams may recommend that a larger number of other pupils self-isolate at home as a precautionary measure – perhaps the whole site or year group.</p> <p>If schools are implementing controls, addressing the risks they have identified and therefore reducing transmission risks, whole school closure based on cases within the school will not generally be necessary, and should not be considered except on the advice of health protection teams.</p> <p>In consultation with the local Director of Public Health, where an outbreak is confirmed, a mobile testing unit may be dispatched to test others who may have been in contact with the person who has tested positive. Testing will first focus on the person’s class, followed by their year group, then the whole school if necessary, in line with routine public health outbreak control practice.</p>

Guide to letters / leaflets / flowcharts which can be shared with parents	
<p>Considering other children in the assigned group where someone has become unwell</p>	<p>Schools may want to use TEMPLATE 1 when someone has been sent home because they have shown symptoms of COVID-19.</p> <p>LEAFLET 1 should also be sent home as a reminder of how to reduce the risk of transmitting COVID-19.</p>
<p>Employer has been sent home because they have become unwell.</p>	<p>Schools may want to use TEMPLATE 2 when an employee has been sent home because they have shown symptoms of COVID-19.</p> <p>LEAFLET 1 should also be sent home as a reminder of how to reduce the risk of transmitting COVID-19.</p>
<p>Several people in the school community have tested positive for COVID 19 and PHE have issued a 'warn and inform letter'.</p>	<p>Schools may want to send home LEAFLET 1 as a reminder of how to reduce the risk of transmitting COVID-19 as well as LEAFLET 2 which reinforces the messages from PHE about the fact that several people have tested positive BUT the situation is being monitored, school remains open and children should continue to attend as normal. (This will be translated into 5 other languages)</p>
<p>Someone has been identified as a close contact of a confirmed case of COVID-19 and PHE have issued a 'contact' letter.</p>	<p>Schools may want to send home LEAFLET 1 as a reminder of how to reduce the risk of transmitting COVID-19 as well as LEAFLET 3 which reinforces the messages from PHE about the fact that a person has been identified as a close contact or a confirmed case. (This will be translated into 5 other languages)</p>



TEMPLATE 1: Pupil/adult showing symptoms within assigned group

SCHOOL HEADER

ADDRESS ETC

DATE

Dear xxxxx

I am writing to inform you that someone within your child's assigned group, has been sent home today/yesterday due to becoming unwell.

The Department for Education national guidance says that at this time your child should continue to attend school.

Please be assured that the school is continuing with social distancing measures and cleaning and hygiene arrangements are in place throughout the day.

If the person in your child's assigned group tests positive for COVID 19 you will be notified by the PHE Test and Trace Service via text message, email or phone. If this happens, we will also contact you and talk to you about the next steps.

If you have any concerns please contact xxxx who can discuss this further.

TEMPLATE 2: Employee letter where employee is sent home with symptoms

SCHOOL HEADER

ADDRESS ETC

DATE

Dear xxxxx

I am sorry to hear that you are unwell. As you are aware we requested that you return home on xxxxx in line with government guidance which outlines *that if anyone in an education or childcare 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 and advised to follow the guidance in the link below.*

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>
(Updated 12 August 2020)

Please make sure that you book a COVID-19 test immediately on NHS.uk/coronavirus or call 119 if you do not have internet access. This is because the test is most accurate in the first 5 days of having symptoms. Please remember the symptoms are fever, a persistent or new cough, and loss of sense of smell and taste. You should isolate yourself if you have any of the symptoms and only leave your house when going to get your test.

There are various local options in Manchester for getting a test by the booking system, which you will be directed to including a site at Manchester Airport and the Etihad Stadium premises. You may also be able to request a home testing kit.

XXXX will be in touch in the next few days, however please do hesitate to contact me if you wish to discuss the above or have any concerns

Yours Sincerely

CORONAVIRUS CASES ARE INCREASING ACROSS MANCHESTER

We can help to stop this by:



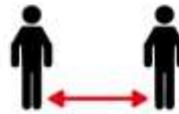
Washing hands often



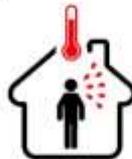
Wearing face coverings



Wiping down surfaces
(handles, doors etc)



Keeping distance
from other people



Staying at home if you think you have the virus (*signs are high temperature, or a new and continuous cough, or loss of smell and taste*) and booking a test.

You can get a test and find out how long to stay home by ringing **119** or logging on to [nhs.uk/coronavirus](https://www.nhs.uk/coronavirus)

LEAFLET 2 - to reinforce the PHE messages contained in the 'warn and inform' letter

ADVICE TO PARENTS ON COVID-19 CASES IN SCHOOLS

We have been made aware of several children in our school community who have tested positive for COVID-19. Here's what you need to know.

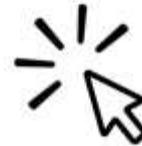
THE SCHOOL REMAINS OPEN, AND PROVIDED YOUR CHILD REMAINS WELL THEY CAN CONTINUE TO ATTEND SCHOOL AS NORMAL. WE WILL KEEP THIS UNDER REVIEW.

We are continuing to monitor the situation and are working closely with Public Health England. Please be reassured that for most people, coronavirus (COVID-19) will be a mild illness.

WHAT TO DO IF YOUR CHILD DEVELOPS SYMPTOMS OF COVID-19:



If your child has symptoms of COVID-19, tell school as soon as possible. They must stay at home for **ten days**.



Arrange for testing via [nhs.co.uk/coronavirus](https://www.nhs.uk/coronavirus) or by calling **119**.



All other household members who remain well must stay at home and not leave the house for **14 days**.

LEAFLET 3 - to reinforce the PHE messages contained in the close 'contact' letter

ADVICE TO SELF-ISOLATE FOR 14 DAYS

You have been identified as a close contact of a confirmed case of COVID-19. Here's what you need to know.

IN LINE WITH THE NATIONAL GUIDANCE AVAILABLE BELOW, WE RECOMMEND THAT YOU NOW STAY AT HOME AND SELF-ISOLATE FOR 14 DAYS.

If you are well at the end of the 14-day period of self-isolation, then you can return to usual activities. A negative test does not mean you can stop self-isolation earlier than 14 days.

Other members of your household can continue normal activities, provided you do not develop symptoms of COVID-19 within the 14-day self-isolation period.

WHAT TO DO IF YOU DEVELOP SYMPTOMS OF COVID-19:



If you develop symptoms of COVID-19, inform school and remain at home for **at least ten days** from the date the symptoms appeared.



Arrange for testing via [nhs.co.uk/coronavirus](https://www.nhs.co.uk/coronavirus) or by calling **119**.



All other household members who remain well must stay at home and not leave the house for **14 days**.

Public Health England Staying at Home Guidance:

www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection

Frequently Asked Questions

Q1. Who is eligible for a test?

Anyone who has any of the symptoms of coronavirus can access a throat and nose swab test to establish whether they currently have the virus.

Tests are accessed through the NHS website or by ringing 119. You will be asked how you want to get the test (e.g. by driving to a Regional Testing Site or asking for a home test kit to be posted to you) and for some contact details.

Priority testing is available for essential workers and members of their household. These tests are for people who currently have coronavirus symptoms. They can be accessed through an essential worker Self Referral portal. You will be asked how you want to get the test (e.g. by driving to a Regional Testing Site or asking for a home test kit to be posted to you) and for some contact details.

Employers of essential workers can also refer their staff for testing through an Employer Referral portal, employers need to register on this website to receive a password to make referrals.

Q2. What testing sites are available locally?

There are currently two Regional Testing Centre sites operating in Manchester and Trafford, these are at Manchester Airport and the Etihad Stadium. Both sites provide drive-through testing only. Testing is either self-swabbing (individuals complete their own test) or assisted swabbing (a healthcare worker completes the test).

Mobile Testing Units also operate occasionally in other locations for short periods of time, updates will be provided in advance of these operating locally.

Q3. Can children be tested?

Yes. The Government has said that children of any age can be tested. Previously, only children over the age of 5 could be tested.

Some testing sites (e.g. Regional Testing Centres or Mobile Testing Units) may only offer testing to children above a certain age. Depending on the age of the child, the parent or guardian may be required to carry out the test, rather than the child swabbing themselves. Not all self-swabbing testing kits are suitable for children under the age of 5.

