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| Risk Assessment – COVID-19 (v3.3) | 1 September 2021 | William Hulme’s Grammar School |
| Responsible Person | Peter Mulholland (Principal), Kate Heaton (Primary Phase Headteacher) | |
| Other Persons Involved | SLT, Director of Health and Safety | |
| Guidance Material Considered | <ul style="list-style-type: none"> • DfE – Schools coronavirus (COVID-19) operational guidance (from Step 4) (6 July) • DfE - Actions for early years and childcare providers during the coronavirus (COVID-19) outbreak (24 May) • DfE - Protective measures for holiday and after-school clubs, and other out-of-school settings during the coronavirus (COVID-19) outbreak (14 June) • DfE - Safe working in education, childcare and children’s social care (6 July) • PHE - COVID-19: cleaning in non-healthcare settings outside the home (16 October) • DfE Asymptomatic Testing Procedures and Guidance – available through the DfE portal (secondary) and DfE portal (primary) | |

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| Details | DFE Coronavirus Helpline 0800 046 8687 |
| <p>A risk assessment covering school/setting operation following the move to Step 4 (from 19 July)</p> <p>A revised system of control measures is in effect</p> <ol style="list-style-type: none"> 1. Ensure good hygiene for everyone. 2. Maintain appropriate cleaning regimes. 3. Keep occupied spaces well ventilated. 4. Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19. <p>The symptoms of COVID-19 are a new and continuous cough, or a high temperature, or a loss of or change in a person’s normal sense of taste or smell</p> | |

| Hazard | Who is at Risk | How Can the Hazards Cause Harm | Control Measures Currently in Place |
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| Infection Control (people) | Staff, Pupils, Visitors | Staff contracting COVID-19 | <ul style="list-style-type: none"> • Staff who are required to quarantine having recently visited a county outside the common travel area will not come into school • Staff are encouraged to take part in asymptomatic testing. • Any staff member with symptoms of COVID-19 is sent home to self-isolate for 10 full days and instructed to undertake a PCR test. • Where an LFD test returns a positive result the staff member must self-isolate and arrange a PCR test. • Anyone having to go home will be encouraged to not use public transport where this is applicable • Where a PCR test returns a positive result: <ul style="list-style-type: none"> ○ The staff member must notify the school of the test result immediately ○ The staff member self-isolates in line with self-isolation guidance ○ Where two or more confirmed cases occur within 14 days the school contacts the DfE helpline for advice on any further action required ○ The school will review the case against the Group guidance on <i>COVID-19 and ARMS</i>. • If the PCR test result is negative the staff member can return to school when they feel well enough to do so. • Staff are encouraged to continue twice weekly home testing in line with PHE/DfE guidance whenever they are due to come into school |
| | | Pupils contracting COVID-19 | <ul style="list-style-type: none"> • Any pupil with symptoms of COVID-19 is told to self-isolate and undertake a PCR test. The pupil/parents are instructed to notify the school of the test result. A negative PCR test result means the pupil can return to school. • Anyone having to go home will be encouraged to not use public transport where this is applicable • Where two or more confirmed cases occur within 14 days the school contacts the DfE helpline for advice on any further action required • Clinically extremely vulnerable pupils can attend unless under specific medical advice not to do so • Pupils/children who are required to quarantine having recently visited a county outside the common travel area must not come into school • Secondary Phase pupils are encouraged to continue twice weekly testing in line with PHE/DfE guidance. On site testing facilities will be reinstated in the Sports Hall ahead of the new academic year and operated in line with DfE guidance (linked at the beginning of this document). • Where an LFD test returns a positive result, the pupil will self-isolate and be advised to arrange a PCR test, continuing to self-isolate if the result is positive. |
| Suspected / confirmed case in school | Staff/ pupils | Potential contamination of surfaces and for person to person spread | <ul style="list-style-type: none"> • Pupil/staff member sent home and instructed to arrange a COVID-19 PCR test. • Pupils with symptoms are isolated in a dedicated room with an open window if possible. Any rooms used will be cleaned once they have left. |