Further information should be available through the NHS website or by calling 119. The essential worker Self Referral portal may also include information about the age ranges covered by different testing sites.

Q4. Will other members of the household be eligible for testing?

As settings open to a wider cohort of children, all those children and young people eligible to attend, and members of their households, will have access to testing if they display symptoms of coronavirus. This will enable them to get back into childcare or education, and their parents or carers to get back to work, if the test proves to be negative. To access testing parents will be able to use the NHS online test booking service <https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/ask-for-a-test-to-check-if-you-have-coronavirus/> or call 119 if they do not have internet access.

Staff who are classified as essential workers can access testing for themselves or members of their household through <https://www.gov.uk/apply-coronavirus-test-essential-workers>

Q5. For Employers referring through the Employer Referral Portal: What should I do if someone does not receive a text to book a test?

Referred individuals should be contacted directly by the Employer Referral Portal after 18:00 on the day the referral was made. The process is carried out automatically using the mobile phone number provided on the referral. Therefore it is essential that the mobile phone number provided is correct and in the correct format. Any employees that do not receive a text should notify the person who made the referral as soon as possible. If you have questions about a test you've booked or are having trouble booking a test, you can call the NHS **Coronavirus testing contact centre on 119 (calls are free from mobiles and landlines)** from 7pm to 11pm

Q6. How long will individuals wait for test results?

Test results should be returned within 72 hours.

Q7. I haven't had my test results, what should I do?

Tests carried out at the Etihad Stadium/Manchester Airport Regional Testing Centre sites, and the Mobile Testing Units, use commercially-provided swabbing kits. After tests are carried out, the swabs are sent to the laboratory associated with the provider of the tests at each site, and the laboratory communicates the results directly to the person who has been tested. The Manchester & Trafford Testing Coordination Hub/Contact Centre does not receive notification of completed tests or results and cannot follow up missing or delayed results.

If you have questions about a test you've booked or are having trouble booking a test, you can call the NHS **Coronavirus testing contact centre on 119 (calls are free from mobiles and landlines)** from 7pm to 11pm

Q8. How do I get a test if I am not able to drive to a testing centre?

Residents and essential workers can apply for home testing kits for themselves or members of their household, if they have symptoms of coronavirus. These are available [through the NHS website](#) or by calling 119, essential workers can apply for home testing kits through the [essential worker Self Referral portal](#)

Q9. What happens if my test is positive?

If your test is positive for COVID-19 you will be contacted by NHS Test and Trace within 24 hours and asked to give contact details of people you have come into close, recent contact with and the places you have visited. (These details will be entered onto a secure website). You must also complete the rest of your 7-day self-isolation. Members of your household should also complete their 14-day self-isolation period from when you started to have symptoms.

The NHS Test and Trace team will then find those people you came into contact with using email and phone numbers and will tell them to self-isolate for 14 days even if they do not have any symptoms.

Q10. What is contact tracing?

Contact tracing is important to help us to prevent the spread of COVID-19 and to contain and stop outbreaks. It will help us to keep the R0 (the transmission or spread, rate) below 1 and help to get all aspects of the city - including its economy, business, education, social networks - back on their feet in a safe way.

Contact tracing is a tried and tested method for public health to control the spread of many infectious diseases.

It works by identifying contacts of people who have tested positive and by encouraging them to self-isolate and closely monitor their health, rather than continuing to mix with others and passing the virus on. Contacts who then develop symptoms will need to take a test.

Q10. Will contact tracing be in place in educational and childcare settings?

The government has developed a new national test and trace programme. This will bring together an app, expanded web and phone-based contact tracing, and swab testing for those with potential coronavirus symptoms. This programme will play an important role in helping to minimise the spread of coronavirus in the future. It will also include more traditional methods of contact tracing if a child, young person or parent tests positive.

https://www.gov.uk/government/publications/guidance-for-contacts-of-people-with-possible-or-confirmed-coronavirus-covid-19-infection-who-do-not-live-with-the-person?utm_source=3154fbc7-602f-48ad-8d76-e5daa1648235&utm_medium=email&utm_campaign=govuk-notifications&utm_content=immediate

Q11. What is the approach in Manchester?

Most contact tracing will be carried out by the national Test and Trace service, however some cases will be passed to regional (Greater Manchester) or locality (Manchester) test and trace teams to follow up.

The Trafford and Manchester Test and Trace Coordination Hub acts as the Single Point of Contact for Manchester for any cases passed from the regional team to the locality team, through the mhcc.communitytestinghub@nhs.net inbox. The hub will pass local cases to the Contact Tracing team on mft.central.coordinationcentre@nhs.net, and will provide general coordination support to GM and the local team.

Q12. Should educational settings ask parents to report pupils' temperatures at the start of each day?

Parents, carers and settings do not need to take children's temperatures every morning. Routine testing of an individual's temperature is not a reliable method for identifying coronavirus. Educational and childcare settings should reiterate to parents the need to follow the standard national advice on the kind of symptoms to look out for that might be due to coronavirus, and where to get further advice. If anyone in the household develops a fever, or a new continuous cough, or a loss of, or change in, their normal sense of taste or smell (anosmia), they are advised to follow the [COVID-19: guidance for households with possible coronavirus infection guidance](#) (which states that the ill person should remain in isolation for 7 days and the rest of the household in isolation for 14 days).

Q13. How should special schools and colleges consider and manage risks in supporting children and young people with complex needs?

The Government has published [guidance for special schools, specialist colleges, local authorities and any other settings](#) and <https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe#effective-infection-protection-and-control> which provides guidance on managing children and young people with education, health and care plans, including those with complex needs. This covers recommendations for educational settings, working with local areas and families, on how to assess risks in supporting children and young people.

Q14. What does implementing protective measures look like in alternative provision (AP)?

AP settings should follow the same principles and guidance as mainstream schools. As much as possible, protective measures should be adhered to and class or group sizes should be small. Staff should use simple language to explain safety measures, and reiterate and reinforce key messages. Safe routines for access to toilets, hand-cleaning and break and lunch times should be put in place. Teaching resources can be used to aid understanding.

Settings may need to carry out a risk assessment, if it is deemed that a child or young person may not be able to follow instructions, to determine what mitigations need to be put in place and whether, in rare circumstances, they should stay at home. For those children and young people with a social worker, our expectation is that they should attend their educational setting unless a risk assessment concludes they will be safer at home.

<https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe#effective-infection-protection-and-control>

Q15. I have been in contact with a person who has tested positive. Do the people I live with also need to self-isolate at home with me for 14 days?

Guidance for contacts of people with confirmed coronavirus (COVID-19) infection who do not live with the person

If you are a contact of a person who has tested positive for coronavirus (COVID-19), but you do not have symptoms, other people living with you do not need to self-isolate and should follow the general guidance.

If you do develop symptoms of coronavirus (COVID-19), you should arrange to have a test to see if you have COVID-19 – visit [NHS.UK](https://www.nhs.uk) to arrange or contact NHS 119 via telephone if you do not have internet access. If you live with other people, they must begin self-isolation at home while you wait for your test result. You must follow [Stay at Home: Guidance for households with possible or confirmed COVID-19](#)



FAQs for Parents and Carers in Manchester

The following advice has been prepared with the help of our Public Health team in Manchester to give parents and carers as much information as possible before children return to school in September.

Further information is also available on the for parents/carers about what changes and measures to expect in schools in September:

<https://www.gov.uk/government/publications/what-parents-and-carers-need-to-know-about-early-year-s-providers-schools-and-colleges-during-the-coronavirus-covid-19-outbreak>

Is it compulsory for my child to attend school from September?

Yes; from the start of the next academic year in September, it is compulsory for children of all school years to attend. How safe will it be? Our schools can provide a well managed environment, to reduce the risk of infection. Public Health England is clear that if settings do this, the risk of transmission will be lowered. These measures include:

- changes in pick up and drop off arrangements, improved signage and one-way movement systems;
- ensuring those who have coronavirus symptoms, or who have someone in their household who does, do not attend;
- washing hands more often than usual;
- promoting good hygiene around sneezing/ coughing into tissue, which is then put in bin;
- cleaning frequently touched surfaces;
- changes to classroom layout and timetables to reduce contact;
- regular deep-cleaning;
- grouping pupils in a 'bubble' designed to help with infection control.

How will my child travel to school?

Due to social distancing, the capacity of public transport and school bus services may be reduced. We would encourage alternative means of transport (walk, cycle, car), where possible, to ensure there are places on public transport for those children who have no other options.

What will a 'bubble' look like?

This very much depends on the school your child attends. The main priority is to reduce contact between people as much as possible. This will be achieved through pupils being placed in 'bubbles'. Some 'bubbles' may be as small as 30 whereas in larger primary schools or secondary schools, 'bubbles' may be a whole year group. To reduce contact between pupils:

- 'bubbles' may have different start and finish times;
- 'bubbles' may have break times and lunch times in separate areas of the school;
- school timetables may be adjusted.

How often will pupils wash their hands during the day?

Schools will be washing their hands as soon as pupils enter the school, at regular intervals throughout the day and before going home.

How safe is it to use bathrooms at school?

Schools will be taking additional steps to ensure bathrooms are kept clean, including:

- being cleaned at regular times throughout the day;
- being cleaned thoroughly each evening or before school and this will include cleaning specific 'touch points' throughout school e.g. door handles, light switches etc.

Will schools be using personal protective equipment (PPE)?

What would happen if somebody at school developed Covid symptoms during the day?

- If anyone shows symptoms of COVID-19 during the school day, they will be taken to a designated room.
- Staff will wear PPE equipment if necessary to provide support.



- Parents/next of kin will be contacted and the person will be expected to be collected from school immediately and will be advised to follow 'stay at home: guidance for households with possible or confirmed coronavirus infection'. They must self-isolate for at least 7 days and should arrange to have a test to see if they have coronavirus. Other members of their household (including any siblings) should self-isolate for 14 days from when the person showing symptoms first had symptoms

Full DFE guidance for September reopening can be found here:

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

Below is a summary of the key points.

Prepare for all pupils to return in autumn

- School attendance will be mandatory in autumn and the usual rules on attendance will apply. That includes your responsibility to record attendance and follow up on absence.
- Since 1 August, the government [paused its advice](#) for vulnerable people to shield. This means that pupils affected by those rules should be able to return to school.
- However, some pupils may still be unable to attend because they're complying with clinical and/or public health advice given to them (e.g. if they're self-isolating and waiting for a test result) – find out how to record these kinds of absences [here](#).
- In that case, you shouldn't penalise absence and are expected to offer them access to remote education.

Most staff are also expected to return

- You'll have more discretion about where staff work, and you can expect most staff to come into school as their roles won't be suited to home working.
- This includes clinically vulnerable and clinically extremely vulnerable staff, who can return so long as your school is 'COVID-secure' and there's no local lockdown in your area. However, they should take particular care to follow safety measures (read more about this in our [FAQs on staffing](#)).
- For some roles, like admin staff, you may find it appropriate for them to continue working from home (note that the current [guidance for clinically extremely vulnerable people](#) is to carry on working from home wherever possible).
- You'll need to conduct safeguarding checks for new staff in person again, rather than carrying them out remotely.

Your class groups may need to increase in size

You may need to increase the size of 'bubbles' to allow everyone to return to school.

- In early years settings, you won't need to arrange children in small consistent groups in autumn, but you should reduce mixing and you may want to keep age groups apart
- In primary schools, 'bubbles' may be the size of a full class
- In secondary schools:
 - For pupils in Key Stage (KS) 3, 'bubbles' may be the size of a full class
 - For pupils in KS4 and KS5, they will likely need to be the size of a year group to allow you to deliver the full range of curriculum subjects (but if you can achieve this with smaller groups, you should do that)

There's no firm rules on group sizes though, and it isn't an 'all-or-nothing' approach - it'll still bring benefits if you implement it partially (for example, you might feel some mixing is necessary, such as for specialist teaching or by putting siblings in different groups).

Whatever the size of the group, they should be kept apart from other groups where possible and older children should be encouraged to keep their distance within groups.

Staff can work across different groups in order to deliver the school timetable, but they should keep their distance from pupils and other staff as much as they can (ideally 2 metres apart).

Equipment and resources can be shared within groups

Classroom-based resources like books and games can be used and shared within a group. Clean them regularly, as you do for frequently touched surfaces (read more about [cleaning schedules](#)).

However, people still shouldn't share individual and very frequently used equipment like pencils and pens.

Any resources shared between groups, such as sports, art and science equipment, should be either:

- Cleaned frequently and meticulously, and always between groups using them; or
- Rotated so they can be unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different groups

You should follow similar rules for books and other shared resources that pupils might take between school and home. But everyone should avoid unnecessary sharing, especially where it doesn't contribute to pupil education and development.

New guidance on face coverings

If you're a secondary school

If you're in a [local lockdown area](#), staff and pupils should wear face coverings when moving around the school, such as in corridors and communal areas.

If you're not in a local lockdown area, you can still choose to introduce this measure if you feel it's appropriate. Consider if:

- The layout of your school makes it difficult to stick to social distancing when moving around it
- Introducing this option, alongside the other protective measures you've put in place to ensure a safe return, would give parents extra confidence to send their children back to school

However, some pupils and staff are [exempt](#) from wearing these coverings and you should be sensitive to those needs. Even if they're not exempt, no one should be excluded from education on the grounds that they're not wearing a face covering.

See our article for [practical advice on using face coverings in school](#). It includes factsheets you can adapt and share with staff and parents.

If you're a primary school

There's no government guidance that currently recommends the regular use of face coverings for primary school staff or pupils when in school.

New measures for responding to infections

If someone has symptoms

You'll be provided with a small number of home testing kits you can give to parents collecting a child with symptoms or staff with symptoms, if you think providing one will increase the likelihood of them getting tested.

Ask parents and staff to inform you immediately of the results of a test. You shouldn't ask for evidence of negative test results or other medical evidence before welcoming back children.

The self-isolation period for those with symptoms and/or those who test positive has increased from 7 days to 10 days, as explained [here](#).

If there's a confirmed case of coronavirus

If you become aware that someone has tested positive, you should contact your [local health protection team](#). This team will also contact you if they become aware that someone at your school has tested positive.

The team will carry out a rapid risk assessment to confirm who's been in close contact with the person when they were infectious, and make sure they are asked to self-isolate.

Close contact means:

- Direct close contact - face-to-face contact with an infected person for any length of time, within 1 metre, including:
 - Being coughed on
 - A face-to-face conversation, or
 - Unprotected physical contact (skin-to-skin)
- Proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected person
- Travelling in a small car with an infected person

To help your local health protection team, keep a record of pupils and staff in each group, and any close contact that takes place between children and staff in different groups (though this should be a proportionate recording process - you don't need to ask pupils to note down everyone they've spent time with each day, or ask staff to keep definitive records in a way that's overly burdensome).

You must not share the names or details of people with coronavirus unless it's essential for protecting others.

If there's a possible outbreak

If there are 2 or more cases within 14 days, or an overall rise in sickness absence where coronavirus is suspected, work with your local health protection team to decide if additional action is needed.

In some cases, the team may recommend that a larger number of other pupils self-isolate as a precautionary measure, such as the whole year group.

Whole-school closure will not generally be necessary, and you shouldn't consider this except if your local health protection team advises it.

If an outbreak is confirmed, a mobile testing unit may be dispatched to your school.



New expectations for your curriculum

You'll likely need to modify your curriculum substantially at the start of the academic year, but aim to return to your normal curriculum for all pupils by summer term 2021.

You should assess pupils' starting points and address gaps in their knowledge and skills, and use this to inform changes to your curriculum. Make effective use of regular formative assessment, but avoid introducing unnecessary tracking systems. [Read our article](#) for advice on adapting your curriculum to get learning back on track.

You may think it appropriate to suspend some subjects for some pupils in exceptional circumstances, so long as it is in their best interests. Discuss this with the pupils' parents during the autumn term.