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| | | | <ul style="list-style-type: none"> 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. Cleaning and disinfection carried out by RCCN cleaning staff in accordance with DfE guidance COVID-19: cleaning of non-healthcare settings |
| Infection Control (practices) | Staff, Pupils, Visitors | Operational practices in place to minimise the risk of the spread of infection | <p><u>Good Hand and Respiratory Hygiene</u></p> <ul style="list-style-type: none"> Mask wearing is optional in the school, unless otherwise advised by Public Health. Masks and face shields are available for those who need them. Hands are cleaned regularly by all pupils, staff members and visitors on arrival, after break, when changing rooms, before and after eating, and after using the bathroom. Soap and running water or hand sanitiser is readily available for this purpose. Skin friendly cleansing wipes used for those who need assistance in cleaning hands and sanitiser use supervised where necessary Practices are built into school behaviour culture 'Catch-it, bin-it, kill-it', promoted throughout school. Regular robust handwashing is carried out. Signage advocating more frequent handwashing is displayed in various locations around the premises. Sanitizers are available in both Receptions and across the site. The school provides tissues and sufficient bins with lids to support disposal of waste. The school considers support for those who may have difficulty or those who spit or use saliva as a sensory stimulant. All classrooms and offices have supplies of hand sanitizer, wipes and sanitizer spray All areas are cleaned and disinfected regularly throughout the school day by RCCN in accordance with DfE guidance |
| | | | <p><u>Cleaning</u></p> <ul style="list-style-type: none"> A cleaning schedule is in place showing increased frequency with a focus on areas used by multiple groups and frequently touched surfaces in line with normal procedures and cleaning risk assessment. No requirement for additional PPE to be worn for routine cleaning. Cleaning following confirmed/suspected case carried out in accordance with PHE guidance COVID-19: cleaning of non-healthcare settings Cleaning is contracted out to RCCN and the school maintains a record of what enhanced processes have been implemented. |
| | | | <p><u>Outbreak Management Plans</u></p> <ul style="list-style-type: none"> Mechanisms are in place for the rapid deployment of enhanced control measures, e.g. face coverings, bubbles, should the school be advised to do so by a relevant body (central government, Local Director of Public Health) |
| Infection Control (premises) | Staff, Pupils, Visitors | Changes to or introduction of physical control measure to minimise the risk | <ul style="list-style-type: none"> The whole school is kept well ventilated insofar as the ventilation systems allow and whilst maintaining a suitable teaching and working environment. Mechanical ventilation systems are set to 'fresh air' mode where possible. Single room systems continue to operate as normal Windows are opened where possible, where temperature allows it, and where doing so does not create undue risks. |

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| | | of the spread of infection | <ul style="list-style-type: none"> Where no mechanical ventilation is provided, windows are fully opened at least at every break time to vent the room Non-fire doors are propped open to support ventilation and to remove need for hand contact |
| Anxiety, stress and worry | Staff, pupils (parents indirectly) | Those coming to work or school may be anxious, worried or stressed | <ul style="list-style-type: none"> The workforce and any Union reps have been involved in the development of this risk assessment and associated control measures This risk assessment and its findings have been shared with staff and published on the school website. Staff have access to Group's occupational health and counselling service Guidance on wellbeing provided on Hub coronavirus pages – dedicated wellbeing section Guidance provided to managers on supporting their teams and reasonable expectations during this period. Line managers maintain regular contact with their teams. Any concerns are passed on the HR Team who will log and address them, including close monitoring of staff workload. |
| Failure to follow local rules | Staff, Pupil, Visitors | Persons fail to follow local rules due to lack of awareness or persons who violate local rules | <ul style="list-style-type: none"> Risk assessment developed in collaboration with staff and Union reps and shared with all parties All staff reminded of their duty to follow these control measures and to support staff or pupils who may fail to follow these in a constructive manner Compliance with this risk assessment and associated procedures will be monitored by line managers e.g. checklists, observations, interviews, audits etc. Behaviour Policies have been updated in line with latest COVID-19 advice. They are on the website and all protocols explained clearly in written communication to parents. |
| The school lapses in following national/ group guidelines and advice | Staff, Pupil, Visitors | Lack of awareness leads to failure to follow required controls | <ul style="list-style-type: none"> Important updates/changes included in CEO's Heads Bulletins Regular key guidance updates issued by Group H&S Manager Headteacher to ensure that all relevant guidance is followed and communicated to staff Senior Leaders keep themselves up-to-date with advice issued by, but not limited to, DfE, NHS, Department of Health and Social Care and PHE, and review this risk assessment accordingly Information on the school website is updated. COVID-19 tab contains all information relevant to parents. The LGB is kept informed on changes in guidance and school approach Principal and SLT ensure that all relevant guidance is followed and communicated to staff Parents/Pupils are updated via SIMS InTouch, and classrooms as necessary. Any change in information to be shared with Chair of Governors and passed on to parents by SIMS InTouch and staff by email and video messages |

| Details of any additional control measures for consideration | Target for completion | Date of completion | Completed By |
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Assessment completed by:

Peter Mulholland

Date:

1 September 2021

Date of next review:

31 October 2021