Secondary schools

For pupils in **KS3**, keep the curriculum broad so that the majority of pupils are taught a full range of subjects over the year (e.g. sciences, humanities, the arts, PE, RE).

You may need to address gaps in English and maths in year 7 pupils by teaching essential knowledge and skills from the KS2 curriculum.

For pupils in **KS4 and KS5**, continue to teach their exam subjects. Ofqual has now concluded its consultation on how to run exams next year - find out more in our article on [changes in education in 2020/21](#).

In exceptional circumstances, it may be in the best interests of a year 11 pupil to drop a subject if, for example, they would do significantly better in their remaining subjects as a result.

Additionally, review any plans for early entry among year 10 pupils in summer 2021. It may be in their best interests to take their exams and assessments in year 11, if you can adjust the curriculum.

Some trips can start again

You can resume non-overnight domestic educational visits. Make sure any trips are in line with protective measures, such as keeping pupils in their 'bubble'.

Consider resuming breakfast and after-school clubs

Think carefully about how you can make this provision work alongside your wider protective measures, like keeping pupils in their 'bubbles' when possible. If you can't maintain those same groups, you should use small, consistent groups.

Return to your usual school uniform

It's up to your governing board or trust to decide on school uniform. However, if you've relaxed your uniform policy during coronavirus, the government is encouraging you to return to your usual policy in the autumn. You should take a mindful approach to non-compliance in the case of parents who might be facing financial pressures.

Uniforms won't need to be cleaned any more than usual, or with methods different from normal.



No routine Ofsted inspections in the autumn term

Ofsted has suspended routine inspections for the time being. However:

- Inspectors will visit a sample of schools to discuss how they're managing the return of all their pupils, but these visits won't result in judgements. The insights that inspectors gather will be aggregated nationally to share learning with the education sector and beyond
- Ofsted can still inspect a school in response to any significant concerns, such as safeguarding

The government intends for routine inspections to restart from January 2021, though the exact timing is under review.

Standard inspections from the Independent Schools Inspectorate (ISI) also remain suspended, and are intended to start again at the same time.

Read more about [what to expect from Ofsted in autumn 2020](#).

Service Health and Safety Risk Assessment – COVID 19

Manchester Fayre Risk Assessments

Team / Service	Catering Services	Date of Assessment	08/07/2020
Directorate	Neighbourhoods	Assessment Compiled By	Michael Booth / Ian Mulligan

This Service Risk Assessment should be read in conjunction with the Building Risk Assessment for your Workplace.

Staying COVID Secure – Our Commitment

- ✓ We recognise the risk posed by Coronavirus (COVID-19) to our employees, their families and those who use our services. 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 Employees and others.
- ✓ We will ensure our staff continue to work from Home if at all possible.
- ✓ We will require the minimum number of Personnel to deliver services safely and effectively.
- ✓ We will share this Risk Assessment and its findings with employees and Union Colleagues and consult on its contents.
- ✓ We will continue to comply with all relevant Health and Safety Legislation.



Service Health and Safety Risk Assessment – COVID 19

Hazards

Exposure to Coronavirus

Routes of Entry	Generic sources of Infection
<p>Inhalation of droplets / aerosols (coughs, sneezes etc.)</p> <p>Introduction through contaminated hands / fingers via mucous membranes (eyes, nose, mouth)</p> <p>Access for virus via broken skin / open wounds / cuts</p> <p>Splashes of body fluids containing virus into mucous membranes (eyes, nose, mouth)</p>	<p>Direct transmission Other people with virus in close proximity – <i>person to person (hand to hand, hand to mouth, hand to body), airborne (coughing, sneezing)</i></p> <p>Indirect Transmission Contaminated surfaces / equipment – <i>hands and hand contact surfaces, food and food contact surfaces, clothing and bed linen, waste</i></p>

Service Health and Safety Risk Assessment – COVID 19

Our Employees

Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
01	Wherever possible, staff continue to work from home.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Given nature of role, working from home will be not be possible.
02	All Clinically Extremely Vulnerable Employees will work from home.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	As above. Individual Assessments will be carried out for staff meeting this criteria.
03a	All Clinically Vulnerable Employees will work from home wherever possible. Where Homeworking cannot be achieved, an Individual Assessment to be completed and additional safeguards implemented.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	As above. Individual Assessments will be carried out for staff meeting this criteria.
03b	An Individual Assessment completed for all Black, Asian and minority ethnic BAME employees and where required additional safeguards implemented.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	As above. Individual Assessments will be carried out for staff meeting this criteria.
04	We regularly contact / keep in touch with colleagues who work from home and monitor / support both their Physical and Mental Health & Wellbeing.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
05	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"/>	

Our Workplace

MCC Buildings and Workplaces – Capacity, Access and Egress					
Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information

Service Health and Safety Risk Assessment – COVID 19

06	Reduced building capacity – e.g. Shifts or Rotas put in place by Management	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Minimal numbers of staff, in 'working bubbles', to work in settings. Numbers required will be to maintain a safe and effective service.
07	Reduced building capacity – Designated areas of the building restricted to dedicated team / group.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Staff, where possible, to remain in normal work areas, kitchen / canteen areas.
08	Restrictions on access to third parties (Members of the public, visitors etc.).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Arrangements in place to restrict access to kitchen / catering areas to third parties. Suppliers to be contacted to advise of distancing requirements for deliveries. Limit orders as far as possible. Only use existing suppliers.

MCC Buildings and Workplaces – Physical / Social Distancing in the Building

Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
09	Separation of workstations to remove face to face working and enable 2 metre distance between other colleagues is monitored and enforced.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Staff to work side to side wherever possible.
10	Non-Essential transit / trips within building are prohibited.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	As stated, staff to remain in own work areas
11	Use of PODS, Small Meeting Rooms and Confined Areas (including Photocopier / Printer areas) by more than one employee prohibited.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Offices to be used by UCM only. Changing rooms for staff to be limited to one person use at a time.
12	Meetings to be held in suitable locations which enable 2 metre physical / social distancing requirements (Corporate Requirement of 40% normal capacity) to be met and where online meetings are not suitable / possible.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Where meetings with the School are required, staff are reminded of the need to physically / socially distance
13	No eating / drinking in breakout areas / kitchens / canteens. Employees encouraged to eat at their own workstation.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
14	Reduction in Lift Occupancy totals with priority use given to employees with disabilities, relevant existing health conditions or those who are pregnant. Staff encouraged to use stairs.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
15	Job and Location rotation to be avoided where possible (Staff working at multiple MCC premises). Where staff work at several sites, the additional controls required are identified in the relevant section of this Risk Assessment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Dedicated teams to be deployed to each setting.
16	Where applicable, designation of staff / security personnel to monitor and reinforce physical / social distancing requirements.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	UCM to ensure staff remain vigilant around maintaining 2 metre social distance with colleagues / others where possible.

Service Health and Safety Risk Assessment – COVID 19

Additional Physical / Social Distancing Measures applied (Please detail below)

Local arrangements with each School will apply. Catering UCM and Manchester Fayre Management Team to be provided with a copy of the School's COVID Risk Assessment by School Head / Business Manager. Staff to use designated entrance and exit points (direct access doors to kitchen area)

MCC Buildings and Workplaces – Infection Control, Cleaning and Hygiene Arrangements

Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
17	Staff who are experiencing symptoms associated with COVID-19 are instructed not to attend the workplace and to refer to current advice and guidance .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
18	Staff who experience symptoms as above whilst at work should immediately go home and follow the guidance set out above. Staff are required, as soon as safe to do so, to advise their Line Manager accordingly.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	UCM to brief staff on this requirement.
19	All staff are encouraged to regularly wash their hands with soap and water, especially upon arrival at work or after returning to the workplace following any excursion.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	As per Hygiene Training
20	In office areas, all employees to be sited at designated desks / workstations which enable social / physical distancing. Frequent Hot-desking or sharing of desks to be avoided.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	UCM Office accommodates 1 person at a time.
21	Staff regularly use cleaning materials to clean and sanitise their designated workstations and equipment.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Staff reminded to regularly clean / sanitise work surfaces
22	Sharing of pens and other items of office stationery is avoided where possible.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
23	Office equipment that may need to be shared (laminators, guillotines, whiteboards etc.) should be cleaned / sanitised before and after use using self-clean kit.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
24	All staff are encouraged to cough / sneeze into tissues and dispose of these in appropriate waste disposal bins	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Service Health and Safety Risk Assessment – COVID 19

25	Employees are also able to wash their hands in Kitchen / Canteen areas. Signs displayed to this effect with soap and paper towels provided (Including additional bins)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
26	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"/>	
27	Meetings to be held in well-ventilated areas (40% normal capacity) in meeting rooms where and when alternative means of holding meetings is not possible / practical	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	School Meeting rooms only. Does not apply to working kitchens
28	Staff instructed to bring in their own food which does not require heating or additional preparation in kitchen / canteen areas. Staff should not make drinks for others.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
MCC Buildings and Workplaces – Infection Control, Cleaning and Hygiene Arrangements					
Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
29	All employees to operate a clear desk policy.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
30	Employees to store, where possible, coats, bags and non- 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"/>	UCM to review arrangements for individual settings.
31	Staff are provided with instructions, in the form of posters, written guidance and videos, on how to achieve effective hand-washing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Hand-Washing Guidance Hand-Washing Video Hand-Washing Poster
32	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"/>	Staff receiving deliveries to sanitise after storing.
33	Restriction in place on the delivery of personal items to employees (food, takeaways, flowers etc.)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Service Health and Safety Risk Assessment – COVID 19

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

Serving utensils should not be used by more than one person. Stables within the dining area should only be cleaned and sanitised when no customers are present. Clearing stations should only be cleared when no customers are present (in between sittings). All clearing and cleaning of serving areas should be carried out when no customers are present.

MCC Buildings and Workplaces – Key Roles and Responsibilities

Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
34	Sufficient numbers of trained personnel are in place to provide Emergency First Aid.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	UCM to liaise with School around First Aid provision. First Aiders will be in place within School but UCM required to check that they are willing to provide first aid to staff (in the absence of trained First Aider in Catering Services deployment)
35	Sufficient numbers of personnel are in place to enable safe evacuation of the building (or if applicable, area occupied by Service) in the event of an emergency.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	UCM to liaise with School to determine any changes to evacuation plan / arrangements.
36	Staff are provided with information on Evacuation Procedures and associated Fire Safety arrangements (Including phased re-entry into the building)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	As above.
37	Defect Reporting arrangements (FM Helpdesk) in place via MCC Intranet and followed by service.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Other Workplaces – Working In Other People’s Homes

Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
38	Where possible, and prior to any visit, contact is made to determine if any resident is: Currently infected with COVID 19 Has Symptoms Is Shielding / Extremely Vulnerable Where a resident/s is classed as clinically vulnerable (but not required to shield i.e. those over the age of 70), prior	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

Service Health and Safety Risk Assessment – COVID 19

	arrangements will be made to mitigate the need for any face-to-face contact				
39	Upon arrival at the premises, and prior to entry, confirmation of the above must be gained when the resident opens the door.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
40	Where possible, interaction with residents / customers will be made via telephone or digital means to reduce the need to visit people in their own homes.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
41	Where visits are required, a discussion, where possible, will take place prior to the visit to agree ways of working that minimise the risk of coming within 2 metres of occupants.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
42	Residents are asked, where possible, to leave all internal doors and windows open to aid ventilation of the premises.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

Other Workplaces – Working In Other People’s Homes

Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
43	Staff must not use any equipment or materials owned by the resident/s and must not accept offers of food or drink whilst on the premises.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
44	Where possible, the same employee/s will visit the premises if repeat visits are required.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
45	A specific Risk Assessment detailing control measures around work practices, maintaining personal hygiene and potential use of PPE (Personal Protective Equipment) has been compiled and shared with relevant Employees and Union Colleagues.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

Other Workplaces – Working in Commercial Premises owned by Others (Non-MCC)

Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
46	Site Rules and Requirements relating to COVID-19 will be obtained, where possible, prior to any visit, and assessed by Line Management.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	School to provide copy of COVID Risk Assessment to Service / UCM

Service Health and Safety Risk Assessment – COVID 19

47	Where possible, and prior to any visit, agreements on how safe working can be achieved will be made with the owner / responsible person at the premises.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	As above
48	A specific Risk Assessment detailing control measures around work practices, maintaining personal hygiene and potential use of PPE (Personal Protective Equipment) has been compiled and shared with relevant Employees and Union Colleagues.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Existing SSOW apply

Additional control measures relating to working at other premises applied (Please detail below)

The Work We Do

Use of Vehicles and Driving at Work					
Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
49	Where possible, employees will use their own vehicles and travel alone. If travelling on work purposes, existing policies and procedures relating to the use of personal vehicles will apply	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
50	Where non-standard vehicles are used (i.e. vans, mini- buses etc.) and singular use cannot be reasonably achieved, the capacity of such vehicles will be reduced as far is practical to enable physical / social distancing of the driver and passengers.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
51	Restrict use of non-standard vehicles (as detailed above) to designated employee/s with dedicated vans, mini-buses etc. assigned to named individuals. Sharing of vehicles amongst a cohort of employees will be avoided wherever possible.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

Service Health and Safety Risk Assessment – COVID 19

52	When re-fuelling vehicles, employees should practice good hand-hygiene and if possible wear a disposable glove / or use a paper towel to handle the petrol pump.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
53	Regular cleaning of the interior of shared non-standard vehicles is carried out.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
54	When driving, and where possible (subject to weather conditions) windows should be opened to enable increased ventilation of the vehicle.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
55	Where possible, vehicles should be loaded / unloaded with strict observance given to maintaining physical / social distancing. Existing Health and Safety controls around moving and handling continue to be required,	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Use of Vehicles and Driving at Work					
Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
56	Staff whose principal role involves driving and who may have limited access to fixed hand-washing provision will be provided with hand-sanitiser.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
57	A specific Risk Assessment detailing control measures around work practices associated with use of vehicles as a substantive element of our employee's role and controls involving maintaining personal hygiene and potential use of PPE (Personal Protective Equipment) has been compiled and shared with relevant Employees and Union Colleagues.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

Additional control measures relating to driving at work applied (Please detail below)

Specific Work Activities					
Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information

Service Health and Safety Risk Assessment – COVID 19

58	A specific Risk Assessment relating to the delivery of specific work activities and risks around infection and transmission of Coronavirus / COVID-19 has been compiled and shared with relevant Employees and Union Colleagues	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All BAU SSOW and Risk Assessments apply.
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Additional Information and Control Measures (Detailed Below)					
Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Link to [Staying COVID Secure Poster / Statement](#) Further Information via:

Health and Safety Team

Internal Audit & Risk Management 6th Floor

Town Hall Extension Health.and.safety@manchester.gov.uk

Internal Audit & Risk Management Use Only

Approved by (H&S Lead)	Michael Booth	Date of Approval	08/07/2020
Date Provided to Unions	09/07/2020	Date of Review	08/07/2021

Health & Safety Risk Assessment

Covid-19 - Assessment of the hazards of airborne particles, potentially contaminated surfaces and contact with asymptomatic individuals which may lead to the risk of a Covid-19 infection within the workplace (Hooper Street Block A - FM, THX FM Reception & Field based Staff)

		1	2	3	4	5
Likelihood (L)	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		Severity (S)				

Key activity	5 = Very likely 5 = Fatality	4 = Likely 4 = Major	3 = Unlikely 3 = Moderate	2 = Very Unlikely 2 = Minor	1 = Highly Unlikely 1 = Insignificant	(L)	(S)	Risk Rating	Actions required to successfully implement control measures	Date Completed

Key activity & shielding working at this time	Possible Staff, Members Harmed Completed	We might be Harmed Risk. If a staff member cannot work from home due to the nature of their job then alternative duties should be discussed with the line manager. If alternative duties cannot be arranged they must stay at home and current HROD policy should be followed with regards to Covid related special leave. Shielding guidance from the government must be adhered to and is a personal responsibility.	Possible Possible	Existing Additional Rating	Measures Database of staff in this category. al Controls Create a communications schedule for these staff. Ensure correct equipment is available and adequate work is provided. Obtain guidance from HROD and if applicable schedule individual risk assessments, prior to shielding end dates. These must be carried out	(L)	Date
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Health & Safety Risk Assessment

Covid-19 - Assessment of the hazards of airborne particles, potentially contaminated surfaces and contact with asymptomatic individuals which may lead to the risk of a Covid-19 infection within the workplace (Hooper Street Block A - FM, THX FM Reception & Field based Staff)

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Likelihood (L)	5	5	10	15	20	25
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		Severity (S)				

		<p>As measures are relaxed (shielding periods are complete), managers should complete an individual assessment for these team members before they return to site based work. Additional safety measures may be required or it may still be HROD policy to remain at home. Any arrangements made must be in alignment with the current HROD agreed protocols, government guidance and MCC health and safety policy. Any of this group of staff who are to return to site based work must be authorised by the Head of service.</p> <p>Ensure adequate communication with staff on a regular basis ensuring health and wellbeing.</p> <p>Provide task based work</p>			<p>remotely and current guidance should be conformed to.</p> <p>Standardised Risk assessment template for these staff to be created.</p>	
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		Ensure correct equipment is available				
Staff who live with vulnerable or shielding family members working at this time	Staff, Staff family members	Must work from home wherever possible.	1	5	L	Create a data base of staff in this category.
		If staff are required to work from site; before allowing this the current HROD policy must be checked to ensure that it does not prohibit this.				Check current HROD policy to ensure MCC permits these staff to work from site.
		If these staff are required and authorised to work from site, they should be placed in areas of least risk and work alone using their own equipment where possible.	2	5	M	Create a communications schedule for these staff .
		Social distancing must be practiced at all times with good hygiene.				Ensure correct equipment is available and adequate work is provided.
		Staff returning home should immediately wash their hands, shower and change clothing as per				Line Managers to agree working arrangements with staff to ensure they are at the minimum amount of risk. This should be based on an individual risk assessment.

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		government guidelines. This is a personal responsibility.				Standardised Risk assessment template for these staff to be created.	
Staff affected by school closures working at this time	Staff, family members	<p>Staff will be allowed to work from home to ensure appropriate child care. If a staff member cannot work from home due to the nature of their job, then alternative duties should be discussed with their line manager.</p> <p>If adequate work cannot be issued to the staff member then current HROD policies should be followed regarding these circumstances.</p> <p>Ensure adequate communication with staff on a regular basis ensuring health and wellbeing.</p>	1	5	L	<p>Create a data base of staff in this category</p> <p>Obtain and confirm upto date HROD policy on this action.</p> <p>Create a communications schedule for these staff</p> <p>Ensure correct equipment is available and adequate work is provided.</p>	

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		Provide task based work Ensure correct equipment is available				Working patterns should be reviewed and managed ensuring business continuity whilst taking into account childcare responsibilities.
Travelling to work	Staff, public	Wherever possible staff should not use public transport. Staff should opt to cycle walk or drive to work where possible.	1	5	L	Staff should be made aware of the cyclescheme. Advise where to find this information and ensure suitable secure points for bicycles. Lockers to be in place to store belongings.
		Travel to work is a personal responsibility and staff should follow current government guidance if public transport is to be used.	2	5	M	Advise staff where the current guidelines can be found. If staff do not have the ability to access information, assist in supplying it.
Office Workspace (Physical Layout & use procedure) - contact with other people	Staff & visitors to the site	Entrance/Exits - Staff must have a designated entrance and exit. Designated entrances and exits must be reviewed to ensure that foot traffic is evenly distributed amongst access points. Shift patterns should be reviewed to minimise	1	5	L	If practicable exit doors wherever possible should be altered to become both entrance/exit doors and therefore increasing access points throughout a building.

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		<p>traffic flow at any one time.</p> <p>High traffic areas / walking routes within the building - Where practicable, destinations should have a set walking route that minimises traffic flow. Many corridors are not wide enough for social distancing and do not allow for one way systems and in instances where people must pass they should stand back in a passing place where possible and as a last resort face away whilst passing. Corridor use should be kept to a minimum and only used when staff must reach a specific destination such as the toilet facilities. Office to office journeys should be avoided if not essential. Contact with staff in other offices should be via telephone or online applications.</p> <p>Desks/workstations - As a first priority a</p>	2	5	M	<p>Hooper street block A Has 4 main office segments. 3 have a fire exit to the outdoors. The exits to outdoors will be amended to become a particular entrance/exit for that office minimising traffic through the main front door.</p> <p>Staff to be issued with SWP that includes information on which entrances or exit they must use.</p> <p>Issue information to staff on SWP that includes routes and rules.</p>	
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		physical change to the office layout that ensures safe social distancing of 2m between seating positions is a preferred option as this will enforce social distancing by design and will not require a behavioural adjustment or governance. Inevitably staff may have to share a desk, this must be a buddy system with desks allocated to the same pair. Each desk should have 2 telephones and each operative should have their own keyboard and mouse.	1	5	L	At Hooper street desks will be removed and spaced at 2 metres apart between seating areas. Install 2 telephones, and supply individual keyboards and mouse. Set up a buddy system.	
		If this is not a practicable option then a current desk setup can be used whilst implementing a social distancing policy to ensure that staff working in the office on any given day are adequately social distanced and working 2m from anyone else. This requires governance and will present a higher risk than the first option.	1	5	L/M	SWP must ensure that the desks are not used by any other individuals A separate assessment may be created for a specific isolated desk to be used by others At the Town Hall FM reception we cannot move the desks, they will therefore be colour coded in two colours which represent the days they can be used, good communication and enforcement of these rules must be applied.	

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		<p>The risk is increased to possible failed governance or behaviour.</p> <p>The last and least preferred option would be that colleagues do not face each other and use back to back or side to side working. This is not currently an issue but requires consideration. Staff must be prohibited from installing extra desks without authorisation to prevent this.</p> <p>Meeting Rooms & Breakout Space - The physical layout should be adjusted to allow social distancing. Staff must maintain social distancing whilst using these facilities. Break times must be staggered between teams to ensure minimal occupancy at any one time. If these are work</p>	2	5	M	<p>SWP to include instruction on prohibition of additional desks.</p> <p>Tables and chairs will be re-positioned to enforce social distancing.</p> <p>Good communication within SWP to ensure furniture is not moved and social distancing is</p>	
			1	5	L		

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		<p>areas then they should operate a booking system with a maximum occupancy that ensures that adequate social distancing can be maintained.</p> <p>Dining Area - The dining area must be set up in a way that ensures social distancing of 2m between users. Staff must wash their hands when entering the dining area and when leaving. Staff should wipe down their area before and after use. Staff must use their own pots and cutlery from home and they must take them with</p>	2	5	M	<p>maintained.</p> <p>Meeting room booking systems are already in place, ensure for any new spaces, these are set up at the time. Occupancy numbers on current systems must be reduced to currently permitted numbers that can maintain social distancing.</p> <p>FM are responsible for the Hooper street dining area only. This dining area will be arranged to ensure social distancing.</p> <p>SWP to provide information on dining and personal cleaning of equipment/furniture before and after use</p>	
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		<p>them when they leave the area. Staff should be encouraged to bring in their own food in an airtight container or purchase packaged food to avoid cross contamination.</p> <p>The breakout area will be cleaned daily and in line with the agreed Corporate specification. This should be supported by individuals taking personal responsibility for cleaning any areas they use through the use of the self clean kits.</p> <p>Staff should be encouraged to eat outside where possible.</p> <p>Hot Drinks facilities to be available within main office areas, this will reduce traffic in having to move from offices to common kitchens.</p>	1	5	L	<p>Cleaning schedule to be updated if necessary</p> <p>Communication signs to be put up in the area as reminders</p> <p>Supply adequate allocated hot drinks provision to suit the areas at Hooper street FM office and Town Hall Fm office.</p>
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		<p>Storage - Staff should not bring any non essential items into work. A small amount of storage space should be available to staff to ensure a clear desk policy and tidy office. Office drawers and a provision of lockers should be available.</p>	1	5	L	<p>Ensure staff have an allocated storage area, supply information on storage locations. Relocate storage where necessary to maintain social distancing, ensuring that it is close to allocate work areas.</p>	
		<p>Hand washing facilities - Adequate handwashing facilities must be provided and hand sanitiser where this is not possible.</p>	1	5	L	<p>Handwashing facilities are already provided. Within the SWP the team's nearest facility will be advised. Sanitiser will be provided for areas of business where access to washing facilities may not be available. For FM this will be a personal issue for mobile staff working between sites.</p>	
		<p>Showers - Where showers are available a self</p>				<p>Install self help kits. Info on SWP.</p>	

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		help kit will be in place. Users must clean down the shower area before and after use.	2	5	M	
Office Workspace (Staff behaviour & procedure) - contact with other people	Staff & visitors to the site	Social distancing measures: Staff on site must maintain a 2m Social distancing space between others wherever possible.	1	5	L	SWP/Posters
		Building occupancy - must be minimised. If staff can work from home they should. If office cover is required then the numbers should be the minimum required. Shift patterns and break times should be reviewed to ensure minimum occupancy of areas at any one time and the avoidance of congestion at access points.	1	5	L	Managers to review their areas and complete a collaborative office shift pattern that includes break times and also covers contractors based at site to ensure minimum building occupancy whilst ensuring business continuity and minimum contact with others.

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		<p>Contact with other team members- Shift patterns should be reviewed to minimise contact with different staff. A dedicated rota system that ensures staff work on a particular day would be best suited to this. This should be replicated throughout the building to ensure that contact with other occupying departments or external contractors remains within the same groups as much as possible.</p> <p>Hygiene measures: Staff must wash their hands on entering and exiting the workplace, dining areas and WC. It is the responsibility of each individual to clean</p>	1	5	L	As part of above	
			(1)	(5)	(L)	Form part of SWP	

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		<p>down any shared equipment touch points before and after use.</p> <p>Sneezes or coughs should be caught on tissue or the inner elbow if tissue is unavailable. Tissue must be disposed of immediately, hands must be washed and any hard surfaces cleaned down, this is personal responsibility.</p> <p>It is the responsibility of each individual to clean down their own workspace on arrival and before leaving the workplace.</p> <p>Regular cleaning with enhanced surface/touch point cleaning is carried out by the Housekeeping team and must form part of a documented schedule. All hand soaps/gels must</p>				<p>Updated Cleaning Schedule</p> <p>Advise duty managers where stock is stored and can be replaced prior to the next scheduled</p>
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		<p>be checked and replenished regularly to avoid being unavailable. Stocks will be filled during housekeeping visits but duty managers must do this if it is required prior to the next scheduled visit. Routine checks of usage requirements should be carried out. Adequate replacement stocks must be stored locally and checked regularly to ensure good stock management.</p> <p>Staff should not share stationary.</p>			<p>housekeeping visit.</p> <p>Housekeeping to ensure adequate stock level ordering and supply.</p> <p>Part of SWP</p>	
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Use of vehicles	Staff	Social distancing measures: All Staff should be allocated an individual work vehicle for their use.	1	5	L	Vehicle Managers to create a vehicle issue log with protocols to manage vehicles.	
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		If this is not possible then a vehicle should only be shared by a particular group of staff.	2	5	M	Part of SWP. Buddy system to be created by vehicle managers.	
		For office based staff casual car user should be considered for inspections and visits and therefore using own vehicles	1	5	L	Line managers to consider this and provide proposals to FM Managers.	
		Only one member of staff in a vehicle at any time.	1	5	L	Part of SWP	
		Where this is not possible maintain consistent pairing where two persons are required to facilitate a particular activity.	2	5	M	Part of SWP, buddy system to be created by vehicle managers	
		Each vehicle and mobile operative to be equipped/issued with hand sanitiser.	1	5	L	Vehicle/line manager to supply Sanitiser and create re-issue procedures.	

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		Ensure social distancing is adhered to when loading/unloading.	1	5	L	Part of SWP	
		Avoid unnecessary travel. Travel should only be to allocated work sites.	1	5	L	Part of SWP	
		Do not leave used PPE in the vehicle. Dispose of all used items in the correct waste containers on site.	1	5	L	Part of SWP	
		A cleaning schedule must be in place for each vehicle that includes all touch points and hard surfaces as a minimum requirement. The cleaning schedule should reflect the usage of the vehicle and will need increasing if the vehicle is shared. This is the duty of the driver.	1	5	L	Vehicle Managers to create a cleaning schedule, in line with agreed vehicle use schedule.	

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Use of Equipment	Staff, visitors to site	Follow standard use of equipment RA. Staff should use personally allocated equipment where possible.	1	5	L	Staff to be allocated personal tools/equipment where possible. (If they are available).
		If this is not possible and equipment is shared it should be shared between the same groups of staff. If the equipment is maintenance/operative equipment then the appropriate PPE glove type must be worn and hands washed after the completion of work. Shared equipment (office/kitchen) touch points should be wiped down before and after use.	2	5	M	Form part of SWP, buddy system to be created by equipment managers (maintenance/operatives equipment). For multi use office/kitchen equipment such as printers, signs to be installed with self help kits to wipe down. Microwaves to be removed as part of the agreed MCC strategy.
Staff mobile Working on different sites (Facilities)	Staff, residents, visitors, contractors,	Staff to work alone (follow lone working assessment) where possible.	1	5	L	SWP
		If in groups social distancing must be adhered to.	2	5	M	Line Managers to set up buddy groups and

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Support/Mobile cleaners)	public	Work groups should be set up, to ensure same staff contact (buddy groups).				allocate work to reflect the groups.
		Whilst working on any site hands must be washed on entry and exit to the building, dining areas and washroom/toilet areas.	1	5	L	SWP
		Any site rules must be followed.	1	5	L	SWP
		Standard manual handling assessment must be followed - additional controls for manual handling requiring more than one person; If an item requires manual handling by two or more persons, social distancing must be maintained.	1	5	L	SWP
		If you cannot handle the item with 2m of distance between operatives, the operatives should	2	5	M	SWP

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		<p>advise their line manager who must then review the work and advise how to proceed. If it is safe to do so the operatives may work facing away or side to side, for periods of less than 15 minutes whilst wearing face coverings. Face to face working must be avoided. If face to face handling is required then a risk assessment of that work will be required and must be deemed safe and adhere to all current PHE, government and HSE guidelines before continuing.</p> <p>Higher risk sites such as care homes or shared/residential accommodation;</p> <p>If these sites are part of a regular schedule then</p>	2	5	M	<p>Part of SWP</p> <p>As we are not providing care or having direct</p>	
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		a communication link must be set up between the line manager and site. FM will require updates on the covid status that can be shared with the operatives. If any resident is diagnosed with covid, suffering symptoms or isolating, then the operative must not attend. For ad-hoc visits, operatives should contact the site to establish this prior to attendance.				contact with residents we will not be required to use PPE. Social distance and good hygiene must be adhered to. Appointments and arrangements should be made prior to a visit to ensure an isolated workspace where social distancing can be maintained. Site rules must be obeyed and may require extra precautions based on the environment. Line managers to set up comms links for regular scheduled visited sites.	
Staff based at different sites (catering Facility)	Staff, visitors, contractors, school staff & children	Social distancing measures: Staff must ensure a 2m social distance between them and customers at all times. Management approval must be gained if more than two members of staff are to be in a kitchen at a time.	1	5	L	A rota must be put in place to ensure there are only two staff in at a time. This should ensure the same groups of staff work together so as minimum possible contact.	

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		Work surfaces must be sanitised before and after completion of any work.	1	5	L	Part of SWP - Ensure correct time frame for sanitiser use refer to COSHH data sheets (5 minutes reaction time)	
		Staff to regularly wash their hand using the correct technique and using bacterial hand wash. Hands must be washed when entering or leaving the kitchen, WC and after handling deliveries.	1	5	L	Manager must ensure all hand wash sinks are regularly topped up with bacterial hand soap	
		Use sanitiser for tools/equipment and work stations whilst using the standard cleaning PPE.	1	5	L	Supply correct chemicals and instruction including coshh data sheets.	
		Ensure all regular hygiene and health and safety practices are followed in accordance with the assured safe catering manual.	1	5	L	Monitor	

Health & Safety Risk Assessment

Covid-19 - Assessment of the hazards of airborne particles, potentially contaminated surfaces and contact with asymptomatic individuals which may lead to the risk of a Covid-19 infection within the workplace (Hooper Street Block A - FM, THX FM Reception & Field based Staff)

		1	2	3	4	5
Likelihood (L)	5	5	10	15	20	25
	4	4	8	12	16	20
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		Catering to agree on the safe food provision and delivery method with the school and this should form part of a joint assessment with the school.	1	5	L	Complete agreements with schools/unions	
		Ensure all staff including relief have been updated on the schools policies	1	5	L	Review and distribute current policies, ensure there is a system in place for updates.	
		Kitchen staff must use their designated entrance/exit and must remain within their own working areas.	1	5	L		
Visitors	Staff , Members of the Public, visitors, contractors	Visitors should not be invited or allowed to site wherever possible. If it is a necessity that a visit is required then visitors should report to a reception or lodge. Only authorised visitors will be allowed access. All visitors must be issued a Safe Working Practice for visitors, prior to their	2	5	M	Create SWP for visitors. The visitors protocol will contain details of how visitors should conduct themselves whilst on site, how to maintain social distance while moving around the building/site and details of where hand washing facilities are located.	

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		visit if possible, which they must adhere to. Failure to adhere to the procedure will result in the visitor being removed from site.				Safe Working Practice/protocol for visitors to be issued to each visitor on arrival or before their visit if possible.	
Reception and deliveries	Staff, Members of the public	No personal deliveries are allowed to any workplace site. Delivery orders should be kept to a minimum and orders should be done in larger quantities less frequently. Any deliveries should be delivered/received at a safe distance allowing social distance for the delivery personnel and the receiving member of staff. Specific delivery areas should be allocated. The usual manual handling RA must be followed. After handling a delivery you should wash your hands.	1	5	L	Form part of SWP	

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Lifts & staircases	Building users, staff, visitors, contractors	Wherever possible use the stairs to allow the lifts to be free for essential users.	1	5	L	SWP
		If a lift must be used then occupancy levels must be ideally one.	1	5	L	
		A maximum of 2 users could use the lift if it was essential as long as they faced away from one another with as much space between individuals as possible.	2	5	M	
Awareness	Building users, staff, visitors, contractors	Communication- There should be adequate displays of covid secure posters, and building procedures that include expected behaviours. All staff must have had the relevant training and been issued the safe working practices for a covid secure	(1)	(5)	(L)	Complete training with staff, log this and install posters. This is for Hooper street block A/lodge and FM reception at THC. (Mitie & Engie are included within our covid secure building environment assessment and must be issued with this assessment and SWP. They are

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		<p>workplace, this must be recorded. Staff should have access to this risk assessment.</p> <p>Ongoing engagement with workers, trade unions and representative groups and updates communicated to all staff.</p> <p>Government guidance and Council policy should be reviewed regularly, with policies and procedures reflecting guidelines and risk.</p>				<p>responsible for the training and issue of this information and must confirm all required tasks have been completed and issued in accordance with this assessment and SWP. Service and work related areas covered in this assessment are for MCC staff and contractors must complete their own assessments in this regard.</p> <p>The wider estate assessments will be completed by H&S in conjunction with building users or for hubs assisted with an agreed person from FM/Estates</p>	
Cleaning	Building users, staff, visitors, contractors	<p>Housekeeping team carries out regular cleaning in office space with increased frequency on touch points. (as per the agreed corporate specification issued May 2020).</p> <p>Cleaning operatives are trained to wash their</p>	2	5	M	Clear communication regarding site user responsibility and ownership regarding using self help kits/workstation cleaning.	
			1	5	L	Online bite size video to be created by the	

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		hands as per government guidelines before and after each activity. Regular controls in place to ensure standards are monitored frequently.	1	5	L	Housekeeping team to provide site users with guidance on how to effectively clean their individual work stations. Create a matrix of site audits providing a scheduled list of how often and when these will be carried out by an authorised officer.
PPE	Staff	As per government guideline there is no recommended PPE for covid-19 outside of health and care settings and as such additional PPE is not required and should be left available for those settings.	1	5	L	SWP
		PPE must be used in the normal way for its intended task if required by the work activity risk assessment. Staff should avoid touching their face/mouth.	1	5	L	

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Legionella & Maintenance	Building users, staff, visitors, contractors	As there are less staff on site, all outlets are potentially little used. All outlets to be flushed weekly.	2	5	M	Implement flushing regime	In place
		All maintenance to continue, allowing access and social distancing, ensuring visitor info is issued to attending operatives.	1	5	L	SWP/broadcast if required	
Emergencies, accidents, incidents, Fire	Building users, staff, visitors, contractors	During a fire or giving first aid, life is priority and social distancing is not required if it interferes with the safety of people. After the immediate threat has been eliminated good hygiene practices and covid-19 restrictions must be adhered to. Hygiene practices following an emergency event must be dealt with on a case by case basis as they will all differ and should be managed by the duty manager at the time to comply with current covid-19 guidelines.	2	5	M/H	SWP	

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		Fire Marshals/procedures & first aid	1	5	L	As more staff now work from home the fire plan & fire marshals/first aiders lists must be reviewed as it may be that these staff are no longer present and are working from home. These requirements should become part of a duty manager role, with assistance from staff that are based at the office more frequently such as the security team. Update protocol and provide training.	
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Workplace				Notes / Other Hazards
Slips and Trips	Fire	x	Obstructions	
Heating	Services		Access and Egress	x
Lighting	Working Space	x	Edge Protection	
Ventilation	Storage		Traffic Routes (pedestrian)	x

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Equipment			Notes / Other Hazards
Lifting Equipment	Electrical Equipment	Machinery	
Workplace Transport	x Display Screens	Hand Tools	
Machinery	Ladders	General Equipment	x
Physical			Notes / Other Hazards
Noise	Radiation	Animals / Insects	
Vibration	Manual Handling	Repetitive Work	
Electricity	Cuts / Lacerations	Burns / Scalds	
Correct use of PPE	x Moving Vehicles		
Substances			Notes / Other Hazards
Chemicals	Dusts	Fumes	This assessment is based on the risk of infection from coronavirus (covid-19)
Flammables	Pesticides	Asbestos	
Legionella	Biological	x Sharps	
Processes			Notes / Other Hazards
Work at Heights	Confined Spaces	Outdoors	
Hot Works	Educational Visit		

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Work Organisation			Notes / Other Hazards
Lone Working	x	Violence and Aggression	Driving at Work
Contractors	x	Use of Agency Staff / Placements	Workloads, Stress etc

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19th May 2020

Val Brown

Martyn Joyce
 Val Brown
 June Kelly
 Laura Murray
 Tony Thompson
 Ian Mulligan
 Brian Ross
 Nick Lee Allan
 Acton
 Ian Stock

Hazard Information and method of controlling the risk

Health & Safety Risk Assessment

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Typical symptoms of coronavirus include fever and a cough that may progress to a severe pneumonia causing shortness of breath and breathing difficulties. Generally, coronavirus can cause more severe symptoms in people with weakened immune systems, older people, and those with long term conditions like diabetes, cancer and chronic lung disease.

Routes of Entry: **Inhalation** of droplets / aerosols (coughs, sneezes etc.), **Introduction** through contaminated hands / fingers via mucous membranes (eyes, nose, mouth), **Access** for virus via broken skin / open wounds / cuts, **Splashes** of body fluids containing virus into mucous membranes (eyes, nose, mouth).

Sources of Infection - **Direct transmission** Other people with virus in close proximity – *person to person (hand to hand, hand to mouth, hand to body), airborne (coughing, sneezing)*, **Indirect Transmission** Contaminated surfaces / equipment – *hands and hand contact surfaces, food and food contact surfaces, clothing and bed linen, waste.*

By use of this risk assessment we will put all control measures in place and create a safe working practice document. The SWP document will be an easy to read information sheet that staff will comply with. We will ensure that all staff have had the relevant training on the requirements of the safe working practices and have access to the complete assessment, SWP document and any other information. All control measures that also affect non staff will be in place with any corresponding documentation available.

Staying COVID Secure – Our Commitment

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

Health & Safety Risk Assessment

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